

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**May 27, 2021****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 27, 2021, virtually.

- EXECUTIVE SESSION** At 8:00 a.m., the Board entered into an Executive Session to discuss Personnel Matters.
- REGULAR BOARD MEETING** At 8:42 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. John Abel, Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mr. Christopher Lupp, Mr. Jason Minnich Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mrs. Ilecia Voughs (16)  
**Members not in attendance were:** Mr. Brian Carter (arrived after voting agenda), Ms. Elizabeth Knouse , Dr. John Mallonee, and Mr. William Swanson (3)  
**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, Dr. Andrew McCrea, Dr. Keith Watson, Mr. Len Kapp
- 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 Mrs. Barbara Geistwhite,** “that the April 22, 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**
- Board Nominating Committee** Mrs. Judy Crocenzi, Committee Chair, reported that the committee is seeking interest/nominations to bring forth a slate of officers in June at the Board Re-organization meeting for board president, vice president, treasurer, and secretary. Please let Judy Crocenzi know if interested. Jean Rice and Judy Crocenzi both announced their interest in continuing to serve.
- Act 93** Mr. Eric Samples, Committee Chair, reported that the committee held several meetings and had a discussion with the Board in Executive Session.

Executive Director Committee	Mrs. Barbara Geistwhite, Committee Chair, reported that the Board discussed the evaluation summary in Executive Session and will meet with Dr. Saia immediately following the meeting today to finalize.
<b>Treasurer's Report</b>	<b>Mr. Dennis Helm moved, seconded by Mr. Eric Samples,</b> "that the following fiscal items be approved:
Treasurer's Report – April 2021	April 2021 Treasurer's Report – a total of \$20,087,054.04 in receipts and \$8,231,950.12 in expenditures
Payment of Bills – April 2021	April 2021 Payment of Bills
Summary of Operations – April 2021	Summary of Operations for April 2021 showing revenues of \$96,431,260.73 and \$83,454,498.89 in expenses."
	<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. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,</b> "that the following Budget Administration Items be approved:
Proposed 2020-21 Budget Revisions	The following Proposed 2020-21 Budget Revisions: <ul style="list-style-type: none"> <li>• Budget Revision - Administrative Time Study</li> <li>• Budget Revision – CAMhP</li> <li>• Budget Revision B - Comprehensive Planning</li> <li>• Budget Revision – Diakon</li> <li>• Budget Revision – ELECT</li> <li>• Budget Revision - Hospital Partial Program</li> <li>• Budget Revision - Institutionalized Children's Program</li> <li>• Budget Revision - School-Age ACCESS</li> <li>• Budget Revision - Student Services</li> </ul>
Proposed 2020-21 Original Budgets	The following Proposed 2020-21 Original Budgets: <ul style="list-style-type: none"> <li>• ESSER II Grant</li> <li>• School-Based Behavior Health Stipend</li> </ul>
Proposed 2021-22 Original Budget - Non-Public Professional Development Budget	Proposed 2021-22 Original Budget - Non-Public Professional Development Budget
Proposed 2021-2024 Original Budget - Comprehensive Planning	Proposed 2021-2024 Original Budget - Comprehensive Planning."
	<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>	<b>Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,</b> "that the following Other Fiscal Matters be approved:

2020-21 Audit Engagement Letter

2020-21 Audit Engagement Letter

Proposed 2021-22 Cafeteria Rates

- **Milk** for students/adults .65
- **Lunch (K-12)** CEP
- **Lunch, Reduced\*** CEP
- **Lunch, Adult** 4.05
- **Breakfast (K-12)** CEP
- **Breakfast, Reduced\*** CEP
- **Breakfast, Adult** 2.20

**CEP – Community Eligibility Program.** All enrolled students attending Hill Top Academy will receive a nutritious free breakfast and lunch at school at no charge to the student’s household. No changes are suggested for next school year.”

**Motion passed with a roll call vote as 14 members present voting in the affirmative and one member, Mr. John Abel, abstained due to a conflict of interest to the 2020-21 Audit Engagement Letter.**

**Other Business Items**

**Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi,** “that the following Other Business Items be approved:

Contracts –May 2021

May 2021 Contracts

Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel/Hourly Rate

Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel for the 2021-22 school year at the blended rate of \$200 per hour effective July 1, 2021.”

**Motion passed with a roll call vote as 14 members present voting in the affirmative and one member, Ms. Alyssa Eichelberger, abstained due to a conflict of interest to the May 2021 Contracts.**

**Departing Board Member**

Mrs. Paula Bussard departed the meeting at 9:05 a.m.

**Policies & Programs**

**Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “that the following Policies and Programs be approved:

CAIU Flexible Instructional Days (FID) Plan

CAIU Flexible Instructional Days (FID) Plan

Proposed 2021-22 Special Education Plan

Proposed 2021-22 Special Education Plan

Second Reading, Revised Policies

- Second reading and final approval of the following revised policies:
- #805 - Emergency Preparedness
  - #819 - Suicide Awareness, Prevention & Response

First Reading Revised Policies	First reading of the following revised policies: <ul style="list-style-type: none"> <li>• #810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers</li> <li>• # 810.3 - School Vehicle Drivers</li> </ul>
Deletion of Policy # 218.3 - Metal Detectors	Deletion of Policy # 218.3 - Metal Detectors as it is no longer needed.”
	<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. Ford Thompson moved, seconded by Mr. Dennis Helm, “that the following Job Descriptions be approved:</b>
First Reading, Existing Position, Revised Description - PowerSchool Specialist	First Reading, Existing Position, Revised Description - PowerSchool Specialist
First Reading, Existing Position, New Description - Program Supervisor CAMhP Diakon Social Worker	First Reading, Existing Position, New Description - Program Supervisor CAMhP Diakon Social Worker
First Reading, Existing Position, New Description - Program Supervisor, OT PT EI Behavior	First Reading, Existing Position, New Description - Program Supervisor, OT PT EI Behavior
Second Reading, Existing Position, Revised Description – Principal, Adjudicated and At-Risk Youth	Second Reading, Existing Position, Revised Description – Principal, Adjudicated and At-Risk Youth
Second Reading, New Position, New Description - Digital Marketing Assistant (Program Assistant)	Second Reading, New Position, New Description - Digital Marketing Assistant (Program Assistant)
Second Reading, New Position, New Description - School Psychologist - ANPS	Second Reading, New Position, New Description - School Psychologist - ANPS
Second Reading, Existing Position, New Description – Special Projects Supervisor	Second 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.**

<b>Personnel Items</b>	<b>Mr. Eric Samples moved, seconded by Mr. Chris Lupp</b> , “that the following Personnel Items be approved:
RESIGNATIONS	<p><b>ELIZABETH DEAVEN</b>, HR Generalist, Administration Team – Human Resources, effective July 9, 2021. Reason: Retirement after 14 years of continuous CAIU service.</p> <p><b>AUTUMNS EVANS</b>, Program Assistant, Administration Team – Human Resources, effective July 16, 2021. Reason: Personal.</p> <p><b>SHELBY JOSSELYN</b>, Teacher, Emotional Support Program, effective June 4, 2021. Reason: Personal.</p> <p><b>JULIA KEPLER</b>, Teacher, Autism Support Program, effective June 4, 2021. Reason: Personal.</p> <p><b>TERI REED</b>, Educational Paraprofessional, Autism Support Program, effective April 28, 2021. Reason: Personal.</p> <p><b>GEORGE SCHMIDT</b>, Guidance Counselor, ANPS Program, effective June 3, 2021. Reason: Retirement after more than 19 years of continuous CAIU service.</p> <p><b>LINDSEY SCHUE</b>, Maintenance and Facilities Technician, Administration Team-Operations, effective August 4, 2021. Reason: Retirement after more than 12 years of continuous CAIU service.</p> <p><b>LORIE SEAMAN</b>, Speech and Language Clinician, School-Age Speech Program, effective June 1, 2021. Reason: Retirement after 23 years of continuous CAIU service.</p> <p><b>STEPHANIE SIMON</b>, Teacher, Autism Support Program, effective May 17, 2021. Reason: Personal.</p> <p><b>BETH STEWART</b>, Educational Paraprofessional, Early Intervention Program, effective May 14, 2021. Reason: Personal.</p> <p><b>TINA THOMAS</b>, Cafeteria Worker, Food Services Program, effective June 4, 2021. Reason: Personal.</p> <p><b>ANN VACCHIANO</b>, Teacher, Project Search Program, effective June 11, 2021. Reason: Retirement after more than 14 years of continuous CAIU service.</p> <p><b>GILLIAN WITHERS</b>, School Nurse, Student Services Team, effective June 7, 2021. Reason: Personal.</p>
TERMINATION	<b>SANDRA MERCER</b> , Educational Paraprofessional, Emotional Support Program, effective April 29, 2021.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<p><b>ALLISON BARBER</b>, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$52,639 (21-22 salary scale) 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.</p> <p><b>JOHN BENEDICT</b>, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 10, \$63,198 (21-22 salary scale) 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 School-Age Speech budget.</p> <p><b>STEPHEN BITTINGER</b>, Custodian, Administration Team - Operations, effective date to be determined. Base salary of \$26,174 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a new position funded through the General Operating budget.</p> <p><b>KASEY CONWELL</b>, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$52,639 (21-22 salary scale) 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.</p>

**KYLE FORSTER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support 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 Autism budget.

**ERIKA LOVE**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 2, \$52,014 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.

**CYNTHIA LUPOLD**, Principal of Adjudicated and At-Risk Programs, Loysville Youth Development Center, effective date to be determined. Base salary of \$121,358.16 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a replacement position funded through the Loysville Youth Development Center budget.

**REECE MONTGOMERY**, 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 replacement position funded through the MAWA budget.

**DARIANN PASTELOCK**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$52,639 (21-22 salary scale) 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.

**CHRISTINE SCHUMBER**, part-time Professional, effective date to be determined. Assignment: Occupational Therapist, Early Intervention Program, with base salary of Bachelors, Step 15, \$70,004 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.

CHANGE OF  
STATUS

**JASON BOES**, School Counselor, ANPS Program, from full-time to part-time status, effective July 1, 2021.

**MARY FAIR**, from Teacher to Floater Teacher, effective July 1, 2021. Change of status results in a change of salary to 80% of Masters, Step 15, \$74,148 for 190 days of service.

**ALICIA MCDONALD**, Director of Student Services, change in retirement effective date from June 30, 2021 to June 16, 2021.

**KEITH WATSON**, from Program Supervisor to Assistant Director of Student Services, effective May 10, 2021. Change of status results in a change of salary to Act 93 Grade 2, \$126,272.25 based on 260 days and will be prorated for a total of 38 days through June 30, 2021

LEAVE OF  
ABSENCE

**MICHELLE APPLEBY**, Personal Care Assistant, leave of absence effective March 15, 2021-April 9, 2021 and also April 26, 2021 – April 27, 2021. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.”

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

AMENDMENT OF  
THE BOARD  
AGENDA

**Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite**, “to amend the Board agenda to add the Act 93 MOU.”

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

Act 93 MOU

**Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “ that the Act 93 MOU be approved.”

**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  
May 2021 CAIU  
Retiree

The CAIU Board of Directors announced the following May 2021 CAIU Retiree: **Stephen Stoner**, Telecommunications and E-Rate Administrator, retirement after 35 years of service.

CAIU Team Reports

- **Dr. Andrew McCrea, Director of Student Services**, took a moment to reflect and recognize some of our retirees. Dr. McCrea shared the profound impact that Alicia McDonald has on him, the CAIU, and our students and families. He also recognized Ann Vacchiano and the positive impact she has had on our Project Search students. Announced and welcomed Cynthia Lupold, who was just hired to replace Clyde Caldwell at LYDC. She comes to us from Carlisle SD and has a strong background and focus. She will be a great fit. Excited to introduced Dr. Keith Watson, who is the new Assistant Director in Student Services. Highlighted spirit week at Hill Top which was designed to lift moral of the staff and students as many are experiencing high levels of stress. Dr. McCrea also highlighted a note of gratitude from one of our Preschool parents. The Hill Top graduation is tonight at Enola. Project Search graduation was last evening. In the process of finalizing the school district contracts which will impact our staffing. We have seen an increase in some very difficult cases.
- **Mr. Dave Martin, Director of Technology Services**, provided an update on the Emergency Broadband Benefit program (EBB) which provides affordability/accessibility of internet for all families. The program offers \$50/month towards internet access and will be available until the money runs out. This information was shared with all school district families. The Emergency Connectivity Fund (ECF) will be coming soon and will affect school’s funding. \$7 billion dollars will be available nationwide for providing internet access to those families that don’t have it. We will be sending a survey to all families to identify those that don’t have connectivity.
- **Mr. Brian Griffith, Director of Educational Services**, provided an update from PDE. His team is working on assisting the school districts with some recent changes to ACT 13, professional evaluations, which is going into effect for the 2021-22 year. Still using Danielson model but will change how certain items are weighted. Observations in the classroom will be more heavily weighted. Will be required to provide training and we are working with PDE to provide these trainings. New Administrators will be required to go through PIL course. We have staff being trained to deliver this course. Brian also highlighted the upcoming summer camps, please refer to the link in All In. Summer camps will be held in June and July and will be located at the CAIU and at various locations across the region.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, nothing to report this month. Next month you can expect a report on safety items and contractual items for consideration.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that two of our staff,– Cheryl Straw and Meghan Harvey will be on ABC 27 Good Day Today talking about our Speech & Language program. CAIU was awarded six awards in the Pennsylvania School Public Relations Association’s (PenSPRA) 2020 Excellence in Education Communications Contest. **Graphic Design Category** Award of Excellence (1st): CAOLA logo; **Publications Category** Award of Honor (2nd): Communications Guide; **Website & Apps Category** Award of Excellence (1st): Branding Website; **Special Purpose Project Category** Award of Honor (2nd): Take Action Webpage; **Video Category** Award of Honor (2nd): Teacher Appreciation 2020 and Award of Merit (3rd): Be Great “Surprise

thank you". A big shout out to our communications team. The CAIU has been experiencing some challenges in hiring. There is a need to be creative and develop some unique strategies. We are offering a hiring incentive of \$100 GC to our staff for recommending and will continue to share different strategies amongst our districts.

- **Dr. Andria Saia, Executive Director**, highlighted the All In Newsletter and the CAIU celebration of Teacher Appreciation week. Over 35 of our staff assisted in distributing yard signs in over 400 of our educators. Enjoyed a Retirement dinner this past weekend with Superintendents and spouses. Please share anything exciting that is happening at your district. Thank you for the wonderful evaluation and kind words.
- **Mr. Daren Moran, Director of Business & Operations**, provided an update on all of the new revenue sources related to Covid. We have 11 new sources of revenue that we are required to manage with 11 different set of rules. A big shout out to the business team for managing these. Met with the new Auditor General yesterday at CASBO. Strong interest and focus on transportation and school safety. They are operating at about 35% less staff and are running a little behind. Cyber Insurance update - received notification yesterday of a new application making it extremely difficult to get insurance at a reasonable price. New Act 84 requires us to list email addresses for Board Members on our website. Bob suggests using district emails for security measures. Dave suggests that we look at developing regional best practices.
- **Ms. Rennie Gibson, Board Secretary**, reminded the Board that the CAIU annual voting ballots for new CAIU Board Members were sent out for all school district's board members to vote. Ballots are due to her by June 11, 2021. Welcome to our new Board members – we will have several more July 1. We will hold a New Board Member Orientation immediately following our July BOD meeting. The professional photographer will be here for any Board member that still need a photograph for the website.

#### Arriving Board Members

Mr. Brian Carter joined the Board meeting at 9:20 a.m.

#### Departing Board Member

Mr. Ford Thompson departed the Board meeting at 9:24 a.m.

Mr. Richard Bradley departed the Board meeting at 9:31am

Mr. Dennis Helm departed the Board meeting at 9:53 a.m.

#### Recognition of Departing Board Member

The Board recognized and thanked the following departing Board Members for their dedicated service and commitment to the students, staff, and region:

- Chris Lupp, Middletown Area SD
- John Mallonee, Newport SD
- Tricia Steiner, Derry Township SD
- Bruce Walter, Millersburg SD

#### 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 shared that she attended the Project Search graduation. 11 students graduated and they glowing with pride. Almost all of them have obtained gainful employment.

#### Board Member Sharing of Information

Mr. Eric Samples reported that Lower Dauphin is having trouble hiring nurses.

#### Information Items

There were no Information Items.



**Other  
Business/Public  
Comment on Items**

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, June 24, 2021, 8:00 a.m., Board Room, CAIU Enola Office (virtually).

**Adjournment**

**Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “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 10:10 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary