

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 23, 2023
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 23, 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 (arrived after roll call), Barbara Geistwhite, Melanie Gurgiolo, Dennis Helm, John Kaschak, Dr. Lindsay Koch, Jason Miller, Jean Rice, Patrick Shull, William Swanson, Ford Thompson (14)</p> <p><u>Members not in attendance were:</u> Terry Cameron, Scott Campbell, Alyssa Eichelberger, Jaime Johnsen, 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, Dave Martin, 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>Patrick Shull moved, seconded by David Barder, “that the January 26, 2023, 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	Ford Thompson moved, seconded by Dennis Helm , “that the following fiscal items be approved:
Treasurer’s Report – January 2023	January 2023 Treasurer’s Report – a total of \$7,715,306.63 in receipts and \$8,120,625.88 in expenses
Payment of Bills – January 2023	January 2023 Payment of Bills
Summary of Operations - January 2023	Summary of Operations for January 2023 showing revenues of \$71,156,392.12 and \$55,256,090.73 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

Proposed 2023-2024
General Operating
Budget (Second
Reading)

Jason Miller moved, seconded by Paula Bussard, “that the Proposed 2023-2024 General Operating Budget be approved for Second Reading.”

Motion passed with a roll call vote: David Barder, yes; Richard Bradley, yes; Paula Bussard, yes; Barbara Geistwhite, yes; Melanie Gurgiolo, yes; Dennis Helm, yes; John Kaschak, yes; Dr. Lindsay Koch, yes; Jason Miller, yes; Jean Rice, yes; Patrick Shull, yes; William Swanson, yes; Ford Thompson, yes (13-yes; 0-nay)

Other Fiscal Matter

There were no Other Fiscal Matters.

Arriving Board Member

At 8:07 a.m., Judith Crocenzi arrived at the Board meeting.

Other Business Items

Pat Shull moved, seconded by Barbara Geistwhite, “that the following Other Business items be approved:

Contracts - February
2023

Contracts - February 2023

Change in PNC
Account

Change in PNC Account type

Acceptance of Board
Member Resignation

Acceptance of Board Member resignation from Terry Cameron, Greenwood School District, effective 2/21/23 per email notice. Reason: Mr. Cameron is no longer serving on the Greenwood School District Board.”

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

Policies & Programs

Paula Bussard moved, seconded by Richard Bradley, “that the following Policies and Programs be approved:

Second Reading,
Revised Policies

The following Second Reading, Revised Policies:

- Policy #815 - Acceptable Use & Attachment
- Policy #816 - Social Media

First Reading, Revised
Policies

The following First Reading, Revised Policies:

- Policy #202 - Eligibility of No Resident Students
- Policy #204 - Attendance
- Policy #221 - Dress and Grooming
- Policy #251 - Students Experiencing Homelessness/Educational Instability.”

Friendly amendment to
motion

Jean Rice, Board President, made a friendly amendment to the motion to vote on item #11.3 First Reading, Revised Policy #011 – Principles for Governance & Leadership separately.

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

Revised Policy #011 -
Principles for
Governance &
Leadership

Pat Shull moved, seconded by Paula Bussard, “that Revised Policy #011 - Principles for Governance & Leadership be approved.”

Motion passed with a roll call vote as eleven (11) members present voting in the affirmative and three (3) members: Dennis Helm, Patrick Shull, and Jean Rice voting nay.

Job Description

Barbara Geistwhite moved, seconded by Judith Crocenzi, “that the following Job Description be approved:

First Reading, New
Job Description -
Supervisor Safety and
Security

First Reading, New Job Description - Supervisor Safety and Security.”

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

Personnel Items

Paula Bussard moved, seconded by Dennis Helm, “that the following Personnel Items be approved:

Resignations

PAMELA GELBAUGH, Personal Care Assistant, Autism Support Program, effective June 9, 2023. Reason: Retirement after 30 years of continuous CAIU service.

LEVI HAYES, Network Systems Engineer, Technology Team, effective February 28, 2023. Reason: Personal.

SALLY MENTZER, Program Assistant, CAOLA Program, effective June 30, 2023. Reason: Retirement after more than 7 years of continuous CAIU service.

TYLOR MILLER, Technology Support Specialist, Technology Team, effective February 17, 2023. Reason: Personal.

RYAN MORAN, Program Assistant, CAOLA Program, effective February 10, 2023. Reason: Personal.

ABIGAIL SPIEGEL, Inclusion Consultant, Early Intervention Program, effective March 13, 2023. Reason: Personal.

TIFFANY STONE, Program Secretary, Early Intervention Program, effective February 24, 2023. Reason: Personal.

TESSA ZIMMERMAN, Teacher, Early Intervention Program, effective March 3, 2023. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

CHANDRA BURKHOLDER, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$27,075 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 new position funded through the Autism Support budget.

SARAH DIEHL, Paraeducator, effective February 27, 2023. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$27,075 for 190 days of service will be prorated for a total of 63 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

MEGAN HESS, Temporary Professional, effective February 14, 2023. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+45, Step 7, \$63,519 for 190 days of service will be prorated for a total of 70 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

KEYA SHELL, Program Secretary, ANPS Program, effective date to be determined. Base salary of \$40,163.78 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 ANPS budget.

AUBRIE WINGERT, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$27,075 for 190 days of service will be prorated for a total of 63 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

SAMANTHA WOODSON, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 5, \$56,629 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.

CHANGES OF STATUS

MEGAN FRANZEN, Intern, from active to inactive status, effective February 2, 2023. Did not start employment based on removal from the Carlisle Area School District co-op program.

DAVID LAPLANTE, from Mental Health Worker to Long Term Substitute Teacher, Emotional Support Program, effective February 14, 2023 – June 2, 2023. 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 73 days.

JANET PENICA, from Educational Paraprofessional to Long Term Substitute Teacher, Loysville Youth Development Center, effective February 21, 2023 – May 15, 2023. 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 50 days.

SEAN TANEY, from Mental Health Worker to Social Worker, Emotional Support Program, effective January 27, 2023. Change of status results in a change of salary to \$53,947 which is based on a Masters, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 85 days.

ANNAMAE WALKER, from Long Term Substitute Occupational Therapist to full-time Professional Occupational Therapist, OT/PT Program, effective February 1, 2023.”

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 announced and recognized the following February 2023 CAIU Retirees: Joanne Ruhl , S/L Therapist, retirement after more than 20 years of service; Johanna Tesman , Psychologist, retirement after more than 21 years of service.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
CAIU Health & Safety Plan	On February 7, 2023, the CAIU Cabinet reviewed the CAIU Health and Safety Plan and made very minimal changes to dates only. It was available for the Board's review and for the record.
Departing Board Member	At 8:49 a.m., Ford Thompson departed the 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.
President's Report	Jean Rice thanked the Board for their attendance.
Departing Board Member	At 9:00 a.m., Richard Bradley departed the meeting.
Board Member Sharing of Information	The Board asked for a status of CAOLO 3.0. In addition, Melanie Gurgiolo reported on the good publicity their resource officers, Capers and detective Gibbs, are receiving.
Information Items	The following Information Items were available for the Board's review: Keystone State Challenge Academy Information, Leading with Dignity flyer, PA Teacher Shortage information, and an appreciation letter from East Pennsboro Historical Society.
Other Business/ Public Comment on Items Not Specific to Agenda	Lisa Klingler, Supervisor of Non-Public, shared that her crisis team recently responded to a local tragedy. Please reach out if in need, our crisis services team is ready to assist our school districts and are also are train the trainers.
Next Board Meeting Date	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, March 23 , 2023, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Barbara Geistwhite moved, seconded by Paula Bussard, "that the meeting is adjourned."</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> <p>At 9:31 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary