

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**January 27, 2022  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 27, 2022, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	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.
<b>EXECUTIVE SESSION</b>	At 8:01 a.m., the Board entered into an Executive Session to discuss Personnel Matters.
<b>REGULAR BOARD MEETING</b>	At 8:38 a.m., the Board reconvened the Regular Board Meeting.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> Mr. Jesse Biretz, Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Scott Campbell, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (14)</p> <p><b><u>Members not in attendance were:</u></b> Mr. Terry Cameron, Mr. Brian Carter, Mr. Micheal Wanner (3)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary; Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Dr. Susan Voigt, Mr. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Meredith Seidel</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	The Board welcomed all public attendees.
<b>Public Comment</b>	There were no public comments.
<b>Approval of Minutes</b>	<p><b>Mr. Ford Thompson moved, seconded by Mrs. Barbara Geistwhite,</b> “that the December 16, 2021 Board Meeting Minutes be approved.”</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Board Committee Report</b>	Jean Rice reported that the Board Negotiations Committee met on January 11 for its first meet and greet with the union. The next committee meeting is scheduled for February 3 to receive a proposal. The Board Finance Committee met in January to discuss the proposed 2022-23 General Operating Budget.
<b>Treasurer’s Report</b>	<b>Mr. Dennis Helm moved, seconded by Mr. William Swanson,</b> “that the following fiscal items be approved:
Treasurer’s Report – December 2021	December 2021 Treasurer’s Report – a total of \$16,202,305.44 in receipts and \$7,938,306.31 in expenses.

Payment of Bills – December 2021	December 2021 Payment of Bills.
Summary of Operations – December 2021	Summary of Operations for December 2021 showing revenues of \$54,892,369.79 and \$40,329,896.32 in expenses.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	<b>Mrs. Paula Bussard moved, seconded by Mr. Dennis Helm,</b> “that the following Budget Administration item be approved:
Proposed 2021-22 Original Budgets	<ul style="list-style-type: none"> <li>• 2021-22 Original Budget - ARP-ESSER-EI Section 611</li> <li>• 2021-22 Original Budget - ARP-ESSER EI Section 619</li> </ul>
Proposed 2021-22 Budget Revision - American Rescue Plan (ARP) - ESSER	2021-22 Budget Revision - American Rescue Plan (ARP) – ESSER
Proposed 2022-23 General Operating Budget (First Reading)	Proposed 2022-23 General Operating Budget (First Reading).”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matters</b>	There were no Other Fiscal Matters.
<b>Other Business Items</b>	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Dennis Helm,</b> “that the following Other Business Items be approved:
Contracts – January 2022	Contracts – January 2022.
Appointment of New Board Member	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 resignation from Jason Minnich, Millersburg SD, from the CAIU Board of Directors effective January 11, 2022.
Hill Top Lease Amendment	Approval of Hill Top Lease Amendment with correction to date in section 1. Background.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Policies &amp; Programs</b>	There were no Policies & Programs.
<b>Job Descriptions</b>	<b>Mr. William Swanson moved, seconded by Mrs. Barbara Geistwhite,</b> “that the following Job Descriptions be approved:

Second Reading, New Position, New Description - Maintenance/Facilities Technician

Second Reading, New Position, New Description - Maintenance/Facilities Technician.

Second Reading, Existing Position, Revised Description - Marketing & Communications Specialist

Second 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 Mr. Patrick Shull.** “that the following Personnel Items be approved:

#### 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.
- **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.

#### CHANGES OF STATUS

#### 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.”

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

#### Reports & Updates

##### General Operation Budget Presentation

**Daren Moran, Board Treasurer and 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.

- It is important to note that 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, Heath 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

Departing Board Members

At 9:24 a.m., Mr. Scott Campbell and Mr. Richard Bradley departed the meeting.

Announcement of CAIU Retirees

**The CAIU Board of Directors announced 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.

Departing Board Member

At 9:34 am, Mr. Ford Thompson departed the meeting.

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.

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

**Ms. 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.

**Mr. 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.

Departing Board Member	At approximately 9:41 a.m., Mrs. Barbara Geistwhite departed the Board meeting.
Review of CAIU Health & Safety Plan	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	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, a video of appreciation was shared starring our Conewago Elementary school Deaf and Hard of Hearing class.
Statement of Financial Interest Forms	Statement of Financial Interest forms for calendar year 2021 are due to be filed by May 1, 2022.
<b>Executive Director's Report</b>	Dr. Andria Saia, Executive Director, highlighted the All In! newsletter and School Board Appreciation month.
<b>President's Report</b>	Mrs. Jean Rice thanked the Board for their attendance. Mrs. Rice was honored to participate in the Wreaths Across America CAIU service project.
<b>Board Member Sharing of Information</b>	Ms. Emily Hoffman shared that she reviewed the CAIU Health and Safety plan and noted that there are some studies that show a negative impact on kids and parents due to masking.
<b>Information Items</b>	Several information items were available for the Boards review: <ul style="list-style-type: none"> <li>• Staff Kudos to Dr. Susan Voigt from Middletown Area SD</li> <li>• Our resident expert DHH teacher, Deb Genet, was <b>featured on the podcast PaTTANpod</b> in a feature called "Teacher of the Deaf – The Unique and Valuable Role Played in a School Setting".</li> </ul>
<b>Other Business/Public Comment on Items Not Specific to Agenda</b>	There were no other business or public comment on items not specific to the agenda.

**Next Board Meeting  
Date**

**21-22-47**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, February 24, 2022, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Paula Bussard moved, seconded by Mr. Patrick Shull, “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 9:58 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary