

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 16, 2021

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 16, 2021, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:01 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** **Members in attendance were:** Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mr. Scott Campbell, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mr. Dennis Helm, Mr. Jason Minnich, Mrs. Jean Rice, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (12)
Members not in attendance were: Mr. Jesse Biretz, Mr. Brian Carter, Mrs. Barbara Geistwhite, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mr. Micheal Wanner (5)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary; Mr. Daren Moran, Board Treasurer
Staff/Public in attendance were: Mr. Brian Griffith, Mr. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all public attendees and introduced John Bonawitz, from Brown Schultz Sheridan & Fritz.
Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** There were no public comments.
- Approval of Minutes** **Mr. Patrick Shull moved, seconded by Mrs. Judith Crocenzi,** “that the November 18, 2021 Board Meeting Minutes be approved.”
Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
- Audit 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.

Board Committee Report	There were no Board Committee Reports.
Treasurer's Report	Mr. Jason Minnich moved, seconded by Mr. Ford Thompson, "that the following fiscal items be approved:
Treasurer's Report – November 2021	November 2021 Treasurer's Report – a total of \$9,708,581.49 in receipts and \$6,805,323.74 in expenses.
Payment of Bills – November 2021	November 2021 Payment of Bills.
Summary of Operations – November 2021	Summary of Operations for November 2021 showing revenues of \$42,445,325.66 and \$32,822,366.34 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	Mr. Dennis Helm moved, seconded by Mrs. Judith Crocenzi, "that the following Budget Administration item be approved:
Proposed 2021-22 Original Budget - American Rescue Plan (ARP) ESSER	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 - GEERS II - EANS Grant - CRRSA Act
Proposed 2021-22 Original Budget - Keystone State Challenge Academy (KSCA)	Proposed 2021-22 Original Budget - Keystone State Challenge Academy (KSCA)."
	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	No Other Fiscal Matters.
Other Business Items	Mr. Dennis Helm moved, seconded by Mr. Patrick Shull, "that the following Other Business Items be approved:
Contracts – December 2021	Contracts – December 2021.
Resolution to Appoint Trustees to South Central Trust	Resolution to Appoint CAIU Trustees to South Central Trust for a term beginning December 1, 2021 and ending June 30, 2022.
Appointment of New Board Member	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 - Retention Bonus	MOU Between CAIU and CAEA – ESSER funds - Retention Bonus effective from December 15 2021 to June 15, 2022.

Approval of Board Member Resignation	Acceptance of resignation of Ms. Elizabeth Knouse, South Middleton SD, from the Capital Area Intermediate Unit Board of Directors, effective December 10, 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	No Policies & Programs.
Job Descriptions	Mr. Patrick Shull moved, seconded by Mr. Dennis Helm, “that the following Job Descriptions be approved:
First Reading, New Position, New Description - Maintenance/Facilities Technician	First Reading, New Position, New Description - Maintenance/Facilities Technician
First Reading, Existing Position, Revised Description - Marketing & Communications Specialist	First Reading, Existing Position, Revised Description - Marketing & Communications Specialist.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Personnel Items	Ms. Alyssa Eichelberger moved, seconded by Mrs. Paula Bussard “that the following Personnel Items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
- **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."

CHANGES OF STATUS

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 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.

Recognition of Departing Board Member

The Board recognized and thanked departing Board Member, Ms. Elizabeth Knouse, South Middleton SD.

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 and reflects on his years in education, he feels the strength of this region has been the CAIU's 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.

Departing Board Members	At 8:45 a.m., Mr. Jason Campbell departed the Board meeting. At 8:58 a.m., Mr. Richard Bradley and Helm departed the Board meeting. At 9:02 a.m., Mr. Ford Thompson departed the Board meeting.
Strategic Plan Update	Dr. Calvecchio 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. In addition, a team summary was shared with the Board by email for further review.
Board Recognition	The Board recognized and thanked departing Board Member, Ms. Elizabeth Knouse, South Middleton SD.
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. We will be going virtual for our All Staff Day celebration this year due to high Covid case counts and staff just returning from the holiday.
President's Report	Mrs. Jean Rice thanked the Board for their attendance and wished all a blessed holiday. Merry Christmas and prosperous new year. Will be attending service project on Saturday.
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, December 16, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Mr. Patrick Shull moved, seconded by Mrs. Judy Crocenzi , "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 9:13 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary