

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**January 28, 2021
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on
Thursday, January 28, 2021, virtually.

EXECUTIVE SESSION	At 8:00 a.m., the Board entered into an Executive Session to discuss personnel matters.
REGULAR BOARD MEETING	At 8:24a.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, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Tricia Steiner, Mr. William Swanson, Mr. Ford Thompson, Mrs. Ilceia Voughs, and Mr. J. Bruce Walter (15)</p> <p><u>Members not in attendance were:</u> Mr. Terry Cameron, Mr. Brian Carter, Ms. Elizabeth Knouse, and Dr. John Mallonee, (4)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Ms. Alicia McDonald, Dr. Andrew McCrea, Mr. Len Kapp, Ms. Michelle Sholder, Ms. Jennifer Lyden, Ms. Karen Wronski, Ms. Alison Howard</p>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
Public Comment	There was no Public Comment.
Approval of Minutes	<p>Mr. Ford Thompson moved, seconded by Mr. Eric Samples, “that the December 17, 2020 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	Due to several vacancies, the CAIU 2020-21 Board Committees needs to be revised. Mr. Eric Samples and Mr. Dennis Helm volunteered to serve on the Act 93 committee. Ms. Alyssa Eichelberger volunteered to serve on the Champions For Children Committee.
Treasurer’s Report	Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite, “that the following fiscal items be approved:
Treasurer’s Report – December 2020	December 2020 Treasurer’s Report – a total of \$6,726,835.49 in receipts and \$7,540,110.52 in expenditures.

Payment of Bills – December 2020 December 2020 Payment of Bills

Summary of Operations – December 2020 Summary of Operations for December 2020 showing revenues of \$46,911,093.95 and \$41,965,578.04 in expenditures.”

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

General Operating Budget Presentation

Mr. Daren Moran presented the proposed 2021-22 General Operating Budget and provided a basic summary of the CAIU budgets. The budget presentation included feedback from the Superintendents Finance Committee. We have approximately 50 budgets. All budgets go to the CAIU board for review and approval but only the General Operating Budget requires a vote by each School District Board of Directors. **Financial Data:** Salaries and benefits comprise 50% of expenses. Our revenue is a pretty even distribution of local, state, and federal sources. Mr. Moran discussed the services and functions that make up the General Operating Budget. Indirect revenue from our other program funds 65% of the budget. **There is no increase to the district contribution or indirect cost.** The indirect cost rate of 7.75% has been unchanged for the past several years.

Changes to note: One new marketing position and two maintenance/custodial positions were added. The maintenance positions are being added with a cost neutral impact on the budget and the marketing position is the cost of less than a full time equivalent. Budgeted for facility renovations at the Enola building. Technology update of server equipment. Last debt payment on the loan secured in 2013 leaving the IU debt free. Mr. Moran reviewed the budget assumptions for salaries and retirements benefits. PSERS retirement rate reflects a slight increase to 34.94%. **Fund balance** - unassigned balance is \$4,298,043; assigned is \$2,150,000 for PSERS, Healthcare, Facility updates. **Changes to Revenue:** Expense high level analysis – only major change is the \$200,000 boiler replacement. The CAIU is in a great financial position due to strong revenue sources, great relationship with the school districts, and consistent and predictable revenue sources. Mr. Ford Thompson, Board Finance Committee Chair, commented that it is extraordinary that the organization has been able to keep the school district contributions level for so many years.

Departing Board Member

At 8:56 a.m., Mrs. Tricia Steiner departed the Board Meeting.

Budget Administration

Mr. Ford Thompson moved, seconded by Mr. Eric Samples, “that the following Budget Administration items be approved:

Proposed 2020-21 Budget Revisions

- Proposed 2020-21 Budget Revisions:
- Early Intervention Access Program
 - Early Intervention

Proposed 2020-21 Original Budgets

- Proposed 2020-21 Original Budgets:
- ESSER Grants - CARES Act
 - Safe Schools Grants

First Reading, 2021-22 General Operating Budget

First Reading, Proposed 2021-22 General Operating Budget.”

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

Other Fiscal Matters

None

None

Other Business Items**Mr. Eric Samples moved, seconded by Mr. Ford Thompson,** “that the following Other Business Items be approved:

Contracts – January 2021

January 2021 Contracts

Acceptance of Board Member Resignation

Acceptance of resignation from Mrs. Tricia Steiner, Derry Township School District, from the CAIU Board of Directors effective May 11, 2021.”

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. Barbara Geistwhite moved, seconded by Mr. Dennis Helm, “that the following Policies and Programs be approved:

First Reading, Revised Policies

First Reading of the following Revised Policies:

- Revised Policy #222 - Tobacco/Nicotine
- Revised Policy #249 - Bullying/Cyberbullying
- Revised Policy #314 - Physical Exam
- Revised Policy #318 - Attendance & Tardiness
- Revised Policy #323 - Tobacco and Vaping Products
- Revised Policy #332 - Working Periods.”

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****Mrs. Paula Bussard moved, seconded by Mr. Eric Samples,** “that the following Personnel Items be approved:

RESIGNATIONS

- **CLYDE CALDWELL**, Program Supervisor, Loysville Youth Development Center, effective June 30, 2021. Reason: Retirement after 11 years of continuous CAIU service.
- **DANIELLE CURZI**, Instructional Technology Coach, Pupil Services Program, effective January 28, 2021. Reason: Employee accepted a position at Lincoln Intermediate Unit.
- **LINDSEY HARTMAN**, Speech and Language Clinician, Early Intervention Program, effective March 16, 2021. Reason: Personal.
- **PATRICIA MIDDLETON**, Program Secretary, Student Services Team, effective February 26, 2021. Reason: Retirement after more than 21 years of continuous CAIU service.

TERMINATIONS

- **ANDREA DUNDORE**, Educational Paraprofessional, Emotional Support Program, effective November 10, 2020

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **MICHELE APPLEBY**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$25,441 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 budget.

- **JENNIFER CARROLL**, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 4, \$49,987 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.
- **JULIE GUNTER**, Paraeducator, effective date January 5, 2021. Assignment: Part-time Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$25,441 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.
- **STEPHANIE NEWELL**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 8, \$58,528 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 School-Age Speech budget.
- **BRIGID WILLS**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$33,416 for 260 days of service will be prorated based on the number of hours/days worked through June 30, 2021. This is a replacement position funded through the MAWA budget.

CHANGE OF STATUS

- **ELIZABETH HARDING**, from Long Term Substitute Speech and Language Clinician to Professional Speech and Language Clinician, Early Intervention Program, effective December 4, 2020.
- **JUDITH HOFFMAN**, from Long Term Substitute Teacher to Floater Teacher, effective January 25, 2021. Change of status results in a change of salary to 80% of Masters+15, Step 14, \$71,953 for 190 days of service, prorated for a total of 104 days.
- **MEGGAN MORRISON**, change from Floater Teacher to Teacher, Loysville Youth Development Center, effective January 4, 2021. This change in status results in a change of salary to 100% of the Masters, Step 5 salary of \$54,196 for 190 days of service, prorated for a total of 102 days.”

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

MOU Between CAEA and CAIU- Emergency Sick Leave

Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi, “that the Memorandum Of Understanding between CAEA and CAIU regarding Emergency Sick Leave be approved.”

Motion passed with a roll call vote: Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Mr. Christopher Lupp, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes; Mrs. Ilecia Voughs, yes; and Mr. J. Bruce Walter; yes (14 – yes; 0 - no)

Reports & Updates

Departing Board Members

At 9:18 am, Mrs. Barbara Geistwhite departed the Board meeting.

Board Appreciation Month

January is School Director Recognition Month. CAIU staff and administration recognized and thanked the Board members for their countless hours spent each month voluntarily leading our organization, partner school districts, and community and shared a Thank You video: <https://youtu.be/uPcnjGtHAFg>.

Board Spotlight -
Hanen More Than
Words Program

The Board Spotlight was on the Hanen More Than Words Program. Jennifer Lyden, Program Supervisor and Karen Wronski, Speech and Language Therapist, presented an overview of the innovative and unique program that delivers speech services to students with autism. This program was developed as a specialized approach based on the following three principles: 1) The pivotal role of parents and caregivers 2)The importance of starting early 3) The power of the “everyday”. Karen is trained in this program and has been implementing the program for about 10 years. She provided an overview of the program structure and shared several videos of parents implementing the program with their children.

Announcement of
January 2021 CAIU
Retirees

The Board Recognized the following January 2021 Retirees: Patricia Knouse, Program Secretary, retirement after 41 years of service and Barbara Zeigler, Service Coordinator, retirement after 12 years of service.

Statement of
Financial Interests

Statement of Financial Interest Forms for the calendar year 2020 are due to be filed by May 1, 2021. Board members can file online or by completing a hard copy. Please return completed forms to Rennie Gibson as soon as possible.

CAIU Team Reports

- **Ms. Alicia McDonald, Director of Student Services**, recognized the two January retirees Patricia Knouse, Program Secretary and Barbara Zeigler, Service Coordinator, and thanked them for their many years of service. Ms. McDonald provided a brief update on classroom instruction. Currently, school age students are following a hybrid model of four-day in-person instruction and one-day virtual instruction. Due to the increasing case counts following the holiday break, this hybrid model was extended through February. We are hoping to be back to full five-day in-person instruction by March. We continue to see good progress in our students.
- **Mr. Dave Martin, Director of Technology Services**, reported that we are supporting the school districts as they are undergoing IT audits to test their systems to ensure security. As part of the RWAN rebid process, we are asking all current RWAN members to sign a letter of commitment and submit them no later than Friday, February 19,2021. Mr. Martin provided an AgendaManager update. Many new and exciting features have recently been released. We have increased our marketing and made a video/commercial – Click [HERE](#) to view this video. In addition, two new states have come onboard, California and Arizona, providing lots of potential and excitement.
- **Mr. Brian Griffith, Director of Educational Services**, provided an update on CAOLA. We just successfully started the second semester and transitioned smoothly into new courses. Currently, there are 29,000 full-time learners enrolled. Registration for the Spring Virtual Conference Series (March 10,17, & 24) – [Promoting Social Justice In School Discipline and Equity Policies](#) is now open.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided a Building and Grounds update. The development of the lot to our south has been cleared and the Miller House is slated to be moved in March/April. Safety & Security Update: We continue to man the Covid Rapid Response phone line to assist DOH and PDE and have received over 200 calls from school districts. Transportation Update: Struggling to keep up with all of the daily schedule changes that are happening during Covid. In addition, having enough drivers has been a challenge.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided a HR update: W-2's were issued and 1095C's will be available in March. Dr. Calvecchio thanked the Board for approving the MOU allowing us to extend quarantine leave for our staff. In addition, Dr. Calvecchio reported that he enjoyed his part in the making of the marketing video/commercial for AgendaManager.

- **Dr. Andria Saia, Executive Director**, introduced Philip Givler, Project Search intern, who has been assisting our administration team for several months. Phillip shared his experiences and reported that he will be started a new assignment with the tech school next week. Dr. Saia highlighted the last page of the All In Newsletter where the CAIU award recipients were listed. This year, CAIU's annual All Staff Day was held virtually and staff were afforded the opportunity to attend self-care sessions in the morning.

Executive Director's Report	Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports.
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 Other 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 on Thursday, February 25, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mr. Eric Samples moved, seconded by Mr. Dennis Helm, "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 9:56 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary