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# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 28, 2021** meeting, held virtually, of the Capital Area Intermediate Unit.

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## Reports/Updates

- **January is School Director Recognition Month. CAIU staff and administration recognized and thanked the Board members for the countless hours spent** each month voluntarily leading our organization, partner school districts, and community. Thank YOU video: <https://youtu.be/uPcniGtHAFg>
- **Board Spotlight – Hanen More Than Words Program**, Jennifer Lyden, Program Supervisor and Karen Wronski, Speech and Language presented an overview of the Hanen More Than Word program, an innovative and unique program to deliver 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. Karen provided an overview of the program structure and shared several videos of parents implementing the program with their children.
- **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 Interest Forms** for calendar year 2020 are due to be filed by May 1, 2021. Board members can file online [HERE](#) or by completing a hard copy. Please return completed forms to Rennie Gibson as soon as possible.
- **Mr. Daren Moran, Director of Business and Operations**, presented the proposed 2021-22 General Operating Budget and provided a basic summary of the CAIU budgets. The budget presentation to the board 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.*** We have held flat at 7.75%.  
**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. Daren 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 SD, consistent and predictable revenue sources.
- **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 submitted no later than Friday, February 19th. Mr. Martin provided an AgendaManager update. Many new and excited 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 was issued yesterday. 1095C's will be available in March. Dr. Calvecchio thanked the Board approving the MOU allowing us to extend quarantine leave for our staff. In addition, Dr. Calvecchio reported that he had 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.

### **Approved Action Items**

- December 17, 2020 Board Meeting Minutes
- December 2020 Treasurer's Report – a total of \$6,726,835.49 in receipts and \$7,540,110.52 in expenditures.
- Summary of Operations for December 2020 showing revenues of \$46,911,093.95 and \$41,965,578.04 in expenditures.
- Budget Administration
  - Proposed 2020-21 Budget Revision - Early Intervention Access Program
  - Proposed 2020-21 Original Budget - ESSER Grants - CARES Act
  - Proposed 2020-21 Original Budget - Safe Schools Grants
  - Proposed 2020-21 Budget Revision - Early Intervention
  - First Reading, Proposed 2021-22 General Operating Budget
- Other Fiscal Matters - None
- Other Business Items
  - Contracts – January 2021
  - Acceptance of resignation from Tricia Steiner, Derry Township School District, from the CAIU Board of Directors effective May 11, 2021
- Policies & Programs
  - First Reading, Revised Policy #222 - Tobacco/Nicotine
  - First Reading, Revised Policy #249 - Bullying/Cyberbullying
  - First Reading, Revised Policy #314 - Physical Exam
  - First Reading, Revised Policy #318 - Attendance & Tardiness
  - First Reading, Revised Policy #323 - Tobacco and Vaping Products
  - First Reading, Revised Policy #332 - Working Periods
- Job Descriptions – None

- Personnel Items - See attached report
  - MOU Between CAEA and CAIU- Emergency Sick Leave

**Executive Director's Report**

- See attached report/newsletter.

**President's Report**

- Mrs. Jean Rice thanked the Board for their attendance.

**NEXT MEETING: Thursday, February 25, 2021, 8:00 a.m., Board Room, CAIU Enola Office**

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## *January 28, 2021 Approved Personnel Items:*

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### **A. 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.

### **A.1 TERMINATIONS:**

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

### **B. 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.

### **C. CHANGES 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.