

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 22, 2022 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 22, 2022, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:02 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
Pledge of Allegiance	All stood and pledged allegiance to the flag of the United States of America.
Roll Call	<p><u>Members in attendance were:</u> Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Scott Campbell, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Mr. Jason Miller, Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. Patrick Shull, Mr. William Swanson, and Mr. Ford Thompson (13)</p> <p><u>Members not in attendance were:</u> Mr. David Barder, Mr. Kevin Busher, Mr. Terry Cameron, Ms. Alyssa Eichelberger, Ms. Jaime Johnsen, Mr. Micheal Wanner (6)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary; Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Mr. David Martin, Dr. Andrew McCrea, Mr. Blake Wise, Mrs. Maria Hoover, Mr. Len Kapp</p>
Recognition of the Public: Items Specific to the Agenda	There was no public in attendance.
Public Comment	There was no public comment.
Approval of Minutes	<p>Mr. Patrick Shull moved, seconded by Mr. William Swanson, “that the August 25, 2022 CAIU Board Meeting minutes be approved.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Report	There were no Board Committee Reports.
Treasurer’s Report	Mr. Patrick Shull moved, seconded by Mr. William Swanson, “that the following fiscal items be approved:
Treasurer’s Report – August 2022	August 2022 Treasurer’s Report – a total of \$15,134,501.89 in receipts and \$9,865,843.95 in expenses.
Payment of Bills – August 2022	August 2022 Payment of Bills.
Summary of Operations – June 2022	Summary of Operations for June 2022 showing revenues of \$125,665,009.12 and \$125,493,754.52 in expenses.”

Summary of Operations – August 2022

Summary of Operations for August 2022 showing revenues of \$13,209,587.40 and \$10,029,882.63 in expenses.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Budget Administration

Mr. Patrick Shull moved, seconded by Mr. Dennis Helm, “that the following Budget Administration items be approved:

Proposed 2021-22 Budget Revision - American Rescue Plan (ARP) - ESSER

Proposed 2021-22 Budget Revision - American Rescue Plan (ARP) - ESSER

Proposed 2022-23 Original Budgets

The following Proposed 2022-23 Original Budgets:

- Comprehensive Planning
- EI Workforce Development Grant
- PA Smart Grant
- Title III, Part A - English Language Acquisition.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Fiscal Matter

There were no Other Fiscal Matters.

Other Business Items

Contracts – September 2022

Mr. Patrick Shull moved, seconded by Mrs. Judy Crocenzi, “that the September 2022 Board Contracts be approved.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Discussion and Vote on 2023 PSBA Officer Candidates

Mr. Jason Miller moved, seconded by Mrs. Barbara Geistwhite, “that the following slate of 2023 PSBA Officer Candidates be approved as nominated:

- **2023 President-Elect** (one-year term): Michael Gossert*, Cumberland Valley School District
- **2023 Vice President** (one-year term): Allison Mathis*, North Hills School District
- **2023-2025 Central Zone Representative** (three-year term): Julie Preston, Northern Tioga School District
- **PSBA Insurance Trustees:** Kathy Swope & Roberta Marcus
- **School Board Secretaries Forum:** Tracy Long, Keystone Central School District and Steve Skrocki, North Penn School District.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Transportation Contract Addendum

Mr. Dennis Helm moved, seconded by Mrs. Paula Bussard, “that the third amendment to CAIU15 Transportation contract to change the rate structure beginning July 1, 2022 and expiring on June 30, 2024 be approved.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Appointment of New Board Member

Mrs. Barbara Geistwhite moved, seconded by Mrs. Paula Bussard, “that Mr. Kevin Busher, Lower Dauphin S.D., be appointed to fill an unexpired term beginning September 22, 2022 and ending June 30, 2023.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

22-23 Approval of Trustees of the South Central Trust

Mrs. Paula Bussard moved, seconded by Mr. Jason Miller, “that the appointment of the following Trustees for the term of 7/1/22 – 6/30/23 to the South Central Trust of CAIU be approved: Daren Moran, Blake Wise, Michelle Sholder, Andria Saia.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Policies & Programs

Mr. Patrick Shull moved, seconded Mr. William Swanson, “that the following Policies & Programs be approved:

Second Reading Revised Policies

Second Reading and approval of the following Revised Policies:

- #913 - Non-school Organizations/Groups/Individuals
- #103 - Discrimination/Title IX Sexual Harassment Affecting Students

Revised 2022-23 Student Services Master Calendar

Revised 2022-23 Student Services Master Calendar.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Job Descriptions

Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “that the following Job Descriptions be approved:

Second Reading, New Position, New Description – Classroom Monitor

Second Reading, New Position, New Description – Classroom Monitor

Second Reading, Existing Position, Revised Description – Assistant Executive Director

Second Reading, Existing Position, Revised Description – Assistant Executive Director

Second Reading, Existing Position, Revised Description - Technical Business Analyst

Second Reading, Existing Position, Revised Description - Technical Business Analyst.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Personnel Items

Mr. Patrick Shull moved, seconded by Mr. Dennis Helm, “that the following Personnel Items be approved:

Resignations

JULIE FEISTER, Educational Paraprofessional, Diagnostic Program, effective June 2, 2022. Reason: Personal
TARA JONES, Speech and Language Therapist, Early Intervention Program, effective October 31, 2022. Reason: Personal
NYLA KATER, Safety and Security Coordinator, Administrative Team, effective September 9, 2022. Reason: Personal.
VICKI KEENER, Teacher, Keystone State Challenge Academy, effective September 9, 2022. Reason: Personal.
ERIKA LOVE, Inclusion Consultant, Early Intervention Program, effective November 11, 2022. Reason: Personal
KATIE ULRICH, Teacher, Capital Area Mental-health Program, effective October 21, 2022. Reason: Personal.
RENEE WESNER, Reading Specialist, ANPS Program, effective October 31, 2022. Reason: Retirement after more than 15 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

SAMUEL LISA, District Technology Coordinator, Technology Team, effective date to be determined. Base salary of \$58,132.66 for 260 days of service will be prorated based on the number of days worked through June 30, 2023. This is a replacement position funded through the Technology Entrepreneur budget.
SHARON SZEKERES, Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters+15, Step 15, \$76,731 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
PRISCILLA TANCO, Special Projects Coordinator, Educational Services Team, effective date to be determined. Base salary of \$60,076.85 for 260 days of service will be prorated based on the number of days worked through June 30, 2023. This is a replacement position funded through the Special Projects budget.

CHANGES OF STATUS

MATTHEW BRELSFORD, School Psychologist, from active to inactive status due to rescinding acceptance of employment offer, effective August 29, 2022.
HEATHER BROWN, change from Floater Teacher to Long Term Substitute Teacher, Emotional Support Program, effective September 19, 2022 – March 17, 2023. This change in status results in a change of salary to 100% of the Bachelors, Step 15 salary of \$72,437 for 190 days of service and will be prorated for a total of 116 days.
BONNIE HEISLER, change from Floater Teacher to Teacher, Early Intervention Program, effective September 12, 2022. This change in status results in a change of salary to 100% of the Bachelor’s, Step 15 salary of \$72,437 for 190 days of service, prorated for a total of 161 days.
KATHERINE KUHN, Teacher, change in resignation effective date from September 13, 2022 to September 9, 2022.
DAVID NICHOLS, from Technology Support Supervisor to Technical Business Analyst, Technology Team, effective September 19, 2022. Change of status results in a change of salary to \$78,322.57 for 260 days of service and will be prorated for a total of 204 days through June 30, 2023.

CHANGES OF SALARY

KIRBY HOKE, Custodian, Administrative Team - Operations, change of salary to \$28,124.50, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.
JACKIE HORST, Custodian, Administrative Team - Operations, change of salary to \$28,975.17, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.

MIRANDA LONG, Custodian, Administrative Team - Operations, change of salary to \$28,266.48, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.

CAMERON WEST, Custodian, Administrative Team - Operations, change of salary to \$27,013.31, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.

LEAVE OF ABSENCE **CAROLINE OWINGS**, Teacher, Emotional Support Program, sabbatical for restoration of health effective September 19, 2022 – March 17, 2023. Leave is in accordance with and provided for under the PA School Code.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Reports & Updates

Announcement of
CAIU Retiree

The CAIU Board of Directors announced the following September 2022 CAIU Retirees:

- **Jenny Heffner**, Custodian, retirement after 32 years of service.
- **Rita Harvey**, Mental Health Treatment Specialist, retirement after 19 years of service.
- **Patricia Merrill**, Inclusion Consultant, retirement after 14 years of service.

CAIU Team Reports

- **Dr. Andrew McCrea, Director of Student Services**, reported as part of the strategic plan process, the Student Service’s team goals are focused on staffing, improving systems and programming. Most of the work is being done internally but there is a regional effort being done by the Regional Special Education Committee which is comprised of the Superintendent and two Special Education Directors from each district region. This group engages in a regional effort to develop a multi-year plan to address the needs of the region. In addition, Dr. McCrea highlighted the *All In* article on the new work immersion program at PaTTAN where students gain valuable work experience and job skills working full time in food service. The hope is that this program will result in competitive employment for the students. We plan to start partnering with other businesses. Dr. McCrea also provided a staffing update: we are still facing some staffing challenges and have many vacant positions to fill.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided a transportation report: thank you to the Board for approving the transportation amendment which will provide a much needed compensation change making us more competitive. Facility Update: The construction remodel project at Enola continues on and phase two is going as planned. We anticipate that the October Board meeting will be held in the Board room and the project will be mostly complete. We are still experiencing some delays with supply chain issues and staff shortages. Upcoming projects: exterior remodel at Enola to address some exterior building issues.
- **Mr. Blake Wise, HR Manager**, provided a reported on staff recruitment. Blake is leading an initiate to address staff recruitment and onboarding challenges with the goal of improved employee experience and staff retention. We had 42 new hires during the summer months and sent out an onboarding survey to all of these individuals to gather valuable information. This year, Blake will be focusing on processes, procedures and systems to address inefficiencies, with the HR Advisory Council. This council is made up of the school district HR managers/representatives and meets quarterly. Their first meeting will be on October 5.

Mrs. Maria Hoover, Director of Educational Services, reported that Education Services team is seeing an uptick in a need for support of teachers and administrators. Brandon Carter is working on a Leadership series to provide training. The Training and Consultant Supervisor team is busy providing needed supports to our districts in content area and professional development. Maria summarized some of the PD sessions that are being offered to our districts.

Mr. Daren Moran, Director of Business, reported that there was a business manager's meeting yesterday. There are eleven new business managers across our districts within the last 18 months. The group provided support and shared best practices. Daren provided an update on the legal RFP process. A draft RFP was sent to our solicitor for approval and will be sent out to 5-6 prospective companies. The Board would like to be included in the interview/review process.

Dr. Andria Saia, Executive Director, provided a technology team report in Dave Martin's absence, who was at a statewide meeting on Cyber Security. He recently held a meeting with the superintendents and provided an opportunity for them to join in on a regional cyber security solution. Letters of intent were sent out. Dr. Saia provided a summary of the *All In* newsletter. She highlighted the front cover photo of Early Intervention Opening Day and her belonging article on *Increasing Connection*. Recently, she presented in Pittsburgh on Belonging at a Safety Conference. There are two more conferences coming up on 10/20/22 in Hershey and one in November in Montgomery County. Dr. Saia provided an article on CAIU Strategic Plan Summary. She highlighted the Keystone State Academy article; there will be an Open House in October and we will share the invite once received. Other upcoming events: Open House at ELC on 10/17/22 at 4pm – 6:30pm; CAIU Fall Fest on 10/29/22; Imagination Library fundraiser, Monte Carlo night event, at the Whitaker Center, on November 26 – a Save the Date will go out soon. Upcoming fall SAC conference on 11/2/22 – 11/4/22. This is a great learning, networking, and relationship building opportunity for our superintendents. Ray McNulty will present on Future Focused Leadership and taking a proactive approach.

Departing Board Members	At 8:59 a.m., Mr. Richard Bradley departed the meeting. At 9:10 a.m., Ms. Ericka Schmidt departed the meeting,
Executive Director's Report	Dr. Andria Saia, Executive Director, shared some highlights from the All In! newsletter in her team report.
President's Report	Mrs. Jean Rice thanked the Board for their attendance.
Board Member Sharing of Information	There were no Board Members sharing of information.
Information Items	There were no Information Items.
Other Business/Public Comment on Items Not Specific to Agenda	There were no other business or public comment on items not specific to the agenda.
Next Board Meeting Date	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, October 27, 2022, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “that the meeting is adjourned.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

At 9:20 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary