

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **February 22, 2024** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click [HERE](#) for the 2/22/24 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 Team Reports/Updates:

- **Dr. Andrew McCrea, Director of Student Services**, highlighted the Adventure Therapy Team article in the *All In* newsletter. This program demonstrates a non-traditional approach to therapy programs that happen outside of the classroom where students learn how to work with others and learn problem solving skills. The Capital Area Adventure Therapy Team (CAAT) have learned how to assess student needs and teach, model and coach therapeutic calming techniques for our students. Dr. McCrea also highlighted two small articles on the Mission Moments page that demonstrate real world application used to teach our kids life skills. Next month, Dr. McCrea will start meeting with our school districts to determine contracts/services for next year which will help drive our staff and resources needed.
- **Maria Hoover, Director of Educational Services**, provided several information items under team reports. She highlighted the following: Poetry Out Loud student competition held this month. Congratulations to the winner, Christabelle Kirkham from Carlisle High School and Runner-up, Olive Fretz from Cedar Crest High School. States and National finals are coming up in the next several months. The Digital Horizons Newsletter is available for your review. Learning and Growing Summit will be held this June. This event is always very well attended and will focus on professional and organizational growth.
- **Dave Martin, Director of Technology Services**, reported that several members from our Technology team presented on Cyber Security at the 2024 PETE&C conference held earlier this month. He is working with our districts to plan a summer retreat. Dave highlighted the *All In* article *How Can School Districts Protect Themselves?* We are working collaboratively with our school districts to support planning and best practices.
- **Daren Moran, Director of Business**, reported that the School District Business Manager's group met yesterday for their monthly advisory council meeting. They discussed common challenges such as budget deficits and negotiations. They begin their meetings with a round table discussion to collaborate on ideas and solutions followed by professional development. This month's presentation was on HR 101 for Business Managers. In addition, following the approval of the 24-25 General Operating Budget, Daren will be sending it to the school district business managers today to be added to school district board agendas for approval.

- **Rennie Gibson, Board Secretary**, reminded the Board that the **2023 Statement of Financial Interest form** is due by May 1 and can be file electronically or by paper.
- **Dr. Kevin Roberts, Assistant Executive Director**, shared that the CAIU Health and Safety plan is available for its 6-month review. There were no significant changes. This plan and review is a requirement of ESSERs – the last plan review will be August 2024. After that, we will rely solely on our Emergency Operations plan. Dr. Roberts also presented an overview of the CAIU 2024-27 draft Comprehensive Plan.
- **Dr. Andria Saia, Executive Director**, highlighted the back page of the All In and invited all to attend our annual Champions for Children Bingo Fundraiser on April 12, 2024. Champions for Children help to support children and families from your districts that are in need. It is our second largest fundraiser. Dr. Saia also highlighted the cover of All In which was a child receiving a bike at the My Bike Variety Kids event held on January 29 at Enola. My Bike provides adaptive devices to children in need at no cost and run a bike parade through the IU providing the kids an opportunity to show off their new bikes. There were 12-15 bikes, 12-15 strollers, and iPad for speaking given out at this event. The Executive Director's mid-year goal report was attached for the Boards review. Her goals align to the evaluation tool and to the CAIU Strategic Plan. Her 24-25 goals will be shared in early fall.
- **CAIU Health & Safety Plan - 6 Month Review** – Minimal changes – required 6-month review for ESSER funds.
- **2024-2027 CAIU Comprehensive Plan** – Dr. Roberts provided a presentation that outlined the timeline and process of the plan. He also shared an Executive Summary which highlighted the differences between the Comprehensive and Strategic plan. The CAIU Strategic plan is the CAIU plan and is focused on our vision, mission and values and we determine the goals set forth in that plan. It is focused on our organization. The Comprehensive plan is a 3-year plan required by PDE. Our current plan ends 6/30/24. The new plan will run from 7/1/24 – 6/30/27. The three strategic priorities are 1)Recruitment and retention of staff, (2)Comprehensive and Personalized Professional learning, and (3)Leadership capacity building opportunities. Dr. Roberts briefly discussed the goals of each priority in addition to several other required plans. The draft plan will be available for public review for 30-days and then will go for approval at the March 28, 2024 Board Meeting. Once approved, it will be submitted to PDE. Please reach out if you have any questions or concerns.

APPROVED ACTION ITEMS

- **Approval of Minutes** – January 25, 2024
- **Treasurer's Report for January 2024** – a total of \$13,175,659.52 in receipts and \$11,104,622.00 in expenses.
- **Payment of Bills – January 2024**
- **Summary of Operations for January 2024** showing revenues of \$79,272,049.70 and \$60,161,723.70 in expenses.
- **Budget Administration**
 - 23-24 Original Budget - PAIU DOH Funding
 - 23-24 Original Budget - Success for PA Early Learners (SPEL)
 - Second Reading and Approval of Proposed 2024-25 General Operating Budget
- **Other Business Items**
 - Contracts – February 2024
 - Approval to reschedule the March 21, 2024 CAIU Board Meeting to March 28, 2024
 - Proposed 23-24 Revised CAIU Board Committees
- **Policies & Programs**
 - Second Reading, Policy #819 - Suicide Awareness, Prevention, Response

- Second Reading, Policy #907 - IU Visitors
- First Reading, Revised Policy #008 - Organizational Chart
- First Reading, Revised Policy #626 (Attachment)

➤ **Personnel Items**

- See attached Personnel report

EXECUTIVE DIRECTOR'S REPORT

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

UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, March 28, 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.

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 rescheduled to
March 28, 2024 | ○ June 27, 2024 <i>Reorganization Meeting</i> |

February 24, 2024 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **MARIENA DECKER**, Educational Paraprofessional, Autism Support Program, effective February 6, 2024. Reason: Personal.
- **VIRGINIA JONES**, Educational Paraprofessional, Deaf and Hard of Hearing Program, effective June 4, 2024. Reason: Retirement after 26 years of continuous CAIU service.
- **DEBORAH KEARNS**, Social Worker, Student Services Team, effective February 13, 2024. Reason: Personal.
- **HEATHER MCCLEAF-ROYLE**, Program Coordinator, Student Services Team, effective February 23, 2024. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **AMANDA CHRIST**, 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
- **MELISSA JONES**, Temporary Professional, effective date to be determined. Assignment: Certified School Nurse, Nursing Program 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 Nursing budget.
- **EMILY MILLER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention 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 new position funded through the MAWA budget.
- **CATHY O'CONNOR**, 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.
- **ASIA SCHROEDER**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, 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 MAWA budget.

CHANGES OF STATUS:

- **JOY FORRY**, from Technology Services Coordinator to Account Manager, Technology Team, effective March 1, 2024. Change of status results in a change of salary to \$60,680 for 260 days of service and will be prorated for a total of 86 days through June 30, 2024.
- **EMILY ROBENOLT**, Physical Therapist, Early Intervention Program, change from full-time to part-time status, effective February 14, 2024.
- **CHARLES VENNIE**, from Behavior Consultant to Mental Health Worker, Capital Area Mental-health/Diakon Programs, effective January 29, 2024. Change of status results in a change of salary to \$47,983 which is based on a MHW Bachelor's, Step 12 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 86 days.

CHANGES OF SALARY:

- **SCOTT KENNEDY**, Technology Team, effective February 15, 2024. Payment of \$250 per pay stipend is due to performing additional duties to assist with the EDR implementation.

LEAVE OF ABSENCE:

- **GRANT PAGE**, Educational Paraprofessional, Emotional Support Program, leave of absence effective December 20, 2023 – April 9, 2024. Leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).