

## CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **December 15, 2022** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

***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

- **Strategic Plan Mid-year Update** - Dr. Saia and teams, provided a mid-year review update of the CAIU Strategic Plan. Each team, program, and individual staff have worked hard to align goals around the strategic plan. A progress report was provided to the Board. Some of our priorities are: Staffing and recruitment and fostering a culture of belonging and dignity for all. We are offering many trainings and professional development sessions this year and are working hard to make them accessible for all realizing the staffing challenges that we are all facing. Blake Wise, provided a summary of recent data collected from the new employee survey and discussed the steps we are taking to improve. He spoke about our recruiting process and how we are trying to retain staff and refill the pond. We have been making big efforts to get out and educate people about the CAIU at local career and job fairs. Blake also summarized the efforts we are making to improve the experiences of those applying, interviewing and our onboarding process. We have created a more efficient online application process by reviewing and removing some unnecessary questions. We are doing well at making contact with applicants quickly after interviews. Communication with human resources and supervisors was rated really well. Overview of benefits rating went up due to excellent communication from our new human resources staff. Great improvement in staff getting what was needed to do their job. The staff suggestions on how to improve was very helpful. Results showed that most accepted positions at the CAIU because of the culture and reputation. It is very important that we make efforts to get young people excited about education. Kudos to the entire Human Resources team.
- **CAIU Team Reports:**
  - **Dr. Andrew McCrea, Director of Student Services**, provided a student services mid-year goal update and highlighted their staffing and program goals. His team is seeing a lot of growth. One area of growth is preparing our students for post education job experiences. One of the goals at Loysville is to get students additional education and vocational skills needed. We have partnered with HACC and had two students complete HACC courses and successfully continue to earn credits. In addition, they have increased vocational training in the driver's education area by purchasing a driver simulation system for training and to get

the necessary credentials. There are 41 goals across the entire team. Dr. McCrea has been very impressed with his team's growth. Many of the goals are related to reducing errors and increasing efficiencies in systems. There are also staffing goals. Staff have put in a lot of effort in recruiting, although we are not seeing the growth in this area as we still have many vacancies. Dr. McCrea highlighted the resignation of Chad Pellman. Chad has accepted a position at Cumberland Valley overseeing the Special Education department. This is a great professional opportunity for Chad and a very big loss for us. We are in the process of interviewing/filling his position. In looking at the budget for next year, the demand is way up and staffing is very low making it very challenging to meet the current demands.

- **Blake Wise, HR Manager**, reported that over past month the human resources team wrapped up open enrollment and is preparing for the changes and end of the year payroll. One large goal of the team is a compensation management system. We are moving forward with a new system in early 2023 and new compensation philosophy and guidelines to create a standard across the organization.
- **Maria Hoover, Director of Educational Services**, provided an update on her team's mid-year goals. Their goals are focused on innovation, communications, and belonging and dignity. The first class graduation for the student's at Keystone Academy is tomorrow. There are 22 students enrolled for round two. Special Services has been busy providing many trainings such as Empathic Listening with Trent Hall; the TAC team has been very busy getting out to districts for training; network meetings and morning meetings are very well attended; and ESL trainings for teachers and administrators. CAIU has been asked to write a grant for Afghani refugees for nine of our school districts. We continue to strive to be innovative in how we provide services.
- **Dave Martin, Director of Technology**, provided a mid-year goal update for the technology team. Their goals are focused on cyber security, training, onboarding and belonging. Working on looking through multiple lenses and making staff feel welcome. Dave provided an update on the recent wireless outage on December 2 due to the train derailment that broke a main fiber line. As a result, his team is fine tuning processes. Multiple communications were sent and there were follow-up meetings to discuss what went well and what didn't and what redundancies are needed moving forward. He received positive feedback about the response. Conference room update: we are getting close to having the new technology complete for our conference spaces. The equipment is in and needs to be configured and tested.
- **Daren Moran, Director of Business**, thanked the Board for the approval of the final audit. Gave a shout out to his business team for their hard work. Thank you to the Board Committee Members that were involved in the selection process for a new solicitor. It was an extremely competitive process. We are very excited about our selection and our future partnership with Stock and Leader. Daren recently participated in meeting regarding our yearly audit and PDE announced that they will be doing ESSER fund monitoring of Covid fund use for low, med, high risk to provide tips on improving our processes in preparation of a state audit review.
- **Robert Frankhouser, Board Solicitor**, reported that he is in the middle of his 44th year practicing law and has successfully transitioned all clients to new firms. He is eternally grateful for all of our Board members; public education could not succeed without you volunteering your time. This Board will be in very good hands with Stock and Leader.

- **David Walker, Brooke Say, Chris Harris, and Gareth Pahowka, Stock and Leader**, recognized Bob Frankhouser, who has been a great mentor and friend and wished him all the best in his retirement. They thanked the Board and CAIU for the opportunity and is looking forward to forming a trusted relationship. Thank you for the diligence of the process and feel humbled and honored to partner with CAIU.
- **Dr. Andria Saia, Executive Director**, provided an overview of the Executive Director's Report All In newsletter. She gave a shout out to Emily Veronikis for creating a new layout. She highlighted the articles on Gratitude, Future Focused Leadership, CVS Care Mark, and the Mission Moments which are the great things our staff are doing that align to our mission. There are a couple upcoming events: All Staff Day on January 13, all Board members are invited; Champions for Children Bingo is back on April 14; The CAIU Holiday Luncheon and Board Appreciation brunch will be on January 26. On Monday, December 19, there will be a holiday bizarre from 10-1pm at the CAIU.

### APPROVED ACTION ITEMS

- **Approval of Board Minutes** - November 17, 2022
- **November 2022 Treasurer's Report** – a total of \$9,113,877.58 in receipts and \$6,430,129.78 in expenses
- **Summary of Operations for November 2022** showing revenues of \$45,486,360.33 and \$38,207,781.08 in expenses
- **Budget Administration**
  - Proposed 2022-23 Original Budget - Path to Graduation
- **Other Fiscal Matters**
  - Approval of Final Audit Report June 30, 2022
- **Other Business Items**
  - December 2022 Board Contracts
  - Appointment of Stock and Leader as the CAIU Solicitor/General Legal Counsel
- **Policies & Programs**
  - Tabled Second Reading of Revised Policy #346 – Workers' Compensation until January 2023 for further review/revisions.
  - Second Reading Revised Policy #236.1 - Threat Assessment
- **Job Descriptions**
  - Second Reading, new Position, New Description – Safety and Security Specialist
  - First Reading New Position Description - Information Security Analyst
  - First Reading New Position Description - Network Security Manager
- **Personnel Items**
  - See attached Personnel report and Addendum

### EXECUTIVE DIRECTOR'S REPORT

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

### PRESIDENT'S REPORT

- Mrs. Jean Rice thanked the Board for their attendance and wished everyone a happy holiday.

**NEXT MEETING: Thursday, January 26, 2023, 8:00 a.m., Board Room, CAIU Enola Office**

**Upcoming Board Meeting Dates for 2022-2023 - Time of Meetings: 8:00 a.m.**

January 26, 2023

April 27, 2023

February 23, 2023

May 25, 2023

March 23, 2023

June 22, 2023 *Reorganization Meeting*

## **December 15, 2022 APPROVED PERSONNEL ITEMS:**

### **RESIGNATIONS**

**ANYA FOX**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective November 21, 2022. Reason: Personal.

**TIMOTHY KOHLER**, Technology Support Specialist, Technology Team, effective November 30, 2022. Reason: Personal.

**CHAD PELLMAN**, Program Supervisor, Student Services Team, effective December 31, 2022. Reason: Personal.

**JOANNE RUHL**, Speech and Language Therapist, Early Intervention Program, effective February 3, 2023. Reason: Retirement after more than 20 years of continuous CAIU service.

**REBEKAH TSCHOPP**, Teacher, Emotional Support Program, effective February 3, 2023. Reason: Personal.

**JENNIFER ZIMMERMAN**, Educational Paraprofessional, Autism Support Program, effective December 14, 2022. Reason: Personal.

### **RECOMMENDED FOR EMPLOYMENT OR CONTRACT**

**CINDY ALANDAR**, Custodian, Administrative Team - Operations, effective November 29, 2022. Base salary of \$26,734.75 + \$1,950 stipend for 260 days of service will both be prorated for a total of 154 days worked through June 30, 2023. This is a replacement position funded through the General Operating budget.

**GINA BROWN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$27,075 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 MAWA budget.

**DEVON GEORGE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$24,985 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.

**PATTI GERHART**, part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$14.28 per hour. This is a replacement position funded through the Food Services budget.

**PAIGE NESBIT**, Paraeducator, effective December 12, 2022. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$33,023 for 190 days of service will be prorated based on the number of hours/days worked. This is a replacement position funded through the OT/PT budget.

**JODI OFFUTT**, Online Learning Account Manager, CAOLA Program, effective date to be determined. Base salary of \$56,876.61 for 260 days of service will be prorated based on the

number of days worked through June 30, 2023. This is a replacement position funded through the CAOLA budget.

#### **CHANGES OF STATUS:**

**KERRY FITCH**, Educational Coach, change in resignation effect date from January 2, 2023 to December 22, 2022.

**HILLARY KROKONKO**, Communication Facilitator, change in leave of absence end date from December 2, 2022 to January 2, 2023.

#### **LEAVES OF ABSENCE:**

**ELIZABETH CHIDO**, Speech and Language Therapist, Early Intervention Program, child-rearing leave of absence effective February 16, 2023 – November 1, 2023. 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).