

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 16, 2021** meeting, held in the Board Room of the Capital Area Intermediate Unit.

EXECUTIVE SESSION

- None

REPORTS/UPDATES

- **CAIU Team Reports:**

- **Dr. Andrew McCrea, Director of Student Services**, recognized **Debra Klair**, S/L Clinician, who is retiring this month after a long history at the CAIU. She has been a huge difference maker! He also recognized retiree **Paula Sembach**, a nurse at Hill Top who has worked in an emotional based center for many years and is just awesome with the kids and staff, she will be missed. Long time Early Intervention Supervisor, Eric Bostick, will be retiring in January. Dr. McCrea recognized Eric for his huge impact in the lives of kids, families, and colleagues for multiple decades! Assistant Director of Student Services, Dr. Keith Watson, wrote a very good article on Mental Health in the *All In!* newsletter, please check it out! Dr. McCrea also highlighted all of the great work that Kellie Custer is doing for Champions for Children, the IU and our community.
- **Mr. David Martin, Director of Technology Services**, gave a shout out to his team for their work on the technology needs for the Lower Allen project. They have worked hard to meet the needs of our staff and to meet ADA requirements. The technology department has successfully filled several vacant positions. These new members have been a great addition to our technology team. Shout out to our new Assistant Technology Director, Ron Sims, who has hit the ground running and has already made a positive impact on the team. Thank you to the Board for your support!
- **Mr. Brian Griffith, Director of Educational Services**, reported on several things that have been going on behind scenes that have had an impact on our districts. Kudos to Lisa Klinger, ANPS Supervisor, who has been busy providing much needed support at several schools and West Perry SD, who have experienced recent deaths and trauma. Lisa and her team quickly stepped up to provide resources and grief counseling and have planned for follow up sessions with staff. As Brian gets ready for his retirement, in reflection on his last 15 years, he feels the strength of this region has been the CAIUs positive relationships with our school districts. Board President, Jean Rice, and the Board members shared their great appreciation for Brian's service over the years and wished him well in his retirement.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided a mid-year review of the **CAIU Strategic Plan**. He reviewed our vision, mission, values and key priorities that have become a common thread throughout all we do. Dr. Calvecchio provided a presentation with a status update on our four goals. Click

[HERE](#) for the presentation. In addition, a team summary was shared with the Board by email for further review.

- **Dr. Andria Saia, Executive Director**, highlighted the *All In!* newsletter. CAIU staff have been busy doing Service Projects. Each year, more than 400 staff participate in supporting community service projects. The front and back cover highlight just one project held in December where CAIU staff helped to sort 6400 books for the Capital Region Literacy Council as part of a service project. Kudos to Rob Hoover, Lead Receiver, warehouse, for supporting our many service projects, outreach programs and community projects. Dr. Saia also highlighted CAIU Educational Consultant, Shana Montgomery's interview of Newport SD middle school teacher, Kim Potter, on her experience with implementing Universal Design for Learning (UDL) in her classroom. It has been great having staff involved in writing articles for the *All In!* and we hope for more student input and articles in the future. Dr. Saia reported on the successful coat drive for Perry County school districts. Please let us know if you need any support for your school district or region. Thank you to the community, teachers, and administrators for "showing up" during this difficult time. She wished all a happy and restful holiday.
- **Daren Moran, Director of Business & Operations**, reported on two major facility projects that we are undertaking right now. The Lower Allen project is a very large project. Len Kapp and his crew are over there today cleaning, prepping, and getting the building ready to open this January. The Enola renovation project is also a very large project. Work will begin January 3 and is estimated to be completed in six months pending no significant shipping delays on products. Daren presented visuals of what the new renovation will look like. We are renovating our conference centers in two phases. Phase 1 will be the front entrance, lobby, and conference center/rooms. Environmental safety improvements were heavily factored into the renovations. The rooms will have flexible and moveable conference room setup and furniture; monitors, frosted glass walls, serving stations with sinks, improved wireless access and technology. We took into consideration providing necessary assistive technology, and lighting. We will update the space with our logo and brand; it will be a cleaner look. Visuals will be posted on easels at each location. In January, our main lobby will be moved to the middle lobby right outside of the Board room. This project has been budgeted for two years. The IU will have very little to no debt to be issued for this project. Funds will come from the Capital reserves project. Many of our PD and meetings will be handled virtually or at alternative sites during the renovation.
- **Rennie Gibson, Board Secretary**, reported that we have had some challenges in scheduling an orientation that our new members are able to attend. We are putting together a virtual new board member orientation that will be available for new members to review on their own time. In addition, we will hold in-person orientation 2x/year in January and July/August following school district and IU reorganization meetings. We will plan on getting professional photographs at this time.
- **2020-21 Audit Report Presentation** – Daren Moran introduced John Bonawitz, Brown Schultz Sheridan & Fritz, who presented the 2020-21 audit report presentation. The full report is available for the Boards review over the next month. Click [HERE](#) for the report. It will be up for approval at the January 2022 meeting. It is a requirement to audit the federal program and to prepare a statement for the federal government. The auditors looked at the CAIU's internal controls. Mr. Bonawitz reviewed the two listed opinions. 1) Financial Statements were presented fairly in accordance with accounting principles. 2) Federal IDEA program opinion is that the CAIU is in compliance. He reviewed the

financial highlights. Current liabilities increased due to unfunded pension amount increase. There was an increase in deficit. He reviewed the fund financial statements year to year comparison. The net change in fund balance for general fund due to transfers from special revenue funds and general funds. He provided an overview of the leases at a number of locations. As of August, the IU is debt free. There is a positive variance to the budget this year. Provided a snapshot of the single audit (programs). Increase in federal dollars partly due to Covid 19 federal money. Reviewed required communications of auditors. No difficulties, everything is included as expected resulting in **clean opinion**.

- **The CAIU Board of Directors announced the following December 2021 CAIU Retirees:** *Debra Klair*, S/L Clinician, retirement after 30 years of service; *Paula Sembach*, Nurse, retirement after 16 years of service; *Brian Griffith*, Director of Educational Services, retirement after 17 years of service
- **Board Recognition** - The Board recognized and thanked departing Board Member, Ms. Elizabeth Knouse, South Middleton SD.

APPROVED ACTION ITEMS

- **November 18, 2021 - Board Meeting Minutes**
- **November 2021 Treasurer's Report** – a total of \$9,708,581.49 in receipts and \$6,805,323.74 in expenses
- **Summary of Operations for November 2021** showing revenues of \$42,445,325.66 and \$32,822,366.34 in expenses
- **Budget Administration**
 - Proposed 2021-22 Original Budget - American Rescue Plan (ARP) ESSER
 - Proposed 2021-22 Original Budget - GEERS II - EANS Grant - CRRSA Act
 - Proposed 2021-22 Original Budget - Keystone State Challenge Academy (KSCA)
- **Other Fiscal Matters** - None
- **Other Business Items**
 - Contracts – December 2021
 - Resolution to Appoint CAIU Trustees to South Central Trust for a term beginning 12/1/21 and ending 6/30/22.
 - Appointment of new Board Member, Mr. Jesse Biretz, Lower Dauphin School District, to fill an unexpired term, until our annual election, from December 16, 2021 - June 30, 2022.
 - MOU Between CAIU and CAEA – ESSER funds - Retention Bonus
 - Acceptance of resignation of Ms. Liz Knouse, South Middleton SD, from the Capital Area Intermediate Unit Board of Directors, effective December 10, 2021
- **Policies & Programs** - None
- **Job Descriptions**
 - First Reading, New Position, New Description - Maintenance/Facilities Technician
 - First Reading, Existing Position, Revised Description - Marketing & Communications Specialist
- **Personnel Items**
 - See attached report

EXECUTIVE DIRECTOR'S REPORT

- See attached report/newsletter.

PRESIDENT'S REPORT

- Mrs. Jean Rice thanked the Board for their attendance and wished all a Merry Christmas and prosperous New Year. Mrs. Rice reported that she will be attending the Wreaths Across America service project on Saturday.

NEXT MEETING: Thursday, January 27, 2022, 8:00 a.m., Board Room, CAIU Enola Office

***Our Mission:** Provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great.
#BeGreat*

***Our Vision:** Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives*

December 16, 2021 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **JILL HERB**, Educational Paraprofessional, Autism Support Program, effective December 10, 2021. Reason: Personal.
- **AMY MOYER**, Data Coordinator, Early Intervention Program, effective December 3, 2021. Reason: Personal.
- **DENNIS MORGAN**, District Technology Coordinator, OT/PT Technology Team, effective February 7, 2022. Reason: Retirement after more than 7 years of continuous CAIU service.
- **ROBERT STENGLE**, Teacher, Loysville Youth Development Center, effective December 17, 2021. Reason: Personal.
- **DARCY THOMPSON**, Occupational Therapist, OT/PT Program, effective June 10, 2022. Reason: Retirement after more than 28 years of continuous CAIU service.
- **LAUREN ZAPARZYNSKI**, Occupational Therapist, OT/PT Program, effective December 17, 2021. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **ELSIE ALLEN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Student Services Team with base salary of HS+48, \$26,205.75 + \$2,950 annual LPN stipend 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 Access budget.
- **MICHELLE BAYLISS**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$26,205.75 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.
- **TOHAN IMADOJEMU**, Application Support Specialist, Technology Team, effective date to be determined. Base salary of \$46,286.81 for 260 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 CAOLA budget.
- **RYAN LOWER**, PowerSchool Specialist, Technology Team, effective date to be determined. Base salary of \$46,286.81 for 260 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 PowerSchool budget.
- **BRITTANY SIMS**, Paraeducator, effective date to be determined through June 30, 2022. Assignment: Long Term Substitute Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$32,423 for 190 days of service will

be prorated based on the number of hours/days worked. This is a replacement position funded through the OT/PT budget.

- **LINDSAY STUFFLE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$26,205.75 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 Emotional Support budget.

CHANGES OF STATUS:

- **SHANA MONTGOMERY**, from Educational Consultant, Training and Consulting Program to Educational Program Specialist, Special Projects Program, effective December 1, 2021. Change of status results in a change of salary to \$67,671 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.
- **MICHAEL NEASE**, from Personal Care Assistant to Teacher, Autism Support Program, effective date to be determined. Change of status results in a change of salary to \$49,612, which is based on a Bachelor's, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated based on the number of days worked.