

# CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **October 26, 2023** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click [HERE](#) for the Board Agenda & Attachments

**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

- **Announcement of CAIU Retirees**
  - The CAIU Board of Directors announced the following October 2023 CAIU Retirees: *Laura Spangenberg*, Inclusion Consultant, retirement after 26 years of service. *Jody Forney-Cole*, Behavior Consultant, retirement after 12 years of service.
- **CAIU Team Reports/Updates:**
  - **Dr. Andrew McCrea, Director of Student Services**, recognized the retirement of Laura Spangenberg and Jody Forney-Cole. Laura has been an Inclusion Consultant for our Early Intervention program since the 1990s working with teachers of our 3-5 year old students who were in need of inclusion supports in private preschool settings. Jody has worked in the ELECT program, which is a state funded program that focuses on providing supports to pregnant/parenting teens; to help them with parenting skills and to graduate from high school. This program has been very impactful making connections across many community agencies. Staffing update: We have seen a definite difference this year from last year with staffing. We have filled many vacant positions but still have a number of open positions that we will continue to work to fill. Programming update: the front cover of the *All In* Newsletter highlights some of our social workers. We employ 31 social workers making us one of the largest in our region. Dr. McCrea also reported that we have had a change in leadership at Hill Top who is putting an emphasis on developing programs and working with experts to help support the emotional needs of our students. In addition, in November, he will start looking at budgets and rate setting for next year.
  - **Blake Wise, Human Resources Manager**, reported that last year during the months of July, August and September we hired 43 new employees and 23 employees separated. This year we hired 60 new employees and separated 15, creating a difference of 25 more employees retained this year over last. Open enrollment starts on Wednesday and we will be using our new Paycom system. We are also transitioning our staff recruitment from Frontline to the Paycom system by mid-November. We have started to post all new positions in Paycom and currently have 16 open positions.
  - **Maria Hoover, Director of Educational Services**, was unable to attend but attached several information items for the Board's review: **Principal's Network** flyer– sessions for principals to network and grow professionally designed to fit in with their busy schedules – please share at your district. **Career Ready Symposium** flyer – The Partnership for Career Development (PCD) worked with the Harrisburg Chamber and several

businesses on a grant to support this initiative. There is no charge for participating PCD schools. Exciting Keynote Speaker – Dr. Kevin Fleming. **Dolly Parton Imagination Library** flyer for Dauphin and Perry County children to sign up. We are working on obtaining funding for a Cumberland County library. The program allows families to sign up to receive a new book each month for children ages birth to five. **CAOLCON Registration** flyer attached. CAOLA has now been in existence for over 15 years. Last year, a CAOLA Advisory Committee of superintendents was created.

- **Dave Martin, Director of Technology Services**, reported that the technology team is almost fully staffed. On November 9 at 1pm, Mark Waltz will present on Education Technology Law topics. Please be aware, Google recently made some platform changes that restrict student's access requiring parental consents – there have been a lot of conversation around this topic. Dave has negotiated an incredible consortium rate for the Regional EDR solution, a next generation antivirus that looks for suspicious activity. It is currently being rolled out across the state. In addition, in November he will send out the budget prep sheets for district cost projections for next year. He reported on our Cofense system that is in place as a training tool for phishing attacks. The system sends fake emails to staff and if clicked on will go right into a training. Many districts have this system in place.
- **Daren Moran, Director of Business**, reported that the district business managers met last week and showed a lot of interest in learning more about Informed K12. Daren is working to negotiate a competitive consortium price. Informed K12 will present to the business manager's group next month. CAIU is currently running many forms through this system creating efficiencies in many of our processes. Daren has received great feedback from staff and supervisors on the Informed K12 system. The Champions for Children Foundation recently met for their quarterly board meeting. Daren highlighted some of the great work that Kellie Custer, Chair, is doing. She is coordinating a fall clothing drive for our students where the teachers/social workers take the students out shopping with donated funds and let them pick out and purchase the clothing and personal hygiene items they need. Also, each year C4C runs a Giving Tree where 75 to 125 students in need receive a holiday gift. In addition, Daren reported that the CAIU Board Finance Committee will be meeting in the next couple of months to start planning for the 2024-25 General Operating Budget.
- **Rennie Gibson, Board Secretary**, reported that the PSBA Delegate Assembly 2023 Handbook is attached under Information Items to give the board the opportunity to review the proposals to be considered. In addition, she reminded the Board that our November Board meeting is a week earlier on November 16 and we will have a special appreciation breakfast for our long time members that will be leaving.
- **Dr. Andria Saia, Executive Director**, shared some highlights from the *All In!* newsletter and Executive Director's report. She highlighted her Executive Director's article on the Think BIG! program and our partnership with Phoenix Contact. The program creates opportunities for local businesses and schools to partner around the topic of renewable energies in a series of fourth grade lessons. We are excited about the possibility of deepening relationships between schools and businesses and the big impact it will have on our community. The program has many benefits, one of them is that it helps to ensure a successful transition from school to work. Additionally, Dr. Saia is appreciative of our CAIU staff that step up each month and contribute by writing insightful articles such as Effective Learning, Financial Wellness, and Situational Awareness. You can find a sign up for the Dolly Parton Library on the back page of the newsletter. Just a reminder that CAIU's Annual Fall Fest is this Saturday from 11am to 3pm and is a free family event.

- **Executive Director's 2023-24 Goals** - Dr. Saia presented her personal 2023-24 goals which align closely with her evaluation's performance standards and CAIU organization goals.

## APPROVED ACTION ITEMS

- **Approval of Minutes – September 28, 2023**
- **Treasurer's Report for September 2023** – a total of \$9,130,750.25 in receipts and \$13,980,944.16 in expenses.
- **Payment of Bills – September 2023**
- **Summary of Operations for June 2023** (as of 10/13/23) showing revenues of \$135,133,496.91 and \$135,583,452.60 in expenses.
- **Summary of Operations for September 2023** showing revenues of \$24,879,267.98 and \$19,538,556.09 in expenses.
- **Other Business Items**
  - Contracts - October 2023
- **Policies & Programs**
  - Second Reading, Revised Policy #251 - Students Experiencing Homelessness/Ed Instability
  - Second Reading, New Policy #113.5 - Early Intervention
  - Second Reading, New Policy #216.1 - Supplemental Discipline Records
  - First Reading, Revised Policy #330 – Overtime
  - Deletion of Policy #113.3 – Behavior Support for Eligible Young Children – CAIU Policy #113.5 - Early Intervention, encompasses all students that we serve (EI and school age) and there is no longer a need for policy #113.3 - Behavior support for Eligible Young Children.
- **Job Descriptions**
  - Second 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, November 16, 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 |   |

## October 26, 2023 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **EMILY CORCHADO**, Business Coordinator, Administrative Team - Business, effective November 10, 2023. Reason: Personal.
- **BARBARA FREY**, Floater Teacher, Student Services Team, effective December 22, 2023. Reason: Retirement after more than 10 years of continuous CAIU service.
- **KAITLYN GILLESPIE**, School Counselor, ANPS Program, effective December 22, 2023. Reason: Personal.
- **LAURA SPANGENBERG**, Inclusion Consultant, Early Intervention Program, effective October 20, 2023. Reason: Retirement after more than 26 years of continuous CAIU service.
- **SUSAN WEST**, Occupational Therapist, OT/PT Program, effective December 1, 2023. Reason: Retirement after more than 15 years of continuous CAIU service.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LOGAN ADAMS**, Paraeducator, effective date to be determined. Assignment: Part-time Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 (\$18.13 per hour) 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 Emotional Support budget.
- **MICAH BIAS**, Systems Administrator, Technology Team, effective date to be determined. Base salary of \$67,165 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 DP GO budget. Experience: Almost 4 years of similar or related experience.
- **GENESIS BONNER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional 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 Emotional Support budget.
- **JENNY HARTMAN**, School-Based Access Program Assistant, Student Services Team, effective date to be determined. Base salary of \$38,420 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 Access Admin budget. Experience: 3 years of similar or related experience.
- **ASIA HITCHCOCK**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, 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.
- **DENISHA JAMIESON**, 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.

- **DEANNA KIMMEL**, 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.
- **KIARA MINAYA**, 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 Core budget.
- **YERALDIN MUESES**, Systems Administrator, Technology Team, effective date to be determined. Base salary of \$70,700 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: More than 5 years of similar or related experience.
- **E. SHERISA NAILOR**, Special Projects Supervisor, Educational Services Team, effective date to be determined. Base salary of \$96,477.50 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 Professional Services budget. Experience: More than 17 years of similar or related experience.
- **JESSICA SHARPE**, Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+30, Step 14, \$77,196 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.
- **AIYANA SMITH**, Paraeducator, effective date to be determined. 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 new position funded through the MAWA budget.
- **RACHEL SNYDER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 5, \$54,986 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.
- **MERCEDES VAZQUEZ**, 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 Core budget.
- **LELAND WELSH**, Student Worker, Food Services Program, effective October 19, 2023 – May 31, 2023. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.

#### CHANGES OF STATUS:

- **TEYONA CANNADAY**, Personal Care Assistant, change from active to inactive status due to failure to complete new hire requirements and respond to communications, effective October 24, 2023.
- **JACLYN FORD**, from Program Assistant to Special Projects Coordinator, Educational Services Team, effective October 16, 2023. Change of status results in a change of salary to \$53,900 for 260 days of service and will be prorated for a total of 186 days through June 30, 2024.
- **JAMIE MINIUM**, Personal Care Assistant, from active to inactive status due to rescinding acceptance of employment offer, effective October 9, 2023.

## LEAVE OF ABSENCE

- **RACHEL GONZALEZ-MONTIEL**, Program Supervisor, Student Services Team, extension of sabbatical for restoration of health, effective October 18, 2023 – April 16, 2024. Leave is in accordance with and provided for under the PA School Code
- **TRACEY KNAUSS**, Service Coordinator, Early Intervention Program, extension of sabbatical for restoration of health, effective November 11, 2023 – May 11, 2024. Leave is in accordance with and provided for under the PA School Code.