

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

January 26, 2023
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 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 virtually were:</u> David Barder, Paula Bussard, Terry Cameron, Judith Crocenzi (arrived after roll call), Alyssa Eichelberger, Barbara Geistwhite, Melanie Gurgiolo, Dennis Helm, Jaime Johnsen (arrived after roll call), John Kaschak (new member voted in after roll call), Dr. Lindsay Koch (new member voted in after roll call), Jason Miller (arrived after roll call), Jean Rice, Patrick Shull, William Swanson, Ford Thompson (16)</p> <p><u>Members not in attendance were:</u> Richard Bradley, Scott Campbell, Micheal Wanner (3)</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, Blake Wise, Maria Hoover, Dave Martin, Len Kapp, 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 Barbara Geistwhite, “that the December 15, 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	On January 19, 2023, the Board Finance Committee met to discuss the 2023-24 General Operating Budget. Ford Thompson, Chair, reported that it is a very balanced and fair budget for all of the school districts and the committee enthusiastically supports the approval. He acknowledged the extraordinary financial management of the CAIU and thanked both Daren Moran and Dr. Saia. Paula Bussard, Finance Committee Member, shared that the CAIU finances are very complex and the financial impact to school districts has been minimized. Jean Rice reported on the purpose and importance of having a fund balance.
Treasurer’s Report	Ford Thompson moved, seconded by Paula Bussard, “that the following fiscal items be approved:

Treasurer's Report – December 2022 December 2022 Treasurer's Report – a total of \$17,478,655.64 in receipts and \$8,108,456.95 in expenses

Payment of Bills – December 2022 December 2022 Payment of Bills

Summary of Operations - December 2022 Summary of Operations for December 2022 showing revenues of \$61,048,301.36 and \$46,074,528.22 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 Dennis Helm, "that the following Budget Administration items be approved:

Proposed 2022-23 Original Budget - Afghan Refugee School Impact Support Grant Proposed 2022-23 Original Budget - Afghan Refugee School Impact Support Grant

Proposed 2022-23 Budget Revision - Non-Public Professional Development & SSAE Budget Proposed 2022-23 Budget Revision - Non-Public Professional Development & SSAE Budget."

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

Arriving Board Members At 8:02 a.m., Jason Miller and Jaime Johnsen arrived at the Board meeting.
At 8:07 a.m., Judy Crocenzi arrived at the Board meeting.

Reports

General Operating Presentation Daren Moran provided an annual update on the 2023-24 General Operating Budget. He provided an overview of the 2023-24 CAIU General Operating budget, current issues and concerns, and budget assumptions for 23-24. CAIU follows the same rules as districts, the only difference is no tax base. Most revenue comes from services we sell and grants. Financial data overview: Expenses are mostly comprised of salaries and benefits (48%). There is an even distribution of revenue between local, state and federal - 56% of local revenue comes from school districts. Basic CAIU budget information: About 50 separate budgets and General Operating budget is the only one that requires approval from school district's board of directors. Funding overview: Main funding source is from school district contribution. There is no increase to district contribution of \$902,460 and the cost rate stays at 7.5%. Larger impact on budget is from salaries & benefits, health/medical, PSERS, and currently the CAIU has no debt. CAIU Fund Balance overview: The CAIU, in conducting its business operations and programs has a need to maintain an adequate level of unassigned and assigned fund balances (reserves) for general operations and

major program areas to provide for future capital projects/investments, investment in new programs, coverage for unforeseen financial circumstances, and cash flow. The current unassigned fund balance is \$4,096,033. CAIU has assigned \$3,350,000 to PSERS; health care, and facility upgrades. In summary and take-aways: No increase to district contribution; no change to internal indirect cost rate (7.5%); major construction expenses are complete; total budget is increasing less than .5% (approx. \$40,000).

Budget Administration

Proposed 2023-2024
General Operating
Budget (First Reading)

Ford Thompson moved, seconded by Paula Bussard, “that the Proposed 2023-2024 General Operating Budget be approved for First Reading.”

Motion passed with a roll call vote: David Barder, yes; Paula Bussard, yes; Terry Cameron, yes; Judith Crocenzi, yes; Alyssa Eichelberger, yes; Barbara Geistwhite, yes; Melanie Gurgiolo, yes; Dennis Helm, yes; Jaime Johnsen, yes; Jason Miller, yes; Jean Rice, yes; Patrick Shull, yes; William Swanson, yes; Ford Thompson, yes (14-yes;0-no)

Other Fiscal Matter

Jason Miller moved, seconded Barbara Geistwhite, “that the following Fiscal Matter be approved:

Addendum-Change in
Lease Terms -
Delbrook

Addendum/change in terms to terminate lease at 4746 Delbrook Road, Mechanicsburg, PA effective November 30, 2023.”

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

Other Business Items

2023 CAIU Annual
Election

Patrick Shull moved, seconded by Judith Crocenzi, “that the 2023 CAIU Annual election of Board members representing: Big Spring, Derry Township, Lower Dauphin, Mechanicsburg Area, Millersburg Area, Northern York County, Susquenita, West Perry school districts, will be accomplished by mail or virtual ballot in April or May 2023.”

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

Patrick Shull moved, seconded by William Swanson, “that the following Other Business Items be approved:

Contracts - January
2023

Contracts - January 2023

Appointment of New
Board Member - Derry
Township

Appointment of New Board Member, Dr. Lindsay Koch, Derry Township School District, to an unexpired term beginning January 26, 2023 to June 30, 2023, to our annual election.

Appointment of New
Board Member - Lower
Dauphin

Appointment of John Kaschak, Lower Dauphin School District, to an unexpired term until beginning January 26, 2023 to June 30, 2023 to our annual election.”

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

Policies & Programs	Dennis Helm moved, seconded by Ford Thompson, “that the following Policies and Programs be approved:
First Reading, Revised Policy #815 - Acceptable Use & Attachment	First Reading, Revised Policy #815 - Acceptable Use & Attachment with some corrections needed to language referring to school district.
First Reading, Revised Policy #816 - Social Media	First Reading, Revised Policy #816 - Social Media.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Description	Barbara Geistwhite moved, seconded by Patrick Shull, “that the following Job Descriptions be approved:
Second Reading New Position Description - Information Security Analyst	Second Reading New Position Description - Information Security Analyst
Second Reading New Position Description - Network Security Manager	Second Reading New Position Description - Network Security 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	Patrick Shull moved, seconded by William Swanson, “that the following Personnel Items be approved:
Resignations	<p>ANTHONY CASALE, Certified School Nurse, Nursing Program, effective January 20, 2023. Reason: Personal.</p> <p>MARILLA CLARY, Program Secretary, ANPS Program, effective January 31, 2023. Reason: Personal.</p> <p>MATTHEW EVERETT, Teacher, Keystone State Challenge Academy, effective March 10, 2023. Reason: Personal.</p> <p>HILLARY KROKONKO, Communication Facilitator, Deaf/Hard of Hearing Program effective December 23, 2022. Reason: Personal.</p> <p>AMBER POITAN, Floater Educational Paraprofessional, Student Services Team, effective December 14, 2022. Reason: Personal.</p> <p>SHARON SZEKERES, Teacher, Early Intervention Program, effective December 7, 2022. Reason: Personal.</p> <p>JOHANNA TESMAN, Psychologist, Early Intervention Program, effective February 23, 2023. Reason: Reason: Retirement after more than 21 years of continuous CAIU service.</p>

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

ASHLEY BELICIC, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$24,985 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.

KATIE CONWAY, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consulting Program with base salary of Masters, Step 9, \$62,668 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 CSPD budget.

WENDY HERSHEY, Professional, effective date to be determined. Assignment: Educational Coach, Pupil Services Program with base salary of Masters+45, Step 6, \$62,075 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 replacement position funded through the EC/Pupil Services budgets.

EMILY HUNT, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 1, \$50,920 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.

TEVIN JONES, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 1, \$33,023 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 budget.

DRU MELUSKEY, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$24,985 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 Autism Support budget.

CHANGES OF STATUS

AMY ANDERSON, change from Floater Teacher to Teacher, Autism Support Program, effective December 19, 2022. This change in status results in a change of salary to 100% of the Bachelor's, Step 2 salary of \$51,420 for 190 days of service and will be prorated for a total of 112 days.

CHRISTINA DERR, from Educational Coach to Long Term Substitute Program Supervisor, Student Services Team, effective January 1, 2023 – June 30, 2023. Change of status results in a payment of a \$14,534.50 stipend in addition to her regular base salary.

MADISON GRIMM, from Educational Paraprofessional to Teacher, Autism Support Program, effective January 11, 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 96 days

ROBERT STUMPF, from Network Systems Engineer to Network Security Manager, Technology Team, effective January 26, 2023. Change of status results in a change of salary to \$82,542.78 for 260 days of service and will be prorated for a total of 110 days through June 30, 2023.

ISSUANCE OF TENURE

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 26, 2023:

Autumn Booths
Erika Grove
Nicole Redcross."

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

Reports & Updates

Board Member Appreciation	CAIU expressed their gratitude and appreciation for our Board Members during Board Appreciation Month.
Announcement of CAIU Retirees	The CAIU Board of Directors announced and recognized the following January 2023 CAIU Retiree: Donna Burke-Badu , EPP, retirement after 31 years of service.
CAIU Team Reports	<p>Dr. Andrew McCrea, Director of Student Services, recognized Donna Burke-Badu, Educational Paraprofessional, who is retiring this month. She has been a tremendous asset and has a big heart for her students. She will be greatly missed. Staff updates: Thank you for approving Chrissy Derr's change of status from Educational Coach to Long Term Substitute Program Supervisor. This is to cover Chad Pellman's vacant position. Chrissy has been a long time staff member and has grown her own career over the years. This position was made into a long term sub position because there was an immediate need to fill the position and allows for time to think deeply about how to align the student services administrative structure. Highlighted Madison Grimm, new AS teacher. Madison was hired as an EPP just out of high school and has grown into a teacher position. Please refer to the All In: Congratulations to Stephanie Kamer for completing her Principal Cert program and obtaining her administrator's license. Congratulations to Lee Bzdil, supervisor of Diakon-Center Point program for receiving the Distinguished Program Award at the N & D Conference in November. Staffing continues to be an issue and continue to work closely with HR. In addition, currently working to set rates for next year.</p> <p>Len Kapp, Supervisor of Operations & Transportation, provided the required annual water quality report for our three buildings – Early Learning Center, Hill Top, and CAIU Enola. All three are on public water systems with regular testing and the reports were all good. CAIU building projects are winding down and we have begun working on other planned upcoming projects.</p> <p>Blake Wise, HR Manager, highlighted the work that his team is doing with recruitment. A couple of weeks ago, Upper Dauphin SD provided a presentation by a recruiting agency called Ascend Career Services. We will be doing a pilot program using them to fill paraprofessional positions at Hill Top, Harrisburg, and Cumberland Valley. It is in the early stages and we are hoping it will be another option for hiring and filling vacancies. Ascend Career Services will do prescreening of candidates for us to choose from for interviews.</p> <p>Maria Hoover, Director of Educational Services, provided an update on upcoming trainings and professional development: Coming up: Regional Collaborative Technology Networks for IU Instructional Technology Directors from several other IUs to talk about the latest. Looking at a two-prong approach to career readiness. Will explore career options early with elementary students. There will be thousands of students and teachers participating in the upcoming Junior Achievement Inspire Virtual Career Fair happening March 1 – June 30, 2023. Jill Neuhard also recently presented personalize learning and goal planning to Preschool/EI educators. Lisa Klingler has been holding lunch and learn sessions for those staff that are unable to leave their buildings to attend trainings. Also, we are now holding network meetings before or after hours or during lunch. These have been successful and well attended. Maria will be visiting all 24 SD Curriculum Directors to discuss how we can continue to provide relevant and needed services. Keystone State Challenge Academy (KSCA) welcomed their 2nd class of cadets on January 16. There are 40 in this cohort. The crossover ceremony is this Saturday and academic classes start Monday. She attended graduation ceremony in December. The cadets and families were so proud and happy. This program is funded through state and federal money; families or school districts do not pay. Donna Hicks is coming for a 3-part series and we are working to get it approved for Act 48 hours.</p> <p>Ron Sims, Assistant Director of Technology, reported for Dave Martin who is offsite at State College presenting on the Cybersecurity Grant that will benefit CATPAC consortium members. There is a chance that our CATPAC consortium may receive \$30K that will help offset the cost of our implemented security measures (intrusion detection sensor).</p>

We are the only IU in the state that is using the Albert Sensor. Currently working on a Business Continuity Planning Session for CATPAC consortium members in which we leverage assistance from Cyber Insurance Providers and our solicitor, and we will facilitate a training that will assist with the planning and creation of a Disaster Recovery and Incident Response plan. We are in the finishing stages of the tech portion of the CAIU renovations and should be complete within the next month. These final steps will include an installation of an Assisted Listening System to make the larger rooms and board room integrated modern listening devices.

Daren Moran, Director of Business, highlighted the *What is an IU?* article in the All In newsletter. The Champions for Children Board met yesterday. Shout out to Kelly Custer and the entire committee for their continued work. Daren shared information on how to donate to Community Aid to benefit Champions for Children. This money is used to benefit students with tremendous needs. Champions for Children Bingo Fundraiser is back and the Save the Date is April 14, 2023.

Dr. Andria Saia, Executive Director, provided an overview of the Executive Director's Report *All In* newsletter. The purpose of this newsletter is to tell our stories and to highlight our staff and students. She highlighted our recent annual CAIU All Staff Day event held on January 13, 2023. It was a great day where we celebrated staff achievements, shared in meaningful activities, and listened to a wonderful Keynote speaker. Thank you to Jean, Melanie, and Jamie for attending.

Rennie Gibson, Board Secretary, reported that the 2022 Statement of Financial Interest forms are due to the Board Secretary by May 1, 2023. Next month, there will be a new Board Member Orientation and professional photos immediately following the Board meeting.

2022 Statement of Financial Interest	The 2022 Statement of Financial Interest forms are due to the Board Secretary by May 1, 2023.
Recognition of Departing Board Member	The Board recognize and thanked Ericka Schmidt, Derry Township SD, for her dedicated service and commitment to the students, staff, and region.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared some highlights from the All In! newsletter in her team report.
President's Report	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, February 23, 2023, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Ford Thompson moved, seconded by Bill 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 9:52 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary