

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

April 22, 2021**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 22, 2021, virtually.

- REGULAR BOARD MEETING** At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mr. Brian Carter (arrived after roll call), Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mr. Dennis Helm, Mrs. Emily Hoffman, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Tricia Steiner, Mr. William Swanson, Mr. Ford Thompson (14)
Members not in attendance were: Mrs. Barbara Geistwhite, Ms. Elizabeth Knouse, Dr. John Mallonee, and Mrs. Ilecia Voughs (4)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer
Staff/Public in attendance were: Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Ms. Alicia McDonald, Dr. Andrew McCrea, Mr. Len Kapp, Heather Donovan, Michelle Sholder, Gino Silva, Irene Reedy
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** There was no Public Comment.
- Approval of Minutes** **Mr. Ford Thompson moved, seconded by Mr. Eric Samples**, “that the March 25, 2021 Board Meeting Minutes be approved.”
Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
- Board Committee Report** Mr. Eric Samples reported that two Act 93 Committee meetings were held to discuss a proposed memorandum of understanding.
- Treasurer’s Report** **Mr. Eric Samples moved, seconded by Mr. Dennis Helm**, “that the following fiscal items be approved:
Treasurer’s Report – March 2021 March 2021 Treasurer’s Report – a total of \$14,519,773.51 in receipts and \$10,862,243.85 in expenditures
Payment of Bills – March 2021 March 2021 Payment of Bills
- Summary of Operations – March 2021 Summary of Operations for March 2021 showing revenues of \$81,209,121.02 and \$73,884,626.39 in expenditures.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Budget Administration

Mr. Dennis Helm moved, seconded by Mr. Eric Samples, “that the following Budget Administration Items be approved:

Proposed 2020-21
Budget Revisions

The following Proposed 2020-21 Budget Revisions:

- Cafeteria
- IDEA Section 611 – School-Age
- LYDC State
- LYDC Title ID
- Online Learning Association
- Title ID – Neglected & Delinquent Subpart 2
- Transportation.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Fiscal Matters

Mr. Ford Thompson moved, seconded by Mr. Dennis Helm, “that the following Other Fiscal Matters be approved:

2021-22 Student
Services Fixed Rates

2021-22 Student Services Fixed Rates

Proposed 2021-22
Market Place
Services

Proposed 2021-22 Market Place Services.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Business Items

Contracts –April 2021

Mr. Eric Samples moved, seconded by Mr. Dennis Helm, “that the April 2021 Contracts be approved.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Appointment of New
Board Member

Ms. Tricia Steiner moved, seconded Mr. Eric Samples, “that the following New Board Members be appointed:

- Mr. John Abel, Derry Township SD, to fill an unexpired term from May 11, 2021 – June 30,2021.
- Mr. Jason Minnich, Millersburg Area SD, to fill an unexpired term from April 20, 2021 – June 30,2021.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Policies & Programs

Second Reading,
Revised Policies

Mrs. Paula Bussard moved, seconded by Mr. Ford Thompson, “that the following Second Reading of New Policy #218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault be approved.”

Motion passed with a roll call vote: Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Mr. Christopher Lupp, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mrs. Tricia Steiner, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes (13).

Mr. Dennis Helm moved, seconded by Mrs. Judy Crocenzi, “that the following Policies & Programs be approved:

First Reading Revised
Policies

First Reading Revised Policies:

- Revised Policy #805 - Emergency Preparedness
- Revised Policy #819 - Suicide Awareness, Prevention & Response

2021-22 Educational
Services Consultant
Calendar

2021-22 Educational Services Consultant Calendar

Proposed 2021-22
Student Services
Master Calendar

Proposed 2021-22 Student Services Master Calendar

Revised CAIU Health
and Safety Plan

Revised CAIU Health and Safety Plan.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Job Descriptions

Mr. Dennis Helm moved, seconded by Mrs. Judy Crocenzi, “that the following Job Descriptions be approved:

First Reading,
Existing Position,
Revised Description –
Principal, Adjudicated
and At-Risk Youth

First Reading, Existing Position, Revised Description – Principal, Adjudicated and At-Risk Youth

First Reading, New
Position, New
Description - Digital
Marketing Assistant
(Program Assistant)

First Reading, New Position, New Description - Digital Marketing Assistant (Program Assistant)

First Reading, New
Position, New
Description – School
Psychologist - ANPS

First Reading, New Position, New Description - School Psychologist - ANPS

First Reading,
Existing Position, New
Description – Special
Projects Supervisor

First Reading, Existing Position, New Description – Special Projects Supervisor.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Personnel Items	Mr. Eric Samples moved, seconded by Mr. Dennis Helm, “that the following Personnel Items be approved:
RESIGNATIONS	LYNONNE LEMING , Educational Paraprofessional, Early Intervention Program, effective March 27, 2021. Reason: Personal.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	LYNDSAY GEORGE , Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$25,441 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 MAWA budget. MOLLIE GOODLING , Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$25,441 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. MELISSA MATHIS , Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 3, \$49,487 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 MAWA budget. JASMINE TANNER , Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$23,484 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 Geers budget.
CHANGE OF STATUS	JULIE GUNTER , Educational Paraprofessional, Early Intervention Program, from part-time to full-time status, effective April 8, 2021.
LEAVE OF ABSENCE	TERI REED , Educational Paraprofessional, Autism Support Program. Unpaid leave is requested for March 30, 2021, due to exceeding 10 days of leave without pay. This will be employee’s 11 th day without pay. Reason for Leave: Personal. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave. LAURA SPANGENBERG , Inclusion Consultant, leave of absence beginning May 11, 2021. Leave is requested in accordance with Article VI Section D of the CBA.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous
Reports & Updates	
Board Spotlight	The Board Spotlight was on the PeaceBeats program. For the past year CAIU staff have been working with Lenny Tepsich, aka Mr. Music, along with Bob Welsh, Leanne Cox and others to provide students with social emotional learning in the form of fun, music based lessons. Mr. Music has been regularly visiting with our pre-school and Hill Top classrooms, teaching our kids how to deal with many of the challenges they face everyday and encouraging them to be their best self. Mr. Music, Bob Welsh, and several students from Hill Top performed several songs for the Board Members.
Announcement of April 2021 CAIU Retiree	The CAIU Board of Directors announced the following April 2021 CAIU Retiree: Donna Weldon , Service Coordinator, retirement after 16 years of service.

CAIU Team Reports

- **Ms. Alicia McDonald, Director of Student Services**, shared some sad news regarding one of our preschool Speech Clinicians, Karen Etter, who passed away on April 11; she will be missed by staff and children alike. The exit interview for Loysville special ed monitoring went well. PaTTAN provided positive feedback on the work that our teachers have done with the students in special education and the great job with paperwork! We will be working with Dr. Andrew McCrea to finalize the Special Education Plan and Flexible Instruction Days and will come to the Board in May for review and approval. Ms. McDonald expressed her gratitude to the Board for all of their support of the Student Services staff and programs over the years. She participated in the Franklin Covey Leadership session and has reflected on the amazing Student Services Leadership team who works hard to execute the CAIU vision and program vision. Mr. Eric Samples thanked Alicia for all that she has done for the CAIU and wished her well in her retirement.
- **Mr. Dave Martin, Director of Technology Services**, reported on Cyber security and Multi-Factor Authentication. Security breaches are unfortunately becoming everyday occurrences, especially with so many students and staff working from home, creating new vulnerabilities. We are working diligently with our school districts to be vigilant about protecting our students and staff. Multi-Factor Authentication (MFA) is an important technique to combat security breaches and to keep our staff, students and their data more secure. Dave also reported on the need for providing internet access for all students. He is currently working with a team across all IUs on a project to provide funding to ensure that all homes have internet access regardless of accessibility and affordability.
- **Mr. Brian Griffith, Director of Educational Services**, provided an update on the CAIU Summer 2021 Professional Learning opportunities. Click [HERE](#) for more information. Please see the great info in the All In Executive Director's Report about our Arts in Education Partnership. Our first CAIU AIE Residency was completed mid-February and the artist put together a video to sum up what the students did over the couple of months they worked together. Link to video: <https://vimeo.com/527895766>. Mr. Griffith also reported on the incredible growth of the CAOLA program as the budget increased by 18 million dollars this year. IU11 has recently joined CAOLA. The program has experienced great success in a very challenging year and has helped support our districts.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided a facility update: we are deep in the planning stages for summer classroom moves. The Miller House has been moved successfully. Transportation report: We continue to deal with very challenging and complex calendar changes due to Covid related closures. Len shared appreciation for his small staff of two and the great contractors that are working hard to keep up with these changes. We continue to experience a shortage in drivers. Safety update: We continue to plan for 2021-22 and will update the Board with any changes.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that May is Mental Health Awareness month. During the month of May, the CAIU is going to wear green ribbons in support of mental health awareness. Please let Tom know if you are interested in receiving a ribbon. We are providing staff with an increased number of free counseling sessions and unlimited access to articles and videos on a variety of topics provided by our EAP.
- **Dr. Andria Saia, Executive Director**, highlighted the All In Newsletter and the virtual PAIU Day on the Hill where we shared a presentation on our Early Intervention program, mental health challenges, and CAOLA program. Our CAOLA program is providing savings in the millions for our counties. Dr. Saia also highlighted Mr. Music and the PeaceBeats program. Mr. Music is working with Steelton-Highspire SD, Hill Top School, and CAIU Early Intervention students. The program has been highly successful in engaging the children. We have partnered with WITF this year on programming, music clips, lesson plans, and printable suggestions for parents. Click [HERE](#) for more information on

the WITF Ready Set Music. We continue with our equity work; members from CAIU Leadership Team has written another great article on *Reframing our Views to Increase Awareness of Implicit Bias*. CAIU Leadership team recently participated in day 1 of our Four Essential Roles of Leadership training with Franklin Covey. The second day of training will be in July. Dr. Saia provided an updated on her personal goals: Developing multi audits to collect data and working to simplify reports into a more user-friendly format. Update on our equity work: we are using PDEs Pillars as a foundation and have a Diversifying the Workforce team comprised of several school district representatives and consultants. The team has developed a Blueprint for our school districts to use. Our leadership team has engaged in a 360 evaluation through Franklin Covey. Leadership tools and surveys are also available. We are working with a facilitator who will assist us in using the survey data to develop an action plan and to gauge our progress. We are looking to provide cascading objectives for staff so they can see themselves in the CAIU vision and work. Very excited about the upcoming CAIU facilities project and possibility of combining several of our EI classrooms into one Lower Allen location. We are moving along on our website Redesign. Reported on external projects: we continue to work with the state on the Keystone Academy for at risk students.

- **Mr. Daren Moran, Director of Business & Operations**, thanked the School Districts for their support of the 21-22 General Operating Budget. Updated the board on the complexities of applying for Cyber Liability Insurance. The application contains a comprehensive checklist of needs just for a quote; Multi factor authentication will almost be required in order to obtain insurance. Recognition of Len and his crew in transforming our IU into classrooms, vaccine clinics, etc. in addition to maintaining the building. For those districts that are members of the South-Central Trust – We are in transition of benefit consultants. Conrad Segal will be our new consultant for the trust. The IU is point on this project. IU construction project is now slowly moving forward. We will reengage with Crabtree to get the project off the ground again. EI program currently leases several facilities. We have an opportunity to work with West Shore SD, using Lower Elementary school, which will become vacant, to consolidate our several lease locations to one. Just started rolling with this project. Daren gave a shout out to Alicia McDonald who leaves us with huge shoes to fill. It has been a pleasure to work with Alicia over the last 15 years. The Esport equipment was just delivered to Hill Top yesterday. You can expect an update next month.
- **Rennie Gibson**, Board Secretary, reminded the Board that the 2020 Statement of Financial Interest forms are due to her by May 1. The CAIU annual voting ballots for new CAIU Board Members have been sent out for all school district's board members to vote. Ballots are due to her by June 11, 2021.

Arriving Board Member

At 8:36 a.m., Mr. Brian Carter arrived at the Board meeting.

Departing Board Member

At 8:50 a.m., Mrs. Emily Hoffman departed the Board meeting. At 9:00 a.m., Mr. Richard Bradley departed the Board meeting.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports.

President's Report

Mrs. Jean Rice thanked the Board for their attendance. She will be sending out the Executive Director evaluation form for completion as it is due in May.

Board Member Sharing of Information

Mrs. Tricia Steiner reported that this is her last meeting. She shared that she enjoyed her time here and has learned so much. She is inspired by CAIU's vision, innovation and dedication to staff.

Information Items

There were no Information Items.

**Other
Business/Public
Comment on Items
Not Specific to
Agenda**

There were no other business or public comment on items not specific to the agenda.

**Next Board Meeting
Date**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, May 27, 2021, 8:00 a.m., Board Room, CAIU Enola Office (virtually).

Adjournment

Mr. Eric Samples moved, seconded by Mr. Dennis Helm, “that the meeting is adjourned.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

At 9:43 a.m., the meeting adjourned.

Executive Session

At 9:44 a.m., the Board entered into an Executive Session to discuss Personnel Matters.
At 10:15 a.m., the Executive Session adjourned.

Rennie Gibson,
Board Secretary