

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **August 24, 2023** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

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*

REPORTS/UPDATES

➤ **Executive Session**

- An Executive Session was held to discuss personnel matters.

➤ **CAIU Team Reports/Updates:**

- **Dr. Andrew McCrea, Director of Student Services**, provided an update on Student Services summer programs and planning. During July there were summer programs for Early Intervention, Extended School Year and at Hill Top, Central Dauphin location, and Loysville. The month of August was for Professional Development. Student Services was able to improve the onboarding process for new staff this year by providing a three-day program. Over the three days, new staff were provided an overview of the CAIU, had the opportunity to meet their mentors, and learned about CAIU values and team expectations. The new school year has begun for the majority of locations and it has been a smooth start to the year. Staffing has improved but we are still experiencing a shortage in classroom staff.
- **Len Kapp, Supervisor of Operations & Transportation**, reported on the status of summer projects: Completed the upgrade of exterior lighting which included changing over to LED bulbs and fixtures. This eliminates the need for annual bulb replacement resulting in cost and energy savings. Completed the parking lot/driveway repair. The lot was patched, repaired, sealed, and relined. We do this every 4-5 years. Recently completed some upgrades at Hill Top Academy. The playground area was resurfaced with a very soft poured rubber granular and resurfaced and repainted the lines of the basketball court. Additionally, new park benches were added. Currently working on several small projects at Enola and annual classroom moves/updates. Transportation report: reasonably good start to the year, although we continue to be short in drivers.
- **Blake Wise, Human Resources Manager**, provided an update on Payfactors. The HR and business team has put in tremendous work and effort into the review and implementation of the compensation plan and new pay ranges. The team will continue to work hard to ensure equitable pay for existing staff and new staff. Blake provided an update on Paycom, the new HR and Payroll system, that was just rolled out. We will be processing our 4th payroll on the 30th. Rollout went smoothly with just a couple bumps. The HR team continues to learn and fine tune the system as needed. The Paycom system offers other tools that we will look to take advantage of and slowly roll out sometime in the future.

- **Maria Hoover, Director of Educational Services**, provided an update on summer planning in Educational Services. The Training and Consulting Team has been working hard to provide support to school districts based on need in literacy, math, and MTSS strategies and support. One of our consultants just finished a training on de-escalation techniques as part of an opening day for staff at the Cumberland/Perry Tech school. Planning for our annual Middle School Forum has begun with a focus on Career Exploration. We anticipate approximately 120 middle school students from the region to attend and engage in this learning. We received the ARSI grant to support districts in their support of Afghan refugee students. Trainings were held this summer for staff in participating school districts that focused on language acquisition, and newcomer needs. Participants received toolkits, strategies, and resources to support our students in the region and sessions were well attended. A suggestion was made to share translation tools/info with local law enforcement. The Ed Services team is delivering professional development differently as staff are unable to leave the classroom. They will continue providing virtual networks prior to school, which have been very well attended. Maria provided an update on the new partnership/agreement with Phoenix Contact. This new partnership was created to develop a curriculum for 4th grade math, science, and STEM with a focus on renewable energy and career exploration. BloomBoard Update. A lead mentor consultant has been implemented and is developing a mentorship plan. Reported that the Special Project Supervisor and Coordinator position is currently vacant and she is seeking a replacement.
- **Dave Martin, Director of Technology**, provided an update on cyber security: We are making great progress in a variety of areas. One important part of cyber security is an antivirus which is so costly that most of our districts are unable to pay for. We have negotiated a consortium rate that has made this necessary tool very affordable for our districts and have received 3000 licenses. We will continue to roll this out. A CAIU technology team member has been doing a lot of work on business continuity and operational policies for technology and will be presenting to the CAIU Safety and Security Supervisor and to Dr. Roberts. As we develop some of these business continuity and operational policies for technology, we look to provide them as a resource to school districts as well.
- **Daren Moran, Director of Business**, provided a business update. The CAIU had minimal impact because of the delay in State Budget. Daren put some precautionary plans in place in order to keep cash flowing and we are good. The CAIU Contract position will be vacant in the coming months and will be filled with an internal staff member. This will be a promotion and demonstrates internal growth as they will be moving from a secretarial position to a business coordinator position. Daren appreciated the opportunity to attend the CAIU opening days for our school age and preschool staff to speak about Informed K12, our new system that was put in place to increase efficiency with internal processes. Update on the Champions for Children Golf Tournament: it was highly successful and raised over \$15,000! Save the Date for next year's tournament: August 1, 2024.
- **Dr. Kevin Roberts, Assistant Executive Director**, provided an update on CAIU Strategic planning. Our Leadership team was very active in the Strategic Planning process over the summer. We intentionally made the decision to continue to focus on our existing goals and take a deeper dive into these goals in 2023-2024. Some adjustments were made to the strategies or action steps to ensure we are successful in meeting the goals. We will bring the 2023-2024 Strategic Plan to the September Board meeting for your review. In alignment with our organizational goal of making it easier to do business with us, we have built a learning series for our superintendents to obtain Act 45 hours. The learning series has been built into our existing SAC meetings and will

allow superintendents the opportunity to earn up to 50 of the 180 credits they need. In addition, Dr. Roberts reported that he enjoyed attending the CAIU staff opening days.

- **Rennie Gibson, Board Secretary**, shared that there will be a new Board Member Orientation and professional Board photos immediately following our September Board meeting. If you still need a photo, please plan to attend.
 - **Dr. Andria Saia, Executive Director**, shared some highlights from the *All In!* newsletter and Executive Director's report. She highlighted the front cover which was a photo of last year's Fall Fest. Gerry Schaffer, CAIU Educational Consultant and huge supporter of the Dolly Parton Library, recently announced that we have reached the \$100,000 mark in fundraising thanks to a fantastic donation from Milton Hershey. These funds will allow us to open libraries in Dauphin and Perry County which will provide age appropriate books each month to children age birth to 5 directly to their homes at no cost to the family. Dr. Saia reported on our Capital Area Pathways to Teaching (CAPT) program. CAIU has partnered with BloomBoard and she is happy to announce the start of three cohorts/pathways to teaching. Several of our districts have joined or will be joining in the January cohort. This is a very exciting opportunity for a grow your own program. The next step will be the development of a cohort for high school students. The Kickoff and signing event was held last week for the new participants and several legislators and press were present.
- **CAIU Health & Safety Plan/6-month Review** – On August 15, 2023, CAIU Cabinet reviewed the CAIU Health and Safety Plan and made very minimal changes. It was available for the Board's review and for the record.

APPROVED ACTION ITEMS

- **Ratification/Approval of Action Items of the July 27, 2023 Board Meeting**
- **Approval of Minutes - June 22, 2023**
 - **Treasurer's Report - June 2023:**
 - **Treasurer's Report - June 2023** - a total of \$7,199,634.21 in receipts and \$23,434,844.01 in expenses
 - **Payment of Bills - June 2023**
 - **Summary of Operations - June 2023** - showing revenues of \$129,842,657.09 and \$125,713,073.95 in expenses.
 - **Contracts - July 2023**
 - **Personnel Report and Addendum - July 2023** (see attached report)
- **Treasurer's Report for July 2023** – a total of \$3,983,488.67 in receipts and \$6,238,364.26 in expenses
- **Payment of Bills – July 2023**
- **Summary of Operations for June 2023 (as of 8/10/23)** showing revenues of \$133,322,422.89 and \$132,726,173.62 in expenses.
- **Summary of Operations for July 2023** showing revenues of \$3,277,153.88 and \$4,220,867.82 in expenses.
- **Budget Administration**
- Proposed 2023-24 Original Budget - Title I, Part D - Neglected and Delinquent
- **Other Business Items**
- Contracts - August 2023
- **Job Description Revisions Executive Summary**
- **Personnel Items**
- See attached Personnel report and Addendum
 - 23-24 Salary Ranges

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

- Jean Rice thanked the Board for their attendance and shared that she attended Loysville graduation where six students received diplomas. She also attended West Perry's Opening Day and staff were very excited. Jean would like to schedule a CAIU Board trip to visit the Early Learning Center this fall.

UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, September 28, 2023 8:00 a.m., Board Room, CAIU Enola Office.**

2023-2024 Capital Area Intermediate Unit Board Meeting Dates

Regular meetings are held in person in the Board Room of our Enola Office Center, 55 Miller Street, Enola, PA, 17025 and posted on our website, at www.caiu.org.

Time of Meetings: 8:00 a.m.

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|----------------------|---|
| ○ September 28, 2023 | ○ February 22, 2024 |
| ○ October 26, 2023 | ○ March 21, 2024 |
| ○ November 16, 2023 | ○ April 25, 2024 |
| ○ December 14, 2023 | ○ May 23, 2024 |
| ○ January 25, 2024 | ○ June 27, 2024 <i>Reorganization Meeting</i> |

July 27, 2023 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **ALLISON BARBER**, Speech and Language Pathologist, Early Intervention Program, effective July 27, 2023. Reason: Personal.
- **BRANDON CARTER**, Special Projects Supervisor, Educational Services Team, effective July 31, 2023. Reason: Personal.
- **JODY FORNEY-COLE**, Behavior Consultant, ELECT Program, effective October 7, 2023. Reason: Retirement after more than 12 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **NATALIE BUFFINGTON**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **MADYSON BURKEY**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **BETHANY CHASTEEN**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$36,883.74 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the MAWA budget. Experience: 4 years and 2 months of similar or related experience.
- **JESSE CRISTOFORO**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **KATELYN DECARLO**, Professional, effective for the 2023-2024 school year. Assignment: part-time Occupational Therapist, OT/PT Program with base salary of Masters, Step 4, \$56,832 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **JASON DERR**, Principal, Student Services Team, effective July 31, 2023. Base salary of Act 93, Grade 18, \$116,889.94 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the CORE budget.
- **CARLY GRUMBINE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **TANYA HALLER**, part-time Professional, effective June 27, 2023 – August 3, 2023, Extended School Year (ESY) Program with base salary of Masters, Step 12, \$69,962 for 190 days of service and will be prorated based on the number of hours/days worked. This is a temporary position funded through the ESY budget.
- **WYNEFER HARRIS**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48,

\$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **ALYSE HUNT**, Temporary Professional, effective August 21, 2023. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 4, \$53,805 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the MAWA budget.
- **DIANA JOHNSON**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$38,824.99 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the MAWA budget. Experience: 10 years and 10 months of similar or related experience.
- **LAUREN LANE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **CRAIG MIKOSZ**, Accountant, Administrative Team - Business, effective date July 17, 2023. Base salary of \$60,335.64 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Operating budget. Experience: 7 years and 2 months of similar or related experience.
- **GRANT PAGE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **LISA PELLMAN**, Professional, effective for the 2023-2024 school year. Assignment: Lead Transition Coach, Student Services Team, with base salary of Masters+45, Step 9, \$68,187 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Transition budget.
- **EMILY SENTMAN**, part-time Professional, effective June 27, 2023 – August 3, 2023, Extended School Year (ESY) Program with base salary of Masters+15, Step 15, \$78,116 for 190 days of service and will be prorated based on the number of hours/days worked. This is a temporary position funded through the ESY budget.
- **AMANDA SICKLER**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **SKYLER WEST**, part-time Paraeducator effective June 27, 2023 – August 3, 2023. Assignment: Educational Paraprofessional, Extended School Year (ESY) Program. Hourly rate will be \$20.00. This is a temporary position funded through the ESY budget.

CHANGES OF STATUS:

- **TARA KEINER**, Speech and Language Pathologist, Early Intervention Program, change from part-time to full-time status, effective July 3, 2023.
- **THERESA KEYS**, from Long Term Substitute Teacher to Floater Teacher, effective July 24, 2023. Change of status results in a change of salary to 80% of Masters, Step 1, \$44,265.60 for 190 days of service.
- **EDWARDS LITTLE**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective July 19, 2023.
- **COURTNEY NOSS**, from Program Secretary to Data Specialist, ELECT Program, effective July 3, 2023. Change of status results in a change of salary to \$42,570 for 260 days of service.

CHANGES OF SALARY:

- **BRIANNA HENDERSON**, Speech and Language Pathologist, change of salary to Masters, Step 9, \$64,053, effective July 1, 2023. This salary adjustment is being made due to a miscalculation in salary at time of hire and due to receiving the ASHA stipend.
- **WENDY HERSHEY**, Educational Coach, change of salary to Masters+60, Step 6, \$64,887, effective July 1, 2023. This salary adjustment is being made due to a miscalculation in Step when applying column movement.

LEAVE OF ABSENCE:

- **AMANDA MAULFAIR**, Educational Consultant, Student Services Team, child-rearing leave of absence effective April 3, 2023 – April 2, 2024. This leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).

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 July 27, 2023:
 - Jan Cuva-Primmer
 - Judithe Dunkle
 - Michaela Fickes
 - Myisha Freeman
 - Kathleen Good
 - Kelly Herman
 - Bridgett Madden
 - Beth Ann McConnell
 - Ashley Mellot
 - Julie Mestemaker
 - Kelly Morris
 - Averiana Neuder
 - Melissa Rosado
 - Regina Sellman
 - Rebecca Slavinsky
 - Rebecca Swartz
 - Elizabeth Walden

August 23, 2023 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **JENNIFER BROSKY**, Educational Consultant, Training and Consulting Program, effective September 8, 2023. Reason: Personal.
- **MEGHANN CENTENO**, Behavior Consultant, Coaches/Consulting Program, effective June 9, 2023. Reason: Personal.
- **BRITANAI LAWSON**, Mental Health Worker, Student Services Team, effective August 18, 2023. Reason: Personal.
- **DONNA MOLL**, Remedial Specialist, Professional Services Program, effective October 12, 2023. Reason: Personal.
- **SUZANNE NAPOLI**, Teacher, Autism Support Program, effective September 21, 2023. Reason: Personal.
- **EMILY REESE**, Occupational Therapist, OT/PT Program, effective October 6, 2023. Reason: Personal.
- **SUZANNE SEDLACSIK**, Teacher, Hospital Program, effective August 14, 2023. Reason: Personal.
- **CASSANDRA ST. JUSTE**, Educational Paraprofessional, Early Intervention Program, effective July 27, 2023. Reason: Personal.
- **PRISCILLA TANCO**, Special Projects Coordinator, Educational Services Team, effective August 31, 2023. Reason: Personal.
- **KAITLYN ZIMMERMAN**, Personal Care Assistant, Autism Support Program, effective June 9, 2023. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **TAYLOR BROWN**, Temporary Professional, effective date to be determined. Assignment: Teacher, Blind and Visually Impaired Support Program with base salary of Bachelor's, Step 2, \$52,805 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Blind and Visually Impaired budget.
- **BRIANNA CEKOVIC**, Paraeducator, effective for the 2023-2024 school year. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **SARA FIGUEROA**, Intern, Administrative Team - Communications, effective date to be determined until May 24, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.
- **REBECCA GUZZO**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ASHLEY HOPPE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **DEBORAH KEARNS**, Temporary Professional, effective August 21, 2023. Assignment: Social Worker, Student Services Team with base salary of Masters+15, Step 1, \$56,611 for 190 days of service will be prorated based on the number of days worked with additional

new hire days as required. This is a new position funded through the EC and Pupil Services budgets.

- **HILLARY KROKONKO**, Temporary Professional, effective date to be determined. Assignment: Teacher, Deaf and Hard of Hearing Program with base salary of Bachelor's, Step 1, \$52,305 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Deaf and Hard of Hearing budget.
- **KATHRYN LONG**, Intern, Administrative Team - Communications, effective date to be determined until May 24, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.
- **BRANDI MITTERLING**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **TAYLOR NICKUM**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **TORI PARKS**, Digital Marketing Designer, Administrative Team - Communications, effective date September 5, 2023. Base salary of \$50,350 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Operating budget. Experience: 4 years and 4 months of similar or related experience.
- **MAGGIE READ**, Paraeducator, effective August 21, 2023. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **AURYAUNA SALLEY**, Paraeducator, effective August 28, 2023. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **CLAIRE SMITH**, Temporary Professional, effective date to be determined until June 10, 2024. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+15, Step 1, \$56,611 for 190 days of service will be prorated based on the number of days worked. This is a new position funded through the EANS II budget.
- **KYLA SULLIVAN**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 2, \$42,244 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 Emotional Support budget.

CHANGES OF STATUS:

- **SARAH DUNNE**, Personal Care Assistant, Emotional Support Program, change from part-time to full-time status, effective for the 2023-2024 school year.
- **CARLY GRUMBINE**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective August 2, 2023.
- **WYNEFER HARRIS**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective August 7, 2023.
- **EMILY HOLLAND**, from Long Term Substitute School Counselor to full-time School Counselor, ANPS Program, effective for the 2023-2024 school year.

- **VANIA JAROCK**, from Program Secretary, Student Services Team to Business Coordinator, Administrative Team - Business, effective August 28, 2023. Change of status results in a change of salary to \$47,043.88 for 260 days of service and will be prorated for a total of 220 days through June 30, 2024.
- **KEVIN KAZDA**, from Educational Paraprofessional to Teacher, Autism Support Program, effective for the 2023-2024 school year. This change of status results in a change of salary to \$52,305 which is based on a Bachelor's, Step 1 placement on the current salary scale.
- **KIMBERLY MICHAEL**, from Educational Paraprofessional to Job Coach, Emotional Support Program, effective for the 2023-2024 school year. Change of status results in payment of an annual \$2,950 stipend.
- **JANET PENICA**, from Long Term Substitute Teacher to 50% Teacher and 50% Job Coach, Loysville Youth Development Center, effective for the 2023-2024 school year. This change of status results in a change of salary to 50% of Bachelor's, Step 1 (\$26,152.50) and 50% of a HS+48 (\$14,012.50) in addition to the payment of 50% of the Job Coach stipend (\$1,475).
- **ARIANA TANEY**, from Educational Paraprofessional to Mental Health Worker, Emotional Support Program, effective for the 2023-2024 school year. This change of status results in a change of salary to \$33,623 which is based on a MHW Bachelor's, Step 1 placement on the current salary scale.

LEAVE OF ABSENCE:

- **TRACY KNAUSS**, Service Coordinator, Early Intervention Program, sabbatical leave for restoration of health effective May 11, 2023 – November 11, 2023. Leave is in accordance with and provided for under the PA School Code.