

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **September 22, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

REPORTS/UPDATES

- **Announcement of CAIU Retirees:**
 - **Jenny Heffner**, Custodian, retirement after 32 years of service.
 - **Rita Harvey**, Mental Health Treatment Specialist, retirement after 19 years of service.
 - **Patricia Merrill**, Inclusion Consultant, retirement after 14 years of service.
- **CAIU Team Reports:**
 - **Dr. Andrew McCrea, Director of Student Services**, reported as part of the strategic plan process, the Student Service's team goals are focused on staffing, improving systems and programming. Most of the work is being done internally but there is a regional effort being done by the Regional Special Education Committee which is comprised of the Superintendent and two Special Education Directors from each district region. This group engages in a regional effort to develop a multi-year plan to address the needs of the region. In addition, Dr. McCrea highlighted the *All In* article on the new work immersion program at PaTTAN where students gain valuable work experience and job skills working full time in food service. The hope is that this program will result in competitive employment for the students. We plan to start partnering with other businesses. Dr. McCrea also provided a staffing update: we are still facing some staffing challenges and have many vacant positions to fill.
 - **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided a transportation report: thank you to the Board for approving the transportation amendment which will provide a much needed compensation change, making us more competitive. Facility Update: The construction remodel project at Enola continues on and phase 2 is going as planned. We anticipate that the October Board meeting will be held in the Board room and the project will be mostly complete. We are still experiencing some delays with supply chain issues and staff shortages. Upcoming projects: exterior remodel at Enola to address some exterior building issues.
 - **Mr. Blake Wise, HR Manager**, provided a reported on staff recruitment. Blake is leading an initiative to address staff recruitment and onboarding challenges with the goal of improved employee experience and staff retention. We had 42 new hires during the summer months and sent out an onboarding survey to all of these individuals to gather valuable information. This year, Blake will be focusing on processes, procedures and systems to address inefficiencies, with the HR Advisory Council. This council is made up of the school district HR managers/representatives and meets quarterly. Their first meeting will be on October 5.
 - **Mrs. Maria Hoover, Director of Educational Services**, reported that Education Services team is seeing an uptick in a need for support of teachers and administrators. Brandon Carter is working on a Leadership series to provide training. The Training and Consultant Supervisor team is busy providing needed supports to

our districts in content area and professional development. Maria summarized some of the PD sessions that are being offered to our districts.

- **Mr. Daren Moran, Director of Business**, reported that there was a business manager's meeting yesterday. There are eleven new business managers across our districts within the last 18 months. The group provided support and shared best practices. Daren provided an update on the legal RFP process. A draft RFP was sent to our solicitor for approval and will be sent out to 5-6 prospective companies. The Board would like to be included in the interview/review process.
- **Dr. Andria Saia, Executive Director**, provided a technology team report in Dave Martin's absence, who was at a statewide meeting on Cyber Security. He recently held a meeting with the superintendents and provided an opportunity for them to join in on a regional cyber security solution. Letters of intent were sent out. Dr. Saia provided a summary of the *All In* newsletter. She highlighted the front cover photo of Early Intervention Opening Day and her belonging article on *Increasing Connection*. The little things make a big difference in creating a culture of belonging. Recently, she presented in Pittsburgh on Belonging at a Safety Conference. There are two more conferences coming up on 10/20/22 in Hershey and one in November in Montgomery County. Dr. Saia provided an article on CAIU Strategic Plan Summary. She highlighted the Keystone State Academy article; there will be an Open House in October and we will share the invite once received. Other upcoming events: Open House at ELC on 10/17/22 at 4pm – 6:30pm; CAIU Fall Fest on 10/29/22; Imagination Library fundraiser, Monte Carlo night event, at the Whitaker Center, on November 26 – a Save the Date will go out soon. Upcoming fall SAC conference on 11/2/22 – 11/4/22. This is a great learning opportunity and network and relationship building opportunity for our superintendents. Ray McNulty will present on Future Focused Leadership and taking a proactive approach.

APPROVED ACTION ITEMS

- **August 2022 Treasurer's Report** – a total of \$15,134,501.89 in receipts and \$9,865,843.95 in expenses.
- **Summary of Operations for June 2022** showing revenues of \$125,665,009.12 and \$125,493,754.52 in expenses.
- **Summary of Operations for August 2022** showing revenues of \$13,209,587.40 and \$10,029,882.63 in expenses.
- **Budget Administration**
 - 2021-22 Budget Revision - American Rescue Plan (ARP) - ESSER
 - 2022-23 Original Budget - Comprehensive Planning
 - 2022-23 Original Budget - EI Workforce Development Grant
 - 2022-23 Original Budget - PA Smart Grant
 - 2022-23 Original Budget - Title III, Part A - English Language Acquisition
- **Other Business Items**
 - Contracts – September 2022
 - Discussion and Vote on 2023 PSBA Officer Candidates
 - 2023 President-Elect (one-year term): Michael Gossert*, Cumberland Valley School District
 - 2023 Vice President (one-year term): Allison Mathis*, North Hills School District
 - 2023-2025 Central Zone Representative (three-year term): Julie Preston, Northern Tioga School District
 - PSBA Insurance Trustees: Kathy Swope & Roberta Marcus

- School Board Secretaries Forum: Tracy Long, Keystone Central School District and Steve Skrocki, North Penn School District
- Transportation Contract Addendum - Third amendment to CAIU15 Transportation contract to change the rate structure in effect beginning July 1, 2022, and shall expire on or about June 30, 2024.
- Appointment of New Board Member: Mr. Kevin Busher, Lower Dauphin SD, to fill an unexpired term of 9/22/22 – 6/30/23.
- Appointment of the following Trustees for the term of 7/1/22 – 6/30/23 to the South Central Trust of CAIU: Daren Moran, Blake Wise, Michelle Sholder, Andria Saia.
- **Policies & Programs**
 - Second Reading, Revised Policy #913 - Non-school Organizations, Groups and Individuals
 - Second Reading, Revised Policy #103 - Discrimination/Title IX Sexual Harassment Affecting Students
 - Revised 2022-23 Student Services Master Calendar
- **Job Descriptions**
 - Second Reading, New Position, New Description – Classroom Monitor
 - Second Reading, Existing Position, Revised Description – Assistant Executive Director
 - Second Reading, Existing Position, Revised Description - Technical Business Analyst
- **Personnel Items**
 - See attached Personnel report and Addendum

EXECUTIVE DIRECTOR'S REPORT

- Click [HERE](#) for the *All In* Executive Director's Report

PRESIDENT'S REPORT

- Mrs. Jean Rice thanked the Board for their attendance.

NEXT MEETING: Thursday, October 27, 2022, 8:00 a.m., Board Room, CAIU Enola Office

Board Meeting Dates for 2022-2023

Time of Meetings: 8:00 a.m.

August 25, 2022	February 23, 2023
September 22, 2022	March 23, 2023
October 27, 2022	April 27, 2023
November 17, 2022	May 25, 2023
December 15, 2022	June 22, 2023 <i>Reorganization Meeting</i>
January 26, 2023	

September 22, 2022 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **JULIE FEISTER**, Educational Paraprofessional, Diagnostic Program, effective June 2, 2022. Reason: Personal
- **TARA JONES**, Speech and Language Therapist, Early Intervention Program, effective October 31, 2022. Reason: Personal
- **NYLA KATER**, Safety and Security Coordinator, Administrative Team, effective September 9, 2022. Reason: Personal.
- **VICKI KEENER**, Teacher, Keystone State Challenge Academy, effective September 9, 2022. Reason: Personal.
- **ERIKA LOVE**, Inclusion Consultant, Early Intervention Program, effective November 11, 2022. Reason: Personal
- **KATIE ULRICH**, Teacher, Capital Area Mental-health Program, effective October 21, 2022. Reason: Personal.
- **RENEE WESNER**, Reading Specialist, ANPS Program, effective October 31, 2022. Reason: Retirement after more than 15 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **SAMUEL LISA**, District Technology Coordinator, Technology Team, effective date to be determined. Base salary of \$58,132.66 for 260 days of service will be prorated based on the number of days worked through June 30, 2023. This is a replacement position funded through the Technology Entrepreneur budget.
- **SHARON SZEKERES**, Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters+15, Step 15, \$76,731 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.
- **PRISCILLA TANCO**, Special Projects Coordinator, Educational Services Team, effective date to be determined. Base salary of \$60,076.85 for 260 days of service will be prorated based on the number of days worked through June 30, 2023. This is a replacement position funded through the Special Projects budget.

CHANGES OF STATUS:

- **MATTHEW BRELSFORD**, School Psychologist, from active to inactive status due to rescinding acceptance of employment offer, effective August 29, 2022.
- **HEATHER BROWN**, change from Floater Teacher to Long Term Substitute Teacher, Emotional Support Program, effective September 19, 2022 – March 17, 2023. This change in status results in a change of salary to 100% of the Bachelors, Step 15 salary of \$72,437 for 190 days of service and will be prorated for a total of 116 days.
- **BONNIE HEISLER**, change from Floater Teacher to Teacher, Early Intervention Program, effective September 12, 2022. This change in status results in a change of salary to 100% of the Bachelor's, Step 15 salary of \$72,437 for 190 days of service, prorated for a total of 161 days.
- **KATHERINE KUHN**, Teacher, change in resignation effective date from September 13, 2022 to September 9, 2022.
- **DAVID NICHOLS**, from Technology Support Supervisor to Technical Business Analyst, Technology Team, effective September 19, 2022. Change of status results in a change of salary to \$78,322.57 for 260 days of service and will be prorated for a total of 204 days through June 30, 2023.

CHANGES OF SALARY:

- **KIRBY HOKE**, Custodian, Administrative Team - Operations, change of salary to \$28,124.50, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.
- **JACKIE HORST**, Custodian, Administrative Team - Operations, change of salary to \$28,975.17, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.
- **MIRANDA LONG**, Custodian, Administrative Team - Operations, change of salary to \$28,266.48, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.
- **CAMERON WEST**, Custodian, Administrative Team - Operations, change of salary to \$27,013.31, effective September 23, 2022. This salary adjustment is being made to recognize the difficulty in recruiting and retaining second shift employees.

LEAVE OF ABSENCE:

- **CAROLINE OWINGS**, Teacher, Emotional Support Program, sabbatical for restoration of health effective September 19, 2022 – March 17, 2023. Leave is in accordance with and provided for under the PA School Code.

***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*