

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 21, 2024** meeting, held in the Board Room of the Capital Area Intermediate Unit.

Click [HERE](#) for the 11/21/24 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

- **2023-24 Audit Report** - Jim Barcheski, Audit Manager & Lauren Fenner, Audit Principal from Brown Plus, Accountants + Advisors presented the 2023-24 CAIU Audit Report. The CAIU was given a clean audit report (unmodified) with no findings.
- **Announcement of November Retiree:** The CAIU Board of Directors announced the retirement of **Tracey Knauss**, Service Coordinator, after 15 years of service.
- **Board Committee Reports**
  - The **Board Act 93 Committee** met this month with CAIU administration and the Act 93 Meet and Discuss group.
  - The **Board Negotiations Committee's** November meeting was postponed to December 4.
- **CAIU Team Reports/Updates:**
  - **Dr. Andrew McCrea, Director of Student Services**, reported on the Student Service's team goal process and progress resulting in organizational growth. He shared an example from the EI Speech and Language team who created a coaching and collaboration goal around improving efficiency in how we see students and to build a skillset to work, not only with our students, but also the adults that are working with them. This goal also resulted in a different approach in their supervision and evaluation process. In addition, Dr. McCrea recognized Tracey Knauss, Service Coordinator, in her retirement after 15 years of service. Tracy was a valuable part of large assessment team and has a caring, warm, natural skillset that was very welcoming to our families. Tracy will be missed.
  - **Blake Wise, Director of Human Resources**, reported that he attended the CV You Day at Cumberland Valley SD along with the IU Recruiting and Hiring Specialist and an IU Program Supervisor. The day started with organizations presenting to students on various topics and they were able to engage with many students at our information table. It was a great event.
  - **Maria Hoover, Director of Educational Services**, reported that school district curriculum coordinators have been collaborating with our team at our CAC meetings that are held each month. Attendance has been great. The CAC Fall Leadership Conference was a great success and focused on AI topics. Mark

Waltz discussed AI related policies and CAIU staff presented on AI tools/resources. We followed up at the November meeting. In addition, Jill Neuhard spearheaded a CAIU AI taskforce to support the IU efforts internally. In December we will be welcoming Ryan Rydzewski to the IU to speak to our CAC group on the concept of cultivating curiosity based on his book co-authored with Greg Behr entitled, *When You Wonder You're Learning*, and the concepts taught in Mr. Roger's Neighborhood. If interested in a book, let Maria know. Curriculum Coordinators engage on a voluntary basis in a Learning Series held prior to the CAC meetings each month for leadership development. This past month the session focused on the difference between accountability and compliance, and how to communicate to build trust through accountability. Next month the focus will be on Curiosity at Leadership as an introduction to our speaker. As Dr. Roberts explained about the Superintendent Conference at Flux Space, Maria explained that she is looking into the possibility of taking the CAC group there next year for their conference with a focus on designing experiences for students/staff.

- **David Martin, Chief Information Officer**, reported that his team met with each district on the required cyber security assessments to provide support. We are leading a training on Managing Devices on December 12 and there is a statewide training on Dec 5 that over 140 school districts have registered for. Currently, his team is working on a statewide solution for next generation email security and is excited to continue to be a part of a statewide initiative/collaboration around cyber security to benefit our districts.
- **Dr. Kevin Roberts, Assistant Executive Director**, provided an update on the CAIU Strategic Planning. The CAIU Leadership team is engaged in doing the work of moving our strategies forward with our Focus Team work. Dr. Roberts will provide a detailed update in January. In addition, he provided an update on the Professional Learning Series that our superintendent group has been engaged in during our monthly meetings and at our two annual conferences where the group participates in visits/learn froms of other organizations. The series is focused on the Ten Pillars of Leadership. In the Spring the group visited and learned from the US Naval Academy. This month, the group visited/learned from [Fluxspace](#), Corbett Inc. The conference was focused on two specific pillars: How to execute your vision and how to clearly articulate your values and beliefs. Visits included Fluxspace and Corbett Incorporated where we saw the CEO's vision of implementing/ promoting STEM and STEAM learning; as well as Upper Merion and Norristown school districts to see how they implemented these learning spaces in their schools. Please see the video [HERE](#) of the visit. Dr. Roberts thanked the Board for their support of our highly complex and important work and wished everyone a Happy Thanksgiving
- **Daren Moran, Director of Business & Operations**, reported that we are continuing to work on a statewide initiative for offering cyber insurance through Gallagher. We have tremendous buying power through this consortium which will result in cost savings and reduced premiums. In addition, the application process will be made simpler and will include an online portal. In addition, The Business Manager's group met yesterday at the Capital Blue store in Enola to discuss wellness incentives, healthcare trends, and current challenges. Next month there will be a joint meeting with HR and the Business group.
- **Dr. Andria Saia, Executive Director**, reported that the *All-In* newsletter is available for the Board's review and highlighted the 2024 Fall Fest article on page 4-5. The event was a great success and next year's date is already scheduled for October 25, 2025. Other interesting articles were Financial Wellness and Safety/Threat Awareness. In addition, all CAIU staff have the

opportunity to participate in peer-to-peer interviews and listening circles. The Leadership Team will review the data and will use it to develop a plan/strategy for next year. This week is American Education Week, and we are celebrating by reading to classrooms. Dr. Saia also shared her experience at the Fall SAC conference visits at Fluxspace and Corbett Incorporated, Upper Merion, and Norristown school districts. The group enjoyed a great welcoming experience and was inspired to see those leading conversations about how to have experiential, inspiring, innovative learning environments for kids and the tremendous impact on their learning. A new Fluxspace is being built in our area, Middletown.

## APPROVED ACTION ITEMS

- **Approval of Minutes** – October 24, 2024 CAIU Board Meeting.
- **Treasurer’s Report for October 2024** – a total of \$14,982,487.50 in receipts and \$8,388,783.21 in expenses
  - **Payment of Bills – October 2024**
  - **Summary of Operations for October 2024** showing revenues of \$37,782,516.22 and \$31,253,632.40 in expenses.
- **Other Business Items**
  - Contracts – November 2024
- **Policies & Programs**
  - Second Reading, Revised Policy #218 - Student Discipline
  - Second Reading, Revised Policy #218.1 - Weapons
  - Second Reading, Revised Policy #218.2 - Terroristic Threats
  - Second Reading, Revised Policy #805 - Emergency Preparedness
  - Second Reading, Revised Policy #805.1 - Relations with Law Enforcement
  - Second Reading, Revised Policy #805.2 - School Security Personnel
  - Second Reading, Revised Policy #806 - Child Abuse
  - Second Reading, Revised Policy #904- Public Attendance at IU Events
  - Second Reading, Revised Policy #146.1 - Trauma Informed Approach
  - Second Reading, Revised Policy #626 - (attachments only)
    - Federal Fiscal Compliance attachment
    - Allowability of Costs attachment
    - Cash Management attachment
    - Type of Costs, Obligations & Property attachment
  - Second Reading New Policy #704 – Maintenance
  - First Reading, Revised Policy #210 – Use of Medications/Procedures & Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors. Deletion of polices 210.1 and 210.2.
- **Personnel Items**
  - See attached Personnel report.

## EXECUTIVE DIRECTOR’S REPORT

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

## UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, December 19, 2024, 8:00 a.m., Board Room, CAIU Enola Office, 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.**

## November 21, 2024 APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **NICOLE BRYAN**, Educational Paraprofessional, Autism Support Program, effective November 15, 2024. Reason: Personal.
- **MICHAELA CARLING**, Personal Care Assistant, Emotional Support Program, effective October 25, 2024. Reason: Personal.
- **JOEL CEKOVICH**, Job Coach, Transition Program, effective November 22, 2024. Reason: Personal.
- **JESSE CRISTOFORO**, Educational Paraprofessional, Autism Support Program, effective November 26, 2024. Reason: Personal.
- **JOSEPH GARTNER**, Floater Teacher, Multiple Disabilities Support Program, effective December 20, 2024. Reason: Personal.
- **JENNIFER KING**, Educational Paraprofessional, Autism Support Program, effective November 15, 2024. Reason: Personal.
- **TRACEY KNAUSS**, Service Coordinator, Early Intervention Program, effective November 13, 2024. Reason: Retirement after more than 15 years of continuous CAIU service.
- **SARAH KNOUSE**, Teacher, Diakon Program, effective November 20, 2024. Reason: Personal.
- **SEAN LETTERLOUGH-BROWN**, Mental Health Worker, Student Services Team, effective November 21, 2024. Reason: Personal.
- **CHRISTINE SCHUMBER**, Occupational Therapist, Early Intervention Program, effective January 8, 2025. Reason: Retirement after more than 3 years of continuous CAIU service.
- **RICHARD VOSHALL**, Help Desk Specialist, Technology Team, effective December 31, 2024. Reason: Retirement after more than 1 year of CAIU service.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LAKYN BUCK**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$28,880 for 190 days of service and 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.
- **ALYSSA HASKELL**, Temporary Professional, effective January 6, 2025. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Bachelors, Step 2, \$54,278 for 190 days of service and 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.
- **JENIFER LETSAS**, Paraeducator, effective date to be determined. Assignment: Job Coach, Future Ready Work Immersion Program with base salary of HS, \$26,695 + \$2,950 annual stipend for 190 days of service with additional new hire days as required. This is a new position funded through the Future Ready Work Immersion budget.

- **LISA LIDDICK**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Nursing Program with base salary of LPN, Step 15, \$48,112.52 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 Nursing Support budget.
- **TARA MUNDORF**, Temporary Professional, effective date to be determined. Assignment: Social Worker, Emotional Support Program with base salary of Masters + 30, Step 15, \$81,011 for 190 days of service and 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.
- **TRISHA WOLFE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$26,695 for 190 days of service and 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.

### CHANGES OF STATUS:

- **NICOLE CALABRESE**, change from Floater Teacher to Long Term Substitute Teacher, Autism Support Program, effective October 15, 2024 – November 4, 2024. This change in status results in a change of salary to 100% of the Bachelor's, Step 8 salary of \$60,792 for 190 days of service, which will be prorated for a total of 15 days.

### LEAVES OF ABSENCE:

- **ANGEL DAVIS**, Educational Paraprofessional, Multiple Disabilities Support Program, child-rearing leave of absence effective November 19, 2024 until the end of the 2024-2025 school year. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **KRISTEN KIMSEY**, Educational Consultant, Student Services Team, child-rearing leave of absence effective January 27, 2025 – March 31, 2025. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).