

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **February 24, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

REPORTS/UPDATES

➤ CAIU Team Reports:

- **Dr. Andrew McCrea, Director of Student Services**, highlighted the All In article on Penn State College of Health and Human Development Alumni Mentoring program. Students have the opportunity to observe their field of interest and gain some long term exposure and experience possibly providing a career pathway to the CAIU or a local district. Thank you for the approval to hire two LPNs which opens up an opportunity to bring up students from the waiting list. Dr. McCrea provided a program update: started contract meetings with the districts to determine needs and staffing. Winter transitions meetings are complete and we will begin spring rounds. There are just under 1000 kids transitioning. EI numbers continue to grow and we are being push to capacity causing us to rethink our current processes. EI was, once again, flat-funded.
- **Mr. David Martin, Director of Technology Services**, reported on the PET&C conference. CAIU provided technical support to over 1800 attendees, vendors, and presenters throughout the conference. We purchased tickets for our member districts to attend. There were many great sessions focused on instructional technology and cyber security. Update on staffing: We are currently interviewing to fill some vacancies. It has been difficult getting staff and higher level support. Currently working on construction quotes for the renovation project at CAIU Enola while meeting ADA requirements. Cybersecurity update: Had a good meeting with superintendents to discuss the importance of cybersecurity. It is expensive to do on your own and we are looking at taking steps to put together a consortium. Will follow up with tech directors to start looking at details for monitoring, checking, and process, etc.
- **Mrs. Maria Hoover, Director of Educational Services** provided an update on classroom monitors. CAIU submitted an application to PDE in order to provide the required training for Act 91; the application was approved on 2/4/22. The classroom monitor pilot program allows people with 60 college credits or paraprofessionals with at least three years of experience to fill in for teachers as classroom monitors. They are allowed to oversee classrooms but not instruct students, grade assignments, or create work. The program is four hours total and registration opens on Feb 25 and is provided free to our districts. The CAIU will provide participants with a certificate of completion that is then used to get their certificates via TIMS. It is good for one year but it may be expanded. Keystone Academy update: The program provides tools to help 16-18 yr. kids in PA that are at risk or in danger of not graduating. It is a 22-week residential academy that provides extra discipline and support. The program runs from July – June 30 at Indiantown Gap. Next step is to begin the enrollment process. Enrollment capacity is 120 students across the region. Currently, we are working on job descriptions and hiring over the next couple months to open in July.

Funding for this program comes from the Youth Dept. of Defense and the National Guard. We are the educational arm of the program, providing teachers and education. The Board would like to see a presentation on this and more information.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided a COVID update: There has been a sharp decline in COVID cases over the last couple weeks. We plan to meet next week to discuss contact tracing and masking. Staffing updates: just concluded interviews for the Marketing and Communication position. We've selected a strong candidate who has accepted the position and will be on the board personnel agenda next month for hire. Provided an update on Emergency Certified Educators. In addition, this spring, we plan to start a podcast with some educators to grow our presence in the area.
- **Dr. Andria Saia, Executive Director**, highlighted the All In! newsletter. It is very exciting to have a number of staff step up to write articles and share their experiences. She highlighted the article *History Untold: Racism in America* where several staff who attended the 3-day training in Montgomery AL shared their first hand experiences. An enlightening article on The Pronoun Challenge and Cybersecurity were also written by staff. In addition, Mr. Music continues to teach and entertain the students at Hill Top. CV CAMhP class are finalists in the PSA Poster for organization Prevent Suicide PA contest. There were many CAIU staff compliments and several new hires. Opportunities for good article highlighted a Champions for Children fundraiser, Match Madness, and CAIU innovation grant opportunity. Dr. Saia also shared her mid-year report on her personal goals. Kudos to Dr. Calvecchio for leading a cross-team effort to look at the overall organizational health. The leadership survey closes at the end of February; there will be more data shared next month. The CAIU Leadership team is participating in two books studies this year focused on building trust and coaching potential.
- **Daren Moran, Director of Business & Operations**, reported that he has been working with our cyber insurance carrier to utilize some of their free tools. Yesterday, he met with the regional business managers. There was great attendance and many shared that they are experiencing similar staffing shortages and started discussing creative strategies to recruit new staff. Renovation project update: we have begun to review the furniture and technology needs for the renovation project. Reported that we still have two custodian vacancies. In March/April, the General Operating Budget will be coming to your Board for approval.
- **Rennie Gibson, Board Secretary**, reminder 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.
- **Len Kapp, Supervisor of Operations and Transportation**, provided an update on the large remodel project at Enola. The project is moving along pretty much on time. Products have mostly been availability with a slight delay due to some items needing substitutes. We are still shooting for completion in July. Transportation Update: We continue to experience a shortage of drivers and are constantly trying to hire. Unfortunately, there is a wait for students needing transportation. Currently planning for summer and the potential for more classrooms to move into the Early Learning Center. We'd like to get the other classes in for maximum efficiency for transportation and services provided
- **The CAIU Board of Directors announced and recognized the following February 2022 CAIU Retirees: *Dennis Morgan***, District Technology Coordinator, retirement after 8 years of service, ***Eric Bostick***, El Supervisor, retirement after 34 years of service.
- **CASTL & Imagination Library** - Geri Schaffer, CAIU Educational Consultant, shared an overview of CASTL and Imagination Library. CASTL is a nonprofit organization that is housed here at the CAIU with the goal of providing a place for innovative educational

ideas and just recently started to take some projects on. CASTL and CAIU are partnering with Dolly Parton's Imagination Library. This project will provide books to children under the age of 5 in our CAIU footprint. These books are age appropriate, registered, personalized and delivered directly to the participating child's home each month at no cost to child's family. We estimate having 35,000 children under age of 5 in our area that are eligible if they sign up. The Kick off to fundraising begins on March 2, Read Across America Day. The goal is to raise \$5000 on March 2. Children can start receiving books at any age, they just must be under the age of 5. The CAIU has a unique situation as we have many connections to preschools, early learning centers, and literacy centers to help to spread the word and grow. Dolly Parton takes care of all of the planning, buying of books, etc. You can find information on CASTL on the CAIU website under the community tab. The CAIU is responsible to sign kids up and to raise the funds. The cost is \$30 a year per child for 1/book a month. Must have 180,000 ready in orders to open a library in our area to cover the first two years.

APPROVED ACTION ITEMS

- **January 27, 2022 - Board Meeting Minutes**
- **January 2022 Treasurer's Report** – a total of \$6,543,434.67 in receipts and \$8,496,029.93 in expenses
- **Summary of Operations for January 2022** showing revenues of \$64,040,669.20 and \$50,270,759.29 in expenses.
- **Budget Administration**
 - 2022-23 General Operating Budget (Second Reading)
 - Proposed 2021-22 Original Budget - PAIU DOH Funding
- **Other Fiscal Matters** - None
- **Other Business Items**
 - Contracts – February 2022
 - Appointment of New CAIU Board Member, Rodney Wagner, South Middleton School District, to an unexpired term from February 24, 2022 to June 30, 2022.
 - Approval of the 2022 CAIU Election of Board Members representing: Camp Hill, Derry Township, East Pennsboro, Harrisburg, Lower Dauphin, Millersburg, Susquehanna Township, Upper Dauphin, West Shore school districts will be accomplished by mail or virtual ballot.
- **Policies & Programs**
 - Policy 626 - Procurement – Revised Attachment
 - Deletion of Board Policies 248 and 348 - harassment is now covered under policies 103 and 104 (Discrimination/Title IX Sexual Harassment) because it is a form of discrimination.
- **Job Descriptions**
 - First Reading, Existing Position, Revised Description - Program Assistant - Accounting
- **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.

NEXT MEETING: Thursday, March 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

February 24, 2022 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **STEPHEN BITTINGER**, Custodian, Administrative Team - Operations, effective January 26, 2022. Reason: Personal.
- **ROYCE BROWN**, Senior Software Engineer, Technology Team, effective February 25 2022. Reason: Personal.
- **KELLIE HEGARTY-MURPHY**, Physical Therapist, OT/PT Program, effective March 16, 2022. Reason: Personal.
- **EMILY KATZAMAN**, Speech and Language Clinician, Early Intervention Program, effective February 16, 2022. Reason: Personal.
- **MACKENZIE NEAL**, Personal Care Assistant, Multiple Disabilities Support Program, effective February 16, 2022. Reason: Personal.
- **ERIN NIEDZWIECKI**, Certified Occupational Therapist Assistant, OT/PT Program, effective March 11, 2022. Reason: Personal.
- **JANEY SPEELMAN**, Program Secretary, Early Intervention Program, effective February 11, 2022. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **JOSEPHINE ARENA**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$24,182 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.
- **KIMBERLY CICERO**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Student Services Team with base salary of HS, \$24,182.25 + \$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 new position funded through the Multiple Disabilities Support budget.
- **HEATHER HANEY**, 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 new position funded through the Autism Support budget.
- **BILLI LAWRENCE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Student Services Team with base salary of HS, \$24,182.25 + \$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 new position funded through the Nurse's budget.
- **SHANE MURPHY**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Capital Area Mental-health 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 Capital Area Mental-health budget.

- **HALLE REISINGER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$24,182.25 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.

CHANGES OF STATUS:

- **LAURA HILE**, Educational Paraprofessional, from active to inactive status due to failure to complete new hire requirements and respond to communications.
- **KELLY MYERS**, Social Worker, ANPS Program, from part-time to full-time status, effective February 21, 2022 – June 3, 2022.

ISSUANCE OF TENURE:

- **AMY COOK**, Occupational Therapist, Early Intervention Program, uncompensated leave of absence beginning June 3, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **KELLY EVANS**, School Counselor, ANPS Program, child-rearing leave of absence effective May 20, 2022 – May 30, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **ANDREA KIMMEL**, Speech and Language Clinician, Early Intervention Program, unpaid administrative leave of absence effective February 1, 2022 – February 15, 2022 due to non-compliance with the head start vaccine mandate.
- **HANNAH ROHRS**, Floater Teacher, Student Services Team, child-rearing leave of absence effective May 3, 2022 – May 30, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).