
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 23, 2020** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on the General Operating Budget. Daren Moran, Director of Business & Operations, provided a basic overview of the CAIU budgets and of the 2020-21 General Operating Budget. He highlighted the budget timeline, current issues and concerns, and budget assumptions for 20-21.
 - No increase to the indirect cost rate of 7.75%
 - No increase to the district contribution of \$902,460
 - Interest Income – increasing by \$40,000
 - Fund balance – using \$500,000 for Capital Improvements
 - Major high level Changes - Expenses
 - Salaries (100) – no significant changes to staffing and increase is related to proposed raises
 - Benefits (200) – increase because of PSERS offset by reduction related to budgetary health care costs
 - Purchased services (300) - \$50,000 investment in Frontline technology system for absence management, recruiting and hiring and document management software.
 - Purchased property services (400) - \$600,000 budgeted for upgrades at the Enola facility.
 - Equipment (700) – increase of \$240,000 due to the upgrades of technology (switches, routers, servers, etc.) This is part of a 5 year technology plan.
 - Other (800) – Reduction of bank fees and elimination of the ACA transmittal fee.
 - Other Financing Uses (900) – No major changes
- The Board recognized CAIU Retiree, Beth Spittler, Transportation Specialist, retirement after 34 years of service
- In celebration of Board Appreciation Month, CAIU Administration provided a special breakfast and a small gift as a token of appreciation.
- Statement of Financial Interests Forms must be completed and submitted to the Board Secretary for the calendar year 2019 no later than May 1, 2020.
- Ms. Alicia McDonald, Director of Student Services, passed around thank you notes to the Board Members from our MDS Elementary class. The CAIU is proud to have partnered with United Way of the Capital Region and the community to launch a school readiness pilot project to move the needle on education disparities in our region. Currently, 75 percent of local families are unaware, or cannot afford, these types of programs. The project employs early education liaisons. The focus of their work is through the lens of the school they work with to tailor approaches to help prepare children for kindergarten. The CAIU will provide oversight for liaisons who are working with districts on Kindergarten readiness. The CAIU will also monitor the progress in achieving all deliverables. We were just notified by the state that our request for additional preschool funds was granted at approximately 90%. The additional funding has allowed us to post 19 much needed preschool positions.
- Mr. Dave Martin, Director of Technology Services, reported that technology is in the early stages of looking for a new provider for our phone system which will result in a significant cost savings for us and our ten participating school districts.
- Mr. Daren Moran, Director of Business & Operations, reported that the monthly Business Managers meeting was held yesterday. The Auditor General was present to provide a very informative presentation. Mr. Moran worked closely with the human resources team on the carving out of our prescription drug care plan. The Trust reported that the carve-out was a success and was one of the best roll outs due to the good communication and minimal issues.

He reported on the status of the Steelton-Highspire School District payments and continues to work closely with their staff. They are doing a great job at keeping up on their payments and appear to be heading in the right direction fiscally.

- Dr. Tom Calvecchio, Assistant Executive Director, provided a human resources update: HSA funds were replenished on January 1 and W-2s were made available to staff. The teacher shortages continues to be a challenge for the IU and our school districts. We are collaborating with ten of our school districts to hold a job fair on March 12. Hard to staff positions such as PCAs and EPPs will be targeted. Dr. Calvecchio also provided a communications update and shared a video from our recent All Staff Day to demonstrate the great things our staff are doing.
- Mr. Brian Griffith, Director of Educational Services, reported that on January 7 a meeting was held for those school buildings that have been designated as Targeted Support and Improvement (TSI) – one or more students groups are performing below the CSI thresholds for academic proficiency and growth. We are providing supports to these schools who have been tasked to develop an improvement plan. Mr. Griffith reported on the High Impact Strategies Training that was recently held for student teachers. We trained 130 student teachers that are now out serving in the school districts. Currently, CAIU uses the 48 CARATS system for registration, approval, tracking and uploading to Department of Education. The system is very antiquated and we are in the early stages of looking for a replacement system.
- Dr. Andria Saia, Executive Director, highlighted that the *All In* Newsletter that was available for the Board's review. She highlighted and expressed her gratitude to our Board Members for their service to the CAIU and our communities. The *Did you Know* section highlighted our Application Development team who work hard to plan, develop, and launch programs that enhance and support the CAIU. Dr. Saia provided an update on the property located on the corner of Valley and Miller Rd. The property is currently under a proposed development plan for possible townhouses, apartments, retail, bank, and/or hotel space. The old stone house on the corner, the Miller House, is in the way of their plans. The developers have worked with the Historical Society and with the CAIU to come to an agreement to move the house to a piece of land that we've donated on the corner of Miller and First Street. In exchange, we will be hooked up to their sewer system and will be provided an additional exit with an emergency gate. The developers are planning to file the final approval to the township in March and are looking to close on the property in May or June. Dr. Saia also reported on her recent activities and updates.

Approved Action Items

- Appointment of the following new Board Member:
 - Mrs. Paula Bussard, Carlisle Area School District, to fill an unexpired term of January 23, 2020 to June 30, 2020.
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 19, 2019
- December 2019 Treasurer's Report – a total of \$11,257,138.44 in receipts and \$6,941,120.37 in expenditures
- Summary of Operations for December 2019 showing revenues of \$8,014,264.32 and \$7,523,633.82 in expenditures
- Other Fiscal Matters - None
- Budget Administration
 - Proposed 2020-21 General Operating Budget (1st Reading)
 - Proposed 2019-20 Original Budget - United Way Initiative
- Other Business Items
 - Contracts – January 2020
- Policies & Programs
 - First Reading, Revised Policy #610 - Purchases Subject to Bid/Quotation
 - First Reading, Revised Policy #611 - Purchases Budgeted
 - First Reading, Revised Policy #626 Attachment – Procurement
 - First Reading, Revised Policy #705 - Safety Organizations/Groups/Individuals
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Administrative Services Secretary

- First Reading, Existing Position, Revised Description - Contract and Child Accounting Coordinator
- First Reading, Existing Position, Revised Description – Data Systems Supervisor
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board Members for their attendance and welcomed all of our new members. She also reported that she had the opportunity to attend the CAIU All Staff Day. West Perry School District recently was recognized for one of their Title I schools making better than 5% growth.

Board Member Report

- Dr. Layne Lebo invited all to attend a presentation on Vaping and Substance Misuse in our Community at the Mechanicsburg Brethren in Christ Church on March 12 from 9:00 am – 11:30am. There is no cost for this event.

NEXT MEETING: Thursday, February 27, 2020, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting

- A. RESIGNATIONS:**
ERIN MILLER, Occupational Therapist, OT/PT Program, effective January 13, 2020.
Reason: Personal.
RYAN RENAUD, Personal Care Assistant, Emotional Support Program, effective January 7, 2020. Reason: Personal.
- B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**
TRACI BRODY, Program Assistant, CAOLA Program, effective date to be determined. Base salary of Range 2, \$33,618 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a new position funded through the CAOLA budget.
STEPHANIE MILLER, Program Assistant, CAOLA Program, effective date to be determined. Base salary of Range 2, \$36,300 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a new position funded through the CAOLA budget.
KAITLIN SWISHER, Administrative Services Secretary, Administrative Team, effective January 6, 2020 with base salary of Range 4, \$31,500 for 260 days of service will be prorated for a total of 127 days through June 30, 2020. This is a replacement position funded through the General Operating budget.
- C. CHANGES OF STATUS:**
MAITLAND KNEPPER, Certified Occupational Therapist Assistant, OT/PT Program, from part-time to full-time status, effective January 27, 2020.
HANNAH ROHRS, from Educational Paraprofessional to Floater Teacher, effective January 13, 2020. Change of status results in a change of salary to 80% of Bachelors, Step 5, \$50,241 for 190 days of service and will be prorated for a total of 96 days.

Executive Director's Activities/Updates **January 23, 2020**

- January 7 – Follow Up Strategic Planning with consultant Liz Weber
- January 8 – SAC
- January 9-10 – Superintendents Academy
- January 15 – DCTS Board Meeting
- January 17 – All Staff Day
- January 21 – Testified before the House Education Committee

Projects getting a lot of attention:

- All Staff Day planning
- House Education Committee Testimony
- Regional Response to Teacher Shortage

Invitation to upcoming events

- Black Hawk Brew Crew from Susquenita SD, today in the middle lobby!
- Media Design Competition, March 31st
- Champions for Children Bingo, April 3rd