

# CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **January 27, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

## EXECUTIVE SESSION

- An Executive Session was held to discuss Personnel Matters.

## REPORTS/UPDATES

### ➤ CAIU Team Reports:

- **Dr. Andrew McCrea, Director of Student Services**, recognized Jille Johnston, Teacher, who is retiring this month after a long history teaching in our Mental Health program. Jille is highly dedicated and has been a big difference maker. Dr. McCrea also recognized Kellie Custer, Educational Consultant, who was recently promoted to a Grant Specialist position. She is a good example of staff that have been able to grow within our organization. The Early Learning Center is open thanks to the hard work of many including Len and his staff and Program Supervisor, Terry Telep.
- **Mr. David Martin, Director of Technology Services**, reported on the recent statewide meeting held on cyber security. Discussion items included proposed legislation for cyber security and next steps, homeland security, and how we can work together on reporting and finding solutions. This is a good opportunity for our region to work together.
- **Dr. Susan Voigt, Educational Services Supervisor**, provided an Educational Services Team Report. Congratulations to Rithika Padyala from Cumberland Valley High School who was one of the two BE VAPE FREE winners in PA. BE VAPE FREE national contest. The students will participate in the upcoming [Be Vape Free](#) Heroes Virtual Field Trip, tentatively scheduled to premiere on April 1. In December, Act 91 was passed by the legislature and signed by Governor Wolf. This Act was designed to help districts with the substitute shortage. Multiple options allow greater flexibility for districts, including removing some limits on the number of days provided by retired educators and day-to-day substitutes and creating classroom monitors. CAIU has submitted an application to PDE to become an approved provider of the classroom monitor credentials.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that the recent updates reducing the length of required quarantine time has created some complications for contract tracing, especially with the great increase of cases over the last three weeks. Dr. Calvecchio gave a shout out to all of our supervisors and to the Human Resources staff.
- **Dr. Andria Saia, Executive Director**, highlighted the All In! newsletter. January is School Board Appreciation month. Please take a moment to read the article highlighting our Board Members. This year our annual All Staff Day was held virtually. Six of our staff were honored with a Star Award; check out the winners on page 11. The last page of All In is dedicated to a fundraiser for our amazing therapy dogs who provide safety, love, calmness, and happiness to our students.

- **Daren Moran, Director of Business & Operations**, provided an overview of the IU finances and of the 2022-23 General Operating Budget.

**Overview of Finances:**

- Provided an overview of how the IU is different from school districts from a budget perspective. Salaries and benefits comprise 50% of our expenses. The IU has a pretty even distribution between revenue sources - state, local, federal.
- Discussed the fund balance and rules associated with funding sources.
- Fiscal monitoring/reviews happen here often due to our location.
- The General Operating Budget is the only budget that is reviewed/approved by districts. All other budgets are reviewed and approved by our Board members. Currently we have approximately 50 programs and budgets.

**Overview of General Operating Budget (GOB):**

- The GOB makes up 7% of CAIU operations consisting of 8 functions: IMS, Curriculum, Admin, Business, Building/Grounds(Enola only), HR, Tech (only internal), Debt services.
- Indirect Revenue funds majority of GOB (69%) – 7.75% admin fee is charged on everything we sell to programs. The greater the indirect cost = lesser the reliance on the district contribution to fund the GOB. School district contribution makes up 11% of the budget and is the reason why it must be approved by the districts.
- **IMPORTANT: We are proposing no increase to district contribution and a reduction to the indirect cost to 7.5%**
- Revenue: No increase to district contribution of \$902,460
- Expense: Facility renovations - \$300,000 (financing through fund balance); tech upgrades \$300,000 no debt payment
- Types of Indirect costs: Restricted - federal projects; Indirect cost rate - enterprise funds 7.5%
- Budget Assumptions - Salaries - Act 93 - 3% increase for 4.4 employees; classified/admin - 3% for 34.9 employees; union 3% for .5 employees. Budget includes 40 positions funded through GOB.
- No new debt
- Fund balance 4% - 10% General Fund Expenditures - currently we of \$4 million unassigned and \$3,350,000 assigned for PSERS, Health Care, Facility Upgrades

**Major budget changes :**

- Interest Income – decreased by \$70,000
- Fund balance – using \$300,00 for Capital Improvements
- Indirect – slight reduction because of projection of reduced rate
- **Rennie Gibson, Board Secretary**, reported that Statement of Financial Interest Forms will need to be filed by May 2022 for the year 2021. Please complete the form online or by hard copy and return to Rennie as soon as possible. There will be a New Board Member orientation immediately following today's meeting.
- **Len Kapp, Supervisor of Operations and Transportation**, reported that the Capital Area Early Learning Center is almost completed and classes started last Tuesday. We are ramping up the remodeling project here at Enola. Please check out the pictures with conceptual ideas in the lobby area.
- **CAIU Health & Safety Plan** was reviewed by the CAIU Command Response Team on January 4, 2022. There were no revisions needed to the plan.
- **January is School Board Appreciation Month.** We recognized and thanked our Board Members for all the time and effort they devote in support of education in the Capital

region. Please see highlighted article in All In. Also, we shared a video of appreciation starring our DHH kids at Conewago Elementary school.

- **The CAIU Board of Directors announced and recognized the following January 2022 CAIU Retirees:** *Jille Johnston*, Teacher, Hospital Program, retirement after 36 years of service; *Cheryl Rudawski*, Program Supervisor, Educational Services, retirement after 35 years of service
- **Statement of Financial Interest Forms** - forms for calendar year 2021 are due to be filed by May 1, 2022

## APPROVED ACTION ITEMS

- **December 16, 2021 - Board Meeting Minutes**
- **December 2021 Treasurer's Report** – a total of \$16,202,305.44 in receipts and \$7,938,306.31 in expenses
- **Summary of Operations for December 2021** showing revenues of \$54,892,369.79 and \$40,329,896.32 in expenses
- **Budget Administration**
  - 2021-22 Original Budget - ARP-ESSER-EI Section 611
  - 2021-22 Original Budget - ARP-ESSER EI Section 619
  - 2021-22 Budget Revision - American Rescue Plan (ARP) - ESSER
  - 2022-23 General Operating Budget (First Reading)
- **Other Fiscal Matters** - None
- **Other Business Items**
  - Contracts – January 2022
  - Appointment of Ericka Schmidt, Derry Township School District, to an unexpired term until our annual election from January 27, 2022 to June 30, 2022.
  - Acceptance of Board Resignation - Acceptance of Jason Minnich, Millersburg SD, resignation from the CAIU Board of Directors effective 1/11/22.
  - Hill Top Lease Amendment dated 10/28/21 was approved.
- **Policies & Programs** - None
- **Job Descriptions**
  - Second Reading, New Position, New Description - Maintenance/Facilities Technician
  - Second 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. Mrs. Rice was honored to participate in the Wreaths Across America CAIU service project.

**NEXT MEETING: Thursday, February 24, 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*

## January 27, 2022 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **JUSTINE ALLEN**, Educational Paraprofessional, Early Intervention Program, effective December 17, 2021. Reason: Personal.
- **HEATHER AUXT-SNELSON**, Mental Health Worker, Center Point Program, effective January 5, 2022. Reason: Personal.
- **AMANDA BACHMANN**, Educational Paraprofessional, Autism Support Program, effective January 21, 2022. Reason: Personal.
- **BENJAMIN BERRY**, Software Project Manager, Technology Team, effective February 4, 2022. Reason: Personal.
- **DEEPALI CARLSON**, Human Resources Generalist, Administrative Team – Human Resources, effective January 28, 2022. Reason: Personal. **SHELBY CORDEIRO**, Social Worker, Student Services Team, effective February 25, 2022. Reason: Personal.
- **AMY HAZEL**, Marketing and Communication Specialist, Administrative Team, effective February 8, 2022. Reason: Personal.
- **JILL MARSHALL**, Program Secretary, CAOLA Program, effective February 4, 2022. Reason: Personal.
- **JENNIFER STURTEVANT**, Speech and Language Clinician, Early Intervention Program, effective February 18, 2022. Reason: Personal. **JANICE SUSI**, Educational Consultant, OT/PT Program, effective June 30, 2022. Reason: Retirement after 20 years of continuous CAIU service.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **ANTHONY CASALE**, Professional, effective date to be determined. Assignment: Certified School Nurse, Nursing Program with base salary of Bachelor's, Step 6, \$53,606 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. Hiring contingent upon obtaining emergency permit. This is a replacement position funded through the Nursing budget.
- **CATHERINE DE LA BARRERA**, 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.
- **LAURA HILE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism 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 replacement position funded through the Autism Support budget.
- **ABIGAIL ROMBERGER**, Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$52,639 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 OT/PT budget.
- **JANEY SPEELMAN**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$34,934.86 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a replacement position funded through the MAWA budget.

### CHANGES OF STATUS:

- **KELLIE CUSTER**, from Educational Consultant to Program and Grant Specialist, Student Services Team effective February 1, 2022. Change of status results in a change of salary to \$73,316.78 for 260 days of service and will be prorated for a total of 107 days through June 30, 2022.
- **WHITNEY KORTZE**, Teacher, Diagnostic Program, from part-time to full-time status, effective December 6, 2021.
- **MEGAN LOOMIS**, Intern, change in internship end date from June 2, 2022 to December 23, 2021.
- **JENNIFER WHITCOMB**, from Online Learning Support Specialist, CAOLA Program to Data Coordinator, Early Intervention Program, effective January 18, 2022. Change of status results in a change of salary to \$41,703.67 for 260 days of service and will be prorated for a total of 117 days through June 30, 2022.

### 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 27, 2022:

Bryon Benner  
Lori Castle  
Rebecca Laird  
Marilyn Miller  
Lauren Royer  
Sarah Turner