

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 23, 2025**, meeting, held in the Board Room of the Capital Area Intermediate Unit.

Click [HERE](#) for the 1/23/25 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

## EXECUTIVE SESSION

- An Executive Session was held to discuss legal and negotiation matters.

## REPORTS/UPDATES

- **Board Member Appreciation** – Thank you to our CAIU Board Members for providing the support and leadership we need to successfully serve and engage in our mission to provide innovative support, services, and partnership with our schools, families, and communities to build capacity and model courageous leadership!
- **Announcement of January Retiree:** The CAIU Board of Directors announced the retirement of **Christine Schumber**, Occupational Therapist, retirement after nearly 4 years of service.
- **Board Committee Reports**
  - The **Board Act 93 Committee** met this month and put together a draft agreement that was approved at today's meeting.
  - The **Board Negotiations Committee** met in early December to determine a meeting schedule. The first meeting will be held in February.
  - **Board Finance & Budget Committee** met on 1/13/25 to review the proposed 2025-26 CAIU General Operating Budget.
  - **Champions for Children Committee** met on 1/22/25. The needs of the students we serve are significant with requests totaling over \$20,000 this year. The committee was able to fund all approved requests due to the fundraising efforts throughout the year.
- **2024 Statement of Financial Interest/Board Organization**– The 2024 Statement of Financial Interest forms for 2024 are due to the Board Secretary by May 1. Both the CAIU and home school district can be listed on one form in item #4 & #5. In addition, the Board Secretary is required to keep an organization & membership for our board members.
  - **Electronic SFI** form available at this link: [Online Filing](#)
  - **Traditional paper form, you may print a copy at this link:** [Statement of Financial Interests](#)
  - **PLEASE NOTE:** all filers will still need to submit a copy of their electronically filed form, or their paper form, to the Board Secretary by May 1.

- **2025-2026 General Operating Budget Presentation:** Daren Moran reviewed the budget approval process and timeline. He also provided budget assumptions for the proposed 25-26 General Operating Budget and some key points:
  - The General Operating Budget is 1 of 50 IU budgets and is 5% of overall IU operations. It is the only budget that requires a vote by each district's board.
  - The budget consists of 8 functions and is currently debt free.
  - Revenue comes from relatively equal split of federal, state, and local.
  - Reviewed timeline of budget approval review and process: final budget will be presented for approval at the 2/27/25 Board meeting and will be voted on by all member district's board between February – April. Final budget must be submitted to PDE by May 1.
  - 10.77% of funding comes from districts the rest comes from entrepreneurial and indirect revenue.
  - Restricted rates come from PDE and can be charged to most federal projects; Indirect costs rate charged to enterprise funds is 7.5%.
  - **Revenue: NO INCREASE TO SD CONTRIBUTION OF \$902,460 AND NO INCREASE TO INDIRECT COST RATE OF 7.5%**
  - Major budget changes:
    - Fund balance – no budget transfers planned for 25-26
    - Interest income increased by \$100,000
    - Indirect – increase due to growth of entrepreneurial programs and grants
    - Ongoing salary analysis of classified and exempt staff
    - This year the budget is not fully staffed
    - SAC conferences are now funded by this budget.
  - Budget assumptions:
    - Increase in salaries and one new position added. Includes 41.4 full-time equivalent positions
    - Healthcare increases impacted the budget by \$87,700
    - PSERS rate is 34.00%
    - Salaries/Benefits make up 66% of budgeted expenses
  - Fund Balance – Currently 9% Unassigned of \$4,804,481; \$3,350,000 of assigned for PSERS, healthcare, facility upgrades
- **CAIU Strategic Plan Mid-Year Organization & Team Updates:** Dr. Kevin Roberts provided a mid-year update and high-level overview of the CAIU Strategic Plan. Goal progress was shared through team and organizational highlights. Dr. Roberts reviewed our three organization goals and our process: 1) CAIU will make it easier to do business with us, 2) CAIU will improve staffing and retention, recruitment, and recognition, 3)CAIU will foster a culture of dignity and belonging. Each team director shared a team update:
  - **Daren Moran, Director of Business & Operations Mid-year report:** The Business and Operations team made progress in all three goals. Daren highlighted the ongoing meetings between HR and the Business team to refine and streamline processes, reduce duplication, and simplify the procurement process. They also focused on engagement with program staff through planned visits to other locations, departments, and classrooms. The Business team started initiatives such as monthly team lunches with directors and supervisors, to build personal connections and create a more inclusive and supportive work environment contributing to workplace wellbeing.
  - **Maria Hoover, Director of Educational Services Mid-year report:** The Educational Services Team focused on goal 1 and has been working with the Communications Department to develop and update internal and external communication plan specific to trainings and professional learning opportunities. They are currently finalizing information that will be easier to access for our partners both internally and externally. Maria also highlighted the following goal work: CAOLA communication plan based on strategic planning work,

streamlining external communication that includes state and federal mandates, and professional learning, training and consulting so that our partners can easily access offerings, procedures, and processes that will enhance engagement. The focus will be shifting to streamlining communication in the areas of requests for services and invoicing as well.

- **Blake Wise, Director of Human Resources Mid-year report:** reported that the HR team focused on goals 2 & 3, recruitment through the lens of workplace well-being. They have implemented new employee orientation meetings two times per month that are designed to provide new staff with an overview of the CAIU, valuable information leading up to their first day, complete system log-in via their lap-top, and an opportunity to meet their supervisor as well as other leaders from across the IU.
- **Dr. Andrew McCrea, Director of Student Services Mid-year report: Student Services team** focused on goals 1 & 2: Staff retention and efficient systems & partnership through professional development & learning. Externally, they are doing work at a regional level, working with districts to develop professional learning and trainings for new and emergency certified staff working in special education. Internally they focused on best practices in adult learning for IU trainers/educators and have increased cross-team collaboration within the organization.
- **David Martin, Chief Information Officer, Mid-year report.** Dr. Roberts shared the Technology Team's report in Mr. Martin's absence. They focused on goal 1 and have been working to enhance team operations by defining roles to improve communication and foster cross-team collaboration to increase productivity and workflow. In addition, they have implemented biweekly internal strategy meetings to access current processes and needs, develop standard operating procedures for better workflow between technology sub teams.
- **Dr. Kevin Roberts, Assistant Executive Director, Mid-year report on Organizational Goals 2 & 3.** The CAIU Leadership Team has been making progress on improving staffing through our Leadership Focus Teams in the following areas: mentoring, recognition, professional learning, induction, onboarding, recruitment. In addition, the team is heavily involved in intense work on the workplace wellbeing framework. They are currently reviewing the recent data collected by staff listening circles and peer to peer interviews to develop goals for next year around workplace wellbeing. The next Strategic Plan update will be at the June 26 Board meeting.
- **Dr. Andria Saia, Executive Director,** reported that the [All-in! newsletter](#) is available for the Board's review. She highlighted the front cover of cultural navigators, our new interpreters who were recently added to the Compass program. Dr. Saia also highlighted CONNECTIONS, an urgent care walk-in center located on Cameron St., Harrisburg, that is open to all individuals in need of mental health support, regardless of insurance or circumstances. Please refer to page 5 for an overview of the services that they offer.

## APPROVED ACTION ITEMS

- **Approval of Minutes** – December 19, 2024, CAIU Board Meeting.
- **Treasurer's Report for December 2024** – a total of \$7,537,651.74 in receipts and \$8,480,479.39 in expenses
  - **Payment of Bills – December 2024**
  - **Summary of Operations for December 2024** showing revenues of \$55,884,274.87 and \$48,079,311.03 in expenses.
- **Budget Administration**
  - First Reading Proposed 2025-26 General Operating Budget

- **Other Business Items**
  - Contracts – January 2025
  - Approval to accomplish the CAIU Annual Election by mail or virtual ballot in the spring of 2025.
- **Policies & Programs**
  - Informational Item - Update Policy 626 (Attachment only) - Procurement
  - Second Reading Revised Policy #005 - Organization
  - Second Reading Revised Policy #Policy 308 - Employment Contract/Board Resolution
  - Second Reading Revised Policy #823 - Opioid Antagonist
- **Job Description**
  - Second Reading, Existing Position, Revised Job Description - Assistant Director of Student Services
- **Personnel Items**
  - See attached Personnel report.
  - Approval of proposed Act 93 Agreement – 7/1/25 – 6/30/29
  - Approval of proposed Cabinet Leadership Agreement – 7/1/25 – 6/30/29

## EXECUTIVE DIRECTOR'S REPORT

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

## UPCOMING MEETINGS:

- **Next CAIU Board Meeting: Thursday, February 27, 2025, 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.**

## January 23, 2025, APPROVED PERSONNEL ITEMS:

### RESIGNATIONS

- **BRIANNA CEKOVIC**, Personal Care Assistant, Emotional Support Program, effective December 21, 2024. Reason: Personal.
- **ALAINA CUNEO-TOMASI**, Speech and Language Pathologist, Early Intervention Program, effective February 4, 2025. Reason: Personal.
- **KELLY GETHOUS**, Food Services Coordinator, Student Services Team, effective June 5, 2025. Reason: Retirement after 15 years of continuous CAIU service.
- **SARAH HEAVNER**, Occupational Therapist, OT/PT Program, effective January 31, 2025. Reason: Personal.
- **BRIAN OSBORNE**, Department Coordinator, Student Services Team, effective January 24, 2025. Reason: Personal.
- **CLAIRE SMITH**, School Counselor, ANPS Program, effective June 4, 2025. Reason: Personal.

### TERMINATIONS:

- **CAMERON WEST**, Custodian, Administrative Team - Operations, effective December 13, 2024 due to job abandonment/failure to respond to communication and return to work.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LILLIAM CANTILLANO**, Paraeducator, effective date to be determined. Assignment: Job Coach, Emotional Support Program with base salary of HS, \$28,880 + \$2,950 annual stipend for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JASON HALLER**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$52,845 for 260 days of service will be prorated based on the number of days worked through June 30, 2025. This is a replacement position funded through the Technology Entrepreneurial budget. Experience: 5 years of similar or related experience.
- **MARISSA SMITH**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Pathologist, Early Intervention Program with base salary of Masters, Step 1, \$56,805 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 Early Intervention budgets.

### 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 23, 2025:

- Melissa Smith
- Jamie VanMeter
- Julia Williams