

# CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **January 25, 2024** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click [HERE](#) for the 1/25/24 Board Meeting 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

- **CAIU Strategic Plan – Mid-Year Update** - Dr. Kevin Roberts provided a high level overview of the CAIU Strategic Plan, goal process/team highlights and organizational actions. Our plan focuses on our vision, mission and values. Dr. Roberts reviewed the CAIU Organizational Goals:
  - #1 - The CAIU will make it easier to do business with us - with a focus on internal and external improvement.
  - #2 - The CAIU will improve staffing by creating internal processes that improve retention, recruitment and recognition.
  - #3. The CAIU will foster a culture of dignity and belonging.
- The CAIU is committed to focusing and aligning all goal work across the organization - from our organizational level to leadership level, to team level, down to individual goals. Each team director provided a goal progress report. Click [HERE](#) for the full presentation. Our Leadership Team of 40 have focused their goal work on Goal#2 – Improved staffing and have developed focus groups. In addition, they are engaging in capacity audit and system alignment work. The next plan update will be shared on June 27, 2024.
- **Board Member Appreciation** - CLICK [HERE](#) to view a special Thank You video.
- **Statement of Financial Interest Forms – 2023** - Each year, the filing deadline for solicitors, public officials and public employees is **May 1**. **This means the forms for calendar year 2023 are due to be filed by May 1, 2024.** You are welcome to electronically file at at this link: [Online Filing](#). For those filers who would like to file the traditional paper form, you may print a copy at this link: [Statement of Financial Interests](#). **It is important to note that all filers will still need to submit a copy of their electronically filed form, or their paper form, to the Board Secretary.**
- **Board Finance Committee Report** - A meeting of the Board Finance Committee was held on Tuesday, January 16, 2024 to discuss the proposed 24-25 General Operating Budget.
- **2024-25 General Operating Budget Presentation** – Daren Moran provided an overview of the proposed 2024-25 CAIU General Operating Budget. Overall discussion points were: Finance overview, timeline and budget assumptions for 24-25
  - We have developed some strong partnerships to help make decisions such as: SAC, Regional Special Education group, CATPAC, CAOLA
  - **Basic Budget info:** CAIU administers about 50 separate budgets. The General Operating Budget is just one of them and the only one the school districts vote on. We

- need majority of school district votes and proportionate weighted votes to pass this budget. The General Operating budget is only about 5% of the overall CAIU operations
- The revenue sources are pretty evenly distributed between state, federal and local
  - **Funding sources:**
    - 10.6% come from district contributions
    - Indirect revenue –Several years ago we shifted to a stronger reliance on entrepreneurial revenue - 67%
    - Types of Indirect: **Restricted** – determined by a PDE formula and **Indirect cost rate** charged to enterprise funds and is determined by CAIU.
  - ***Important to note: There is no increase to school district contribution of \$902,460 or to the indirect cost rate of 7.5%. CAIU has no tax base - new initiatives and programs help fund this budget and keep the costs down for school districts.***
  - **Major budget changes** – interest income increased. No budgetary transfers planned for Fund Balance; increase in indirect services due to entrepreneurial program growth.
  - **Budget Assumptions** – salary increases for 40p as a result of a recent salary survey; health costs –IU is in a trust to keep costs down; salary and benefits make up 64% of expenses
  - **Major budget changes:**
    - Fully staffed – 40.4p
    - Salary analysis resulted in an increase of 7.31%
    - Increase to cover the costs of the Superintendents Leadership professional development work
    - New software costs
    - Reduction in costs associated with CAIU All Staff day
    - Completion of remodel work at Enola
  - **Fund Balance - Unassigned** balance \$3,970,805 (7.4%); **CAIU Assigned** – \$3,350,000 for PSERS, Health Care, Facility Upgrades
  - Reviewed the School District Contribution Schedule for 2024-25 which is used to calculate district contribution
  - **Please refer to Item #8.1 – [First Reading of 24-25 General Operating Budget](#)** for further discussion points for you to use in reporting out to your board - specifically pages 4-6 in the Executive Summary
- **CAIU Team Reports/Updates:**
- **Dr. Andrew McCrea, Director of Student Services**, reported that some of the services we provide are very specialized services such as our Blind and Visually Impaired services. There may be very few students that need this service per district but collectively, there is a need across all districts. It, therefore, makes better sense that the CAIU hire staff and provide these specialized services to our districts.
  - **Blake Wise, Human Resources Manager**, reported that our staffing situation is still trending positive - we hired 12 new staff and three resigned during the month of January/ Our recruiting and hiring specialist has been attending local school district job fairs and is at East Pennsboro today. We would like to increase student's awareness of what the IU is and what employment opportunities are available in the education field.
  - **Maria Hoover, Director of Educational Services**, provided several information items under team reports. She highlighted the following: **Coach-Mentor Collaborative Group**, led by Scott Snyder, which meets locally most months and has been focusing on the work of Elena Aguilar and what can be learned to grow coaching practices in home districts. **Regional Coaching Group** comprised of IUs 11, 12, 13, 14, 29, and 15 – they planned a regional conference for November, and it was attended by about 70 coaches in the area. Collaboration on research-based coaching techniques, practices, and

strategies was a large part of the conference. **Learning and Growing Summit:** The Summit will be held at the CAIU on Thursday, June 20, 2024.

- **Dave Martin, Director of Technology Services**, reported that we are experiencing a Comcast internet outage this morning. Our tech team has been communicating and working all morning with the school districts to restore services.
- **Daren Moran, Director of Business**, provided the 2024-25 General Operating Budget presentation. Please feel free to reach out if you have any questions!
- **Rennie Gibson, Board Secretary**, reported that we will have **New Board Member Orientation** immediately following today's meeting. The **2023 Statement of Financial Interest form** is due by May 1. You can file electronically or by paper. Also, the **organization and membership of School Board form** for the calendar year of 2023 needs completed – please fill in your place of employment.
- **Dr. Kevin Roberts, Assistant Executive Director**, provided a mid-year strategic plan update.
- **Dr. Andria Saia, Executive Director**, provided an overview of the All In Executive Director's report. Dr. Saia highlighted the front cover which was a picture of our Star Award Winners from our recent All Staff Day celebration. These star employees are nominated by their peers and then selected by a committee. Congratulations to all of our winners!
- **Board Member sharing:** Pat Shull shared that he recently attended a Federal Emergency Training event where they discussed the serious topic of using schools for sheltering for disasters. He encouraged all to check with your solicitor to ensure that your facilities are meeting the necessary requirements.

## APPROVED ACTION ITEMS

- Acceptance of Board Member Resignation from the CAIU Board - Scott Campbell, Susquehanna Township SD, effective 1/5/24.
- Appointment of New Board Members:
  - **Lauren Silvers, Central Dauphin School District**, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
  - **Jackie Hill, Susquehanna Township School District**, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
  - **Leslie Marshall, East Pennsboro School District**, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
  - **Gerald Schwillie, Northern York School District**, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024."
- **Approval of Minutes** – December 14, 2023
- **Treasurer's Report for December 2023** – a total of \$10,090,983.60 in receipts and \$9,695,522.28 in expenses.
- **Payment of Bills – December 2023**
- **Summary of Operations for December 2023** showing revenues of \$60,330,872.39 and \$47,358,287.72 in expenses.
- **Budget Administration**
  - First Reading Proposed 2024-25 General Operating Budget
- **Other Fiscal Matter**
  - PA Invest Program Resolution - *to authorize the CAIU to join the PA Invest program. Created by the Pennsylvania Treasury, INVEST is a family of highly rated investment pools designed specifically for local government and nonprofit groups. INVEST is similar in concept to money market funds, offering two rated pools with short-term maturity as well as periodic custom investment opportunities for longer-term investment needs. This money is 102% collateralized by the Commonwealth and meets all the Act 72 requirements. INVEST is managed to follow the Investment Policy Statement that puts*

*safety first. Investments are made in high quality instruments. Additionally, INVEST pools are monitored by Standard & Poor's and have earned its highest available rating, AAAM. The funds are extremely liquid and strive to have minimal fees.*

➤ **Other Business Items**

- Contracts – January 2024
- 2024 CAIU Annual Election - 2024 CAIU Annual Election of Board members representing: Big Spring, Carlisle Area, Central Dauphin, Cumberland Valley, Derry Township, East Pennsboro, Middletown, Millersburg Area, Newport, Northern York County, Susquehanna Township school districts will be accomplished by mail or virtual ballot

➤ **Policies & Programs**

- First Reading, Policy #819 - Suicide Awareness, Prevention, Response
- First Reading, Policy #907 - IU Visitors

➤ **Personnel Items**

- See attached Personnel report

## EXECUTIVE DIRECTOR'S REPORT

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

## UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, February 22, 2024 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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|---------------------|---|
| ○ January 25, 2024  | ○ April 25, 2024                              |
| ○ February 22, 2024 | ○ May 23, 2024                                |
| ○ March 21, 2024    | ○ June 27, 2024 <i>Reorganization Meeting</i> |

## January 25, 2024 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **ALYSE HUNT**, Teacher, Early Intervention Program, effective January 5, 2024. Reason: Personal.
- **MAGDALENA MORALES**, Personal Care Assistant, Emotional Support Program, effective December 22, 2023. Reason: Personal.
- **ANNETTE NEBEL**, School Counselor, ANPS Program, effective June 1, 2024. Reason: Retirement after 20 years of continuous CAIU service.
- **GERI SCHAFFER**, Educational Consultant, Training and Consulting Program, effective February 2, 2024. Reason: Personal.
- **BRIDGID WILLS**, Data Coordinator, Early Intervention Program, effective February 9, 2024. Reason: Personal.
- **CONNOR YOURKAVITCH**, Teacher, Blind/Visually Impaired Support Program, effective March 1, 2024. Reason: Personal.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **STACEY BICKEL**, part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$14.84 per hour. This is a replacement position funded through the Food Services budget. Experience: 1 year of similar or related experience.
- **JOSEPH GARTNER**, Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Masters, Step 2, \$44,665.60 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.
- **KYLEIGH OUTLAW**, 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 replacement position funded through the MAWA budget.
- **BRITTANY RYAN**, 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.
- **JEFFREY SNEAD**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, 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.
- **REBECCA WETZEL**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Multiple Disabilities Program with base salary of LPN \$43,315.41 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 Nurse's budget.

### CHANGES OF STATUS:

- **LOGAN ADAMS**, Educational Paraprofessional, Emotional Support Program, change from part-time to full-time status, effective December 18, 2023.
- **NICOLE MILLER**, from CP Support Specialist to Student Information System Support Specialist, Technology Team, effective January 16, 2024. Change of status results in a

change of salary to \$54,814 for 260 days of service and will be prorated for a total of 119 days through June 30, 2024.

#### CHANGES OF SALARY:

- **AARON SICA**, Technology Team, effective January 22, 2024 – April 22, 2024. Payment of \$329.50 per pay stipend is due to performing duties of interim Application Support Manager.

#### 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 January 25, 2024:

- Jennifer Carroll
- Laura Gagliano
- Danielle Morra
- Stephanie Newell
- Kylee Yetter