

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

October 26, 2023**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 26, 2023, 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.
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> Richard Bradley, Judith Crocenzi, Alyssa Eichelberger, Barbara Geistwhite, Melanie Gurgiolo, Dennis Helm, Jaime Johnsen (arrived after roll call), John Kaschak, Jason Miller, Jean Rice, William Swanson, Ford Thompson (12)</p> <p><u>Members not in attendance were:</u> David Barder, Paula Bussard, Scott Campbell, Phillip Lehman, Dr. Lindsay Koch, Patrick Shull, Micheal Wanner (7)</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. Andrew McCrea, Dave Martin, and Blake Wise</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 Barbara Geistwhite, “that the September 28, 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	Dennis Helm moved, seconded by Judith Crocenzi, “that the following fiscal items be approved:
Treasurer’s Report – September 2023	September 2023 Treasurer’s Report – a total of \$9,130,750.25 in receipts and \$13,980,944.16 in expenses
Payment of Bills – September 2023	September 2023 Payment of Bills
Summary of Operations - June 2023 (as of 10/13/23)	Summary of Operations - June 2023 (as of 10/13/23) showing revenues of \$135,133,496.91 and \$135,583,452.60 in expenses.

Summary of Operations – September 2023	Summary of Operations for September 2023 showing revenues of \$24,879,267.98 and \$19,538,556.09 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	There were no Budget Administration Items.
Other Fiscal Matter	There were no Other Fiscal Matters.
Other Business Items	Barbara Geistwhite moved, seconded by Dennis Helm, “that the following Other Business items be approved:
Contracts – October 2023	Contracts – October 2023.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Arriving Board Member	At 8:05 a.m., Jaime Johnson arrived to the meeting.
Policies & Programs	Ford Thompson moved, seconded by Barbara Geistwhite, “that the following policies be approved:
Second Reading, Revised Policy #251 - Students Experiencing Homelessness/Ed Instability	Second Reading, Revised Policy #251 - Students Experiencing Homelessness/Ed Instability
Second Reading, New Policy #113.5 - Early Intervention	Second Reading, New Policy #113.5 - Early Intervention
Second Reading, New Policy #216.1 - Supplemental Discipline Records	Second Reading, New Policy #216.1 - Supplemental Discipline Records.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
	William Swanson moved, seconded by Judith Crocenzi, “that the following policies be approved:
First Reading, Revised Policy #330 - Overtime	First Reading, Revised Policy #330 - Overtime
Deletion of Policy #113.3 - Behavior Support for Eligible Young Children	Policy #113.5 – Early Intervention policy encompasses all students that we serve (EI and school age) and there is no longer a need for policy #113.3 - Behavior support for Eligible Young Children.”
	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 Barbara Geistwhite, “that the following Job Description be approved:

Second Reading, New Position Description - Application Support Manager

Second Reading, New Position Description - Application Support Manager.”

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

Personnel Items

Jason Miller moved, seconded by William Swanson, “that the following Personnel Items be approved:

Resignations

EMILY CORCHADO, Business Coordinator, Administrative Team - Business, effective November 10, 2023. Reason: Personal.
BARBARA FREY, Floater Teacher, Student Services Team, effective December 22, 2023. Reason: Retirement after more than 10 years of continuous CAIU service.
KAITLYN GILLESPIE, School Counselor, ANPS Program, effective December 22, 2023. Reason: Personal.
LAURA SPANGENBERG, Inclusion Consultant, Early Intervention Program, effective October 20, 2023. Reason: Retirement after more than 26 years of continuous CAIU service.
SUSAN WEST, Occupational Therapist, OT/PT Program, effective December 1, 2023. Reason: Retirement after more than 15 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

LOGAN ADAMS, Paraeducator, effective date to be determined. Assignment: Part-time Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 (\$18.13 per hour) 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 Emotional Support budget.
MICAH BIAS, Systems Administrator, Technology Team, effective date to be determined. Base salary of \$67,165 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the DP GO budget. Experience: Almost 4 years of similar or related experience.
GENESIS BONNER, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional 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 Emotional Support budget.
JENNY HARTMAN, School-Based Access Program Assistant, Student Services Team, effective date to be determined. Base salary of \$38,420 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the Access Admin budget. Experience: 3 years of similar or related experience.
ASIA HITCHCOCK, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, 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.
DENISHA JAMIESON, 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.

DEANNA KIMMEL, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, 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.

KIARA MINAYA, 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 Core budget.

YERALDIN MUESES, Systems Administrator, Technology Team, effective date to be determined. Base salary of \$70,700 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: More than 5 years of similar or related experience.

E. SHERISA NAILOR, Special Projects Supervisor, Educational Services Team, effective date to be determined. Base salary of \$96,477.50 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the Professional Services budget. Experience: More than 17 years of similar or related experience.

JESSICA SHARPE, Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+30, Step 14, \$77,196 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 MAWA budget.

AIYANA SMITH, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention 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 new position funded through the MAWA budget.

RACHEL SNYDER, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 5, \$54,986 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 MAWA budget.

MERCEDES VAZQUEZ, 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 Core budget.

LELAND WELSH, Student Worker, Food Services Program, effective October 19, 2023 – May 31, 2023. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.

CHANGES OF STATUS

TEYONA CANNADAY, Personal Care Assistant, change from active to inactive status due to failure to complete new hire requirements and respond to communications, effective October 24, 2023.

JACLYN FORD, from Program Assistant to Special Projects Coordinator, Educational Services Team, effective October 16, 2023. Change of status results in a change of salary to \$53,900 for 260 days of service and will be prorated for a total of 186 days through June 30, 2024.

JAMIE MINIUM, Personal Care Assistant, from active to inactive status due to rescinding acceptance of employment offer, effective October 9, 2023.

LEAVE OF ABSENCE

RACHEL GONZALEZ-MONTIEL, Program Supervisor, Student Services Team, extension of sabbatical for restoration of health, effective October 18, 2023 – April 16, 2024. Leave is in accordance with and provided for under the PA School Code.

TRACEY KNAUSS, Service Coordinator, Early Intervention Program, extension of sabbatical for restoration of health, effective November 11, 2023 – May 11, 2024. 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 Retirees

The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following October 2023 CAIU Retirees: **Laura Spangenberg**, *Inclusion Consultant, retirement after 26 years of service*; **Jody Forney-Cole**, *Behavior Consultant, retirement after 12 years of service*.

CAIU Team Reports

CAIU Administration provided their team reports and updates.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared some highlights from the *All In!* newsletter and Executive Director's report. She highlighted the Think BIG! program and our partnership with Phoenix Contact. The program creates opportunities for local businesses and schools to partner around the topic of renewable energies in a series of fourth grade lessons. We are excited about the possibility of deepening relationships between schools and businesses and the big impact it will have on our community. The program has many benefits, one of them is that it helps to ensure a successful transition from school to work. Additionally, Dr. Saia is appreciative of our CAIU staff that step up each month and contribute by writing insightful articles such as Effective Learning, Financial Wellness, and Situational Awareness. You can find a sign up for the Dolly Parton Library on the back page of the newsletter.

Executive Director's 23-24 Goals

Executive Director's 23-24 Goals - Dr. Saia presented her personal 2023-24 goals which align closely with her evaluation's performance standards and CAIU organization goals.

President's Report

Jean Rice thanked the Board for their attendance.

Board Member Sharing of Information

Barbara Geistwhite announced that this was her last Board Meeting and it was a joy and honor to be a part of this Board. The CAIU is an amazing part of a community that supports our districts and the dedication of the IU staff is amazing.

Information Items

PSBA Delegate Assembly Handbook is available for the Board's review.

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, November 16, 2023 at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Barbara Geistwhite 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 9:11 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary