

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 28, 2023**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 28, 2023, 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> David Barder, Richard Bradley, Paula Bussard, Judith Crocenzi, Barbara Geistwhite, Melanie Gurgiolo, Dennis Helm, Jaime Johnsen, John Kaschak, Dr. Lindsay Koch, Jason Miller, Jean Rice, William Swanson, Ford Thompson (14)</p> <p><u>Members not in attendance were:</u> Scott Campbell, Alyssa Eichelberger, Phillip Lehman, Patrick Shull, Micheal Wanner (5)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; David Walker, Solicitor</p> <p><u>Staff/Public in attendance were:</u> Dr. Kevin Roberts, Dr. Andrew McCrea, Maria Hoover, Blake Wise, Len Kapp</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>Ford Thompson moved, seconded Judith Crocenzi, “that the August 24, 2023 CAIU Board meeting minutes be approve.”</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	William Swanson moved, seconded by Dennis Helm, “that the following fiscal items be approved:
Treasurer's Report – August 2023	August 2023 Treasurer's Report – a total of \$14,715,127.07 in receipts and \$11,412,473.86 in expenses
Payment of Bills – August 2023	August 2023 Payment of Bills
Summary of Operations - June 2023 (as of 9/15/23)	Summary of Operations - June 2023 (as of 9/15/23) showing revenues of \$133,759,117.91 and \$133,644,490.08 in expenses

Summary of Operations – August 2023	Summary of Operations for August 2023 showing revenues of \$11,417,040.12 and \$10,038,988.37 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	Paula Bussard moved, seconded by Barbara Geistwhite, “that the following Budget Administration Item be approved:
Proposed 2023-24 Original Budget - Title III, Part A - English Language Acquisition	Proposed 2023-24 Original Budget - 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	William Swanson moved, seconded by Barbara Geistwhite, “that the following Other Business items be approved:
Contracts – September 2023	Contracts – September 2023.”
	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 2024 PSBA Officer Candidates	William Swanson moved, seconded by Paula Bussard, “that the following 2024 PSBA Officer Candidates be approved:
2024 President-Elect (one-year term)	2024 President-Elect (one-year term) - Allison Mathis, North Hills School District
2024 Vice President (one-year term)	2024 Vice President (one-year term) - Sabrina Backer, Franklin Area School District
2024-2026 PSBA Treasurer (three-year term)	2024-2026 PSBA Treasurer (three-year term) - Karen Beck Pooley, Bethlehem Area School District
PSBA Insurance Trustees (term ends Dec. 31, 2026) – Includes two candidates (three-year term)	PSBA Insurance Trustees (term ends Dec. 31, 2026) – Includes two candidates (three-year term): Marianne Neel and Michael Faccinetto.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Appointment of Trustees to the South Central Trust	William Swanson moved, seconded by Judith Crocenzi, “that the following individuals be appointed as Trustees to the South Central Trust for a one-year term of 7/1/23 - 6/30/24: 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

William Swanson moved, seconded by Ford Thompson, “that the following policies be approved:

First Reading, Revised Policy #251 - Students Experiencing Homelessness/Ed Instability

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Deletion of Policy #216.1 - Ed Records Confidentiality – Preschool

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CAIU's Current Policy 216.1 - Ed Records Confidentiality - Preschool (not to be confused with the newly proposed one below) focused on Educational Confidential Records for CAIU Preschool and overlaps heavily with our Policy 216 – Student Records and Policy 800 – Records Retention and Destruction. New Policy 113.5 describes Early Intervention and therefore, we no longer need our existing policy 216.1. With that, we propose to retire our old Policy 216.1 and adopt new policies 113.5 Early Intervention and 216.1 - Supplemental Discipline Records.

First Reading, New Policy #113.5 - Early Intervention

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First Reading, New Policy #216.1 - Supplemental Discipline Records

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

Job Description

Jason Miller moved, seconded by Ford Thompson, “that the following Job Description be approved:

First Reading, New Position Description - Application Support Manager

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

Personnel Items

William Swanson moved, seconded by Judith Crocenzi, “that the following Personnel Items be approved:

Resignations

ELIZABETH CHIDO, Speech and Language Pathologist, Early Intervention Program, effective July 27, 2023. Reason: Personal.

RACHEL DEGRANGE, Program Assistant, CAOLA Program, effective September 22, 2023. Reason: Personal.

ERIN ELLISON, Teacher, Deaf and Hard of Hearing Program, effective November 10, 2023. Reason: Personal.

CLEMENT JOHNSON, Personal Care Assistant, Autism Support Program, effective June 8, 2023. Reason: Personal.

TRISTESSA MOORE, Personal Care Assistant, Emotional Support Program, effective September 22, 2023. Reason: Personal.

JODI OFFUTT, Account Manager, CAOLA Program, effective August 25, 2023. Reason: Personal.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

MOLLY ATKINSON, Professional, effective date to be determined. Assignment: Teacher, Hospital Program with base salary of Masters, Step 10, \$65,892 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Hospital budget.

SEAN LETTERLOUGH-BROWN, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Student Services Team with base salary of MHW Bachelors, Step 3, \$34,749 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the School-Age Access budget.

TEYONA CANNADAY, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Center Point/Diakon Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Diakon budget.

TROY DEWITT, Network Engineer, Technology Team, effective date to be determined. Base salary of \$74,100 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the Network Services budget. Experience: 4 years and 8 months of similar or related experience.

ALEXIS DEVOR, Intern, Early Intervention Program, effective date to be determined until May 31, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the MAWA budget.

LUCINDA GLINN, Paraeducator, effective date September 12, 2023. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated for a total of 172 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

JOSEPH GUTY, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

DOREEN HAND, Professional, effective date to be determined. Assignment: Physical Therapist, OT/PT Program with base salary of Masters+60, Step 14, \$80,048 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the OT/PT budget.

COLIN HOY, Paraeducator, effective date September 12, 2023. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$33,623 for 190 days of service will be prorated for a total of 164 days with additional new hire days as required. This is a new position funded through the OT/PT budget.

ANA LUCIANO, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Multiple Disabilities Support budget.

MADELINE MALONEY, Paraeducator, effective October 9, 2023. Assignment: Educational Paraprofessional, Loysville Youth Development Center with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.

JENNIFER MCPOYLE-CALLAHAN, Professional, effective date to be determined. Assignment: Educational Coach, Student Services Team with base salary of Masters, Step 15, \$76,841 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Student Services - Foundational budget.

JAMIE MINIUM, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Center Based Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Hill Top Center Based budget.

SAMANTHA RENEE, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

JAMILAH TENNANT, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

SAMANTHA THOMAS, Paraeducator, effective September 25, 2023. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

BRANDON WALTON, Student Worker, Food Services Program, effective for the 2023-2024 school year. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.

LEANN WEED, Temporary Professional, effective date September 13, 2023 - June 6, 2024. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+60, Step 8, \$67,907 for 190 days of service will be prorated for a total of 173 days. This is a new position funded through the EANS II budget.

NATHAN WELDON, Temporary Professional, effective date to be determined. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Bachelor's, Step 2, \$52,805 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Multiple Disabilities Support budget.

CHANGES OF STATUS

SARA CRUSHA, Speech and Language Pathologist, School-Age Speech Program, change from full-time to part-time status, effective August 14, 2023.

KRISTEN OESTERLING, from Job Coach to Mental Health Worker, ELECT program, effective October 17, 2023. Change of status results in a change of salary to \$33,623 which is based on a MHW Bachelor's, Step 1 placement on the current salary scale. This is based on 190 days of service.

KYLA SULLIVAN, change from Floater Teacher to Long Term Substitute Teacher, Emotional Support Program, effective August 23, 2023 - June 3, 2024. This change in status results in a change of salary to 100% of the Bachelor's, Step 2 salary of \$52,805 for 190 days of service and will be prorated for a total of 184 days."

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 Retirees	There were no September Retirees.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
CAIU 2023-24 Strategic Plan	Dr. Roberts shared a draft 2023-24 CAIU Strategic plan and provided an overview. This summer, the CAIU Leadership engaged in an analysis of the plan which resulted in several additional action steps and strategies to help accomplish our goals. These will be our focus areas for 23-24 and are indicated in italics on the plan. He outlined our goal implementation and accountability strategies.
Arriving Board Member	At 8:17 a.m., Jaime Johnsen arrived to the Regular Board Meeting
Departing Board Member	At 8:33 a.m., Dr. Lindsey Koch departed the Regular Board meeting.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared some highlights from the <i>All In!</i> newsletter and Executive Director's report. The front cover of the All In is a photo taken from the Capital Area Pathways to Teaching (CAPT) Kick-Off event that was held on August 17. She discussed several opportunities to schedule a board visit to the CAIU Early Learning Center. We will be holding an appreciation breakfast prior to our November Board meeting. Next month, Dr. Saia will present her Executive Director's goals to the Board.
Departing Board Member	At 9:19 a.m., Ford Thompson departed the Regular Board meeting.
President's Report	Jean Rice thanked the Board for their attendance.
Board Member Sharing of Information	Barbara Geistwhite, Cumberland Valley SD, reported that their superintendent, Dr. David Christopher, has resigned effective December 2023. An interim superintendent will be put in place until the district conducts a nationwide search with the goal of having a new superintendent in place by July 1. Jaime Johnsen, Harrisburg SD, will share the Dolly Parton Imagination Library program information with her school district. David Bader, Upper Dauphin SD, shared that his district recently purchased 70 acres of land adjacent to the school that will possibly be used for vocational education, trades program and economic development. Part of the land will be used to extend bussing and instructional time or a possible vocational center. The district has built some amazing partnerships with the community and have some innovative ideas in the works.
Information Items	There was no information items.
Other Business/ Public Comment on Items Not Specific to Agenda	There were no other business/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 26, 2023 at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Paula Bussard moved, seconded by Dennis Helm, “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 9:23 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary