

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 27, 2022
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 27, 2022, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
EXECUTIVE SESSION	At 8:01 a.m., the Board entered into an Executive Session to discuss Personnel and Legal matters.
REGULAR BOARD MEETING	At 8:21 a.m., the Board reentered into the Regular Meeting of the Capital Area Intermediate Unit Board of Directors.
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. Terry Cameron, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Ms. Jaime Johnsen, Mr. Jason Miller, Mrs. Jean Rice, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (13)</p> <p><u>Members not in attendance were:</u> Mr. David Barder, Mr. Kevin Busher, Mr. Scott Campbell, Mr. Dennis Helm, Ms. Ericka Schmidt, 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> Dr. Andrew McCrea, Mr. Blake Wise, Mrs. Maria Hoover, Mrs. Lisa Klingler</p>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed the public in attendance.
Public Comment	There was no public comment.
Approval of Minutes	<p>Mr. Patrick Shull moved, seconded by Mrs. Barbara Geistwhite, “that the September 22, 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. Ford Thompson moved, seconded by Mrs. Paula Bussard, “that the following fiscal items be approved:
Treasurer’s Report – September 2022	September 2022 Treasurer’s Report – a total of \$9,914,622.25 in receipts and \$11,953,187.86 in expenses.

Payment of Bills – September 2022	September 2022 Payment of Bills.
Summary of Operations – June 2022	Summary of Operations for June 2022 showing revenues of \$126,493,033.44 and \$125,650,468.04 in expenses.
Summary of Operations – September 2022	Summary of Operations for September 2022 showing revenues of \$25,740,943.05 and \$18,693,625.83 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	Mrs. Paula Bussard moved, seconded by Mrs. Barbara Geistwhite, “that the following Budget Administration items be approved:
Proposed 2022-23 Original Budget - EANS II	Proposed 2022-23 Original Budget - EANS II
Proposed 2022-23 Original Budget - Health & Physical Education Grant	Proposed 2022-23 Original Budget - Health & Physical Education Grant.”
	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 – October 2022	Mr. Patrick Shull moved, seconded by Mrs. Barbara Geistwhite, “that the October 2022 Board Contracts be approved.”
	Motion passed with a roll call vote as 12 members present voting in the affirmative and one member, Mr. Jason Miller, abstained.
Mutual Release – 4 Flowers Drive	Mr. William Swanson moved, seconded by Mr. Patrick Shull, “that the Mutual Release of 4 Flowers Drive be approved.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies & Programs	Mrs. Paula Bussard moved, seconded Mrs. Barbara Geistwhite, “that the following Policies & Programs be approved:
First Reading Revised Policies	First Reading, Revised Policy #805 - Emergency Preparedness First Reading, Revised Policy #236.1 - Threat Assessment
First Reading New Policy #805.2 - School Security Personnel.”	First Reading New Policy #805.2 - School Security Personnel.”

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

Job Descriptions

There were no Job Descriptions.

Personnel Items

Mr. Patrick Shull moved, seconded by Mrs. Judy Crocenzi, “that the following Personnel Items be approved:

Resignations

DONNA BURKE-BADU, Educational Paraprofessional, Autism Support Program, effective January 3, 2023. Reason: Retirement after more than 30 years of continuous CAIU service.

ZACHARY FEISTER, Educational Paraprofessional, Early Intervention Program, effective September 9, 2022. Reason: Personal.

JENNIFER HALBLEIB, Educational Paraprofessional, Early Intervention Program, effective October 12, 2022. Reason: Personal.

MEGAN MCCARTNEY, Educational Paraprofessional, Multiple Disabilities Support Program, effective October 28, 2022. Reason: Personal.

NICOLLE REYES, Personal Care Assistant, Multiple Disabilities Support Program, effective November 4, 2022. Reason: Personal.

CODY WELSH, Custodian, Administrative Team - Operations, effective October 20, 2022. Reason: Personal.

NICOLE YOUNG, Occupational Therapist, OT/PT Program, effective November 11, 2022. Reason: Personal.

**RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT**

THOMAS BREIGHNER, Temporary Professional, effective date to be determined. Assignment: Teacher, Capital Area Mental-health Program with base salary of Masters, Step 1, \$53,947 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 Capital Area Mental-health Program budget.

NICOLE CALBRESE, Paraeducator, effective date October 3, 2022. Assignment: Educational Paraprofessional, Educational Services Team with base salary of HS+48, \$27,075 for 190 days of service will be prorated for a total of 161 days with additional new hire days as required. This is a new position funded through the EANS II budget.

MEGAN FRANZEN, Intern, Student Services Team, effective date to be determined until June 2, 2023. Hourly rate will be \$15.00. This is a temporary intern position funded through the Classroom budget.

DELANEY KLEPPER, Professional, effective October 11, 2022. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$53,947 for 190 days of service will be prorated for a total of 153 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

DANIEL MALINICH, Intern, Administrative Team - Communications, effective date to be determined until May 26, 2023. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.

ELIZABETH MIRIELLO, Temporary Professional, effective October 24, 2022 – May 26, 2023. Assignment: Long Term Substitute Remedial Specialist, ANPS Program with base salary of Masters+30, Step 6, \$60,648 for 190 days of service will be prorated for a total of 137 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.

KEVIN ROBERTS, Assistant Executive Director, Administrative Team, effective January 30, 2023. Salary will be \$156,000 for 260 days of service, prorated based on the number of days worked. This is a replacement position funded through the General Operating budget.

PAMELA SCHOENLY, Temporary Professional, effective date October 31, 2022. Assignment: Floater Teacher, Early Intervention Program with base salary of 80% of Bachelors, Step 4, \$41,936 for 190 days of service will be prorated for a total of 128 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

ROSA SOTO, Paraeducator, effective date to be determined. Assignment: Communication Facilitator, Deaf/Hard of Hearing Program with base salary of HS+48, \$27,075 + \$2,950 annual stipend 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 Deaf/Hard of Hearing budget.

DOROTHEE VEIT-MURRAY, Temporary Professional, effective October 17, 2022. Assignment: Speech and Language Therapist, Early Intervention Program with base salary of Masters+60, Step 1, \$59,507 for 190 days of service will be prorated for a total of 139 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CODY WELSH, Custodian, Administrative Team - Operations, effective October 17, 2022. Base salary of \$27,849.04 + \$1,950 stipend for 260 days of service will both be prorated for a total of 185 days worked through June 30, 2023. This is a replacement position funded through the General Operating budget.

HEATHER WELSH, Custodian, Administrative Team - Operations, effective date October 10, 2022. Base salary of \$29,241.49 + \$1,950 stipend for 260 days of service will both be prorated for a total of 189 days through June 30, 2023. This is a replacement position funded through the General Operating budget.

CHANGES OF STATUS

NICOLE FICKES, from Mental Health Worker to Teacher, Capital Area Mental-health Program, effective October 3, 2022. Change of status results in a change of salary to \$50,920 which is based on a Bachelors, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 156 days.

KIRBY HOKE, from Custodian to Maintenance Technician/Custodial, Administrative Team - Operations, effective October 31, 2022. Change of status results in a change of salary to \$31,205.52 for 260 days of service and will be prorated for a total of 175 days through June 30, 2023.

ANGIE KEEFER, Educational Paraprofessional, ANPS Program, from full-time to part-time status, effective November 1, 2022.

LEEANN LETERSKY, from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program, effective October 17, 2022. Change of status results in a change of salary to \$50,920 which is based on a Bachelors, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 138 days.

SEAN TANEY, from Long Term Substitute Mental Health Worker to full-time Mental Health Worker, Emotional Support Program, effective October 17, 2022.”

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

Amended Agenda to Appoint the Assistant Executive Director

Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “to amend the agenda to appoint Dr. Kevin Roberts to a 4-year term beginning on January 30, 2023.”

Motion passed with a roll call vote: Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Barbara Geistwhite, yes; Mrs. Melanie Gurgiolo, yes; Ms. Jaime Johnsen, yes; Mr. Jason Miller, yes; Mrs. Jean Rice, yes; Mr. Patrick Shull, yes; Mr. William Swanson, yes; Mr. Ford Thompson yes.

Approval of Contract for Employment of Assistant Executive Director

Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “to approve the contract for employment of the Assistant Executive Director.”

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 October 2022 CAIU Retirees:

- **Hope Hoover**, Program Secretary, retirement after 35 years of service
- **Debra Wancho**, EPP, EI, retirement after 30 years of service
- **Renee Wesner**, Reading Specialist, retirement after 15 years of service

CAIU Team Reports

Dr. Andrew McCrea, Director of Student Services, recognized the retirement of Hope Hoover and Deb Wancho. Dr. McCrea highlighted the All In article on the pilot program at Loysville Youth Development Center and HACC which allows high school graduates and GED holders the opportunity to attend an online HACC course to earn three credits. He also highlighted one of the goals of the Student Services School Based Access Program staff to say “thank you” to their providers.

Mr. Blake Wise, HR Manager, highlighted the Onboarding article in All In. This year, CAIU is making an organizational effort to improve recruitment and retention. Our goal at the CAIU is to be an employer of choice in our region and improve the employee experience, creating a positive and engaging environment at every stage of an employee’s career starting from day one. We have been making an effort to get out to local career fairs. Blake attended Messiah College’s Career Fair yesterday with the main goal of educating people about what we do and to promote the CAIU as an employer of choice. In addition, his team is gearing up for open enrollment which starts November 1 and also is working on creating more efficient processes and systems.

Mrs. Maria Hoover, Director of Educational Services, reported that the Education Services team continues to be busy with providing trainings and support to our teachers and administrators. Brandon Carter is working on a Poetry Out Loud competition and on a Leadership series beginning in January. The Training and Consultant Supervisor team is busy providing needed supports to our districts in content area and professional development. Maria reported that she just returned from the Curriculum Advisory Council’s fall retreat. The group held a very interactive and exciting conference on future focused leadership. She provided a PDE update; federal programs are being audited. Keystone State Challenge Academy’s Open House had to be pushed back due to the multipurpose room is not yet complete. Keystone State Challenge Academy’s graduation ceremony will be held on December 16, 2022 from 11am – 12pm. Recognized the retirement of Renee Wesner, ANPS Reading specialist. Lisa Klingler, Supervisor, shared that Renee is truly one of the best teachers and it will certainly be a huge loss for the CAIU and ANPS program.

Dave Martin, Director of Technology, reported on the Capital Area Taskforce Protecting Against Cybercrime (CATPAC). We have received 16 letters of commitment from school districts. If you haven’t seen a board presentation and would like one, please let us know. An informational flyer on CATPAC was distributed. Last week the National Guard performed a vulnerability assessment. Each month at the Technology Advisory Council, the group discusses current hot topics led by district tech directors in order to provide additional support and take a deeper dive into these challenges.

Mr. Daren Moran, Director of Business, reported on the recent Business Manager’s job alike meeting. Health care was the hot topic of discussion. Daren gave a shout out to Len Kapp and the Operations staff for their integral part in the Enola building project which is nearing completion. We have one vacancy in our custodial department - evening custodian position. We recently made a large purchase of a floor cleaning machine making the job of our custodians much more efficient. The auditors are wrapping up and there will be a Board Audit presentation next month. Champions for Children report: the C4C Foundation Committee recently held a great meeting thanks to the direction of committee chair Kelly Custer. C4C Community Aid: please use our code 10213 when dropping off items, a portion of the revenue goes to C4C kids. Shout out to Emily Corchado who has taken on the contract management duties in addition to her regular duties – she is doing a great job!

The RFP for a new solicitor went out immediately following last month's Board meeting. They are due this Monday. Mr. Thompson and Mr. Campbell have volunteered to assist. **Bob Frankhouser, Board Solicitor**, shared that per the school code, IUs are not permitted to own space and therefore must lease classroom space. Office space can be owned.

Dr. Andria Saia, Executive Director, shared that she recently attended the Early Learning Center Open House. It was a great event. She gave a shout out to the entire CAIU facilities team who has been managing moves, construction, assisting with Fall Fest set up, and addressing staff's daily requests. Shout out to Kellie Custer for bringing Champions for Children's bingo fundraiser back. Dr. Saia highlighted her article in All In on Connecting through Better Conversations; it's the little things that make a big impact. Human Resources and hiring challenges are some of the unconference topics at our SAC Conference next week. She highlighted the Keystone State Academy Challenge program. It is a tremendous program that is making a huge difference. Dr. Saia also highlighted the article on one of our CAOLA students and the Early Intervention program, Speech Links to Literacy. You're invited to the CAIU Fall Fest event this Saturday and to Monte Carlo fundraiser event on November 26, 2022. In addition, there are two upcoming Belonging Trainings that you are welcome to attend.

Departing Board Member	Mr. Richard Bradley departed the Board meeting at 8:59 a.m.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared some highlights from the All In! newsletter in her team report.
Executive Director's 2022-23 Goals	Executive Director's 2022-23 Goals were available for the Board's review.
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, November 17, 2022, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Mr. Patrick Shull moved, seconded by Mr. William Swanson , "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 9:27 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary