

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**March 25, 2021  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on  
Thursday, March 25, 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:** Mrs. Paula Bussard, Mr. Richard Bradley, Mr. Terry Cameron, Mr. Brian Carter (arrived after roll call), Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite (arrived after roll call), Mr. Dennis Helm, Mrs. Emily Hoffman (arrived after roll call), Mrs. Jean Rice, Mr. Eric Samples, Mrs. Tricia Steiner, Mr. William Swanson, Mrs. Ilecia Voughs (arrived after roll call) (14)  
**Members not in attendance were:** Ms. Elizabeth Knouse , Mr. Christopher Lupp, Dr. John Mallonee, Mr. Ford Thompson, and Mr. J. Bruce Walter (5)  
**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, Jennifer Sciacca
- 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.
- Arriving Board Members** At approximately 8:01 a.m. Mrs. Ilecia Voughs, Mrs. Barb Geistwhite, and Mrs. Emily Hoffman arrived at the meeting. At approximately 8:03 a.m., Mr. Brian Carter arrived at the meeting.
- Board Spotlight** **The Board Spotlight** was on Special Education – Online Learning presented by Student Services teachers Jen Sciacca and Heather Donovan. Jen is an Elementary Emotional Support Teacher at Hill Top Academy. In-person preparation using online tools such as Seesaw, Zoom and iPad apps made for easier transition for our students to virtual learning. Jen shared how she is using these tools to engage students in virtual learning. The key to success has been consistency, preparation, and flexibility. In addition, the support of their team has been essential. Heather Donovan, Inclusion Consultant, demonstrated how she uses Zoom, Seesaw and bitmoji classroom to provide one on one direct instruction and small group activities for her students. She focuses on a theme for instructional development, considers children’s interest, prioritized IEP goals, family goals, and her personal goals for her children. This year has been very challenging for teachers, parents, and students. These tools have allowed for a positive, engaging, and fun virtual learning experience for the students and their parents. Heather share several parent responses that were all very positive – students love it! Heather invited anyone who is interested to pop into any of her classrooms.

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| <b>Approval of Minutes</b>            | <b>Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples,</b> “that the February 25, 2021 Board Meeting Minutes be approved.”   |
|                                       | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Board Committee Report</b>         | The Board Act 93 Committee recently met to begin the process of meeting and discussing the Act 93 plan.   |
| <b>Treasurer’s Report</b>             | <b>Mr. Ford Thompson moved, seconded by Mr. Eric Samples,</b> “that the following fiscal items be approved:   |
| Treasurer’s Report – February 2021    | February 2021 Treasurer’s Report – a total of \$9,079,403.34 in receipts and \$10,185,859.79 in expenditures  |
| Payment of Bills – February 2021      | February 2021 Payment of Bills  |
| Summary of Operations – February 2021 | Summary of Operations for February 2021 showing revenues of \$69,700,985.07 and \$64,149,591.81 in expenditures.”   |
|                                       | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Budget Administration</b>          | <b>Mr. Dennis Helm moved, seconded by Mr. Ford Thompson,</b> “that the following Budget Administration Items be approved:   |
| Proposed 2020-21 Budget Revision      | The following Proposed 2020-21 Budget Revisions: <ul style="list-style-type: none"> <li>• Early Intervention – ACCESS</li> <li>• English as a Second Language (ESL)</li> <li>• Professional Services</li> <li>• Early Intervention</li> <li>• Technology Entrepreneurial</li> </ul> |
| Proposed 2020-21 Original Budget      | Proposed 2020-21 Original Budget – Title I, Part A, Improving Basic Programs.”  |
|                                       | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>   |
| <b>Other Fiscal Matters</b>           |   |
| None                                  | None  |
| <b>Other Business Items</b>           | <b>Mr. Dennis Helm moved, seconded by Mr. Eric Samples,</b> “that the following Other Business Items be approved:   |
| Contracts –March 2021                 | March 2021 Contracts  |
| Lease Termination Agreement           | Approval of Lease Termination Agreement between Capital Area Intermediate Unit and the South-Central Work Force Investment Board as of August 31, 2020  |

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| Lease Assumption with South Central Work Force Investment Board   | Approval to assume lease obligations between the Capital Area Intermediate Unit and the Capital Region Partnership for Career Development effective August 1, 2020 – June 30, 2023.   |
| Acceptance of Board Member Resignation  | Acceptance of J. Bruce Walter, Millersburg Area SD, resignation from the CAIU Board effective March 17, 2021. Mr. J. Bruce Walter resigned from Millersburg Area School Board on 3/17/21.   |
| Ratification of Comcast RWAN Service Agreement  | Ratification of Comcast RWAN Service Agreement effective March 18, 2021.”   |
| <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b> |   |
| <b>Policies &amp; Programs</b>  | <b>Mr. Ford Thompson moved, seconded by Mrs. Paula Bussard,</b> “that the following Policies and Programs be approved:  |
| Second Reading, Revised Policies  | Second Reading and approval of the following Revised Policies: <ul style="list-style-type: none"> <li>• #103 -Discrimination/Title IX Sexual Harassment Affecting Students</li> <li>• #331 - Job Related Expenses</li> <li>• #333 - Professional Development</li> <li>• #334 - Sick Leave</li> <li>• #340 - Responsibility for Student Welfare</li> <li>• #803 - Intermediate Unit Calendar</li> <li>• #805.1 - Relations with Law Enforcement Agencies - with addition of “cultural awareness” under Training section</li> </ul> |
| Second Reading New Policy # 252 - Dating Violence   | Second Reading New Policy #252 - Dating Violence  |
| First Reading, New Policy   | First Reading of New Policy #218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault  |
| Proposed 2021-22 12-Month Employee Calendar   | Proposed 2021-22 12-Month Employee Calendar.”   |
| <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b> |   |
| <b>Job Descriptions</b>   | <b>Mr. Eric Samples moved, seconded by Mr. Dennis Helm,</b> “that the following Job Description be approved:  |
| Second Reading, Existing Position, Revised Description - Custodian  | Second Reading, Existing Position, Revised Description – Custodian.”  |
| <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b> |   |

**Personnel Items**

**Mrs. Paula Bussard moved, seconded by Mrs. Judy Crocenzi**, “that the following Personnel Items be approved:

## RESIGNATIONS

**STEPHANIE CASEY**, Teacher, Vision Program, effective June 3, 2021. Reason: Retirement after 35 years of continuous CAIU service.

**KATHERINE GOTTLIEB**, Program Supervisor, Student Services Team, effective July 31, 2021. Reason: Retirement after 5 years of continuous CAIU service.

**MARK HENNES**, Supervisor of Special Projects, Educational Services Team, effective August 31, 2021. Reason: Retirement after more than 14 years of continuous CAIU service.

**RICHARD MARLIN**, Speech and Language Clinician, School-Age Speech Program, effective June 1, 2021. Reason: Retirement after 26 years of continuous CAIU service.

**ALLISON PRICE**, Educational Paraprofessional, Early Intervention Program, effective June 4, 2021. Reason: Personal.

**DONNA WELDON**, Service Coordinator, Early Intervention Program, effective April 30, 2021. Reason: Retirement after more than 16 years of continuous CAIU service.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

**JUSTINE ALLEN**, 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.

**CANDICE BRUNER**, 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.

**VICTORIA JACKSON**, Paraeducator, effective date March 30, 2021. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$25,441 for 190 days of service will be prorated for a total of 45 days with additional new hire days as required. This is a new position funded through the Autism budget.

**KATHERINE KUHN**, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 2, \$48,987 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.

**ALEXANDRA ROBERTS**, 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.

CHANGE OF  
STATUS

**DR. ANDREW MCCREA**, from Assistant Director of Student Services to Director of Student Services, Student Services Team, effective May 3, 2021. Change of status results in a change of salary to \$140,598.03 for 260 days of service and will be prorated for a total of 43 days through 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**

**Reports & Updates**

Announcement of  
March 2021 CAIU  
Retiree

There were no March 2021 CAIU Retirees.

## CAIU Team Reports

- **Ms. Alicia McDonald, Director of Student Services**, gave a shout out to the CAIU Data Team who were recently nominated for the Data Governance Award of Excellence. The Data Team is made up of Kelly Green-Laman, Contract and Child Accounting Specialist/PIMS Administrator, Lauren Mahoney, Data Specialist, Beth Flick, Data Coordinator, and Donna Winfindale, Data Team Program Secretary. This team works with school districts for Penn Data, PIMS, child reporting, and the Capital Area Data Network. Thanks for your hard work and commitment to data quality. This month is Social Worker Appreciation month. Alicia shared her appreciation for our 35 Social Workers and Mental Health Workers for the work they do for students, families, and staff. They provide direct services for students and connect our families with community resources to meet their needs
- **Dr. Andrew McCrea, Assistant Director of Student Services**, thanked the Board for their approval and support of his new role as Director of Student Services. Dr. McCrea has a great understanding of Students Services department and is looking forward to the opportunity to continue to grow and evolve.
- **Mr. Dave Martin, Director of Technology Services**, reported on the upcoming *Learning and Growing Summit* on June 22-23, 2021. This is a free virtual event designed for educators, administrators, and technology specialists/directors within the IU 15 region. The goal is to provide sessions for learning, collaboration, and planning for an uncertain future due to the impact of COVID-19. He also reported that his team has received overwhelmingly positive feedback about the new release of AgendaManager.
- **Mr. Brian Griffith, Director of Educational Services**, provided an update on the Spring Equity Conference focusing on **Promoting Social Justice in School Discipline and Equity Policies**. Approximately 300 people from across the country attended this multi-day conference. The conference was a huge success. Thanks to the planning committee led by Mark Hennes. CAIU Summer Camps are back this year offering a variety of half and full-day camps. Currently, CAIU staff are participating in judging the Media and Design Competition which is all virtual this year. Winners will be announced on Monday. CAOLA continues to grow as IU11 and their districts recently voted to join this week.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, is busy assisting with the setup of our next vaccine clinic being held today and tomorrow. On April 5, the Miller House is expected to be moved into place.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update on the extension on **FCCRA leave** and extended tax break. ESSER funds were added to fully subsidize COVID premiums through September. **PAIU Day on the Hill** will be held on April 8, 2021 and will be virtual. In addition to increased education funding, we will be advocating for support of Early Intervention Services and COVID mitigation efforts. **Social and Emotional Learning** will now be formally recognized on March 26.
- **Dr. Andria Saia, Executive Director**, highlighted the All In Newsletter and the **vaccine clinics**. We have vaccinated over 1000 1a eligible people and 6889 during the special initiative to vaccinate PA teachers and school staff. Kudos to all that have stepped up to make this possible. Special thanks to Sally Fike and Kaitlin Swisher at the front desk, Len Kapp and his maintenance crew and all of the administrators and staff that have provided onsite support. We have two more days planned, today and tomorrow, to catch the rest of the region that might have been missed a vaccine. AML and the National Guard have been wonderful to work with
- **Mr. Daren Moran, Director of Business & Operations**, provided an update on the 2021-22 General Operation Budget. It has been sent out to all school districts for their board's approval. Thank you to those districts that have already approved the budget, which is approximately half of our districts.

## 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.

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| <b>President's Report</b>  | Mrs. Jean Rice thanked the Board for their attendance. Amazing site- kudos to all that have been involved with the vaccine rollout. Heartfelt thanks.  |
| <b>Board Member Sharing of Information</b>                           | Mr. Eric Samples shared that Lower Dauphin recently lost their longest standing board member, Keith Oellig. Contributions may be made in memory of Keith to the Lower Dauphin Falcon Foundation, Dauphin County Technical School Car Project, 291 East Main Street, Hummelstown, PA 17036. Checks may be mailed to the above address or contributions will be accepted at <a href="https://www.paypal.com/donate/?url=https://www.paypal.com/donate">paypal.me/LDFFdonate</a> (include "In Memory of Keith Oellig" in the memo) Mrs. Tricia Steiner offered her condolences to Eric and Lower Dauphin. She also reported that she attended the conference on social justice and equity and it was phenomenal. The Keynote speakers and session presenters were remarkable. She expressed thanks to the CAIU for hosting the vaccine clinics. Always quick to pivot and move to get what kids need. |
| <b>Information Items</b>   | There were no Information Items.   |
| <b>Other Business/Public Comment on Items Not Specific to Agenda</b> | There were no other business or public comment on items not specific to the agenda.  |
| <b>Next Board Meeting Date</b>                                       | The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, April 22, 2021, 8:00 a.m., Board Room, CAIU Enola Office (virtually).  |
| <b>Adjournment</b>   | <b>Mr. Dennis Helm moved, seconded by Mr. Eric Samples</b> , “that the meeting is adjourned.”<br><br><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b><br><br>At 9:04 a.m., the meeting adjourned.   |
| <b>Executive Session</b>   | At 9:04 a.m. the Board entered into Executive Session for Personnel Matters.<br>At 9:56 a.m., the Executive Session adjourned.   |

Rennie Gibson,  
Board Secretary