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Derry Township School District
Board of Directors Meeting
November 3, 2025
Board of Directors Room 7:00 p.m.
Summary Minutes - VIII

1. OPENING ITEMS

1.a. Call to Order

Minutes

The meeting was called to order by Ms. Drew at 7:00 p.m. The meeting was conducted both in-person and virtually.

1.b. Roll Call

Minutes

Members in Attendance: Joshua Cysyk, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, and Tracey Royo

Members in Attendance Virtually: Ericka Schmidt

Members Absent: None

Non-Voting members in Attendance: Michele Agee and Stacy Winslow

Student Board Representatives in Attendance: Julia Aluquin, Anna Ardire, and Shaunak Dalal

Solicitor: David Walker

Staff/Public in Attendance In-Person: Jodie Dermo, Sarah Harmer, Jared Nicholson, Jesse Rawls and Aaron Shuman

Staff/Public in Attendance Virtually: Lisa Balanda, Mark Balanda, Scott Harman, Sarah Nickolich, and Lindsey Schmidt

1.c. Flag Salute

1.d. Approval of Board of Directors Agenda

Approval of the Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the board agenda for this evening's meeting was approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt

Nay: 0
Abstain: 0
Not Cast: 0

2. INFORMATIONAL AND PROPOSALS

2.a. President Communications

Minutes

Ms. Drew announced the Board met in Executive Session prior to tonight's meeting to discuss the following:

- Informational Items

2.b. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers, attending either in person or virtually, to address the Board on matters related to the agenda. Those wishing to speak on matters not related to the agenda, an additional public comment period will be provided later in the meeting.

Each speaker is permitted up to 5-minutes of speaking time during each one of the public comment periods in order to provide other residents with an opportunity to speak. When necessary, the Board may set a maximum time for public comment. As a reminder, all public comments are part of the meeting's public record and minutes.

If attending in person, complete and turn in to the Board Secretary, Mrs. Agee, a registration form located on the sign-in table. When your name is announced, come to the microphone. If attending online, you must have registered individually with your full name and address. To be recognized, raise your virtual hand. For all speakers, once you are recognized, it is only necessary that you identify yourself by providing your full name.

Minutes

There were no citizens requesting recognition by the board.

2.c. Community Correspondence Report

Minutes

Ms. Harmer reported that there was a total of 2 submissions during the month of October.

2.d. Recognition of New Extracurricular Activity/School Club - Sending Sunshine Club

In compliance with Policy 122 - Extracurricular Activities, the listed additions of the High School Student Clubs are recognized:

- Sending Sunshine Club

Minutes

In compliance with Policy 122 - Extracurricular Activities, the Sending Sunshine Club addition of the High School Student Clubs is recognized.

2.e. Standing Committee Meeting Report

Minutes

Mrs. Renz gave a report on the General Services Meeting that met prior to this evening's meeting and discussed the following:

- stadium project presentation
- the committee approved moving the proposal to the full board

Dr. Cysyk gave a report on the Policy Meeting that met prior to this evening's meeting and discussed the following:

- recommended the revision of policies, 101, 106, and 107 regarding the mission statement and guidelines for instruction
- reviewed and recommended policies 100 through 111 related to instruction

2.f. Student Representatives' Report

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

Minutes

Julia Aluquin, Anna Ardire, and Shaunak Dalal gave a report that included the following:

- girls' cross-country team and Max Hulays, the individual boys team qualifier, competed at States Friday
- recognized our school psychologists across the district for National School Psychology Week
- Hershey High School's Trojan Ten students
- Hershey High School hosted the annual Link Crew conference
- Mini-THON Farm Show Milkshake fundraiser was successful
- junior vs. senior Powderpuff Flag Football Game raising over $2,000 for Mini-THON
- Trojan Buddies Halloween event

- Friday we will be honoring our veterans

2.g. Anticipated Agenda Items for the Next Board of Directors Meeting

The following items will be on the Agenda for the next Public Board of Directors Meeting:

- Approval of November 3, 2025, Board of Directors Summary Minutes
- Students of the Month Presentation
- Staff Development/Conference - Sara Wendell - National Association of School Psychologists Annual Convention
- Speech and Debate Club

3. UNFINISHED BUSINESS

3.a. Facility Projects Update

Minutes

Dr. Winslow shared the following:

- stadium project update
- elementary project with Mr. Colestock reviewing the Act 34 and bid timeline on 11/17
- today the faculty had a second day to provide in-put to the architect
- anticipated board workshop in December to acclimate our new board members to the elementary project and to review the Act 34 hearing

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 Dr. Cysyk and a second by Mrs. Renz, the Consent Agenda items were approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

4.a. Approval of Summary Board of Directors Meeting Minutes

4.b. Approval of Policies

The Administration recommends the approval of the following policies of the Derry Township School District Policy Manual which have been on public display for thirty-days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- Policy 102 Academic Standards
- Policy 105 Curriculum
- Policy 122 Extracurricular Activities
- Policy 123 Interscholastic Athletics
- Policy 209.2 Diabetes Management
- Policy 815 Acceptable Use of Technology Resources

4.c. CAIU VMware Licenses

The Administration recommends the approval of the CAIU VMware Licenses for a cost effective three year period of virtualization services.

4.d. CDW Renewal

The Administration recommends the approval of the CDW Renewal for a phishing simulation and training platform for one year.

4.e. LLIU CAFCO Renewal

The Administration recommends the approval of the LLIU CAFCO Renewal for supplemental bids of food service supplies.

5. NEW BUSINESS

5.a. Acceptance of Gift - Capital Blue Cross - HP Monitors

The Administration recommends accepting the following gift:

Donated by:	Capital Blue Cross
Item:	HP Monitors (50-60 units)
Value:	$2,500 - $3,000 (Estimated)

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Capital Blue Cross gift was accepted.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.b. Approval of Club - DIY Club

The Administration recommends the addition of the DIY Club. No Limited Service Contract is associated with this club. The club is requesting a Student Activity Account.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the DIY Club was approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.c. Approval of S.T.R.E.S.S. Club Change

The Administration recommends the change of the S.T.R.E.S.S. Club. No Limited Service Contract is association with this club. The club is now requesting a Student Activity Account.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the S.T.R.E.S.S. Club was approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.d. Change Order Approval - Rettew Addendum 5 - Elementary Project 0870701809 (retroactive)

The Administration recommends the Board retroactively approve the Rettew addendum for additional soil testing and reporting on the proposed site for the new elementary building project.

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, Addendum 5 with Rettew for the Elementary Project was approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.e. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Classified Staff:

Carlisle, Skylar
Food Service Worker
District-wide
Reason: Personal
Effective: 11/12/2025

Neidigh, Jacqueline
Bus Driver
Transportation
Reason: Retirement
Effective: 01/09/2026

Oliver, Jack
Groundskeeper
Buildings and Grounds
Reason: Retirement
Effective: 02/06/2026

Readinger, Robert
Custodian (2nd shift)
Buildings and Grounds
Reason: Personal
Effective: 10/24/2025 (retroactive)

Trump, Antony
Van Driver
Transportation
Reason: Personal
Effective: 11/07/2025

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Personnel Resignations were approved.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

5.f. **Personnel - General**
1. The Administration recommends the approval of the following appointments and recognition of the following transfers:

Classified Staff:

Kochalka, Eli (replacing Jennifer Quant)
Paraprofessional (Self-contained Classroom)
Primary Elementary School
Level B, 6.5 hours per day
Salary: $20.36 per hour
Effective: 11/04/2025

Marsden, Grace (replacing Sandralin Soto)
Paraprofessional (Self-contained Classroom)
Early Childhood Center
Level B, 6.5 hours per day
Salary: $20.36 per hour
Effective: 11/04/2025

Mulholland, James (replacing Philip Wetzel)
HVAC Technician/Plumber
Buildings and Grounds
Level D, 5.75 hours per day
Salary: $34.29 per hour
Effective: 11/04/2025

Papapietro, Maureen (replacing Bernard Bischof)
Bus Driver
Transportation
Level A, 5.5 hours per day
Salary: $23.43 per hour
Effective: 11/04/2025

Shoffner, Jennifer (replacing Tammy Burkhart)
Paraprofessional (Self-contained Classroom)
Early Childhood Center
Level B, 6.5 hours per day
Salary: $20.36 per hour
Effective: 11/04/2025 (pending receipt of Act 168s)

Transfer of Classified Staff:

Castka, Maria* (replacing Kateria Alicea)
From: Paraprofessional
Primary Elementary
Level A, 5.75 hours per day
To: Paraprofessional (Self-contained Classroom)
Primary Elementary
Level B, 6.5 hours per day

Salary: $20.36 per hour
Effective: 11/04/2025

Koons, Joseph* (replacing Robert Readinger)
From: Utility Custodian (2nd shift)
District-wide
Full-time, 8.0 hours per day
Salary: $22.52 per hour
To: Custodian (2nd shift)
Elementary School
Full-time, 8.0 hours per day
Salary: $20.65 per hour
Effective: 10/27/2025 (retroactive)

Limited Service Contract:

Ott, Katelyn*
Head Coach - H.S. - Basketball - Girls
Group B, Step 8
Salary: $6,218
Effective: 11/04/2025

***This individual is currently an employee. Certifications are on file.**

2. The Administration recommends the approval of the following request in accordance with District Policy 339:

Luma, Arbelina*
Paraprofessional
Middle School
Uncompensated leave
Effective: Approximately 12/23/2025 through 05/14/2026

Minutes

Following a motion by Dr. Cysyk and a second by Mrs. Renz, the Personnel - General items were approved and transfers were recognized.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

6. Delegate Reports

6.a. CAIU

Minutes

The CAIU report is attached to the agenda. Dr. Cysyk highlighted that the IU had to take out a $30,000 loan to overcome the budget shortfall due to not having a state budget.

7. SPECIAL REPORTS

7.a. Board Members' Report

Minutes

Dr. Cysyk gave a shout out to Brandon Buterbaugh for the great job and all that he does with the students.

7.b. Superintendent's Report

Minutes

Dr. Winslow gave a report that consisted of the following:

- a shout out to the school psychologists for National School Psychologists week
- shared a letter that will be emailed to families regarding e-bikes and e-scooters

7.c. Board President's Report

Minutes

Ms. Drew gave a report that included the following:

- congratulated all the student athletes for a successful fall season
- Hershey High School Theater Department's fall play, Little Women, will be held the weekend of November 21st

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 are asked to follow the same guidelines outlined at the initial public comment portion of our meeting.

Minutes

There were no citizens requesting recognition by the board.

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:25 p.m. following a motion by Dr. Cysyk and a second by Mrs. Renz.

Vote Results

Yea:	9	Joshua Cysyk, Tracey E. Royo, Lindsay Drew, Ganesh Harinath, Stewart McCarver, Jennifer Renz, Michael Rizzo, Honesta Romberger, Ericka Schmidt
Nay:	0	
Abstain:	0	
Not Cast:	0	

Respectfully submitted,

Michele Agee
Secretary to the Board
November 17, 2025

Lindsay Drew
Board President

Board Meeting Virtual Attendane November 3, 2025
Lisa Balanda
Mark Balanda
Scott Harman
Sarah Nickolich
Lindsey Schmidt

Derry Township School District
Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Directors

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: October 7, 2025

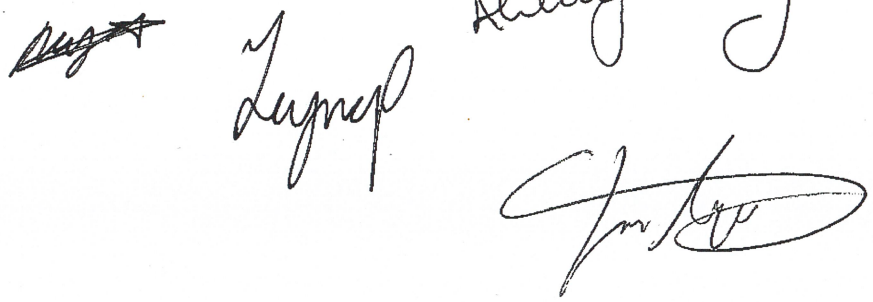
On behalf of HHS students Raiana Atabaeva, Zeynep Ozdogan & Tessa Stager, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled Sending Sunshine Club. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, Abbey Krahling.
- Based on the proposal, the club supports the vision of Hershey High School and DTSD.
- The group does not have a desire to handle funds.
- Participation in the Sending Sunshine Club would be open to all HHS students.
- This program does not entail a Limited Service Contract (LSC) and will therefore not include a stipend/payment to the sponsor.

Enclosures: Proposal for HHS Sending Sunshine Club

Sending Sunshine Club

- Raiana Atabaeva, Zeynep Ozdogan, Tessa Stager
- Sending Sunshine
- This club will bring together students for a good cause. It will foster compassion and empathy between students and towards seniors around the US and Canada. The club is a Chapter under the Sending Sunshine Organization where people can come together and make cards for seniors around Canada and the United States. Students making cards can earn volunteer hours (each card earns 30 minutes) which is signed/provided by the organization. Cards will be mailed out by the officers to the organization who will then distribute them and electronically provide volunteer hours through a form. There are certain requirements and guidelines for the cards, listed on the website; and they will be addressed in our meetings. The meeting days will be flexible because we understand that people have sports and other extracurricular activities; we plan to meet twice a month. Anyone is free to join anytime they want.
- All necessary materials will be provided by Mrs. Krahling. We plan to have fundraisers during holidays such as Christmas and Thanksgiving where we will collect lightly used or new donations to donate to the Ronald McDonald house; however we will most likely not require funds for this either.
- Around 10-15 people per meeting.
- All grade levels are welcome.
- Mrs. Krahling
- Signitures:



volunteer hours that go toward-

PURCHASE LETTER OF INTENT

School Entity Name: Derry Township School District

Purchase of: **VMWARE VCF CORE LICENSES**

Background: VMware licensing costs are increasing significantly, and government entities and school districts are experiencing a negative financial impact. Recognizing that this impact is unbearable for public budgets, the CAIU has strategically collaborated with Broadcom to provide statewide solution pricing through the Intermediate Units.

This letter signifies the intention of the district (listed above) to purchase VMware VCF core licenses for their vSphere environment for a 36-month period. This crucial information is necessary to enable (IU Name Here) ___CAIU 15_____ to provide the appropriate license counts to Broadcom.

Pricing & Intended Purchase:

Please provide the **quantity** of cores and the desired start date in the appropriate boxes below. Please also check one of the options below.

PRODUCT	COST	QTY	Start Date
VMware VCF Core Licenses** All-Inclusive License Includes: vSphere Enterprise Plus ESXi & vCenter Server Standard vSAN Enterprise (1 TiB/core) NSX Enterprise Plus HCX Enterprise Aria Suite Enterprise SDDC Manager ** No minimum	$110/yr per core license	64	2027-06-28

Which option best reflects your plans regarding VMware before this agreement:

- ■ We planned to renew our VMware licenses and continue with our current deployment.
- ☐ We were actively evaluating alternatives to VMware and/or considering a transition.
- ☐ We planned to not renew our VMware licenses and were going to implement an alternative.

Authorized District Signature: _____ Date: December 8, 2025

Printed Name: Lindsay K. Drew

Title: School Board President

***** PLEASE RETURN THE FORM TO CAIU to rbrent@caiu.org *****

Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

PHIL AYALA,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPNX974	9/12/2025	COFENSE RENEWAL	6720374	$862.50

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
PhishMe Enterprise - subscription upgrade license (1 year) - 1 user Mfg. Part#: CPER Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (531722-002)	750	7005601	$1.15	$862.50
COFENSE REPORTER UNLMNT DPLYMNT Mfg. Part#: CREPUR Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (531722-002)	1	5730481	$0.00	$0.00

These services are considered Third Party Services, and this purchase is subject to CDW's Third Party Cloud Services Terms and Conditions, unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	$862.50

SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$862.50**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: DERRY TOWNSHIP SCHOOL DISTRICT ACCOUNTS PAYABL PO BOX 898 HERSHEY, PA 17033-0898 **Phone:** (717) 534-2501 **Payment Terms:** NET 30 Days-Govt/Ed	**Shipping Address:** DERRY TOWNSHIP SCHOOL DISTRICT JARED NICHOLSON - MIDDLE SCHOOL 30C E GRANADA AVE REAR ALLEY HERSHEY, PA 17033 **Shipping Method:** ELECTRONIC DISTRIBUTION
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Thomas Figueiredo | 800.808.4239 | thomfig@cdwg.com

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Board approved November 3, 2025
Michele Ager, Board Secretary

iu13
An Education Service Agency

Business Services

LANCASTER-LEBANON INTERMEDIATE UNIT 13
COLLABORATIVE SERVICES

CAFCO PARTICIPATION AGREEMENT

The DERRY TOWNSHIP SCHOOL DISTRICT agrees to participate in the collaborative procurement effort to purchase food, being offered through the Lancaster-Lebanon Intermediate Unit 13 (IU13) and facilitated by IU13 Collaborative Services. This agreement will be in effect for fiscal year July 1, 2026 through June 30, 2027.

Bidders will base their pricing on anticipated volumes from the entire group. As a result, districts participating will be held accountable for their requirements vs. actual quantities, and the integrity of the bid process.

Responsibilities of Participating Entities:

1. Adheres to CAFCO Guiding Principles.
2. Abides by all bid terms and conditions.
3. Honors the integrity of the bid process by utilizing the awarded bidders and pricing, and being accountable for procuring the requirements as indicated in the bid specifications.
4. Furnish IU13 Collaborative Services staff and Advisory Council with all requests (specifications and quantities) for new products to be included on the bid.
5. Furnish IUI3 Collaborative Services staff with all information as required to facilitate the bid process.
6. Contracts, procures, and pays for goods directly from awarded bidders.
7. Forwards concerns or issues regarding the program to IU13 Collaborative Services.
8. Sign an annual Participation Agreement

If your organization only expects to participate in the supplemental bids (and not the Grocery bid), please select which bid(s) you plan to utilize:

☒ Bakery
☒ Paper
☒ Ice Cream
☒ Tea

Participating entity DERRY TOWNSHIP SCHOOL DISTRICT

Authorized signature / title _____ School Board President

RETURN SIGNED DOCUMENT TO:
EMILY LAWS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
1020 NEW HOLLAND AVENUE
LANCASTER, PA 17601
FAX: 717-606-1992
emily_laws@iu13.org

Docusign Envelope ID: EE5AB074-31D9-4B2C-8132-C7871130FFA6

No. 702-AR-1

DERRY TOWNSHIP SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: December 1, 2022

REVISED:

702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

Name of individual, group or agency: CAPITAL BLUE CROSS

Contact person if group or agency: JASON SOWERS

Address: 2500 ELMERTON AVE, HARRISBURG PA 17177

District program, school or grade level to be recipient: NOT SPECIFIED

Purpose of gift, grant, donation: DONATION OF HP MONITORS TO BE USED AS SEEN FIT BY THE SCHOOL DISTRICT.

50-60 UNITS

Amount of gift, grant, donation: REMAINING HARDWARE VALUE

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

DocuSigned by:
David Skerpon
3D9DF24FB34141B...
Donor Signature

10/17/2025
Date

Signed by:
Dr. Stacy Winslow
FA2973DBACE4454...
Superintendent Signature

10/16/2025
Date

Derry Township School District
Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Directors

From: Lindsey Schmidt

Re: Proposal to add a club at Hershey High School

Date: October 13, 2025

On behalf of HHS student Chrissy Schauble, I would like to present a recommendation to the Derry Township Board of School Directors regarding the formation of a student club entitled DIY Club. The enclosed proposal outlines and describes the purpose of the club.

- The club is supported by a faculty advisor, Angela Henning.
- Based on the proposal, the club supports the vision of Hershey High School & DTSD.
- The group does have a desire to handle funds, so a corresponding "student activity account is requested. With board approval, the DIY Club would be required to function in compliance with the Board Policy #618 (Student Activity Funds) regarding the management of their funds.
- Participation in the DIY Club would be open to all HHS students.
- This program does not entail a Limited-Service Contract (LSC) and will therefore not include a stipend/payment to the sponsor.

Enclosures: Proposal for HHS DIY Club

To the Hershey High School board,

We decided to come together last year and create a DIY club. This club would contribute to the mission of Hershey High School by teaching students about the many different ways you can use creativity to reuse materials and make things yourself. This will help students challenge their imagination and spread diversity. We are able to raise money for the club ourselves through fundraising, but were also interested in the school providing too. We hope to use this money towards future events/projects like field trips and donations to those in need. We currently have around 35 people in the remind class, but we hope to see the club grow as our name becomes more known. The club is very inclusive and welcomes everyone. We are grateful to have Mrs. Henning and Mr. Agate serve as our advisors. They also very generously allow us to use the library after school.

Thank you!

Chrissy Schaible

James W. Agate

Angela Henning

Derry Township School District
Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

To: Board of School Directors

From: Lindsey Schmidt, HHS Principal

Re: Request for Student Activity Account

Date: October 6, 2025

On behalf of HHS student Sia Jhaveri and faculty advisor Tara Blackburn, I would like to present a modification to an existing HHS club to the Derry Township Board of School Directors.

- The S.T.R.E.S.S Club would like to begin handling funds; therefore, they are submitting a request for a "student activity account".

Enclosures: Request for HHS Club Account for S.T.R.E.S.S. Club

To the School Board of Directors,

Last school year, we started the **S.T.R.E.S.S** club (**S**tress, **T**olerance, **R**elaxation, **E**ducation, **S**elf-Study). Thus far, multiple reputable speakers have presented to the students in the club about the benefits of art therapy, yoga, and nutrition, and the impact they can make in managing stress and anxiety.

At our first meeting this school year Nidhi Garg, Medical Director Philhaven Mt. Gretna Hospital, spoke about stress and anxiety and how it can affect us. In the coming months, we have plans for more dynamic speakers to come and present to the club.

At this time, I would like to request a club account to cover the cost of club activities. This can include food for the meetings and a possible field trip.

This club has equipped the students with valuable information to help them manage the daily stressors of life. Please consider our request to add a club account.

Sincerely,

Sia Jhaveri
(Student)

Tara Blackburn
(Advisor)

RETTEW

We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603● Phone: (800) 738-8395
E-mail: rettew@rettew.com ● Web site: rettew.com

PROJECT CHANGE ORDER/ADDENDUM

DATE:	October 20, 2025	**PROJECT #:**	0870701809
PROJECT NAME:	Geotechnical Investigations - Foundations	**ADDENDUM #:**	05
WORK/CHANGE REQUESTED BY:	Dr. Stacy L. Winslow, EdD	**WORK/CHANGE RECEIVED BY:**	Melissa A. Kelly

WORK/CHANGE REQUESTED:

Supplemental Geotechnical Investigation for building foundations (Phase 314).

A. SUPPLEMENTAL GEOTECHNICAL INVESTIGATION – CPT (PHASE 314)

RETTEW will:

1. Stake a total of 16 boring locations and coordinate access with Derry Township School District.
2. Notify PA One-Call for utility marking/clearance on the public right-of-way at least three days in advance of drilling activity.
3. Mobilize to the project with Cone Penetration Testing (CPTu) drilling equipment. Advance up to 16 test borings within the proposed three-story portion of the proposed elementary school. The CPT probes will be advanced to a minimum depth of 35 feet below existing grade or to competent bearing material, i.e., bedrock.
4. Demobilize the drill rig upon completion of the borings. Drilling is estimated to require two days and total up to 400 linear feet (LF).
5. Evaluate the results of the supplemental subsurface exploration, in accordance with generally acceptable geotechnical engineering standards. The following analysis and recommendations will be addressed:
    a. Boring logs and plot plans of boring locations.
    b. A summary of the subsurface conditions (soil, groundwater, etc.) encountered and an assessment of their potential effect on the proposed construction and foundation design parameters.
    c. Recommendations for foundation support of the structure including bearing capacities and anticipated settlements (total and differential).
6. Submit an electronic copy of the Revised Geotechnical Engineering Report outlining the results of the subsurface exploration and analysis. The report shall include procedures, graphical boring logs, and boring location plans.

Deliverable: Revised Geotechnical Engineering Report.

Total Lump Sum Fee for this phase of work: **$14,000.00**

Total Proposed Fees for this Addendum $14,000.00

TOTAL FOR THIS ADDENDUM:	$14,000.00	LS
ORIGINAL AGREEMENT AMOUNT		
DATED: July 15, 2024	$399,775.00	LS/T&E
TOTAL OF PREVIOUS ADDENDA:	$49,050.00	LS/T&E
AMENDED AGREEMENT AMOUNT:	$462,825.00	LS/T&E

If this addendum is satisfactory and acceptable and fully sets forth all the items of our understanding, please signify your acceptance by signing below. Please return a fully executed copy and retain a copy for your records. This document will then constitute our completed agreement.

This addendum will be subject to all the terms and conditions of our previous proposal and agreement dated July 15, 2024.

BY:	Stacy L. Winslow (CLIENT SIGNATURE)	**BY:**	Melissa A. Kelly (RETTEW SIGNATURE)
	Stacy L. Winslow (PRINTED NAME)		Melissa A. Kelly, RLA (PRINTED NAME)
TITLE:	Superintendent	**TITLE:**	Municipal Team Lead
DATE:	Oct. 22, 2025	**DATE:**	October 20, 2025
		BY:	(RETTEW SIGNATURE)
			Anthony D. Mazzatesta (PRINTED NAME)
		TITLE	Regional Director, Planning & Design
		DATE:	October 20, 2025

Z:\Shared\Projects\08707\0870701809 - Elementary School\00 Contracts\02 Addenda\Addendum 05\Addendum 05.docx



All-in!

NEWSLETTER

caiu
Capital Area Intermediate Unit

Executive Director's Report
October 2025

CAIU Board of Directors

Dr. Joshua Cysyk, *President, Derry Twp.*
John Kaschak, *Vice President, Lower Dauphin*
Sue Bower, *Carlisle Area*
Richard Bradley, *Mechanicsburg*
Gabrielle Brandt, *West Perry*
Brenda Cox, *West Shore*
Sidney Gray, *Millersburg Area*
Jackie Hill, *Susquehanna Twp.*
Emily Hoffman, *Halifax Area*
Jaime Johnsen, *Harrisburg*
Phillip Lehman, *Susquenita*
Leslie Marshall, *East Pennsboro Area*
Marianne Moore, *Middletown Area*
Michelle Nestor, *Cumberland Valley*
Rick Rovegno, *South Middleton*
Gerald Schwille, *Northern York County*
Patrick Shull, *Newport*
Lauren Silvers, *Central Dauphin*
John Wardle, *Big Spring*

CAIU Executive Team

Dr. Andria Saia
Executive Director

Dr. Kevin Roberts
Assistant Executive Director

Maria Hoover
Director of Educational Services

Dr. Andrew McCrea
Director of Student Services

Daren Moran
Director of Business and Operations

David Martin
Chief Information Officer

Blake Wise
Director of Human Resources

Our Mission

CAIU provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. ***#BeGreat***

Our Vision

Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. ***#ChangingLives***

Inside this issue

3 From the Executive Director's Desk: The Parable of the Pencil: A Lesson in Self-Growth & Impacting Others

4 Champions for Children

5 Supporting Educators During Dyslexia Awareness Month

6-7 Noteworthy: A Day in the Life of a CAIU Accountant

8 Situational Awareness Spotlight: Halloween Safety

9 Mission Moments (Fall Preparation at Diakon; 2025 Out of the Darkness Walk); Compliment Corner

Additional Updates for CAIU Staff

10 Trainings & Events; Opportunities to Do Good

11 New Hires; Retirees

12 Fall Fest; AI Microlearning Opportunities; Casual Day for a Cause; Refer a Friend



On the Cover: *CAIU staff at the 2025 Harrisburg Out of the Darkness Walk on Oct. 4. Read more on pg. 9.*

CAIU's Organizational Goals

Making it easier to do business with us

Improving staff retention, recruitment, and recognition

Fostering a culture of dignity and belonging

Do you have a story about staff or students living our values, being great, or changing lives? Share these successes via email for All-In or social media to communications@caiu.org.

Deadline for November All-In: Friday, October 24

All-in! NEWSLETTER

Executive Director Report
All-In! Newsletter
October 2025
2025-2026, Issue 4

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caiu Capital Area Intermediate Unit

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55 Miller Street
Enola, PA 17025
www.caiu.org
Email: info@caiu.org
Phone: 717.732.8400

Please like us on social media!

The Parable of the Pencil

A Lesson in Self-Growth & Impacting Others

By **Dr. Andria Saia,** *Executive Director*

I love when inspiration strikes early on a Monday morning in the form of something truly thought-provoking. This time it was a video about the Parable of the Pencil. The story is simple yet profound, reminding us that personal growth is not just about becoming our best selves, but also about the lasting difference we make in the lives of others. Each of us carries the potential to shape the world around us through the special contributions only we can offer.

The parable tells of a pencil maker who reminds each pencil of five important lessons before placing it in the box. These lessons serve as a metaphor for both self-growth and the potential impact we have on others.

First, the pencil is told that everything it does will leave a mark. In our lives, this means that our words, choices, and actions matter. Every interaction, whether uplifting or discouraging, imprints on the people around us. When we act with kindness, integrity, and encouragement, we create ripples of positivity that reach far beyond ourselves. Everyone in this organization contributes to changing the life of a child, supporting their family, and strengthening their community. There is no more important mark to leave.

Second, the pencil is told it will experience sharpening from time to time in order to write well. For us, life's challenges may feel uncomfortable or painful, but they shape us into stronger, wiser individuals. And when we grow stronger, we are better equipped to support, guide, and inspire those around us. Our resilience becomes a source of hope for others navigating their own struggles.

Third, the pencil is reminded that it can always correct its mistakes. Likewise, we are not defined by our errors but by how we respond to them. Owning our mistakes, repairing harm, and choosing to grow builds trust and deepens relationships. In this way, personal growth creates stronger connections and healthier communities.

Fourth, the pencil understands that what matters most is not its wooden exterior but the graphite inside. In the same way, true fulfillment comes from nurturing our inner values—empathy, compassion, patience, and integrity. As we grow in character, others feel the benefit through our presence, our leadership, and our care.

Finally, the pencil is meant to be held in someone's hand and used for a purpose. Each of us is also called to a greater purpose whether through teaching, mentoring, serving, or simply offering kindness. When we align with a purpose beyond ourselves, our growth not only enriches our own lives but also uplifts everyone we touch.

The benefits of applying these lessons are profound. By remembering that we leave marks, we become intentional about creating positive impact. By embracing mistakes, we strengthen our relationships. By cultivating our inner selves, we show up with authenticity and empathy. By accepting life's challenges, we grow in ways that inspire others. By living with purpose, we create meaning not just for ourselves, but for the world around us.

The Parable of the Pencil may seem simple, but its wisdom offers a roadmap for both self-growth and service. Just as a pencil fulfills its potential when sharpened and guided, we too flourish when we embrace life's lessons and in doing so, we help others flourish as well.



Andria B Saia

Dr. Andria Saia,
Executive Director

CHAMPIONS for Children

By **Kellie Custer,** *Program & Grant Specialist*



Champions for Children is a 501(c)(3) nonprofit organization operating under the Capital Area Intermediate Unit (CAIU). Its mission is to support and enhance educational opportunities for children across the region by providing resources, programs, and initiatives that foster academic, social, and emotional growth. Champions for Children partners with CAIU staff and community organizations to ensure that all children have access to the tools and support they need to succeed, helping to create stronger, more equitable learning environments throughout the Capital Area.

Champions for Children continues to make a meaningful difference in the lives of students and families across our region.

During the 2024–2025 school year, the following supports and resources were funded by Champions for Children:

- **Requests for Funds:** 29 individual requests were fulfilled, providing $11,473 in direct support to students.
- **Clothing Drives:** Our Fall and Spring drives supplied clothing to over 200 students, with more than $20,700 invested to ensure children had essential items.
- **BrightNow! Music Engagement:** Students across 13 sites and 26 classrooms participated in 103 sessions totaling nearly 89 hours of music. An exciting new program, Modern Band, was introduced at Hill Top Academy.

In order to meet the ever-increasing needs of our students, Champions for Children engages in fundraising in several ways:

- **Fundraising Efforts:** Through community support, including our seasonal sales and the annual golf tournament, we raised over ***$15,900*** to reinvest into student needs.
- **Community Partnerships:** With the help of partners like Community Aid we expanded our reach and impact. As a virtual partner (Partner ID:10213), over ***500 pounds of items*** were donated for credit and ***$1,000 in care cards*** that were distributed to students in need.

In total, ***$47,823.13*** was provided directly to support students in need this year!

Please consider supporting Champions for Children by participating in paid dress down days, joining the internal committee, attending Fall Fest, or supporting the Golf Tournament. Your continued support ensures that our students not only have access to critical resources but also experience the care and encouragement that allows them to thrive. Together, we are proving that when a community unites behind its children, the impact is powerful and lasting.

Supporting Educators During Dyslexia Awareness Month

By **Dr. Ami Healy,** *Training and Consultation Supervisor*

Every October, Dyslexia Awareness Month highlights the importance of literacy in shaping students' academic success and lifelong opportunities. Dyslexia, the most common learning difference that affects reading, impacts up to 1 in 5 people. It is a neurobiological condition that influences the brain's ability to process the sounds of spoken language and connect them to written words. Dyslexia is not linked to intelligence, effort, or motivation; instead, it is defined by persistent difficulties with accurate and/or fluent word recognition, spelling, and decoding.

Signs of dyslexia can appear early, even before formal schooling. In young children, common indicators include difficulty rhyming, trouble learning letter names and sounds, and challenges recognizing familiar words. In elementary school, students may read slowly, guess words based on context or pictures, or struggle to spell even simple words. Older students may avoid reading aloud, experience frustration with written assignments, and rely heavily on memorization to compensate. Recognizing these signs early allows teachers and families to provide targeted support before reading challenges become entrenched.

The science of reading provides a roadmap for supporting students with dyslexia, as well as all students learning to read. Instruction that is explicit, systematic, and structured in the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension benefits every child and is especially powerful for those with reading difficulties.

Here are a few evidence-based strategies teachers can begin to implement:

- Make phonemic awareness explicit: Engage students daily in activities that help them hear and manipulate sounds in words. For example, breaking ship into /sh/ /i/ /p/ or blending /s/ /a/ /t/ into sat.
- Teach phonics systematically: Introduce letter-sound patterns in a clear, sequential order, and provide multiple opportunities for practice in both reading and writing.
- Use repeated oral reading to build fluency: Have students practice short passages aloud multiple times through partner reading, echo reading, or choral reading.
- Strengthen vocabulary intentionally: Select high-utility words and incorporate them into conversations, reading, and writing so students encounter them in multiple contexts.

At the Capital Area Intermediate Unit, the Training and Consultation team is committed to supporting schools in developing teacher expertise in these structured literacy practices. Through professional learning, coaching, and job-embedded support, we equip educators with practical tools to meet the needs of diverse learners, including those with dyslexia.

As we observe Dyslexia Awareness Month, we recognize both the challenges and the opportunities it presents. With the right instruction, students with dyslexia can thrive. By investing in evidence-based literacy practices and high-quality professional development, schools can open the door to reading success for every student.



A Day in the Life of a CAIU Accountant

By **Chad Skelly,** *Accountant*

In the bustling environment of the Capital Area Intermediate Unit (CAIU), accountants play a crucial role in ensuring the financial health and operational efficiency of the organization. This article provides an in-depth look at the daily responsibilities, challenges, and rewards of being an accountant in an educational setting, showcasing how our work supports the CAIU's broader goals of fostering student success and community engagement.

When people hear "accountant," they often think of spreadsheets, calculators, and maybe a few too many cups of coffee. While that's partly true, my days at the CAIU are also filled with conversations, problem-solving, and making sure the numbers line up with the people who make our programs possible.

Our Biggest Investment: Our Staff

Recently, as an Accountant at the CAIU, my focus was on meeting with program supervisors as we started the 2025-26 school year. Since salaries and benefits make up nearly 90% of our total budgets, staffing is the single biggest piece of the puzzle.

This means reviewing classroom teachers, checking program locations, and ensuring paraprofessionals are in the right classrooms. It also means reviewing vacant positions—are they still open, are they in the process of being filled, and how does that impact the program's budget in the meantime?

It's a detailed process, and with so many changes happening between the end of one school year and the start of the next, it can feel like trying to line up moving pieces on a giant chessboard. In my role, this work covers the Student Service's budget, which includes our Autism, MDS, DHH, OT/PT, and various other programs aligning with the services we provide. Each one requires careful review to make sure staffing is lined up with both program needs and budget goals.

Why This is Important

Confirming staffing and budgets at the start of the year is about more than just balancing numbers; it's about making sure our programs are running as they should, and our staff are being paid from the correct budget and account code. We rely on these numbers heavily to help make programmatic decisions like:

- We are receiving more referrals than anticipated, are we able to open a new classroom in the Autism program this year?
- If so, how will that impact the overall budget?
- Can we do it fiscally while still supporting our other programs?

These decisions shape the services we provide, so accuracy on the front end is critical to keeping programs strong and sustainable.

A Typical Workday

While the start of the school year brings a special focus on staffing and budgets, no two days in the Business Office look exactly the same. On any given day, I could be:

- Processing organization-wide purchase orders to keep programs supplied.
- Reviewing invoices for an upcoming check run and making sure expenses are charged to the right program.
- Updating our cash sheet to keep it current and accurate on a weekly basis.
- Reviewing program budget expenditures to confirm spending stays on track.
- Managing P-Cards—whether that's increasing limits for a department or issuing new cards for new hires.

Some days it's one task, some days it's all of them but each plays a role in keeping the organization moving forward. An accountant's impact on student success may not always be visible, but by managing budgets effectively and ensuring funds are allocated to the right programs, they play a crucial role in supporting the educational environment. Accuracy in these daily responsibilities ensures supervisors can plan with confidence, staff have what they need, and programs can stay focused on serving students.

Teamwork Makes the Difference

While a lot of my work focuses on numbers and program details, I'm never doing it alone. The Business Office is always here to help. It's a reliable, supportive team that I can count on every day. Each of us has our own programs and responsibilities, but we constantly lean on one another to problem-solve, share ideas, and double-check the details.

Sometimes that means troubleshooting an invoice that doesn't quite match or figuring out which budget it should be paid from. Other times, it's walking down the hall to compare notes on how a staffing change will ripple through multiple budgets or simply taking a quick stroll around campus to step away from our spreadsheets for a second. These daily conversations (and walks) keep us connected and ensure nothing falls through the cracks.

What I value most is the support—not only from the Business Office team, but from the organization. When someone is swamped, others step in without hesitation. If I'm buried in budget reviews, a teammate might take the lead on processing purchase orders or double-checking invoices to make sure nothing gets delayed. That kind of collaboration makes a big difference. It's not just about keeping the numbers straight; it's about making sure the entire organization has a strong financial foundation. Together, this supportive team ensures supervisors and staff can focus on what matters most: serving students across the region.

The role of an accountant at the Capital Area Intermediate Unit is vital not only for maintaining financial integrity but also for supporting the educational framework that serves our community in the Capital region. Through daily tasks and collaborative efforts, accountants are able to ensure that resources are managed effectively, allowing the organization to focus on its mission of enhancing student outcomes. As the education landscape continues to evolve, the contributions of these financial professionals will remain essential in navigating new challenges and opportunities.



Situational Awareness

As Halloween approaches, it's essential to keep safety at the forefront of your celebrations. Whether you're preparing for trick-or-treaters, hosting a party, or decorating your home, following these safety tips can help ensure a fun and safe experience for everyone.

Remember, planning ahead and taking precautions can make all the difference in celebrating this festive season safely.

Points2Ponder

Costumes & Visibility

- *Opt for bright colors or reflective materials to enhance visibility in low-light conditions.*
- *If the costume includes masks, consider using face paint or other alternatives to maintain clear vision.*
- *Add glow sticks or reflective tape to costumes and candy bags to help enhance visibility.*

Trick-or-Treating

- *For families participating in trick-or-treating, it's vital to establish rules to ensure safety.*
- *Always accompany younger children. Older children should travel in groups and have a set route.*
- *Encourage children to use sidewalks and cross streets at crosswalks.*
- *Carry a flashlight to illuminate paths and help with visibility.*

Home Decorations

- *While decorating your home for Halloween, consider safety to prevent accidents.*
- *Use non-flammable materials for decorations, especially around open flames.*
- *Avoid using real candles in pumpkins, opting instead for LED lights. They provide a festive glow without the fire hazard.*
- *Ensure decorations do not obstruct walkways or doorways to prevent tripping hazards.*

Food Safety

- *If hosting a Halloween party, focus on food safety. Ensure all food is properly stored and served.*
- *Be aware of common allergies and provide clear labeling on all food items.*
- *Follow proper hygiene practices, including hand washing before preparation and serving.*
- *Have individual servings instead of communal bowls to minimize contact and ensure hygiene.*

Pet Safety

- *Pets can be particularly sensitive during Halloween due to loud noises and unfamiliar visitors. Keep them safe and stress-free during celebrations.*
- *Ensure pets are in a secure area away from the front door during trick-or-treating.*
- *Keep all Halloween candy, especially chocolate, out of reach of pets as it can be toxic to them.*
- *Use calming products if needed to help your pet cope with the excitement and noise of the evening.*

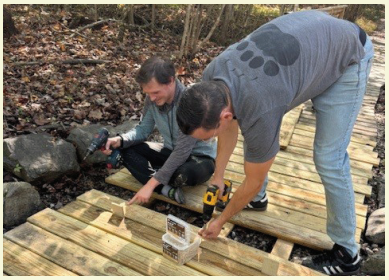


Mission Moments

CAIU Mission Moments *are inspirational examples of how our staff are making an impact and defining our mission to provide innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership.*







Recently, volunteers at Diakon contributed to the preparation of the Greenhouse for the fall season by engaging in cleaning, organizing, and potting new plants. Additionally, participants extended their efforts beyond the Greenhouse by assisting in painting and repairing critical areas of the campus, enhancing both safety and aesthetics.Thank you to the staff who help Diakon's campus to look great and ***#BeGreat***!



The 2025 Harrisburg Out of the Darkness Walk, coordinated as a service project by Sheila Petersen for the fifth year, was an incredible event! More than 90 CAIU staff members signed up, and about 120+ volunteers showed up the day of the walk. The event is now almost entirely facilitated by IU volunteers, which is an amazing testament to the dedication and heart of our staff. This year, we welcomed more than 1,100 participants and have raised over ***$124,477*** for the **American Foundation for Suicide Prevention (AFSP)** so far, with donations continuing through the end of December. These funds will go towards suicide prevention education, research, mental health advocacy, and support opportunities for loss survivors and those who struggle. The walk would not be possible without all the incredible IU staff who give their time, energy, and compassion and return year after year. Their commitment helps create a day filled with hope, healing, and connection for so many in our community.

Compliment Corner!

At the CAIU we like to brighten someone's day with a compliment. CAIU Compliments is an initiative that allows CAIU staff the opportunity to share words of thanks, tout successes, or tell a story about what makes us great as an organization: our people.

DEDICATION

Anna Nixon, *Teacher*

A sincere compliment to Anna for her outstanding approach in supporting students during first day of school challenges. As a new member of the team, Anna demonstrated remarkable dedication to relationship-building, taking the time to truly understand students' needs and experiences. Anna is already making a positive impact in our community, and I'm excited to see how their influence will continue to grow. Thank you for your commitment and care—you are a valuable asset to our team.
- Julie Mestemaker, School Social Work Lead

Training *and events*



The Capital Area Intermediate Unit (CAIU) hosts numerous innovative events and conferences throughout the year. Our team of consultants, staff, and specialists values and supports lifelong learning.

All events and conference offerings are available in the Frontline Registration System.

Check out our Events & Conference page often to see what opportunities are available to you!

Here are some of our upcoming trainings:

10/29-11/13/2025 - Understanding and Designing Assessments for STEELS Performance Expectations
Audience: K-12 Science Educators, Instructional Coaches, Administrators, Curriculum Leaders

10/30/2025 - Making Sense of Sensemaking: Diving into Strategies for 3D Science Learning
Audience: K-12 Science Educators, Coaches, Administrators, Curriculum Leaders

11/1-30/2025 - Classroom Management: Act 33 Class Monitor
Audience: Paraprofessionals

11/5/2025 - Issues in Autism
Audience: School Administrators, Curriculum Directors, Instructional Coaches, General Education Teachers, Special Education Teachers, School Counselors and Support Staff

11/5/2025 - Open-Ended Item Writing and Scoring Math PSSA and Keystone Training Outcomes
Audience: Educators teaching Grades 3-8 and Algebra



Opportunities to *do good*

CAIU staff are encouraged to give back to the community by participating in a **CAIU Service Project**. These service projects must be completed between January 17, 2025, and Friday January 16, 2026, to count towards hours off on January 16, 2026. Click **HERE** for CAIU Service Project Process and Forms.

CAIU SERVICE PROJECT
Fall Fest - All Day (October 25, 2025)
Audience: CAIU Staff *(Please note: There are multiple shifts & projects available for Fall Fest! Please see all available projects in Frontline!)*
SIGN UP HERE

CAIU SERVICE PROJECT
Steelton Community Cats and HART BINGO Fundraiser (October 26, 2025)
Audience: CAIU Staff *(Please note: There are multiple shifts available! Please see all available projects in Frontline!)*
SIGN UP HERE

CAIU SERVICE PROJECT
UPMC Stitch Night (November 19, 2025)
Audience: CAIU Staff
SIGN UP HERE

CAIU SERVICE PROJECT
ELECT Holiday Event (December 9, 2025)
Audience: CAIU Staff
SIGN UP HERE

Welcome New Hires!

ibelong @caiu



Christian Cross is an EPP at Middle Paxton Elementary. He loves to make or work on photography or movies.



Lauren Hofer is an Teacher at CAELC. She loves to run and swim.



Stephanie King is an Educational Consultant at the Enola office. She fosters kittens.



Peter Miller is a Mental Health Worker at New Cumberland.



Michaela Shank is a Teacher at Oak Flat. She loves line dancing and has been doing it for over 20 years.



Jalessa Shearer is a PCA at Hill Top Academy. She owns a snake.



Deborah Siegfried is an EPP at CAELC. She enjoys football, baseball, hockey, and NASCAR.



Naomi Spoo is a Teacher at Middle Paxton Elementary. She loves to do art and woodworking.



Carrie Strong is an Inclusion Consultant at various locations.



Jennifer Walker is an Inclusion Consultant at various locations. She loves taking pictures and scrapbooking.



Stephanie Wenger is a PCA at Mechanicsburg MS. She is the oldest of four and one of her sisters has Downs Syndrome.

YOU'RE *one of* US NOW

Farewell Retirees!

Barbara Stolz is retiring after more than 18 years of service!

Sharon Kello is retiring after more than 22 years of service!

Amy Caldwell is retiring after more than 6 years of service!



YOU WILL BE *missed*

5TH ANNUAL FALL FEST

Join us on Saturday, Oct. 25 from 11am-3pm for the CAIU's fifth annual Fall Fest! This FREE community event is packed with festive activities for all ages, including giant inflatables, Trunk-or-Treat, local vendors, face painting, food trucks, and more! Whether you're looking for family-friendly fun or just want to soak up the fall vibes, we hope to see you there!

LEARN MORE

AI MICROLEARNING OPPORTUNITIES

This introductory workshop, designed for all positions at the CAIU, aims to provide a comprehensive understanding of AI technologies and their applications in the educational environment. The potential benefits of AI in education, as well as the ethical considerations and challenges associated with its implementation, will be discussed. Registration is through **Frontline**. All sessions are 45 minutes in length. Zoom links will be sent to you once you have registered.

LEARN MORE

CASUAL DAY FOR A CAUSE

Don't forget—our *Casual Day for a Cause* is underway, with all funds supporting Champions for Children, the CAIU's own 501(c)(3). For a $20 contribution, staff may dress down on Fridays throughout the year, and new this year, participants will receive a special pin to show their support. We encourage everyone to wear their pin proudly as a visible way to show you've supported Champions for Children and the students we serve, as every dollar raised goes directly to them. Those who have already paid can pick up their pin from Sally at the Front Desk in Enola.

AND WE'LL PAY YOU $250*

YOU WILL RECEIVE A **$250.00 REFERRAL INCENTIVE INCLUDED IN YOUR PAY (subject to applicable payroll taxes) AFTER THE NEW EMPLOYEE HAS BEEN SUCCESFULLY ONBOARDED.*

CLICK HERE FOR DETAILS

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **October 23, 2025** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

Click *HERE* for the 10/23/25 Board Meeting agenda & Attachments

Our Mission: *Provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great. #BeGreat*

Our Vision: *Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives*

WORK SESSION ITEMS

- **Recognition of October 2025 CAIU Retirees:** Terry Telep, Program Supervisor, retiring after 26 years of service.
- **Board Committee Reports**
  - The revised 2025-26 Board Committee descriptions and assignments were available for the Board's review.
  - Jaime Johnsen attended the PSBA Leadership Conference as the CAIU voting representative. She provided an update on the voting items which were some minor policy revisions and election results. There were no by-law revisions.
- **Review of Board Meeting Agenda Items:**
  - **25-26 Revenue Anticipation Note (RAN)** - Daren Moran provided a summary of the $30,000,000 Revenue Anticipation Note (RAN). The maturity date is 6/30/26 and there are no changes to the pricing from the previous RAN. These additional funds are a necessity for CAIU operations.
  - **Retire Policy #012** – Participation in Meetings. We are retiring this policy as more current provisions related to remote attendance are covered under policy #006.1 – Attendance at Meetings Via Electronic Communications.
- **Topics for Future Discussion**
  - Board Member Rick Rovegno would like to have a discussion/presentation on AI - analysis of AI and how it affects the CAIU. In addition, innovative ideas and opportunities to provide needed supports to school districts. South Middleton is currently working to build a task force to address online threats to young people.

APPROVED ACTION ITEMS

- **Approval of Board Meeting Minutes – 9/25/25**
- **Treasurer's Report for September 2025** – a total of $17,563,666.66 in receipts and $17,590,556.61 in expenses.
  - **Payment of Bills – September 2025**

- **Summary of Operations for September 2025** showing revenues of $16,186,800.87 and $20,948,597.03 in expenses.

- **Fiscal Items**
  - Resolution Authorizing 2025-26 Revenue Anticipation Note in the amount of $30,000,000.
- **Other Business Items**
  - Contracts – October 2025
- **Policies & Programs**
  - Second Reading Revised Policy #000 - Board Procedures
  - Second Reading Revised Policy #001 - Name & Classification
  - Second Reading Revised Policy #002 - Authority & Powers
  - Second Reading Revised Policy #003 – Functions
  - First Reading Revised Policy #004 - Membership
  - First Reading Revised Policy #005 - Organization
  - First Reading Revised Policy #006 - Meetings
  - First Reading Revised Policy #006.1 - Attendance at Meetings Via Electronic Communications
  - First Reading Revised Policy #007 - Policy Manual Access
  - Retire Policy #012 - Participation in Meetings
- **Personnel Items**
  - See attached Personnel report.
- **Job Description**
  - First Reading, New Description - Building Support Representative

EXECUTIVE DIRECTOR'S REPORT

- Click HERE for October 2025 ***All-In!*** **Newsletter/Executive Director's Report.**

UPCOMING MEETINGS:

Next CAIU Board Meeting: Thursday, November 20, 2025, 8:00 a.m., Board Room, CAIU Enola Office, 55 Miller Street, Enola, PA, 17025 and posted on our website, at www.caiu.org.Time of Meetings: 8:00 a.m.

October 23, 2025, APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **RIANNA FITE,** Educational Paraprofessional, Early Intervention Program, effective October 15, 2025. Reason: Personal.
- **LORRAINE KRAFT,** Job Coach, Project Search Program, effective October 21, 2025. Reason: Personal.
- **VIVIAN MICHEAL,** Job Coach, Transition Program, effective October 21, 2025. Reason: Personal.
- **KYLEIGH OUTLAW,** Educational Paraprofessional, Early Intervention Program, effective September 26, 2025. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **MARISSA BACHU,** Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 6, $62,957 for 190 days of service and will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
- **LAUREN FITCHETT,** Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters+15, Step 5, $62,922 for 190 days of service and will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
- **SHANNA HYMON,** part-time Head Cook, Food Services Program, effective date to be determined. Employee will be paid at the rate of $19.33 per hour. This is a replacement position funded through the Food Services budget. Experience: 16 years of similar or related experience.
- **BRYNNE O'CONNOR,** Paraeducator, effective date to be determined. Assignment: Job Coach, Transition Program with base salary of Tier 2, $30,020 + $2,950 annual stipend for 190 days of service with additional new hire days as required. This is a replacement position funded through the Transition budget.
- **ERICA PATTILLO**, Professional, effective October 21, 2025 – January 30, 2026. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+15, Step 15, $81,587 for 190 days of service and will be prorated for a total of 60 days. This is a replacement position funded through the Act 89/ANPS budget.
- **NICOLE REDCROSS**, Professional, effective date to be determined. Assignment: Educational Coach – Dean of Students, Student Services Team with base salary of Masters+45, Step 10, $73,645 for 190 days of service with additional new hire days as required. This is a new position funded through the Hilltop Academy budget.

CHANGES OF STATUS:

- **MACKENZIE BRADY, Educational Paraprofessional,** change in resignation effective date from October 6, 2025 to September 23, 2025.
- **DESARAE HASKINS,** from Administrative Services Representative to Program Assistant, Student Services Team, effective October 20, 2025. Change of status results in a change of salary to $41,760 for 260 days of service and will be prorated for a total of 181 days through June 30, 2026.

LEAVES OF ABSENCE:

BETHANY DAVIS, Mental Health Worker, ELECT Program, child-rearing leave of absence effective October 14, 2025 – November 21, 2025. This leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).