

# CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **September 28, 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

### ➤ CAIU Team Reports/Updates:

- **Dr. Andrew McCrea, Director of Student Services**, shared that although his team continues to experience some staffing issues, programming is off to a good start. Dr. McCrea shared an overview of the monthly Special Education Advisory Council (SEAC) meetings. The IU works collaboratively on a regional level to share information from PDE, highlight our services provided, offer professional development opportunities (oftentimes on special education legal issues) to the SEAC group. Foci areas were: 1) recent policy change that permits students with a disability that are 21 years of age to remain in school an additional year. 2) form change required for compliance monitoring/auditing.
- **Len Kapp, Supervisor of Operations & Transportation**, reported that transportation continues to be a challenge and we are still experiencing a shortage in drivers. Operations report: CAIU Operation's team utilizes a software system called Upkeep where staff's work requests are submitted and processed online resulting in efficiencies. Last year, there were approximately 1800 requests. Safety report: Len has been working closely with our new Safety Coordinator, Jeremy Freeland, on several safety and security initiatives. Last week, they met at the Early Learning Center to perform a risk and vulnerability assessment.
- **Blake Wise, Human Resources Manager**, provided an update on recruitment efforts. Our next step with Paycom is to roll out an online recruitment platform. Currently, it is in the testing phase. We will be scheduling trainings with our supervisors in October. Full transition to the new platform must happen by mid-November as the contract ends with Frontline. The HR Advisory Council met last Thursday and Blake provided a Paycom update to the group. In addition, Pat Metcalf from ASCEND attended and presented on how ASCEND can help with recruitment of staff, particularly paraprofessionals. He talked about a new idea to provide a level of training and knowledge prior to coming to the IU or district. The Payfactor salary analysis resulted in a final adjustment of \$234,000 which included any outstanding new hires. The Act 93 group met last week. We will proactively continue to have ongoing communication in anticipation of a new contract in 2025.
- **Maria Hoover, Director of Educational Services**, reported that the Curriculum Advisory Council (CAC) group met last week. Attendance was great and the discussion was focused on the needs of the districts such as: curriculum, curriculum cycles, and Science STEELS Standards. The CAC conference, *Literacy and Justice For All*, will be held in Bethlehem and the topics will be around Structured Literacy and the Science of

Reading. In addition, we are offering a Multi-tiered system of support (MTSS) Cohort Series. There are four cohorts: district central office, novice MTSS Leadership, MTSS Leadership Team Refinement, and Secondary MTSS Leadership. On November 6, 2023 from 3:30pm – 7:15pm there is a Career-Ready Symposium. We are working with Partnership for Career Development (PCD) and several participating school districts. Dr. Kevin Fleming is the Keynote speaker. The symposium is for participating school district personnel such as administration, counselors, and teachers. In addition, we are currently offering a wide variety of various other professional development opportunities.

- **Daren Moran, Director of Business**, reported on the Capital Area Business Managers meeting last week. It was very well attended. The CAIU Technology team set up a shared site for the group to connect and share solutions, ideas, etc. on a virtual platform. We recently had a program review of the IDEA program. The CAIU business office manages approximately \$22,000,000 of IDEA funds from the government that are passed down to the state level then to the IUs that we then flow to the school districts and charter schools. We are responsible for ensuring that the districts and charter schools manage these funds appropriately. We are very proud that we received a very good report. Next week our yearly audit will begin. In addition, Daren reported on a new program, Informed K12, that was implemented to replace manual paperwork and processes with a more efficient virtual process. We are currently using Informed K12 for 10 forms/processes including reimbursement forms, pcard approval, college reimbursements, and request for invoices. It has worked so well that he will share at a future business manager's meeting.
- **Dr. Kevin Roberts, Assistant Executive Director**, reported on the Superintendent's Advisory Council (SAC) monthly meetings where we share important information, build capacity, and network with our superintendents. We recently built a learning series that has been incorporated into our monthly meetings and annual conferences around the Ten Pillars of Superintendent's Leadership. The response has been very positive and our superintendents will be presenting and facilitating conversations on the monthly topics. Safety/Security Report: Dr. Roberts and Jeremy Freeland, Safety Coordinator, have been working in tandem with our technology team to create a safety and security vulnerability assessment to help support and implement safeguards to protect the IU and our districts. In addition, the team is working to create an Emergency Operations Manual, a blueprint of standard protocols, if an attack happens.
- **Dr. Andria Saia, Executive Director**, shared some highlights from the *All In!* newsletter and Executive Director's report. The front cover of the All In is a photo taken from the Capital Area Pathways to Teaching (CAPT) Kick-Off event that was held on August 17. There are several opportunities for us to schedule a board visit to the CAIU Early Learning Center: On 10/31/23 in the morning they are having a Trunk or Treat event that we could visit or immediately following the November 16 meeting to read to children as part of American Education Week, Educator for a Day. Please note we will be holding a special breakfast prior to our November Board meeting as a thank you to those long time members that are leaving. Next month, Dr. Saia will present her Executive Director's goals to the Board.
- **CAIU 2023-24 Strategic Plan.** Dr. Roberts shared a draft 2023-24 CAIU Strategic plan and provided an overview. This summer, the CAIU Leadership engaged in an analysis of the plan which resulted in several additional action steps and strategies to help accomplish our goals. These will be our focus areas for 23-24 and are indicated in italics on the plan. He outlined our goal implementation and accountability strategies. Click [HERE](#) for the PowerPoint and 23-24 Strategic Plan.

## APPROVED ACTION ITEMS

- **Approval of Minutes – August 24, 2023**
- **Treasurer's Report for August 2023** – a total of \$14,715,127.07 in receipts and \$11,412,473.86 in expenses.
- **Payment of Bills – August 2023**
- **Summary of Operations for June 2023 (as of 9/15/23)** showing revenues of \$133,759,117.91 and \$133,644,490.08 in expenses.
- **Summary of Operations for August 2023** showing revenues of \$11,417,040.12 and \$10,038,988.37 in expenses.
- **Budget Administration**
  - Proposed 2023-24 Original Budget - Title III, Part A - English Language Acquisition
- **Other Business Items**
  - Contracts - September 2023
  - Discussion and Vote on 2024 PSBA Officer Candidates
    - 2024 President-Elect (one-year term) - Allison Mathis, North Hills School District
    - 2024 Vice President (one-year term) - Sabrina Backer, Franklin Area School District
    - 2024-2026 PSBA Treasurer (three-year term) - Karen Beck Pooley, Bethlehem Area School District
    - PSBA Insurance Trustees (term ends Dec. 31, 2026) – Includes two candidates (three-year term): Marianne Neel and Michael Faccinetto
  - Appointment of Capital Area Intermediate Unit School Board Resolution to Appoint Trustees to the South Central Trust for a one-year term of 7/1/23 - 6/30/24
- **Policies & Programs**
  - First Reading, Revised Policy #251 - Students Experiencing Homelessness/Ed Instability
  - Deletion of Policy #216.1 - Ed Records Confidentiality – Preschool - *CAIU's Current Policy 216.1 - Ed Records Confidentiality - Preschool (not to be confused with the newly proposed one below) focused on Educational Confidential Records – CAIU Preschool. This policy overlaps heavily with our Policy 216 – Student Records and Policy 800 – Records Retention and Destruction. In addition, New Policy 113.5 describes EI and therefore, we no longer need our existing policy 216.1. With that, we propose to retire our old Policy 216.1 and adopt Policy 113.5.*
  - First Reading, New Policy #113.5 - Early Intervention
  - First Reading, New Policy #216.1 - Supplemental Discipline Records
- **Job Descriptions**
  - First Reading, New Position Description - Application Support Manager
- **Personnel Items**
  - See attached Personnel report

## 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.

## UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, October 26, 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](http://www.caiu.org).

**Time of Meetings:** 8:00 a.m.

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|---------------------|---|
| ○ 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> |
| ○ February 22, 2024 |   |

## September 28, 2023 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **ELIZABETH CHIDO**, Speech and Language Pathologist, Early Intervention Program, effective July 27, 2023. Reason: Personal.
- **RACHEL DEGRANGE**, Program Assistant, CAOLA Program, effective September 22, 2023. Reason: Personal.
- **ERIN ELLISON**, Teacher, Deaf and Hard of Hearing Program, effective November 10, 2023. Reason: Personal.
- **CLEMENT JOHNSON**, Personal Care Assistant, Autism Support Program, effective June 8, 2023. Reason: Personal.
- **TRISTESSA MOORE**, Personal Care Assistant, Emotional Support Program, effective September 22, 2023. Reason: Personal.
- **JODI OFFUTT**, Account Manager, CAOLA Program, effective August 25, 2023. Reason: Personal.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **MOLLY ATKINSON**, Professional, effective date to be determined. Assignment: Teacher, Hospital Program with base salary of Masters, Step 10, \$65,892 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 Hospital budget.
- **SEAN LETTERLOUGH-BROWN**, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Student Services Team with base salary of MHW Bachelors, Step 3, \$34,749 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 School-Age Access budget.
- **TEYONA CANNADAY**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Center Point/Diakon 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 Diakon budget.
- **TROY DEWITT**, Network Engineer, Technology Team, effective date to be determined. Base salary of \$74,100 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 Network Services budget. Experience: 4 years and 8 months of similar or related experience.
- **ALEXIS DEVOR**, Intern, Early Intervention Program, effective date to be determined until May 31, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the MAWA budget.

- **LUCINDA GLINN**, Paraeducator, effective date September 12, 2023. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated for a total of 172 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JOSEPH GUTY**, 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.
- **DOREEN HAND**, Professional, effective date to be determined. Assignment: Physical Therapist, OT/PT Program with base salary of Masters+60, Step 14, \$80,048 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 OT/PT budget.
- **COLIN HOY**, Paraeducator, effective date September 12, 2023. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$33,623 for 190 days of service will be prorated for a total of 164 days with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **ANA LUCIANO**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Multiple Disabilities 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 Multiple Disabilities Support budget.
- **MADELINE MALONEY**, Paraeducator, effective October 9, 2023. Assignment: Educational Paraprofessional, Loysville Youth Development Center 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 Loysville Youth Development Center budget.
- **JENNIFER MCPOYLE-CALLAHAN**, Professional, effective date to be determined. Assignment: Educational Coach, Student Services Team with base salary of Masters, Step 15, \$76,841 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 Student Services - Foundational budget.
- **JAMIE MINIUM**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Center Based 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 Hill Top Center Based budget.
- **SAMANTHA RENEE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, 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.
- **JAMILAH TENNANT**, Paraeducator, effective date to be determined. 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.
- **SAMANTHA THOMAS**, Paraeducator, effective September 25, 2023. 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.
- **BRANDON WALTON**, Student Worker, Food Services Program, effective for the 2023-2024 school year. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.



- **LEANN WEED**, Temporary Professional, effective date September 13, 2023 - June 6, 2024. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+60, Step 8, \$67,907 for 190 days of service will be prorated for a total of 173 days. This is a new position funded through the EANS II budget.
- **NATHAN WELDON**, Temporary Professional, effective date to be determined. Assignment: Teacher, Multiple Disabilities 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 replacement position funded through the Multiple Disabilities Support budget.

#### CHANGES OF STATUS:

- **SARA CRUSHA**, Speech and Language Pathologist, School-Age Speech Program, change from full-time to part-time status, effective August 14, 2023.
- **KRISTEN OESTERLING**, from Job Coach to Mental Health Worker, ELECT program, effective October 17, 2023. 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. This is based on 190 days of service.
- **KYLA SULLIVAN**, change from Floater Teacher to Long Term Substitute Teacher, Emotional Support Program, effective August 23, 2023 - June 3, 2024. This change in status results in a change of salary to 100% of the Bachelor's, Step 2 salary of \$52,805 for 190 days of service and will be prorated for a total of 184 days.