

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 26, 2021  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 26, 2021, at the Capital Area Intermediate Unit at the Enola Office.

- 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.
- EXECUTIVE SESSION** At 8:01 a.m., the Capital Area Intermediate Unit Board of Directors entered into an Executive Session to discuss Legal Matters.
- REGULAR BOARD MEETING** At 8:16 a.m., the Board reentered into the Regular Meeting.
- 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, Mr. Scott Campbell (voted in during regular meeting), Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mrs. Jean Rice, Mr. Eric Samples, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (13)  
**Members not in attendance were:** Mr. Brian Carter, Mr. Dennis Helm, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mr. Jason Minnich, Mr. Micheal Wanner(6)  
**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, Mr. Len Kapp, Mr. Brandon Carter, Ms. Amy Hazel
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed Amy Hazel and Brandon Carter 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. Patrick Shull moved, seconded by Mr. Ford Thompson,** “that the July 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**
- Treasurer’s Report** **Mrs. Judy Crocenzi moved, seconded by Mr. Patrick Shull,** “that the following fiscal items be approved:  
  
Treasurer’s Report – July 2021 July 2021 Treasurer’s Report – a total of \$3,882,340.17 in receipts and \$8,513,754.56 in expenditures  
  
Payment of Bills – July 2021 July 2021 Payment of Bills

Summary of Operations –June 2021	Summary of Operations for June 2021 showing revenues of \$144,326,415.79 and \$118,716,272.71 in expenses
Summary of Operations –July 2021	Summary of Operations for July 2021 showing revenues of \$61,23,913.16 and \$4,058,344.12 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. Patrick Shull moved, seconded by Mr. Eric Samples,</b> “that the following budget administration items be approved:
Proposed 2021-22 Original Budget	2021-22 Original Budget - Title I, Part D - Neglected & Delinquent Subpart 2 2021-22 Original Budget - Title III, Part A - English Language Acquisition.”
	<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>There were no Other Fiscal Matters.</b>
<b>Other Business Items</b>	<b>Mr. Patrick Shull moved, seconded by Mrs. Barbara Geistwhite,</b> “that the following Other Business Items be approved:
Contracts –August 2021	Contracts –August 2021
2021-22 CAIU Health and Safety Plan	2021-22 CAIU Health and Safety Plan
Appointment of New Board Member	Appointment of new Board Member, Mr. Scott Campbell, Susquehanna Township SD, to fill an unexpired term from August 26, 2021 – June 30,2022.”
	<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>Mrs. Judy Crocenzi moved, seconded by Mrs. Paula Bussard,</b> “that the following Other Business Items be approved.”
Lease Agreement between CAIU and West Shore SD	Lease Agreement between CAIU and West Shore SD effective September 1, 2021 – June 30, 2031.”
	<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. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,</b> “that the following Policies and Programs be approved:
First Reading, Revised Policies	First Reading of the following Revised Policies: <ul style="list-style-type: none"> <li>• Revised Policy 146.1 - Trauma-Informed Approach</li> <li>• Revised Policy 218.1 - Weapons</li> <li>• Revised Policy 247 - Hazing</li> <li>• Revised Policy 249 - Bullying/Cyberbullying</li> </ul>

- Revised Policy 008 - Organization Chart

First Reading, New Policies First Reading of the following New Policies:

- New Policy 800.1 - Electronic Signatures Records
- New Policy 236.1 - Threat Assessment.”

**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. Patrick Shull moved, seconded by Mrs. Barbara Geistwhite,** “that the following Job Descriptions be approved:

Second Reading, New Position, New Description - ANPS Social Worker/DEI Consultant

Second Reading, New Position, New Description - ANPS Social Worker/DEI Consultant

Second Reading, Existing Position, Revised Description - Director of Technology Services

Second Reading, Existing Position, Revised Description - Director of Technology Services

Second Reading, New Position, New Description - Assistant Technology Director

Second Reading, New Position, New Description - Assistant Technology Director.”

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

#### Personnel Items

**Mrs. Paula Bussard moved, seconded by Mr. Ford Thompson,** “that the following Personnel Items be approved:

#### RESIGNATIONS

- **MICHELE APPLEBY**, Personal Care Assistant, Autism Support Program, effective June 8, 2021. Reason: Personal.
- **KATHERINE BEDDIA**, Educational Paraprofessional, Autism Support Program, effective August 16, 2021. Reason: Personal.
- **SARAH BETACK**, Speech and Language Clinician, School-Age Speech Program, effective May 20, 2021. Reason: Personal.
- **CANDICE BRUNER**, Educational Paraprofessional, Early Intervention Program, effective July 29, 2021. Reason: Personal.
- **KAREEM COTTON**, Mental Health Worker, Capital Area Mental-health Program, effective June 4, 2021. Reason: Personal.
- **KRISTEN ELDREDGE**, Educational Paraprofessional, Early Intervention Program, effective August 27, 2021. Reason: Personal.
- **MIRANDA FORTENBAUGH**, Personal Care Assistant, Autism Support Program, effective September 24, 2021. Reason: Personal.
- **BRIAN GRIFFITH**, Director of Educational Services, Educational Services Team, effective December 23, 2021. Reason: Retirement after more than 17 years of continuous CAIU service.
- **VICTORIA JACKSON**, Personal Care Assistant, Autism Support Program, effective June 4, 2021. Reason: Personal.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **MARY TROAIN-GERMANN**, Program Assistant, Administrative Team - Business, effective September 10, 2021. Reason: Personal.
- **KIMBERLY KELLEY**, Educational Paraprofessional, Autism Support Program, effective June 7, 2021. Reason: Personal.
- **MICHELLE LEHMAN**, Head Cook, Student Services Team, effective June 4, 2021. Reason: Personal.
- **SHANNON MELLOTT**, Certified Occupational Therapist Assistant, OT/PT Program, effective June 4, 2021. Reason: Personal.
- **ALLISON WOLF**, Program Assistant, CAOLA Program, effective August 13, 2021. Reason: Personal.
- **CYNTHIA BALESTIER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, CATES Program with base salary of HS+48, \$26,205.75 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 CATES budget.
- **EMILY BENNETT**, part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$13.50 per hour. This is a replacement position funded through the Food Services budget.
- **HALEY BURKHOLDER**, Accountant, Administration Team - Business, effective date to be determined. Base salary of \$55,913.45 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a replacement position funded through the General Operating budget.
- **DEEPALI CARLSON**, Human Resources Generalist, Administration Team - HR, effective date August 11, 2021. Base salary of \$55,863.81 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a replacement position funded through the General Operating budget.
- **MARILLA CLAY**, Program Secretary, ANPS Program, effective date to be determined. Base salary of \$34,934.75 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a new position funded through the ANPS budget.
- **MARIENA DECKER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Program with base salary of HS, \$24,182.25 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.
- **EBONE JACKSON**, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Student Services Team with base salary of MHW Bachelors, Step 8, \$39,702 for 190 days of service with additional new hire days as required. This is a new position funded through Student Services budget.
- **JOCELYN KREISER**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 3, \$53,639 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.
- **KATHRYN LACOCO**, Professional, effective date to be determined. Assignment: Teacher, Emotional Support Program with base salary of Bachelors, Step 13, \$66,473 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 Emotional Support budget.
- **SARAH LATIMER**, Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters+60/PhD, Step 5, \$60,881 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 OT/PT budget.

- **KAYLA LINGLE**, Professional, effective date to be determined. Assignment: Social Worker, Diakon Center Point Program with base salary of Masters, Step 8, \$59,653 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 Diakon budget.
- **MEGAN LOOMIS**, Intern, Student Services Team, effective August 24, 2021 – June 2, 2022. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **JILL MARSHALL**, Program Secretary, CAOLA Program, effective date to be determined. Base salary of \$34,934.75 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a replacement position funded through the CAOLA budget.
- **ERIN MINICK**, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consultation Program with base salary of Masters+30, Step 15, \$76,845 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 CSPD/TAC budgets.
- **EMILY MUSSER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$26,205.75 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.
- **JACQUELIN PALMERI**, Professional, effective date to be determined. Assignment: Teacher, ANPS Program with base salary of Masters, Step 7, \$58,078 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 EANS/ANPS budget.
- **SHAYNA PARRISH**, Professional, effective date to be determined. Assignment: Social Worker, Student Services Team with base salary of Masters, Step 1, \$52,639 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 EC Pupil Services and ELECT budgets.
- **JAMIE POPP**, Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Masters, Step 12, \$67,269 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 Autism budget.
- **TREVOR SAYLOR**, Professional, effective date to be determined. Assignment: Educational Consultant, Educational Services Team with base salary of Masters+30, Step 10, \$64,047 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 Professional Services budget.
- **BRYAN SMITH**, Temporary Professional, effective date to be determined. Assignment: Teacher, CATES Program with base salary of Bachelors, Step 4, \$51,112 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 CATES budget.
- **REBEKAH TSCHOPP**, Intern, Student Services Team, effective August 24, 2021 – June 2, 2022. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **LAUREN TRUE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Early Intervention Program with base salary of HS, \$24,182.25 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.

- **TAYLOR TYNEWAY**, Temporary Professional, effective date to be determined. Assignment: Behavior Consultant, Autism Support Program with base salary of Masters, Step 5, \$55,321 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.
- **JAMIE VANMETER**, Professional, effective date to be determined. Assignment: Social Worker, ANPS Program with base salary of Masters, Step 11, \$65,168 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 ANPS budgets.
- **KAITLYN ZIMMERMAN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, ANPS Program with base salary of HS+48, \$26,205.75 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 EANS/ANPS budget.

#### CHANGES OF STATUS

- **JULIE GUNTER**, Educational Paraprofessional, from inactive to active status due to the rescinding of her resignation, effective August 23, 2021.
- **SCOTT KENNEDY**, from Technology Support Specialist to Systems Administrator, Technology Team, effective August 26, 2021. Change of status results in a change of salary to \$53,957.89 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.
- **TIM KOHLER**, from Technology Support Generalist to Technology Support Specialist, Technology Team, effective August 26, 2021. Change of status results in a change of salary to \$42,464.56 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.
- **HILLARY WILLIAMS**, from Program Assistant, PAGES Program to Program Coordinator, ANPS Program, effective August 30, 2021. Change of status results in a change of salary to \$41,704.05 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.

#### CHANGES OF SALARY

- **ASHLEY HALE**, Payroll and Data Coordinator, Administrative Team – Human Resources, effective July 22, 2021. Change of salary to \$48,618.70 for 260 days will be prorated based on the number days worked through June 30, 2022. This change is due to an increase of duties assigned.
- **JENNY MORRIS**, Personal Care Assistant, CATES Program, change of salary due to verification of previous completion of HS+48 credits, effective for the 2021-2022 school year. Salary will be based on a HS+48, \$26,205.75 for 190 days of service.

**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 CAIU Retirees

CAIU Board of Directors announced the following **August 2021 CAIU Retirees**:

- Lindsey Schue, Maintenance/Facilities Technician, retirement after 12 years of service
- Mark Hennes, Supervisor of Special Projects, retirement after 14 years of service

##### CAIU Team Reports

- **Dr. Andrew McCrea, Director of Student Services**, thanked the Board for their support of the lease agreement for Lower Allen Elementary. Most of Student Services classes and students have started and are going well thus far.
- **Mr. Dave Martin, Director of Technology Services**, is excited to report on the completion of our new website. In addition, we worked closely with our districts to apply for the Emergency Connectivity Funds to get internet to student and families in need. We will be able to help 47 families get connected at home. A second window just opened up and information was shared with the school districts

- **Mr. Brian Griffith, Director of Educational Services**, reported that Educational Services programs are back up and running. Professional Development staff are out providing services to our school districts. CAOLA has had a smooth start to the school year, with approximately 150 school districts using our program. As expected, enrollment counts are lower than this time in 2020, but we will have a better idea of total first semester enrollment counts within the next few weeks. Brian will have enrollment numbers at the September Board meeting.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported that his team will begin the process to start working on the Lower Allen project.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update and presentation on the 2021-22 CAIU Strategic Plan.
- **Dr. Andria Saia, Executive Director**, highlighted the All In Executive Director's Report. The CAIU will be holding a Fall Fest celebration and fundraiser and will send the Save the Date flyer and more information.
- **Daren Moran, Director of Business & Operations**, reported that the Lower Allen facility project will begin. In addition, we will start having conversations again about the Enola facility upgrade/remodeling of conference space. The funds have already been budgeted and continue to roll over. We are still in need of a custodian position for 2<sup>nd</sup> shift position. The business office is closing the books for 2020-21. In about 2.5 weeks, the auditors will be here. The 24<sup>th</sup> Annual Champions for Children Golf Tournament was a huge success - approximately \$10,000 profit was raised. Thank you to all that supported this event.
- **Rennie Gibson, Board Secretary**, reported that she has extra books for the CAIU Board book study beginning next month for any Board member that needs one.

#### 2021-22 CAIU Marketing Plan

Amy Hazel, CAIU Marketing & Communications Specialist, provided a brief summary of the 2021-22 CAIU Marketing Plan. Amy overviewed our target audience and our competition. A cross-team committee comprised of various Leadership Team members and Professional and Support Staff members worked together over the past year on this project. The subcommittee carefully considered how to enhance the relationship between CAIU and each of our target markets to achieve key marketing strategies. Our focus this year is educating and connecting our community and families with quality services and resources, aligning to our strategic plan and our core purpose.

#### 2021-22 CAIU Strategic Plan

Dr. Andria Saia and Dr. Tom Calvecchio provided an overview of the 2021-22 CAIU Strategic plan. Currently, we are in the third year of our plan and each year we continue to refine the process. Thanks to Dr. Calvecchio for leading this work. This year we engaged our Leadership Team in the process and worked with Franklin Covey on the Four Essential Roles of Leadership. The purpose of the revised plan was to align the work with our mission, vision and values; to serve as an actionable way to achieve our goals and create a clear workable plan; create accountability; and provide clear expectations. Our Why – Coherence. Strategic priorities will be the common thread in all we do across the organization. Dr. Calvecchio reviewed the four goals/plan and each team director provided an overview of their individual team plans related to the four goals. Timeline for completion: Team and individual goals are due by September 30; monthly Cabinet review; quarterly Board review; annual review.

#### Departing Board Members

At 9:17 a.m., Mr. Ford Thompson departed the meeting. At 9:21a.m., Mr. Richard Bradley departed the 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. Dr. Saia highlighted the Did You Know section on college coursework and tuition reimbursement for continuing education. She also highlighted the mural done by this year's summer camp attendees. The piece will be framed and displayed in our front lobby.

- President's Report** Mrs. Jean Rice thanked the Board for their attendance.
- Board Member Sharing of Information** There was no Board Member sharing of Information.
- Information Items** A news article on the CAOLA program was available for the Boards review..
- 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 in-person on Thursday, September 23, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mr. Patrick Shull 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 9:37 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary