

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **January 26, 2023** 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

- **2023-24 General Operating Budget Presentation** - Daren Moran provided an annual update on the 2023-24 General Operating Budget. The full presentation can be found [HERE](#). The main discussion points were an overview of the 2023-24 CAIU General Operating budget, current issues and concerns, and budget assumptions for 23-24. CAIU follows the same rules as districts, the only difference is no tax base. Most revenue comes from services we sell and grants. **Financial data:** Expenses – mostly comprised of salaries and benefits (48%); Revenue - There is an even distribution between local, state and federal - 56% of local revenue comes from school districts. **Basic CAIU budget information:** About 50 separate budgets and General Operating budget is the only one that requires approval from school district's board of directors. **Funding:** Main funding source is SD contribution - 12% of funding and Indirect revenue (67%). **Revenue Sources** - no increase to district contribution of \$902,460 – cost rate stays at 7.5%. **Budget impacts and assumptions:** Salaries & Benefits, Health/medical, PSERS, currently no debt. **CAIU Fund Balance:** The CAIU, in conducting its business operations and programs has a need to maintain an adequate level of unassigned and assigned fund balances (reserves) for general operations and major program areas to provide for future capital projects/investments, investment in new programs, coverage for unforeseen financial circumstances, and cash flow. The current unassigned fund balance is \$4,096,033. CAIU has assigned \$3,350,000 to PSERS; Health Care, and Facility Upgrades. **Summary/Take-aways:** No increase to district contribution; no change to internal indirect cost rate (7.5%); major construction expenses are complete; total budget is increasing less than .5% (approx. \$40,000)
- **Board Member Appreciation Month** – Thank you to our Board Members! Please view our Appreciation video [HERE](#)
- **Announcement of January 2023 CAIU Retiree:** **Donna Burke-Badu**, EPP, retirement after 31 years of service.
- **2022 Statement of Financial Interest** are due to the Board Secretary by May 1, 2023.

- **Recognition of Departing Board Member:** Ericka Schmidt, Derry Township SD for her dedicated service and commitment to the students, staff, and region.
- **CAIU Team Reports:**
 - **Dr. Andrew McCrea, Director of Student Services**, recognized Donna Burke-Badu, Educational Paraprofessional, who is retiring this month. She has been a tremendous asset and has a big heart for her students. She will be greatly missed. Staff updates: Thank you for approving Chrissy Derr's change of status from Educational Coach to Long Term Substitute Program Supervisor. This is to cover Chad Pellman's vacant position. Chrissy has been a long time staff member and has grown her own career over the years. This position was made into a long term sub position because there was an immediate need to fill the position and allows for time to think deeply about how to align the student services administrative structure. Highlighted Madison Grimm, new AS teacher. Madison was hired as an EPP just out of high school and has grown into a teacher position. Please refer to the All In: Congratulations to Stephanie Kamer for completing her Principal Cert program and obtaining her administrator's license. Congratulations to Lee Bzdil, supervisor of Diakon-Center Point program for receiving the Distinguished Program Award at the N & D Conference in November. Staffing continues to be an issue and continue to work closely with HR. In addition, currently working to set rates for next year.
 - **Len Kapp, Supervisor of Operations & Transportation**, provided the required annual water quality report for our three buildings – Early Learning Center, Hill Top, and CAIU Enola. All three are on public water systems with regular testing and the reports were all good. CAIU building projects are winding down and we have begun working on other planned upcoming projects.
 - **Blake Wise, HR Manager**, highlighted the work that his team is doing with recruitment. A couple of weeks ago, Upper Dauphin SD provided a presentation by a recruiting agency called Ascend Career Services. We will be doing a pilot program using them to fill paraprofessional positions at Hill Top, Harrisburg, and Cumberland Valley. It is in the early stages and we are hoping it will be another option for hiring and filling vacancies. Ascend Career Services will do prescreening of candidates for us to choose from for interviews.
 - **Maria Hoover, Director of Educational Services**, provided an update on upcoming trainings and professional development: Coming up: Regional Collaborative Technology Networks for IU Instructional Technology Directors from several other IUs to talk about the latest. Looking at a two-prong approach to career readiness. Will explore career options early with elementary students. There will be thousands of students and teachers participating in the upcoming Junior Achievement Inspire Virtual Career Fair happening March 1 – June 30, 2023. Jill Neuhard also recently presented personalize learning and goal planning to Preschool/El educators. Lisa Klingler has been holding lunch and learn sessions for those staff that are unable to leave their buildings to attend trainings. Also, we are now holding network meetings before or after hours or during lunch. These have been successful and well attended. Maria will be visiting all 24 SD Curriculum Directors to discuss how we can continue to provide relevant and needed services. Keystone State Challenge Academy (KSCA) welcomed their 2nd class of cadets on January 16. There are 40 in this cohort. The crossover ceremony is this Saturday and academic classes start Monday. She attended graduation ceremony in December. The cadets and families were so proud and happy. This program is funded through state and federal money; families or school districts do not pay. Donna Hicks is coming for a 3-part series and we are working to get it approved for Act 48 hours.

- **Ron Sims, Assistant Director of Technology**, reported for Dave Martin who is offsite at State College presenting on the Cybersecurity Grant that will benefit CATPAC consortium members. There is a chance that our CATPAC consortium may receive \$30K that will help offset the cost of our implemented security measures (intrusion detection sensor). We are the only IU in the state that is using the Albert Sensor. Currently working on a Business Continuity Planning Session for CATPAC consortium members in which we leverage assistance from Cyber Insurance Providers and our solicitor, and we will facilitate a training that will assist with the planning and creation of a Disaster Recovery and Incident Response plan. We are in the finishing stages of the tech portion of the CAIU renovations and should be complete within the next month. These final steps will include an installation of an Assisted Listening System to make the larger rooms and board room integrated modern listening devices.
- **Daren Moran**, Director of Business, highlighted the *What is an IU?* article in the All In newsletter. The Champions for Children Board met yesterday. Shout out to Kelly Custer and the entire committee for their continued work. Please click [HERE](#) for more information on how to donate to Community Aid to benefit Champions for Children. **Please use the ID # 10213 when donating at Community Aid.** This money is used to benefit students with tremendous needs. Also, Champions for Children Bingo Fundraiser is back and the Save the Date is 4/14/23. More info to come.
- **Dr. Andria Saia**, Executive Director, provided an overview of the Executive Director's Report All In newsletter. The purpose of this newsletter is to tell our stories, and to highlight our staff and students. She highlighted our recent annual CAIU All Staff Day event held on 1/13/23. It was a great day where we celebrated staff achievements, shared in meaningful activities, and listened to a wonderful Keynote speaker. Thank you to Jean, Melanie, and Jamie for attending.
- **Rennie Gibson**, Board Secretary, reported that the 2022 Statement of Financial Interest forms are due to the Board Secretary by May 1, 2023. Next month, there will be a new Board Member Orientation and professional photos immediately following the Board meeting.

APPROVED ACTION ITEMS

- **Approval of Board Minutes** - December 15, 2022
- **December 2022 Treasurer's Report** – a total of \$17,478,655.64 in receipts and \$8,108,456.95 in expenses
- **Summary of Operations for December 2022** showing revenues of \$61,048,301.36 and \$46,074,528.22 in expenses
- **Budget Administration**
 - Proposed 2022-23 Original Budget - Afghan Refugee School Impact Support Grant
 - Proposed 2022-23 Budget Revision - Non-Public Professional Development & SSAE Budget
 - Proposed 2023-2024 General Operating Budget (First Reading)
- **Other Fiscal Matters**
 - Addendum-Change in Lease Terms - to terminate lease at 4746 Delbrook Road, Mechanicsburg, PA effective November 30, 2023."
- **Other Business Items**
 - 2023 CAIU Annual election of Board members representing: Big Spring, Derry Township, Lower Dauphin, Mechanicsburg Area, Millersburg Area, Northern York County, Susquenita, West Perry school districts, will be accomplished by mail or

virtual ballot. School District Board Members will receive ballots for this election in April or May 2023.

- January 2023 Contracts
- Appointment of New Board Member, Dr. Lindsay Koch, Derry Township School District, to an unexpired term beginning January 26, 2023 to June 30, 2023, the annual election.
- Appointment of New Board Member, John Kaschak, Lower Dauphin School District, to an unexpired term until beginning January 26, 2023 to June 30, 2023 to our annual election.
- **Policies & Programs**
 - First Reading, Revised Policy #815 - Acceptable Use & Attachment
 - First Reading, Revised Policy #816 - Social Media
- **Job Descriptions**
 - Second Reading New Position Description - Information Security Analyst
 - Second 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

- Jean Rice thanked the Board for their attendance and shared her appreciation for all of the other board members. Welcome to our new solicitor, Dave Walker. Jean participated in CAIU Service Project - Wreaths Across America and found it very rewarding. She attended the CAIU All Staff Day and was in awe of our staff.

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

2022-2023 Upcoming Board Meeting Dates - *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*

January 26, 2023 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

ANTHONY CASALE, Certified School Nurse, Nursing Program, effective January 20, 2023. Reason: Personal.

MARILLA CLARY, Program Secretary, ANPS Program, effective January 31, 2023. Reason: Personal.

MATTHEW EVERETT, Teacher, Keystone State Challenge Academy, effective March 10, 2023. Reason: Personal.

HILLARY KROKONKO, Communication Facilitator, Deaf/Hard of Hearing Program effective December 23, 2022. Reason: Personal.

AMBER POITAN, Floater Educational Paraprofessional, Student Services Team, effective December 14, 2022. Reason: Personal.

SHARON SZEKERES, Teacher, Early Intervention Program, effective December 7, 2022. Reason: Personal.

JOHANNA TESMAN, Psychologist, Early Intervention Program, effective February 23, 2023. Reason: Retirement after more than 21 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

ASHLEY BELICIC, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism 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 new position funded through the Autism Support budget.

KATIE CONWAY, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consulting Program with base salary of Masters, Step 9, \$62,668 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 CSPD budget.

WENDY HERSHEY, Professional, effective date to be determined. Assignment: Educational Coach, Pupil Services Program with base salary of Masters+45, Step 6, \$62,075 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 EC/Pupil Services budgets.

EMILY HUNT, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 1, \$50,920 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.

TEVIN JONES, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 1, \$33,023 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 Capital Area Mental-health budget.

DRU MELUSKEY, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism 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 Autism Support budget.

CHANGES OF STATUS:

AMY ANDERSON, change from Floater Teacher to Teacher, Autism Support Program, effective December 19, 2022. This change in status results in a change of salary to 100% of the Bachelor's, Step 2 salary of \$51,420 for 190 days of service and will be prorated for a total of 112 days.

CHRISTINA DERR, from Educational Coach to Long Term Substitute Program Supervisor, Student Services Team, effective January 1, 2023 – June 30, 2023. Change of status results in a payment of a \$14,534.50 stipend in addition to her regular base salary.

MADISON GRIMM, from Educational Paraprofessional to Teacher, Autism Support Program, effective January 11, 2023. Change of status results in a change of salary to \$50,920 which is based on a Bachelors, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 96 days

ROBERT STUMPF, from Network Systems Engineer to Network Security Manager, Technology Team, effective January 26, 2023. Change of status results in a change of salary to \$82,542.78 for 260 days of service and will be prorated for a total of 110 days through June 30, 2023.

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 26, 2023:

Autumn Booths

Erika Grove

Nicole Redcross