

BOARD-OF-DIRECTORS-MEETING-V Summary Minutes-SEPTEMBER-14-

2020 \_\_\_\_\_ 2

Attendance In-Person \_\_\_\_\_ 12

Attendance Virtual \_\_\_\_\_ 13

AIA\_2020\_Agreement\_Final \_\_\_\_\_ 14

Delegate - CAIU Board Highlights 8.27.20 \_\_\_\_\_ 22

Delegate - CAIU ED report 8.27.2020 \_\_\_\_\_ 27

**Derry Township School District  
Board of Directors Meeting  
September 14, 2020  
Summary Minutes – V**

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**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

The meeting was called to order by Mrs. Sicher at 7:08 p.m. Due to Pennsylvania's COVID-19 mitigation efforts calling for limits on the number of participants at indoor gatherings, the meeting was conducted both in-person and virtually, limiting the in-person attendance to 25 or less.

**b. Roll Call**

**Minutes**

**Members in Attendance:** John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, and Tricia Steiner

**Members Absent:** None

**Non-Voting members in Attendance:** Joe McFarland and Michele Agee

**Staff/Public in Attendance In-Person:** Dave Walker, Jason Reifsnnyder, Stacy Winslow, Dave Sweigert, and Dan Tredinnick

**Staff/Public in Attendance Virtually:** Philip Ayala, Scott Harman, Heidi Stine, Bill T., Natasha Walizer

**c. Flag Salute**

**d. Approval of Board of Directors Agenda**

Approval of the September 14, 2020 Derry Township School District Board of Directors Agenda.

**Minutes**

Following a motion by Mrs. Memmi and a second by Ms. Drew, the board agenda for this evening's meeting was approved.

*Vote Results*

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<b>Yea:</b>	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
<b>Nay:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

**2. INFORMATIONAL AND PROPOSALS**

**a. President Communications**

**Minutes**

Mrs. Sicher shared that the board met in executive session prior to the board meeting to discuss:

- Labor Relations
- Purchase or lease of real estate

**b. Recognition of Citizens (Agenda Items)**

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Those who speak, if present, are asked to come to the microphone and state your name and address for the record. Those who are attending virtually, are asked to raise your virtual hand. Once recognized and un-muted, please state your name and address for the record. To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting. This portion of the Board Meeting is for comments to the Board and is not a question and answer period. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting may go to the District web site and submit a community correspondence.

**Minutes**

The following citizens were recognized by the board:

- None

**c. Standing Committee Meeting Report**

**Minutes**

Mrs. Steiner reported that the Policy Committee met prior to this evening's meeting and discussed the following:

- 18 Policies were revised and approved to put out to the full board for review.
- 1 new Policy was approved.
- The majority of the polices that were revised were revised due to COVID-19.

**d. Community Correspondence Report**

**Minutes**

Mr. Tredinnick shared that there were 39 submissions for the month of August.

**e. Anticipated Agenda Items for the Next Board of Directors Meeting**

The following items will be on the Agenda for the September 28, 2020 Public Board of Directors Meeting:

1. Approval of September 14, 2020 Board of Directors Summary Minutes
2. PSBA 2020 Slate of Candidates
3. Dual Enrollment Agreement - Harrisburg University
4. Personnel

**3. UNFINISHED BUSINESS**

**4. CONSENT AGENDA ITEMS**

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

**Minutes**

Following a motion by Mrs. Memmi and a second by Dr. Cronin the Consent Agenda items were approved.

*Vote Results*

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**Yea:** 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**a. Approval of August 24, 2020 Summary Board of Directors Meeting Minutes - IV**

**5. NEW BUSINESS**

**a. Approval of AIA Benefits Resource Group Agreement**

The Administration recommends the Board approve the Services and Consulting Agreement with AIA, Alera Group, as health and benefits insurance broker effective July 1, 2020 (retroactive) through June 30, 2021 in the amount of \$24,000.

**Minutes**

Following a motion by Ms. Drew and a second by Mrs. Memmi the AIA Benefits Resource Group Agreement was approved.

*Vote Results*

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**Yea:** 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**b. New School Start Time Delay (2021-2022)**

The Administration recommends delaying implementation of the New School Start Times from the 2021-2022 school year until at least the 2022-2023 school year. The timeline for implementation will be reviewed and revised in the spring of 2021.

**Minutes**

Following a motion by Dr. Cronin and a second by Mrs. Memmi the New School Start Time Delay recommendation was approved.

*Vote Results*

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**Yea:** 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**c. Personnel - Resignations**

The Administration recommends the approval of the following resignations:

**Professional:**

**Beller, Joshua**

Science Teacher  
Middle School  
Reason: Personal  
Effective: No later than 11/06/2020

**Hromyak, Janelle**

ELD Teacher  
Middle School  
Reason: Personal  
Effective: No later than 10/20/2020

**Klos, Jennifer**

Gifted Education Teacher  
Elementary  
Reason: Personal  
**Correction:** Effective: 08/28/2020 (retroactive)

**Classified:**

**Eckman, Ronald**

Bus Driver  
District-wide  
Reason: Personal  
Effective: 08/31/2020 (retroactive)

**Lamparter, William**

Bus Driver  
District-wide  
Reason: Personal  
Effective: 09/03/2020 (retroactive)

**Oyola, Seyde**

General Food Service Worker  
Middle School  
Reason: Personal  
Effective: 08/31/2020 (retroactive)

**Limited Service Contracts:**

**Nelson, Jordan**

Assistant Football Coach  
Middle School  
Reason: Personal  
Effective: 08/24/2020 (retroactive)

**Roberts, Kaitlyn**

Mentor to Joshua Beller, MS Science Teacher  
Middle School  
Reason: Personal  
Effective: 09/08/2020 (retroactive)

**Minutes**

Following a motion by Mrs. Memmi and a second by Ms. Drew the personnel - resignation items were approved.

*Vote Results*

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**Yea:** 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**d. Personnel - General**

1. The Administration recommends the approval of the following appointments and recognition of the following transfers:

**Professional:**

**Cole, Amanda** (replacing Tamsin Scola)

Health and Physical Education Teacher

High School

Long-Term Substitute

Bachelors, Step 1

Salary: \$52,994 (pro-rated)

Effective: 09/15/2020 through the end of the 2020-2021 school year

**Walizer, Natasha** (replacing Jennifer Klos)

Gifted Teacher

Elementary School

Long-Term Substitute

Bachelors, Step 1

Salary: \$52,994 (pro-rated)

Effective: 09/15/2020 through the end of the 2020-2021 school year

**Transfer of Professional Staff:**

**Blase, Brian\***

STEAM Teacher

From: Elementary School

To: Primary Elementary School

Effective: 08/31/2020 (retroactive)

**Manari, Christen\***

Technology Instructional Coach

From: Primary Elementary School

To: Middle School

Effective: 08/31/2020 (retroactive)

**Robino, Kris\***

School Counselor

From: Intermediate Elementary School

To: Primary Elementary School

Effective: 08/31/2020 (retroactive)

**Classified:**

**Alley, Linda** (replacing Deena Pietsch)

Paraprofessional

Middle School

Level A, 5.75 hours per day  
Salary: \$17.30 per hour  
Effective: 09/15/2020  
**Bagnato, Shannon** (new position)  
Classroom Assistant  
Middle School  
Seasonal/Substitute, 5.75 hours per day  
Salary: \$16.18 per hour  
Effective: 09/03/2020 (retroactive)  
**Car, Ann Marie** (replacing Crystal Wolfe)  
Cafeteria/Recess Aide  
Early Childhood Center  
Level A, 3.0 hours per day  
Salary: \$14.47 per hour  
Effective: 09/01/2020 (retroactive)  
**Carricato, Adam** (new position)  
Classroom Assistant  
Middle School  
Seasonal/Substitute, 5.75 hours per day  
Salary: \$16.18 per hour  
Effective: 09/10/2020 (retroactive)  
**Ferns, Chu Yon**  
Substitute Administrative Assistant  
District-wide  
Salary: \$18.06 per hour  
Effective: 09/15/2020  
**Hock, Kay**  
Substitute Administrative Assistant  
District-wide  
Salary: \$18.06 per hour  
Effective: 09/15/2020  
**Jackson, Andrea** (new position)  
Classroom Assistant  
Middle School  
Seasonal/Substitute, 5.75 hours per day  
Salary: \$16.18 per hour  
Effective: 09/16/2020 (pending Act 168 clearances)  
**Martz, Kami**  
Substitute Administrative Assistant  
District-wide  
Salary: \$18.06 per hour  
Effective: 09/15/2020  
**Mintz, Kenneth** (replacing Alan Smith)  
Bus Driver  
District-wide  
Level A, 5.25 hours per day

Salary: \$20.00 per hour

Effective: 09/15/2020

**Schlupp, Craig** (new position)

Mechanic/Bus Driver

Transportation

Full-time, 8.0 hours per day

Salary: \$29.54 per hour

Effective: 09/30/2020

**Sholly, Nicholas** (new position)

Mechanic/Bus Driver

Transportation

Full-time, 8.0 hours per day

Salary: \$29.54 per hour

Effective: 09/30/2020

**Transfer of Classified Staff:**

**Gawrys, Kimberly\***

From: Substitute Cafeteria/Recess Aide

District-wide

To: Classroom Assistant

Middle School

Seasonal/Substitute, 5.75 hours per day

Salary: \$16.18 per hour

Effective: 08/31/2020 (retroactive)

**McVey, Emilie\***

From: General Food Service Worker

District-wide

To Bus Driver

District-wide

**Correction:** Level A, 5.25 hours per day

Salary: \$20.00 per hour

Effective: 08/25/2020 (retroactive)

**Limited Service Contracts:**

**Ives, Erin\***

Class Advisor - Junior Class

High School

Group I, Step 7

Salary: \$1,186

Effective: 09/15/2020

**Krause, Alaric\***

Link Crew Coordinator

High School

Group B, Step 1

Salary: \$3,735

Effective: 09/15/2020

**Repsch, Melissa\***

Mentor (Natasha Walizer, Gifted Elementary Teacher - LTS)



Elementary School  
Salary: \$500  
Effective 09/15/2020

2. The Administration recommends the approval of the following request in accordance with Section 6.10 of the HEA Collective Bargaining Agreement:

**Hicks, Christine\***

Grade 5 Teacher

Intermediate Elementary School

Childbearing/Childrearing Leave

Effective: approximately 10/30/2020 through the end of the 2020-2021 school year

3. The administration recommends the approval of the following requests in accordance with District Policy 339:

**Fischer, Jean Marie\***

Assistant Head Cook

High School

Uncompensated Leave

Effective: 10/05/2020 to 11/02/2020

**Lykins, Deborah\***

Cafeteria/Recess Aide

Elementary School

Uncompensated Leave

Effective: 08/31/2020 through 01/01/2021 (retroactive)

**Smith, William\***

Bus Driver

District-wide

Uncompensated Leave

Effective: 08/31/2020 through 01/04/2021 (retroactive)

**Zarfoss, James\***

Bus Driver

District-wide

Uncompensated Leave

Effective: 09/25/2020 through 11/30/2020 (retroactive)

**\*This individual is currently an employee. Clearances are on file.**

#### **Minutes**

Following a motion by Mrs. Memmi and a second by Dr. Cronin the personnel - general items were approved and transfers were recognized.

#### *Vote Results*

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<b>Yea:</b>	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
<b>Nay:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

## **6. DELEGATE REPORTS**

### **a. CAIU**

#### **Minutes**

The CAIU report was attached to the agenda.

## **7. SPECIAL REPORTS**

### **a. Board Members' Report**

#### **Minutes**

A report was made by the following board members:

- Ms. Drew mentioned the Citizen Advisor Application is now open and available on the District website.
- Dr. Shaw extended from the community and gave his own appreciation to the administration and in particular to Jason Reifsnnyder for all the hard work that has been put into getting this school year started.

### **b. Superintendent's Report**

#### **Minutes**

Mr. McFarland gave a report that included the following:

- Expressed gratitude to the faculty, administration and staff for all the work that was put into getting the year started. The hard work shows the commitment and provides many benefits to the students.
- The next Public Java with Joe will be held virtually on October 2 at 9:00 a.m. through Zoom.
- Congratulations to Scott Govern, named Mid Penn Athletic Director of the Year.

### **c. Board President's Report**

#### **Minutes**

Mrs. Sicher gave a report to express the following:

- None

## **8. RECOGNITION OF CITIZENS**

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak, if present, are asked to come to the microphone and state your name and address for the record. Those who are attending virtually, are asked to raise your virtual hand. Once recognized and un-muted, please state your name and address for the record. To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting. This portion of the Board Meeting is for comments to the Board and is not a question and answer period. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting may go to the District web site and submit a community correspondence.

#### **Minutes**

The following citizens were recognized by the board:

- None

## 9. ADJOURNMENT

### Minutes

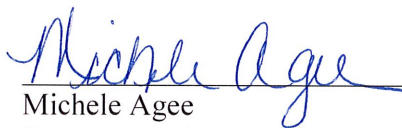
The meeting was adjourned at 7:23 p.m. following a motion by Mrs. Memmi and seconded by Ms. Drew.

### *Vote Results*

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<b>Yea:</b>	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
<b>Nay:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

Respectfully submitted,



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Michele Agee  
Secretary to the Board  
Approved September 28, 2020



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Kathy Sicher  
President of the Board of Directors



**DTSD Board Meeting Attendance,**  
**September 14, 2020**

Attended	Name
Yes	Philip Ayala
Yes	Scott Harman
Yes	Heidi Stine
Yes	Bill T
Yes	Natasha Walizer



## Services and Consulting Agreement

For:

DERRY TOWNSHIP SCHOOL DISTRICT

July 1<sup>st</sup>, 2020

This agreement (the “Agreement”) is intended to outline the services AIA, Alera Group (referred to herein as “AIA”), has agreed to provide Derry Township School District, (referred to herein as “The Client”). The Agreement also details the compensation that Derry Township School District will provide AIA for the services provided. This Agreement will automatically renew each year subject to the provisions outlined in the Consulting Services, Compensation, and Termination provisions of this Agreement.

### I. Overview

AIA will provide a defined set of employee benefits advisory and administrative services (“Core Services”) at the defined fee levels listed herein. In addition, this Agreement also identifies additional AIA advisory and administrative services available to Client for additional fees (“Buy-Up Services”).

### II. Agreement Provisions

- Confidentiality – The Client and AIA each acknowledge that (i) in the course of dealings between the parties, each may acquire information about the business activities, operations, technical information and trade secrets of the other, all of which are highly confidential and proprietary to each of the parties and (ii) each may encounter information that individually identifies a participant, dependent, or health or welfare benefit service provider (together, the “Confidential Information”). As such, both parties agree not to disclose any of the Confidential Information of the other to any third party without the prior written consent of the other party, provided that AIA may compile, utilize, disclose or otherwise employ statistical data that is a participant or dependent identifying (“De-identified Information”), in the event The Client has authorized AIA to create such De-Identified Information.
- Compliance with HIPAA – The Client and AIA each acknowledges that certain information, reports and data generated under this Agreement are subject to applicable laws and regulations pertaining to the confidentiality of medical records, and the parties agree to comply in all respects with such laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The services provided under this Agreement are subject to the Business Associate Agreement, including any amendments thereto, and this Agreement does not modify, supersede or otherwise affect any provision of the Business Associate Agreement except as expressly provided herein.
- Indemnification – AIA shall indemnify, defend and hold harmless The Client, its officers, directors, stockholders, employees and agents from and against any and all claims, actions, demands, costs and expenses, including reasonable attorney fees and disbursements, they or any of them may incur as a result of a breach by AIA of any of its obligations under this Agreement or the negligent act or willful misconduct of AIA in the conduct of its duties and obligations under this Agreement. The Client shall indemnify, defend and hold harmless AIA, its officers, directors, stockholders, employees and agents from and against any and all claims, actions, demands, costs and expenses, including reasonable

attorney fees and disbursements, that AIA may incur as a result of a breach by The Client of any of its obligations under this Agreement or the negligent act or willful misconduct of The Client in the conduct of its duties and obligations under this Agreement.

- Individuals Providing Services – AIA shall ensure that all individuals providing services to The Client pursuant to this Agreement maintain all necessary and appropriate licenses or other authorizations required in order to perform the services provided, and that such services are provided in a way that is in full compliance with applicable laws. Services under this Agreement will only be provided by employees of AIA; AIA will not engage any independent contractor or other third party to provide such services, except upon the specific prior written approval of The Client. AIA will be solely responsible for payment of all payroll taxes, benefits, workers’ compensation, unemployment insurance, trust fund contributions and other deductions, withholdings and contributions under applicable laws and agreements pertaining to any and all individuals providing services to The Client under this Agreement. The Client shall not be responsible for any payments, benefits, contributions, deductions or withholdings with regard to such individuals. AIA is solely responsible for the training of any individuals assigned to perform services in accordance with this Agreement.
- Liability Insurance – AIA shall maintain liability insurance coverage in amounts and including coverages satisfactory to The Client. AIA certifies that it maintains all required liability errors and omissions required by the Pennsylvania Insurance Department for a licensed Insurance Brokerage firm.
- Savings Clause – If any provision of this Agreement shall be held invalid, illegal or unenforceable in any jurisdiction, for any reason, then to the full extent permitted by law all other provisions hereof shall remain in full force and effect in such jurisdiction and shall be construed liberally in order to carry out the intent of the parties hereto as nearly as may be possible. Any court or arbitrator having jurisdiction over such matters shall have the power to reform such provision to the extent necessary for such provision to be enforceable under applicable law.
- Applicable Law – This Agreement is made in and shall be construed in accordance with the laws of the State of Pennsylvania, without regard to its choice of law provisions.
- Amendment – This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto.
- Assignment – AIA may not assign any of its rights, duties, or obligations hereunder without the express written consent of The Client.
- Litigation – All disputes arising out of this Agreement shall be resolved in any court in Cumberland County, Pennsylvania, having jurisdiction over the matter.
- Notices – Any notice required or permitted to be given hereunder shall be in writing, and shall be given by certified mail, return receipt requested, by courier or by personal delivery addressed as follows, unless otherwise designated in writing:

Notices to The Client:  
Derry Township School District  
30 East Granada Ave.  
Hershey, PA 17033  
Attn: Michael Frentz, Business Manager

Notices to AIA:  
AIA, Alera Group  
4550 Lena Drive  
Mechanicsburg, PA 17055  
Attn: Kevin L. Krause, Senior Partner

### III. Scope of Work

#### Strategic Planning

##### Core Services

1. Meet quarterly with Client to discuss issues of concern and confirm renewal objectives
2. Annual renewal planning including objective setting and target deliverable timeframes
3. Review existing vendor service concerns

##### Buy-Up Services

1. and discuss services of alternative plan vendors
2. Discuss new programs/plans for consideration, including but not limited to:
  - a. Care Intercept / Navigation / Coordination Platform
  - b. Direct Provider Contracting Opportunities
  - c. Alternative TPA / Network (BUCA or Independent)
  - d. Carve-out Direct PBM Contracts
  - e. Other market-disruptive strategies
- ii. Collective Bargaining negotiation assistance

#### Medical/Rx Data Analytics (Financial & Clinical)

##### Core Services

1. Weekly claims monitoring via Highmark feed
2. AIA proprietary quarterly claims experience tracking by each plan
  - a. Costs and trends monitoring (per member and/or per contract per month/by plan/by relationship)
  - b. Quarterly review of plan cost sharing with employees
  - c. Identification and monitoring of high cost claimants
  - d. EOY review of high claimant detail and managed coordination between medical claims administrator, PBM and stop loss carrier to ensure timeliness of reimbursements
  - e. Observations and recommendations
  - f. Actuarial Analysis, Modeling and Forecasting Develop annual renewal medical/Rx, dental and vision claims projection in order to develop COBRA premium rate equivalents by plan and coverage tier

##### Buy-Up Services

1. Ongoing medical/Rx Plan Financial Reporting and Budgeting
  - a. report on overall plan performance for medical & Rx claims including but not limited to:
    - High claimant review (with Medical Director, as necessary)
    - Identifying medical cost drivers and areas of cost avoidance
    - Wellness program strategy and tracking
    - Disease management / case management review with carrier
  - b. Use of sophisticated actuarial software program (Windsor Strategy Partners)
    - Assigns projected claim levels to a percentile according to actuarial probability of occurrence
    - Includes specific stop-loss level high claimant sensitivity analysis
    - Benchmarking analyses
    - Mid-year renewal claims review, including review of cost management programs for efficacy and ROI
2. Clinical Data Analysis (Springbuk analytic platform included via Pareto Captive membership)



- a. Identification of cost distribution by clinical category
- b. Identification of member gaps in care for chronic illnesses
- c. Client comparison with industry benchmarks
- d. Predictive modeling of future cost spending by member and clinical category

## **Medical/Rx Cost Mitigation**

### **Core Services**

1. Providing menu and education of cost mitigation point solutions available through Pareto

### **Buy-Up Services**

1. Assessment of plan costs to identify trends and opportunities for cost management improvement including cost-sharing strategies to maintain attractiveness of benefit plan while providing for appropriate consumer behavior incentives
2. Ongoing and vigorous market research to identify innovative and market-disrupting viable products, services, and vendors to reduce overall health care spend and improve population health
3. Development of implementation strategies, educational materials, and incentive programs for selected market-disruptive products, services and vendors
  - a. Consulting to assist with strategy and program design development
    - Client meetings to develop strategy guide and corporate action plan
    - Well-being program development
    - Employee interest survey development and results aggregation
    - Client health and well-being event attendance
    - Incentive strategy and tracking system development
  - b. Evaluation of vendor/carrier ASO solutions to include AIA GameChanger Portfolio focused on:
    - Primary care solutions
    - Solutions addressing high need / high cost claims
    - Pharmaceutical strategies
    - Alternative payment mechanisms
    - Member navigation and engagement
  - c. Employee communications development and delivery
  - d. Engagement/participation tracking
    - Client meetings to review performance/utilization
  - e. Additional ongoing support as necessary

## **Regulatory Compliance** *(Note: compliance services are offered as consultative support and do not constitute legal advice)*

### **Core Services**

1. Provide general employee benefits compliance support and education. This includes communicating legal and regulatory information applicable to employer-sponsored health and welfare plans through various outlets such as legal alerts/updates, monthly newsletters, and webinars. Areas of expertise include, but are not limited to:
  - a. Federal Health Reform
  - b. ERISA (welfare plans)
  - c. COBRA
  - d. Section 125 (including Health FSAs and Dependent Care FSAs)

- e. Consumer-Driven Healthcare (HRAs, HSAs)
- f. Medicare (D and Secondary Payer Rules)
- g. Market reform provisions, i.e., dependent to age 26, prohibition on annual and lifetime limits, prohibition on excessive waiting periods, Cadillac Tax, etc.
2. Provide employee benefits related participant notices (i.e. HIPAA Special Enrollment Rights, Medicare Part D, CHIPRA, etc.) Federal Health Reform support, including assistance with:
3. Federal Health Reform support in form of PCORI fee calculation

### **Buy-Up Services**

1. Review Client Policies/Benefits
  - a. Review insured and self-funded health and welfare plans service agreements or certificates of coverage including basic life, voluntary life, dependent life, AD&D, short and long-term disability
  - b. Review insurance carrier or vendor provided amendments
  - c. Coordinate the review of proposed plan language revisions with Client legal counsel and health and welfare plan vendors (if needed)
  - d. Review and provide commentary on all insurer/administrator policies, contracts and agreements
2. Plan Document Creation and Maintenance for Client legal review
  - a. Prepare new, amended/restated ERISA plan documents and SPDs
  - b. Prepare and review plan amendments to existing SPD documents
  - c. Prepare and review required Summary Material Modification documents
4. Federal Health Reform support, including assistance with:
  - a. Applicable large employer (ALE) determinations
  - b. Understanding employer shared responsibility mandate provisions and associated reporting obligations
5. Provide ERISA structure and filings assistance (as applicable to certain health & welfare plans)
  - a. Provide information/data collection for Form 5500 filing
  - b. Collection of Schedule A or C for Form 5500 filing for benefits managed by AIA
6. Additional Compliance Services
  - Health & Welfare Plan Compliance Audits and Findings Analysis (Report)
  - IRS 1094/1095-C Employee Data collection and Transmission (to an IRS approved filing vendor)
  - Compliance Training Customized for the Client and/or their Workforce
  - Form 5500 Preparation and Filing

### **Carrier/Vendor Selection & Negotiation**

#### **Core Services**

#### **Buy-Up Services**

1. Annual Vendor RFP Process Developing Request for Proposal (RFP) specifications for each line of coverage for incumbent and other vendors
  - Medical / Rx
  - Dental
  - Vision
2. Coordinate RFP proposal process including responding to all vendor and client questions
  - Coordinate and disseminate historical data inventory to parties for response

- Facilitate request of any ad-hoc/unique data files for RFP (i.e. Rx carve-out file)
- 3. Summarize RFP proposal responses (i.e. benefits, services, and costs) from alternative vendors and compare the alternative vendors' benefits/services/costs to those provided by incumbent vendors
  - Medical Claims Administration (3-5 Network / TPA options)
  - Prescription Drug Claims Administration (Carved-In vs. Carved-Out; 5-7 PBM Options)
  - Stop-Loss (8-10 Tier 1 Markets, Including Captive Solutions)
  - Dental (3-5 Standard Markets)
  - Vision (6-9 Standard Markets)
- 4. Coordinate and participate in any finalist presentations and/or facilitate response to client-directed inquiries for incumbent or prospective vendor partners.
  - Including site visit opportunities when appropriate
- 5. Negotiate final fees, rates with selected vendors

## **Annual Renewal Decision Making**

### **Core Services**

1. Present Pareto reinsurance renewal

### **Buy-Up Services**

1. Present medical/Rx, dental and vision strategic benefit modifications/options to current benefit plans and their associated cost impact(s) related to company-wide and plan specific budget target
  - a. Select vendor partners based on selected strategy and RFP results
  - b. Include cost mitigation and market disruption options (if appropriate – see above Cost Mitigation)
  - c. Model cost sharing options for employee payroll contributions
  - d. Determine open enrollment timing and communication strategy
  - e. Present final recommendations at committee level/board level for approval (if applicable)

## **Annual Renewal Implementation/Open Enrollment Support**

### **Core Services**

### **Buy-Up Services**

1. Assist with the implementation of any new program and/or insurer/administrator
2. Prepare/review group applications
3. Scrub enrollment forms; assist with carrier enrollment spreadsheets (if applicable)
4. Review implementation timelines proposed by vendors and actively participate in all implementation meetings and/or calls
5. Facilitate data integration coordination activity and execution of any bi-lateral agreements by and between multiple carrier/vendor partners, AIA and The Client
6. Assist with interface set-up with carrier/vendors and payroll vendor (if applicable)
7. Review and provide commentary on all Insurer/TPA policies, contracts and agreements to assure appropriate contract language and protection of The Client
  - SBCs
  - Certificates of Coverage / Benefit Summaries
  - ASO Agreements
  - PBM contract
8. Monitor progress to ensure timely issuance of employee identification cards (if applicable)
9. Open Enrollment Support/Employee Communications

- Create and/or update employee communications materials at open enrollment and throughout the year
  - Benefit guides
  - Election Forms
  - Wallet cards
  - Carrier contact sheets
- Set-up and monitoring of Client-specific voicemail or e-mail during open enrollment
- Coordinate carrier materials and representatives to attend employee group meeting (as required)
- Coordinate printing and delivery of open enrollment materials (*outside printing coordinated at pass-through cost*)
- Prepare and present in live and/or recorded Webinars

## **Benefits/Human Resources Support**

### **Core Services**

1. Dedicated e-mail inbox for intake and answering of direct inquiries from employees
2. Unlimited access to AleraHR, AIA's proprietary Human Resources Support tool which provides access to training materials, employee hand book builder, Benchmarking tools, HR Audit Checklists and live Q&A support from HR certified professionals
3. Allotment of 20 hours per year for plan service and support
  - Eligibility concerns, submission, and maintenance
  - Administrative service and/or account management concerns
  - Carrier billing/invoicing and reconciliation
  - Claims or customer service questions
  - Life/disability claims processing (if applicable)
  - Miscellaneous health and welfare plan questions
  - Intervene/triage any carrier/vendor service issues or concerns and manage resolution process
4. Allotment of 5 hours per month of in-person or telephonic Q&A sessions and "train the trainer" sessions with HR / benefit staff and participation on HR calls

### **Buy-Up Services**

1. Benefit Technology Consulting Services Request for Proposal Development and Oversight for any Benefit-Related Technology Provider (i.e. benefits administration, HRIS, payroll, ACA reporting and tracking) via strategic partner (subject to availability based on limited number of available project "slots")
2. Coordination of outside legal, actuarial, and accounting professionals. Outside professional fees for such services will be billed to Client separately by professionals involved and would not be within the scope of this Agreement.

## **IV. Compensation**

### **Core Services**

For such services listed in this Agreement, AIA will be compensated according to the following schedule:

1. \$24,000 Flat Annual Fee on the following payment schedule and process:
  - a. Fee to be charged in fixed monthly installments of \$2,000 vis carrier/ASO or TPA invoice

- b. Health benefits consulting fee may be subject to CPI services industry inflation index increase of no greater than 3% per year – This is a yearly agreement any increase would have to be negotiated.
2. 6% of Life/Disability Coverage
- AIA is compensated by carrier on a “rate neutral” basis meaning this fee does not impact cost to Client

**Buy-up Services**

For such services listed in this Agreement, Client and AIA will agree on which services to be provided, and at a mutually agreeable compensation structure, either by individual service or by a bundled set of services

**V. Acceptance**

Initial term of consulting agreement is 12-months. Either party may terminate this Agreement without cause with 90 days advanced written notice. Agreement will automatically renew at the anniversary date unless either party provides notice to the other of its intent to terminate this agreement per the terms outlined above.

*Mike Frentz*

Signature

Michael Frentz  
Business Manager  
Derry Township School District

*Kevin Krause*

Signature

Kevin L. Krause  
Senior Partner  
AIA, Alera Group

9/16/2020

Date

9/21/2020

Date



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# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **August 27, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

<https://app.agendamanager.com/caiu/meeting/view/41089/>

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## Reports/Updates

- The Board Spotlight was on the CAIU Communications Guide. Amy Hazel, Marketing & Communications Specialist, provided an overview of the CAIU Communications Guide. A subcommittee was developed from the Leadership Team to assist in the development of the guide. The purpose of this guide is to provide our staff with the guidelines and tools to effectively, efficiently, and consistently communicate with our internal and external audiences. The guide aligns closely with the CAIU's Strategic Plan. In addition, the Committee developed templates to assist staff in their communications.
- **Mr. Daren Moran, Director of Business and Operations**, provided an update on the facility upgrades. Everything is ready to go with the project, budget numbers/costs are secured, and plans have been solidified. The project will be put on hold as we do not have the ability to move forward at this time due to the need for us to host several classes in our meeting spaces at the Enola building. Currently, all of our resources must be focused on our students and staff. When we are ready to move forward, we will need to rebid for updated numbers. Mr. Moran also reported that the local auditors are onsite this week.
- **Ms. Alicia McDonald, Director of Student Services**, provided an update of the 2020-21 Student Services calendar changes. Staff is very hard at work preparing classrooms for providing safe instruction. We have extra equipment/PPE on hand, plexi-glass, sneeze guards, and have prepared over 450 To Go bags for staff that includes items such as masks, face shields, gloves, wipes, etc. We are still waiting on some technology to arrive.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided an update on transportation operations - trying to manage and remain flexible to all of the possible changes with hybrid schedules and possible school closures.
- **Mr. Dave Martin, Director of Technology Services**, reported that the technology team is working on delivering devices to schools and has been assisting school districts in prepping the computers. It is a very large undertaking. Districts have expressed concerns about the potential need for significant increases of Internet bandwidth. We have proactively ordered 50% more bandwidth to help support the needs of the districts. The technology team is monitoring internet usage very closely so that we can respond quickly if needed. We are also working with Comcast for an additional 10G in case it is needed. Currently, our focus is on providing the districts the assistance they need to succeed, given the high demands on technology. In addition, we are planning ahead for the 2021-2022 school year when students will be one to one full-time, resulting in more devices in the classrooms. We are putting out an RFP through eRate to rebid our Regional Wide Area Network in the fall to increase more bandwidth for July 1, 2021. In addition, we are currently discussing schools plans/options for web conferencing in case zoom, teams, google systems go down. Cyberattacks have increased significantly.
- **Mr. Brian Griffith, Director of Educational Services**, reported that the CAOLA program has seen significant increases. Over 20 new school districts in the state have joined. In comparison to last year, weekly enrollment is up significantly. Last year at this time there were 1900 enrollments, this year we have 4300. In our region, last year's enrollment for fulltime students was 300, this year we have 1200. Elementary students has shown the largest increase. Last year 49 students were enrolled compared to 1700 this year. We have shifted some staff to assist CAOLA with this increase. **Please refer to CAOLA's website at <https://caola.caiu.org/> for information.** Aaron Clarke, CAOLA Account Manager, is on ABC 27 news this morning. Brian

reported that our ESL and ANPS staff are currently out supporting school districts and are following a flex model/schedule.

- **Rennie Gibson, Board Secretary**, reported that it is election time for PSBA leadership. The slate of candidates and FAQ is attached to the agenda for review. Voting will take place at the September Board meeting.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported on the recent changes to IX requirements and highlighted the changed to Board Policies 103 and 104. The changes are considerable and provide greater clarity and a very detailed plan that outlines the complaint process. The changes provide increased control for complainants, multiple ways to submit a complaint, and ensures a due and fair process. You will see an increase in other policy changes. A core team was developed to handle Title IX. This team went through extensive training and established a process. A training modular is being created to alert all staff of changes in the process and policies and will be released at All Staff Day. A website link to updates and reporting forms has been created. In addition, we created an update to share with our contractors.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. CAIU service projects are already underway this year. We continue our focus on equity. Our Leadership team is also engaging in this work and will be submitting monthly articles for the newsletter. Dr. Saia also highlighted the WITF summer projects that provide offline resources to students with limited or no internet access. CAIU is the central hub for projects across the state.

### **Approved Action Items**

- July 23, 2020 Board Meeting Minutes
- July 2020 Treasurer's Report – a total of \$4,235,540.48 in receipts and \$9,677,541.14 in expenditures
- Summary of Operations for July 2020 showing revenues of \$3,558,849.61 and \$3,764,035.76 in expenditures
- Summary of Operations for June 2020 showing revenues of \$102,749,862.37 and \$100,791,732.62 in expenditures
- Budget Administration
  - Proposed 2020-21 Original Budgets:
    - Title I, Part D – Neglected and Delinquent Subpart 2 Program
    - Title I, Part A - English Language Acquisition
- Other Business Items
  - Contracts – August 2020
  - Special Engagement Letter
  - Transportation Contract - Second Amendment
  - Revised CAIU Health and Safety Plan
- Policies & Programs
  - First Reading, Revised Policies:
    - #103 - Nondiscrimination in Educational Programs/Services
    - Policy #104 - Nondiscrimination/Discriminatory Harassment-Employment Practices
    - #247 – Hazing
    - #317.1 - Educator Misconduct
  - First Reading, New Policy:
    - #824 - Maintaining Professional Adult/Student Boundaries
  - Revised 2020-21 Student Services Master Calendar
- Job Descriptions
  - First Reading, Existing Position, New Descriptions:
    - Department Coordinator Technology
    - Application Architect
    - Application Support Administrator
    - Application Support Generalist
    - Application Support Specialist
    - Comprehensive Planning Support Specialist
    - District Technology Coordinator

- Network Infrastructure Architect
- Network Systems Engineer
- Online Learning Support Specialist
- PowerSchool Administrator
- PowerSchool Specialist
- Senior Software Engineer
- Software Engineer
- Software Project Manager
- Systems Administrator
- Technology Support Generalist
- Technology Support Specialist
- Telecommunications & Erate Administrator

- Personnel Items - See attached report

**Executive Director's Report**

- See attached report/newsletter.

**President's Report**

- Mrs. Jean Rice thanked all for their efforts in the start of the school year. Thank you to the Board Members for their continued efforts and attendance.

**NEXT MEETING: Thursday, September 24, 2020, 8:00 a.m., Board Room, CAIU Enola Office**

**2020-21 Board Meeting Dates**

**Time of Meetings:** 8:00 a.m.

~~July 23, 2020~~

~~August 27, 2020~~

September 24, 2020

October 22, 2020

November 19, 2020

December 17, 2020

January 28, 2021

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021 *Reorganization Meeting*



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## *August 26, 2020 Approved Personnel Items:*

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### **A. RESIGNATIONS:**

- **CYNTHIA BALESTIER**, Educational Paraprofessional, Emotional Support Program, effective August 17, 2020. Reason: Personal.
- **MATTHEW BRIGHTBILL**, Application Support Specialist, Technology Team, effective August 21, 2020. Reason: Personal.
- **NATASHA DECKER**, Educational Paraprofessional, CATES Program, effective August 28, 2020. Reason: Personal.
- **ARIEL FRANCHAK**, Remedial Specialist, ANPS Program, effective August 3, 2020. Reason: Personal.
- **KRISTEN GROSS**, Online Learning Support Administrator, CAOLA Program, effective August 17, 2020. Reason: Personal.
- **RASHA JONES**, Job Coach, Transition Program, effective July 30, 2020. Reason: Personal.
- **SARAH KNOUSE**, Job Coach, Transition Program, effective August 7, 2020. Reason: Personal.
- **JENNA LANDIS**, Teacher, Capital Area Mental-health Program, effective August 3, 2020. Reason: Personal.
- **KAYLA PUERZER**, Educational Paraprofessional, Emotional Support Program, effective August 28, 2020. Reason: Personal.
- **PATRICIA SADLOCK**, Educational Paraprofessional, Early Intervention Program, effective September 1, 2020. Reason: Personal.
- **JESSE WALKER**, Educational Paraprofessional, Autism Support Program, effective August 21, 2020. Reason: Personal.

### **A.1 APPROVAL OF RESIGNATION AND SEPARATION AGREEMENT**

- **JOSEPH GALLUCCI**, Business Development Manager, Technology Team, effective July 31, 2020. Reason: Personal.

### **B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

- **BARBARA BRECKENRIDGE**, Temporary Professional, effective date August 24, 2020. Assignment: Teacher, Early Intervention Program with base salary of Masters+45, Step 10, \$66,207 for 190 days of service will be prorated for a total of 173 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- **MICHELE DEMPSEY**, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$73,023 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.
- **ELIZABETH HARDING**, Professional, effective date to be determined. Assignment: Long Term Substitute Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$73,023 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.
- **SHANNON HOGAN**, Intern, Student Services Team, effective August 24, 2020 – June 4, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **DANIELLE KATEN**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 15, \$73,023 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.

- **KARISSA MCILRATH**, Intern, Student Services Team, effective date to be determined. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **ERIN NIEDZWIECKI**, Paraeducator, effective August 24, 2020. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$31,923 for 190 days of service will be prorated for a total of 173 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **ABBY REHKAMP**, Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Masters+15, Step 13, \$69,655 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.
- **REBECCA SWARTZ**, Professional, effective date to be determined. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 1, \$51,514 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 Capital Area Mental-health budget.
- **SEAN TANEY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, CATES 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 CATES budget.
- **ELIZABETH WATKINS**, Temporary Professional, effective date August 24, 2020. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 2, \$48,987 for 190 days of service will be prorated for a total of 173 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**C. CHANGES OF STATUS:**

- **BARBARA FREY**, from Educational Paraprofessional to Floater Teacher, effective for the 2020/2021 school year. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,987 for 190 days of service.
- **DONNA WELDON**, Service Coordinator, Early Intervention Program, from full-time to part-time status, effective September 1, 2020.

**D: CHANGES OF SALARY:**

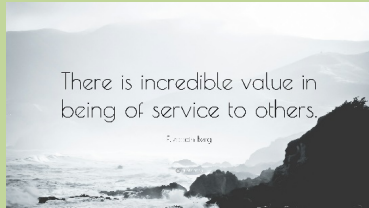
- **STEPHANIE BEARD**, Teacher, change of salary for completion of Masters + 45 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 45, Step 10, \$66,207 for 190 days of service.
- **ALANNA MCMULLAN**, Educational Consultant, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.

# CAIU: ALL IN!

WELCOME BACK!

**CAIU: BACK TO SCHOOL!**

WELCOME BACK!



There is incredible value in being of service to others.

— Bob Prosen

## Did You Know?

**ANDRIA SAIA**

The 2020-2021 Service Project window is open! CAIU has a long history of giving back to our communities through a variety of employee led service projects.

Every year employees lead or join service projects across our region to benefit families, schools, organizations, and our communities at large. This year – maybe more than ever before – our communities need our support.



**Many Hands, Doing Good**

Why do we do what we do? Being of service is not just a value we espouse, it is at the core of what we do. We are in the people business. In its simplest form, the work we do as an organization is best described as people that help others for a living.

What does that look like? An individual employee completes a form available on the website to organize a service project in our community that is at least 2.5 hours in length, with the objective of having at least five other CAIU employees join them. For those that do not want to lead a service project, they simply go to Frontline to sign up for a project that another organized. Then sometime between July 1 and All Staff Day in any given year, staff complete the service project.

While we do not yet know what January will look like, All Staff Day will happen, virtually or in person, small group or large, and you will have the opportunity to have the afternoon off in exchange for completing a service project.

This year is obviously different. Please pick a service project that reflects the safety recommendations to avoid crowds, stay socially distanced, and wear a mask.

Link to Frontline:

<https://app.frontlineeducation.com/select/>



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Welcome Back!



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Do you have a story for ALL IN? Do you know a member of the CAIU family we should recognize? Please send all stories and ideas to [communications@caiu.org](mailto:communications@caiu.org)



## IN THIS ISSUE

CAIU: CULTURAL AWARENESS

CAIU WELLNESS

CAIU COMPLIMENTS

## CAIU: CULTIVATING CULTURAL AWARENESS, STRIVING FOR CULTURAL COMPETENCE.

ANDRIA SAIA

Now that we are a bit more aware of our intent, and the impact our words/actions have on others, let us think about the level of cultural awareness and sensitivity with which we understand and interact with those around us.

**“No one is born fully-formed: it is through self-experience in the world that we become who we are.” ~ Paulo Freire**

As educators, I like to think that our fundamental belief is that others can grow and our goal is to assist in that growth: we help students learn a myriad of skills necessary to be successful; we teach other educators/leaders how to hone their craft to do the same. The topic of cultural awareness requires that we look not at others, but at ourselves, and commit to growing as a member of a multi-cultural society.

**What is Cultural Awareness?** Recognition of the nuances of one’s own culture, and those of others. This includes understanding the differences between people of different countries, cultures, religions, backgrounds, as well as how they influence values, beliefs, and judgements. It is being sensitive to the differences that exist, but avoiding judging them as better or worse, right or wrong.

**What is Cultural Competence?** Competence requires more than awareness or practicing tolerance. It is the ability to understand, communicate with, and effectively interact with people across cultures. This encompasses being aware of one’s own world view, challenging your own cultural assumptions, values and beliefs with a commitment to fostering equity and respect for diversity. It is about our will to build understanding between people, be respectful and open to different perspectives, strengthen cultural security and work towards equality in opportunity.

Developing cultural competence requires an open attitude, self-awareness, awareness of others, cultural knowledge, and cultural skills, as discussed below.

**Open Attitude:** Understanding there is much you don’t know, you move forward with genuine curiosity, ready to receive new information with an open mind. You seek out a wide variety of ideas, approaches, and divergent views.

**Self-awareness:** Willingness to objectively explore what you (un)consciously bring to any interpersonal interaction. This includes exploring your own culture, beliefs, values and background, as well as your own personal biases, and capacity for self-reflection and change.

**Awareness of Others:** The recognition that all individuals are unique, programmed by their background, worldview, beliefs and values, which may not match up with your own, but are equally valid and valuable.

**Cultural Knowledge:** The acquisition of information about others’ values, norms, and beliefs.

**Cultural Skills:** Adjusting communication style to different individuals, valuing and adapting to diversity, willingness to take a different cultural perspective, regularly reflecting and seeking feedback.

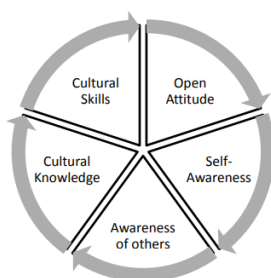
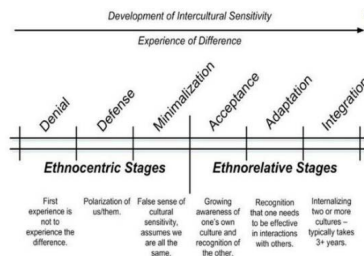
Increasing your cultural competence will benefit you as an individual and the CAIU as an organization that serves a diverse set of stakeholders. Cultural competence increases your appreciation for other perspectives, supports the generation of more ideas, increases creativity, improves listening, and increases empathy and adaptability. It is hard not to notice that the benefits of increasing your cultural competence are also critical to our mission to #begreat and in our vision of #changinglives. ☺ We are indeed better together and consciously cultivating our cultural competence will allow us to be great.



Want to read more?

<https://tinyurl.com/termstoknow>

<https://tinyurl.com/guideandsurvey>



## Message from the Executive Director



ANDRIA SAIA

The pandemic has me thinking about staff and students all the time – really - all the time. I want everyone to not only be safe, but to have everything they need to thrive! Recognizing that during the pandemic this may prove challenging, I wanted to remind you all that self-care will be critical to being your best as we strive to serve our students and districts in drastically different circumstances, and an ever changing landscape. Try to prioritize yourself in one or all of the following ways:



- Make time for yourself – be intentional about creating space to recharge and decompress
- Prioritize healthy choices – eat well, get enough sleep, create a routine with physical exercise
- Be realistic – “perfectionism and coronavirus don’t mix” give yourself grace if you cannot you’re your own expectations
- Set boundaries – be aware of how you absorb the anxiety and worry of others
- Reconnect with things you enjoy – think proactively of things you can do that take you away from the stress and bring you joy
- Be kind to yourself – stay calm, remind yourself that you are doing your best



Similarly, our children/students feel our stress, and feel their own worry about the changes to their routines. When they ask for our attention, give it to them.

It helps them to build brain connections and resilience. Help children to connect socially, it supports the ability to protect against the effects of ongoing stress. Validate their emotions, encourage conversation about how they are feeling. Help them to self-regulate through activities such as mindfulness, breathing exercises, and physical exercise. Follow a routine, and be a positive role model –children are always looking to us for cues on how to feel/respond.

Seek out additional help for yourself or a child/student when it is needed.

Want to read more?

<https://childmind.org/article/self-care-in-the-time-of-coronavirus/>

<https://developingchild.harvard.edu/resources/how-to-support-children-and-yourself-during-the-covid-19-outbreak/>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

## Student Services



**ALICIA MCDONALD**

### Flat Miss Heather (Heather Donovan)

Mrs. Heather Donovan teaches an Inclusive Classroom on Friday mornings. It continued virtually through the Covid closures. Miss Heather felt like the kids and staff needed something to be excited about over the summer and to help keep us connected. She adapted the "Flat Stanley" concept and created "Flat Miss Heather."



Each child received a "Flat Miss Heather" in the mail and was asked bring her along to the final Zoom class. During our final class, Mrs. Donovan created a Google presentation to share with the children and families to encourage them to take "Flat Miss Heather" different places and take pictures while there and then share the pictures. It has been so much fun! So far Flat Miss Heather has been fishing, gone with a friend to get his cast off, been on the Safari at Lake Tobias, and gone on a helicopter ride in Myrtle Beach! They are looking forward to the next adventure!



**Congratulations** to Megan Hart, Preschool Inclusion Consultant, on officially receiving her Special Education Teaching Certificate!

### Delbrook - Ms. Lyndi Janny's class



Some of the teaching team members from Ms. Janny's class at Delbrook practiced social distancing as they made lawn visits to wish their "Preschool Grads" best of luck as they transition to kindergarten.



### Preschool Parent Appreciation

"Alison Schwartz and her Middle Paxton preschool team (Ellen, Marisa, Alyssa, Greer and Erin) have been such a shining star for our son Zach's preschool experience. We're sad that his preschool time is coming to a close in a few weeks and hope that we'll have a great educational experience for him in kindergarten, but Alison's set such a high standard that will be hard to reach! During the entire pandemic (as well as before that with their in person classroom) they've delivered a top notch program. My son looks forward to seeing Alison in her online videos and especially in our twice/week Zoom sessions. The online therapy sessions have been filled with energy and we look forward to seeing his PT, OT and Speech each week for his 1:1 time and have very much appreciated how they've adapted to the online format. We've been fortunate to have the CAIU OT to keep him going and progressing through our online sessions with Alyssa. One of his IEP goals includes taking his shirt off (which he needed a bit of help to do at the start of the pandemic), but now Zach can do it himself and will demonstrate that during Zoom sessions! Erin helped us get Zach's Proloquo2go iPad from Variety (which was delayed because of COVID cancelling the presentation in March), so he had it in his hands May 1 and has been able to use it during this time at home and work with her on that during our sessions each week. Marisa's energy on our PT sessions and the fun videos she's put together have been another bright spot each week, too. Zach giggles as he does her activities and makes us all smile.

We've really appreciated this team and we're so glad they came to Middle Paxton right at the time Zach was in preschool. They've made us feel so very comfortable from the start. Alison and her team definitely deserve many gold stars for all they've done and how they've shined during these difficult pandemic months. I teach online using Zoom myself, so I appreciate what they've done to make this all happen. We will certainly miss them, so I didn't want to miss the opportunity to tell you all how amazing they all are!

With great appreciation, Melinda T. ~ Zach T. - preschool graduate

## Tech Services



**DAVE MARTIN**



**PowerSchool** is one of the leading student information systems used in school districts today. Originally released in 1997 and once owned by Apple, the application has continued to grow into a full software package for schools. Now, PowerSchool integrates with all leading educational software solutions and has many of its own expansions available featuring

Unified Classroom, Special Education, Registration, and a Notification system.

The CAIU Application Support team within the technology department has been assisting districts, charter schools, and intermediate units for over fifteen years. Currently we support 42,000 students across 21 school districts, 2 charter schools, 2 IUs, 2 non-public school, and 1 CTC. The level of support provided is based on the institution's needs and is customized to fit the level of support requested.

This may seem like a simple application, but the team works around the clock to support district administrators and staff by determining the best methods for each of the following tasks: scheduling and building that schedule for teachers and students, archiving grades and producing report cards, creating custom reports to produce necessary data, completing end-of-year process and setting up schools for the new year, validating student data and producing necessary PA state reports, as well as many other daily/monthly/annual processes. They also provide onsite training to Administrative Staff, Counselors and Teachers on any of these topics. This team enjoys working with district staff in making recommendations that will create opportunities for

schools to reach their mission. Finding solutions for districts comes down to establishing the relationship with the staff at the school and understanding their needs.

Recent events with COVID-19 has certainly made things interesting with supporting PowerSchool. The Support Team has had to figure out unique ways to change terms, scheduling, grading, and calculating final grades for the 19-20 year to fit the changes the schools had in mind. Often, making several changes to find what worked best. As well as work with schools on preparing for the 20-21 year, by building schedules to allow for virtual and hybrid learning.

The PowerSchool Support team is already working full steam ahead to help schools prepare for this new and unique school year. We thank the CAIU staff and our district staff for all of their hard work to customize a solution that works for them! ~ Dave Nichols



## Tech Tip of the Month

Did you know that you can switch between different open windows on your computer by pressing Alt+Tab at the same time? You hold down the "Alt" key and tap on the "Tab" key to rotate through all open windows. This can help save time in your day by not having to use the mouse to switch between windows when typing! To find out more useful hotkeys, check out:

<https://turbofuture.com/computers/keyboard-shortcut-keys> .



## Educational Services



### BRIAN GRIFFITH



**CAOLA**  
Stay the Course

#### CAOLA

CAOLA has been busy this summer training school district teachers and staff on digital learning, teaching and management of their online program. So far, our CAOLA team has trained 825 school and district personnel. The training series continues through September for school year start support. Additional targeted training will be throughout the year.

Aaron Clarke, Account Manager, hosted another virtual open house for the Capital Area region on July 30, 2020. We had 351 people attend the event representing 25 LEA's in the region. The goal of the event is to educate families on the educational choices available for LEA's partnered with CAOLA. Aaron continues to offer the open houses on a regular basis throughout the school year.

CAOLA is also experiencing some exciting growth. CAOLA partnered with 25 new LEA's and Intermediate Unit #5 in the past two months. CAOLA is 11 Intermediate Units strong, serves 150 LEA's, and still growing!

CAOLA is happy to announce that one of their own staff, Bryan Guerrisi, Online Learning Support Specialist, has been selected to participate in CAIU's Emerging Leader Development Program (ELDP). Bryan has been with the CAIU and CAOLA for 7 years and is an essential member of the team, he keeps the program running smoothly. We congratulate him on this well-deserved recognition.



### CAIU Summer Series

Members of the Educational Services Team supported teachers in the region by offering a Summer Learning Series. Sixteen half-day sessions were offered to assist teachers to better prepare instructional delivery in a blended or online teaching environment. The sessions were offered between July 7- August 6 and had approximately 150 attendees.



### Summer Projects

In partnership with WITF and IUs 12 and 13, CAIU is wrapping up our summer grab-and-go project to bring offline resources to students with limited or no internet access.

The Summer STEM Adventure provided eight weeks of activities about animal habitats using the Engineering by Design curriculum. A press release from the beginning of the project was picked up by several news outlets across the three IUs.

<https://www.witf.org/2020/06/30/free-stem-camp-for-families-at-home-this-summer/>

CAIU and WITF have partnered with the song-writing team of Lenny Tepsich and Bob Welsh to create a series of short music videos to promote student social-emotional learning.

These interstitials, as they are known in broadcasting, will air as 1-minute segments between various PBS programs this fall. Lesson plans and activities to extend the learning to classrooms are also being developed. Lenny Tepsich is known locally as Mr. Music from Hersheypark.

CAIU is represented on the planning team by Student Services, Educational Services, and Administrative Services team members.

## Business Services



### DAREN MORAN

The COVID pandemic is causing so much stress in a variety of different ways. Do you want something that could possibly help with the stress? Do you want to live longer and decrease your levels of stress? If so, you need a pet. 67% of the households in America own a pet. Animal shelters across the country have reported a surge in pet fostering and adoptions as Americans looking for comfort during the lockdown have opened their homes to new pets.

Not only does having a pet help reduce stress, but it also helps lower cholesterol, decrease blood pressure, and increase fitness levels and opportunities for exercise. Pets can act as a calming presence. When you pet them, it's like squeezing a stress ball. Some people even use their pets as a therapist. It has been proven that pets know when you are upset and can help cheer you up.

Pets don't judge you. They don't care what you wear, they don't gossip about you, they always see the good in you. If you are having a bad day, pets will definitely help cheer you up. They know when you're happy or sad. Research shows that for kids, having a pet can teach them many values in life. Pets can teach kids responsibility. Even little tasks like that can help a child grow up to be more responsible. Pets can also teach kids kindness and how to be gentle. By doing this, they learn to be kind.

So you might be wondering how this relates to anything we do at the CAIU but it is more relevant than you can imagine. We currently have a wonderful therapy dog program that benefits students and staff in so many amazing ways. We (CAIU staff) participate in a large number of service projects each year that benefit animals. If you are interested in supporting these organizations or our own therapy dog program, please do not hesitate to reach out.

Here are the four legged family members of the business office staff.

#thebusinessofpets  
#petsoftheIU  
#therappetsindisguise  
#adoptyournewbestfriend



## HR & COMMUNICATIONS



### TOM CALVECCHIO



#### To Our Valued CAIU Staff:

As we prepare for another year to begin, we are aware that it is under the most unique circumstances. We know that your feelings and concerns are very

real. The decisions that were made sought to balance and ensure not just your safety, but the need for the children we serve to receive the services they so desperately need.

Transparently, these decisions were tough, and we know that they will split the room, in terms of those who think we did enough and those who think we did too little. This was to be expected, but something we did work hard to limit.

The Command Response Team and HR Office have worked hard to create plans based on the most up to date guidance and will continue to change them when necessary, as demonstrated throughout this summer.

There will inevitably be times where the guidance we must give is different than the guidance you had hoped to receive, but we will be committed to being as supportive and understanding as possible; and offering any guidance you may need.

By now, you have received the CAIU return to work handbook (safeschools link) and the CAIU Health and Safety Plan (CAIU website). Please review these documents carefully and reach out to us (HR team) if you have any questions that cannot be answered by your supervisor. You can also email [communications@caiu.org](mailto:communications@caiu.org) at any time.

#### HR team contact info:

Assistant Executive Director Dr. Thomas Calvecchio at [tcalvecchio@caiu.org](mailto:tcalvecchio@caiu.org) or (717) 732-8487 Irma Baughman, HR Manager: [ibaughman@caiu.org](mailto:ibaughman@caiu.org) or (717)-732-8455

Beth Deaven, HR Generalist: [edeaven@caiu.org](mailto:edeaven@caiu.org) or (717) 732-8661 Jennifer Neusbaum, HR Coordinator: [jneusbaum@caiu.org](mailto:jneusbaum@caiu.org) or (717) 732-8638

Autumn Evans, HR Clerk: [aevans@caiu.org](mailto:aevans@caiu.org) or (717) 732-8454

We know that returning to work will be challenging for some. Please know that we are here to help and offer you clear guidance to help you make the best decisions for you and your family.

## CAIU Compliments

### CAIU STAFF IN ACTION



**Tylor Miller** - I would like to pass on a special compliment to Tylor Miller who is one of our special IT men! He has so much patience and helped me through a difficult situation. The Help Desk has always been a pleasure to work with and I honestly don't know what I would do without them! Thank you again Tylor!! ~ Jan Primmer, Licensed School Social Worker at Hill Top Academy

#begreat



**Sue Drda and Janice Susi** - Sue and Janice organized a My Bike Event for Monday, July 27th. On a very hot day, they helped families get adapted bikes and strollers through the program. It was held outside to maintain safety and yet get the equipment in the hands of the families who have been waiting. Great job by both Sue Drda, PT and Janice Susi, OT! It was a lot of sweat and hard work, but well worth the effort. Thank you to them for being willing to #changinglives. ~ Kathy Gottlieb, Program Supervisor

#changinglives

## CAIU Wellness

RENNIE GIBSON

### Creative Virtual Wellness Programs & Goals for 2020-21



As summer winds down and we quickly approach the 20-21 school year, the Wellness Committee has begun planning for what will no doubt be a very challenging year. We will,

once again, work closely with Capital Blue Cross on developing a Wellness Calendar of events and programs and goals and strategies.

We realize that we will need to get creative in providing virtual wellness programs and initiatives that support the needs of our employees. We are looking forward to this challenge and see it as an opportunity to reshape our approach to health and wellness.

Now, more than ever, it is important to remember how to have fun, stay engaged and part of the team, and to reevaluate our personal wellness goals.

#### Here is some expert advice and recommendations for five health goals worth focusing on:

##### 1. Practice self-care.

This might be the most important goal and if you were to only pick one – this would be my suggestion.

Self-care is about taking care of yourself to improve your emotional, physical and mental well-being. It includes getting enough sleep and relaxation, and managing your stress, to improve your health.



##### 2. Get moving with mobile health apps.

It's no secret that daily exercise can improve your health. But to improve your fitness results, use a mobile health app. The use of mobile health apps can improve health outcomes and provide the motivation and guidance you may need. They're convenient, easily accessible and many are free. From step counters to aerobics videos and live-streaming workout classes to virtual trainers, with a health app, a workout is right at your fingertips, leaving you with no excuse not to burn calories.

##### 3. Ditch the diets

Evidence shows losing weight gradually and making long-term changes in your daily eating and exercise habits delivers long-lasting results. Focus on making a sustainable shift toward better food choices, such as whole grains, lean meats and fresh fruits and vegetables - work toward a permanent, healthy eating lifestyle.

##### 4. Eat your fruits and veggies.

According to Harvard University, diets rich in fruits and vegetables reduce risk of heart disease and stroke, can lower blood pressure, prevent some types of cancer, and have a positive effect on blood sugar, which can help regulate your appetite. They're also dense in nutrients. The U.S. Department of Agriculture recommends five servings of vegetables per day and four servings of fruit. Yet, according to the Centers for Disease Control and Prevention only 1 in 10 adults get enough fruits and vegetables.

##### 5. Fuel up on superfoods.

Superfoods, such as kale, brussels sprouts, blueberries and mushrooms, have increased in popularity — and with good reason. Researchers have found they're packed with higher levels of vitamins and minerals than most foods. And some are also rich in antioxidants, which help prevent disease and protect cells from damage.

Don't forget to check out our Wellness Resource Page!

PLEASE, drop us an email at [wellness@caiu.org](mailto:wellness@caiu.org) and tells us how we can best support you in your Health and Wellness in 2020-21 Be Well!

<https://www.memorialhermann.org/everydaywell/health-wellness/health-goals-worth-sticking-to/>



### UPCOMING EVENTS/ACTIVITIES/CELEBRATIONS

- Check out all of the latest happenings of the CAIU and upcoming September Celebrations [HERE](#).
- The Champions for Children Bingo event rescheduled for 9/18/20 has been CANCELLED. Stay tuned for a Save the Date for some time in April 2021.

## OPPORTUNITIES FOR GROWTH

The best project you will ever work on is you! Take some time to explore all the ways there are to grow – personally and professionally.



*"Change is inevitable, but transformation is by conscious choice." ~ Heather Ash Amara*

**Check Out all the offerings at 48 C.A.R.A.T.S.:**  
<https://48carats.caiu.org/48caratsDN2/LogIn.aspx>

Check out all our virtual training offerings:  
<https://tinyurl.com/CAIUtraining>

## Help Wanted!

Do you want to know what positions are open at the CAIU? Below is a list and a link to our application portal.

#### Paraprofessionals

- 1 –COTA
- 4 – EPP
- 2 – Job Coach
- 1 – PCA



#### Professional

- 3 – Speech Pathologists
- 2 – Teacher
- 1 – Remedial Specialist

#### Support

- 1 – Online Learning Support Administrator (CAOLA)

*"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle." - Steve Jobs*

Link to CAIU Job Search:

<https://www.applitrack.com/caiu/onlineapp/>

*Know someone looking – please share!*



## State of the Union

MICHELLE SHOLDER

### Pringle: NEA Ready for 'Good Trouble'

Introducing her successor, Eskelsen García called Becky Pringle “exactly the person that every student needs, that every educator needs, on their side... She will grab and run with it.”



Becky Pringle,  
NEA president

Pringle's election is the culmination of a long and distinguished career as a classroom teacher and a tireless advocate for public education, and for racial, social, and economic justice. As a science teacher in Philadelphia, Pringle served as a local president and steadily rose through the ranks of NEA leadership, serving on the NEA Board of Directors, the Pennsylvania State Education Association board, and as a member of NEA's Executive Committee.

In 2008, she was elected NEA secretary-treasurer, where her stewardship helped navigate the association during one of the worst economic downturns – and the devastating cuts to public education that came with it – in the nation's history.

Pringle's acceptance address to NEA delegates on Wednesday was a stirring call to action for educators to confront and finally defeat the forces that have jeopardized the education and lives of too many students.

“We cannot—we will not—put off for one more second creating schools that serve the needs of all our students regardless of their race, ethnicity, sexual orientation, gender identity or expression, immigration status, or language,” Pringle said. “Now is the time to address the systemic inequities that beset our most vulnerable students.”

Pringle takes the helm of the NEA as we face yet another historic crisis – a pandemic that has leveled the economy and disrupted the education of 78 million students across the country. The continuing fallout from COVID-19 has exacerbated the already entrenched inequities in the education system. And the upcoming school year is shrouded in fear and uncertainty as the pressure builds on students and educators to jeopardize their safety and walk into their school buildings to resume in-person learning.

Educators, Pringle said, are being “bullied from the highest office in the land to reopen school buildings and campuses.”

“I've spent these last 5 months Zooming with thousands of you, so I know you're nervous about keeping everyone safe, and anxious about how to center your advocacy in equity,” she said. “But know this. NEA will support your demands that you get what you need to safely do the jobs you love.”

Pringle announced that as president-elect, one of her first orders of business will be to financially support any NEA affiliate who believes their community's reopening plan will be putting educators and students at risk.

As President Trump and Betsy DeVos callously disregard guidance and advice from the nation's top health experts and Senator Mitch McConnell continues to drag his feet as catastrophic budget cuts loom over every state, NEA must step up and lead, said Pringle. “We're done being forced to make the false choice between living and learning; blamed for the failure of this administration to bridge the gaps in equity and fairness. We're done.”

Pringle referred delegates to [nea.org/safeandjust](https://www.nea.org/safeandjust), which features a school board resolution to mobilize communities around a commitment to protect and support students and educators. NEA will be adding more resources to the site to help educators improve remote teaching and share the latest data from experts. (Additional resources can be found on NEA's COVID-19 response site [educatingthroughcrisis.org](https://www.educatingthroughcrisis.org).)

Pringle ended her remarks invoking late Rep. John Lewis' famous call for activists, when fighting for justice, to get into “good trouble.”

From tearing down the inequitable systems that exclude millions of students, to confronting the sexist, racist, and homophobic power structures that banish countless others to second-class citizenship, to keeping every student and educator safe, Pringle vowed that “NEA, we will get into good trouble every day, in every state, in every community all across this nation.”

From: [http://neatoday.org/2020/08/06/nea-elects-pringle-moss-and-candelaria-to-leadership/?\\_ga=2.119097354.26259766.1597072972-728435565.1547046171](http://neatoday.org/2020/08/06/nea-elects-pringle-moss-and-candelaria-to-leadership/?_ga=2.119097354.26259766.1597072972-728435565.1547046171)

I would also like to note that Becky was a teacher at Susquehanna Township Middle School. I have had the pleasure of talking with her a several region events and am beyond excited for her to continue this journey. Please know that I am thinking about all of you as we start this school year. ~ Michelle Sholder CAEA President



*Great Public Schools for Every Child*