

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **May 26, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

EXECUTIVE SESSION

- Executive Session was held to discuss negotiation matters.

REPORTS/UPDATES

- **Board Nominating Committee Report:** The CAIU Board Nominating Committee asked for interest/nominations for serving as board president and vice president as June is our annual reorganization meeting. Anyone interested, please reach out to any committee member, Alyssa Eichelberger, Richard Bradley, or Judy Crocenzi. Jean Rice, President and Judy Crocenzi, Vice President, are willing to continue serving.
- **CAIU Team Reports:**
 - **Dr. Andrew McCrea, Director of Student Services**, highlighted the All In article on page 8 about Nolan Deitrich, a first grader with a visual impairment who was able to participate in an Easter Egg Hunt thanks to locator beepers placed in the eggs. He also highlighted the article on Better Hearing and Speech Month which spoke about the importance of empowering students and families to be a part of the process resulting in better outcomes for all. It is graduation season! Hill Top Academy's graduation was last evening. Thanks to Kathleen Horner and Jaime Royer for coordinating all of the details; they did a great job giving families and students the same experience as a school district graduation. Project Search graduation will be held tonight. Loysville students graduate next Friday. In addition, we are in the finishing stages of planning for summer programming in early intervention and school age. We've added summer programming at Diakon and Loysville this year, as well. We are also preparing for next school year and have many vacancies to fill.
 - **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided an update on the progress of the Enola building remodel. We have passed the majority of delays (permits) and hope to be able to hold the August Board meeting in the new remodeled space. We anticipate the total project to be complete by August or early September. Len provided an operations report: this is a busy time of year with summer classroom moves. We will be consolidating the Delbrook and Willow Mill classrooms into the Capital Early Learning Center to fill that building out by the middle of August.
 - **Mr. Blake Wise, new HR Manager**, introduced himself and shared that he is excited to be here and has had a very positive start. He is working with a great team and is currently looking to fill one vacancy on his team. He brings 15+ years of human resource manager and strategic planning experience. Building team efficiencies, staff retention and filling vacancies are his focus right now.
 - **Mr. David Martin, Director of Technology Services**, provided an update on the eSignature solution that was implemented. Over 7000 documents were signed using eSignature in the phase one roll out. We will be rolling out Phase 2. We are working

on negotiating rates with some of the vendors. Additionally, we are working with Multi-State Information Sharing and Analysis Center (MS-ISAC) to develop a SOC – Security Operations Center. They have commented about the volume of work we do and our shared capacity. Collaborating and sharing services allows us to save on costs and creates more effective teams. Thank you to the Board for your support over the years! We have just finished interviews for our technology interns and selected four paid interns that will be working with us. Our intern program has been very successful. We even follow up with them after they leave on their post-secondary experiences and successes. Currently there are two open positions on our application development team. We have been using a contractor until we are able to fill these positions.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, shared that he attended the Day on the Hill on Tuesday. Eight staff participated in visiting several of our state Representatives and Senators. The main topics of discussion were: mental health, special education, early intervention funding, and staffing shortage/ Senate Bill 224. Strategic Plan Update: We are wrapping up the 2021-22 year and are busy planning for next year. Dr. Calvecchio highlighted Goal #2, Organizational Health. A team of administrators, Daren Moran, Dr. Andrew McCrea, and Dave Martin, have worked hard to help identify standards of organizational health and identified six pillars and six standards under each pillar. A more detailed draft will be presented to the Board next month. In addition, he reported on a recent Loysville teambuilding event run by Brandon Carter, Special Projects Supervisor, at the Ferryboat Campground. The purpose of the event was to engage the staff in team building activities and develop a Strength, Weaknesses, Opportunities, Threats (SWOT) analysis to help drive strategies and a plan for success. Dr. Calvecchio and Brandon Carter help lead the group activities and Dr. McCrea, Dr. Watson and Principal Lupold led activities to help develop goals and activities for SWOT.
- **Dr. Andria Saia, Executive Director**, highlighted the All In! newsletter. On page 6, Future Ready Café held its grand opening on May 5 at PaTTAN. The Future Ready Café helps to create real world opportunities for high school students from the Capital Area to develop work experiences while operating a business selling coffee, baked goods, drinks, etc. Shout out to the CAIU advisors and job coaches for PaTTAN Future Ready Café. CAIU celebrated our deep appreciation of the amazing work of our teachers by providing them gift certificates to several employee run businesses. CAOLA Update: Dr. Saia recently met with IU 29 about joining the CAOLA team. Dr. Saia reported on the Day on the Hill that our team recently attended. She plans to scheduled several individual follow up meetings with various legislators. Dr. Saia share a SAVE THE DATE for November 25, 2022 - Imagination Library Gala and Fundraiser Monte Carlo night at the Whitaker Center. We will be using both tech schools to provide the food. There will be raffles, a silent auction, and fake gambling. In addition, she has reached out to PDE library and early childhood to get funding for the entire state and has spoken with each legislator about supporting this cause. Lastly, Dr. Saia took a moment to reflect on the recent devastating school shooting. She stressed the importance of creating a culture of belonging and a community of care, concern and commitment in our schools. The CAIU is working to lead the field toward the work of belonging and invited school district teams to fill the nine open slots for our Belonging training on June 21 & 22. This training is specific to school district teams to implement in their buildings and is offered at no cost to the districts. CAIU social workers are holding a beginning session/training for all of our staff. All Board members are welcome to attend. We will send more details.

- **Mr. Daren Moran, Director of Business & Operations**, provided an updated on the Health Care Trust: CAIU is one of nine members of the Trust. The Executive Trust meets regularly and the full Trust met last week to provide an update on health care. There was a dip in claims over Covid but they are now are climbing. There will be approximately a 10% increase due to the high claims. We carry the most weight in the Trust because we have the most people. In addition, the Business Managers met yesterday and discussed common challenges such as staffing, increased costs, and supply chain issues. There were a lot of new faces at the meeting.
- **Rennie Gibson, Board Secretary**, The CAIU Annual Board Member ballots for a new three year term were sent out to the school districts for voting. Ballots are due by June 10.

APPROVED ACTION ITEMS

- **April 28, 2022 - Board Meeting Minutes**
- **April 2022 Treasurer's Report** – a total of \$18,052,225.44 in receipts and \$10,059,241.88 in expenses.
- **Summary of Operations for April 2022** showing revenues of \$100,484,329.10 and \$81,719,186.28 in expenses.
- **Budget Administration**
 - The following 2021-22 Revised Budgets were approved:
 - Title III, Part A - English Language Acquisition
 - Administrative Time Study (ATS)
 - Cafeteria Services
 - EI ACCESS
 - ELECT
 - Hospital Partial Program
 - ICP
 - IDEA Section 611 EI
 - IDEA Section 619 EI
 - School Age ACCESS
 - State EI
 - Student Services
 - Title III, Part A, English Language Acquisition
 - Title I, Part D - Neglected & Delinquent Subpart 2
 - Proposed 2021-22 Original Budget - Title I, Part A, Improving Basic Programs
- **Other Fiscal Matters**
 - 2021-22 Audit Engagement Letter
- **Other Business Items**
 - Contracts – May 2022
 - Appointment of Barley Snyder as the CAIU solicitor for the period of July 1, 2022 through December 31, 2022 at the current blended rate of \$200 per hour. In the Fall the CAIU will do a request for proposal for legal services with the goal of naming a new solicitor at the November meeting with the anticipated engagement starting on January 1, 2023.
 - Proposed 2022-23 CAIU Board Meeting Dates
 - Appointment of New Board Member, Jason Miller, Millersburg Area School District, to fill an unexpired term from 5/26/22 - 6/30/24

➤ **Policies & Programs**

- Proposed 2022-23 Special Education Plan
- 2022-23 Keystone State Challenge Academy Calendar
- Second Reading New Policy #309.1 - Flexwork
- First Reading, Revised Policy #220 - Student Expression & Attachment
- First Reading, Revised Policy #227 - Controlled Substance
- Proposed 2022-23 Cafeteria Rates

➤ **Job Descriptions**

- Second Reading, Existing Position, New Description - Building & Trades Teacher
- First Reading, Existing Position, Revised Description - Administrative Services Secretary
- First Reading, Existing Position, Revised Description - Remedial Specialist

➤ **Personnel Items**

- See attached Personnel report
- Approval of the Collective Bargaining Agreement for the terms of July 1, 2022 – June 30, 2025

EXECUTIVE DIRECTOR'S REPORT

- Click here for All In Executive Director's Report: <https://online.fliphtml5.com/jplmp/rmdy/>

PRESIDENT'S REPORT

- Mrs. Jean Rice thanked the Board for their attendance. She attended the Hill Top Academy graduation last evening to see six students graduate and celebrated their accomplishments with their families. It was a great event! She is looking forward to the Project Search graduation tonight and the Loysville graduation next Friday. Thank you, Board Members, for your service.

NEXT MEETING: Thursday, June 23, 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*

May 26, 2022 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **EMILY BENNETT**, Cafeteria Worker, Student Services Team, effective May 13 2022. Reason: Personal.
- **ELIZABETH CAPPELLO**, Special Projects Coordinator, Educational Services Team, effective May 13, 2022. Reason: Personal.
- **ANDREA KIMMEL**, Speech and Language Clinician, Early Intervention Program, effective June 30, 2022. Reason: Personal.
- **PATRICIA MERRILL**, Inclusion Consultant, Early Intervention Program, effective September 9, 2022. Reason: Retirement after 14 years of continuous CAIU service.
- **SHAWN SAUNDERS**, HR Generalist, Administrative Team – HR Program, effective May 5, 2022. Reason: Personal.
- **JENNIFER SUMSKI**, Floater Teacher, Student Services Team, effective August 4, 2022. Reason: Personal.
- **ALYSSA WERTZ**, Certified Occupational Therapist Assistant, OT/PT Program, effective June 3, 2022. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **THOMAS BAGGIO**, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.
- **CASEY CAPPELLO**, Professional, effective for the 2022-2023 school year. Assignment: Educational Consultant, Training and Consultation Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters, Step 8 placement on the 2022-2023 salary scale. This is for 190 days of service and 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 Training and Consultation budget.
- **VICKI KEENER**, Temporary Professional, effective date to be determined. Assignment: Teacher, Keystone State Challenge Academy with base salary of Masters, Step 8, \$59,653 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 Keystone State Challenge Academy budget.
- **RYAN MORAN**, Program Assistant, CAOLA Program, effective date to be determined. Base salary of \$44,285.12 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 CAOLA budget.
- **CHELSIE MOSS**, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 9, \$61,360 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.
- **ERIN ROSE**, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Center Point Program with base salary of MHW Bachelors, Step 10, \$43,824 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Center Point budget.
- **EVAN TOTH**, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.

- **STEVEN TRACEY**, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.
- **NICOLE YOUNG**, Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters, Step 6 placement on the 2022-2023 salary scale. This is for 190 days of service and 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.

CHANGES OF STATUS:

- **HALEY BURKHOLDER**, from an Accountant to an Account II, Administrative Team – Business, effective May 26, 2022. Change of status results in a change of salary to \$63,667.80 for 260 days of service and will be prorated for a total of 26 days through June 30, 2022.
- **EMILY CORCHADO**, from a Program Assistant to a Program Coordinator, Administrative Team – Business, effective May 26, 2022. Change of status results in a change of salary to \$41,704.05 for 260 days of service and will be prorated for a total of 26 days through June 30, 2022.

CHANGES OF SALARY:

- **DANIEL CONWAY**, Software Engineer, Technology Team, effective February 28, 2022 – October 1, 2022. Payment of \$750 per pay stipend is due to filling a supervisory role in the Application Development Program and will be in place until the Technology Team has an updated structure.
- **JACKIE HORST**, Custodian, Administration Team – Operation, effective date should be retroactive to her start date of October 25, 2021. Change of salary to \$26,174.50 due to an error in calculation of starting salary at the time of hire.
- **DAWN SAGER**, Assistant Business Manager, Administration Team – Business, effective April 1, 2022 – July 31, 2022. Payment of \$750 per month stipend is due to temporary payroll supervision and support.

LEAVE OF ABSENCE

- **LAURA SPANGENBERG**, Inclusion Consultant, Early Intervention Program, sabbatical for restoration of health effective June 1, 2022 – November 30, 2022. Leave is in accordance with and provided for under the PA School Code.