

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 27, 2020  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 27, 2020, virtually.

- Executive Session** At 8:00 a.m., the Capital Area Intermediate Unit Board of Directors entered into an Executive Session to discuss Personnel Matters
- REGULAR BOARD MEETING** At 8:47 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call**  
**Members in attendance were:** Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner (arrived after roll call), Mr. Ford Thompson (participated via phone), Mrs. Ilecia Voughs (12)  
**Members not in attendance were:** Mr. Brian Carter, Mr. Dennis Helm, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Dr. John Mallonee, William Swanson, and Mr. J. Bruce Walter (7)  
**Non-Voting Members in attendance were:** Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer  
**Staff/Public in attendance were:** Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio, Mr. Len Kapp, Dan Conway, Stefan Moyer, Rob Stumpf
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment**
- Rob Stumpf was happy to report that the technology staff and leadership worked hard on the realignment of the technology job descriptions, which are a good representation of what they do. Rob is thankful for the opportunity and proud of his colleagues. He thanked the CAIU leadership.
  - Stefan Moyer thanked the board members, administration, human resources and the technology team. It was a well thought out process, done in a manner that reflects the industry and the current needs of the IU.
  - Dan Conway thanked the Board and CAIU administration for allowing an avenue of growth for our staff and to better meet the needs of the IU and school districts.
- Approval of Minutes** **Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi** “that the July 23, 2020 Board Meeting Minutes be approved.”
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- Board Committee Report** There were no Board Committee Reports.
- Treasurer’s Report** **Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “that the following fiscal items be approved:

Treasurer's Report – July 2020      July 2020 Treasurer's Report – a total of \$4,235,540.48 in receipts and \$9,677,541.14 in expenditures

Payment of Bills – July 2020      July 2020 Payment of Bills

Summary of Operations – July 2020      Summary of Operations for July 2020 showing revenues of \$3,558,849.61 and \$3,764,035.76 in expenditures

Summary of Operations – June 2020      Summary of Operations for June 2020 showing revenues of \$102,749,862.37 and \$100,791,732.62 in expenditures.”

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

**Budget Administration**

**Dr. Layne Lebo moved, seconded by Mrs. Judith Crocenzi,** “that the following Budget Administration Items be approved:

Proposed 19-20 Original Budget - Safe Schools Grants

Proposed 20-21 Original Budgets:

- Title I, Part D - Neglected and Delinquent Subpart 2 Program
- Title III, Part A - English Language Acquisition.”

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

**Other Fiscal Matters**

There were no Other Fiscal Matters.

**Other Business Items**

**Mrs. Paula Bussard moved, seconded by Mr. Eric Samples,** “that the following Other Business Items be approved:

Contracts – August 2020      Contracts – August 2020

Special Engagement Letter      Special Engagement Letter

Transportation Contract - Second Amendment      Transportation Contract – Second Amendment

Revised CAIU Health and Safety Plan      Revised CAIU Health and Safety Plan.”

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

**Policies & Programs**

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

First Reading, Revised Policies

The following First Reading, Revised Policies:

- #103 - Nondiscrimination in Educational Programs/Services
- #104 - Nondiscrimination/Discriminatory Harassment-Employment Practices
- #247 – Hazing
- #317.1 - Educator Misconduct

First Reading, New Policy

First Reading, New Policy - #824 - Maintaining Professional Adult/Student

Revised 2020-21 Student Services Master Calendar

Revised 2020-21 Student Services Master Calendar.”  
*Ms. Alicia McDonald reported that we had to adjust our calendars according to the revised school district calendars. We currently have several classes at the Enola building. Regular updates will be made on our website unless there are major changes.*

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

**Job Descriptions**

**Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi,** “that the following Job Descriptions be approved:

First Reading, Existing Position, New Description

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.”

*Mr. Dave Martin thanked the board members, CAIU Technology team, and the Human Resources team.  
 Board President, Mrs. Jean Rice shared her appreciation of how everyone worked together for a positive resolution.*

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

**Personnel Items**

**Dr. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite,** “that the following Personnel Items be approved:

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.

**APPROVAL OF  
RESIGNATION AND  
SEPARATION  
AGREEMENT**

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

**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.

#### CHANGE 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.

#### 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.”

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

#### Proposed Revised 2020-21 Salary Scale – Classified

**Mr. Eric Samples moved, seconded by Mrs. Paula Bussard**, “that the proposed Revised 2020-21 Salary Scale for Classified Staff be approved”. *This proposal expanded the top of the salary range by 5% and includes the new technology positions.*

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

#### Reports & Updates

##### Board Spotlight – CAIU Communications Guide

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.

##### Announcement of CAIU Retirees

There were no August 2020 CAIU retirees.

##### CAIU Team Reports

- **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 have 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 Title 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.

- Executive Director's Report** Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports.
- President's Report** Mrs. Jean Rice thanked all for their efforts in the start of the school year. Thank you to the Board Members for their continued efforts and attendance.
- Board Member Sharing of Information** Mrs. Judy Crocenzi thanked the CAIU administration team for getting us started on the right foot for the school year.
- Departing Board Members** At approximately 9:45a.m., Mrs. Ilecia Voughs and Dr. Layne Lebo departed the board meeting.
- Information Items** There were no information items.
- Other Business/Public Comment on Items** Dr. Andria Saia reported that the Annual Champions for Children Bingo event has been cancelled for 2020.
- Next Board Meeting Date** The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, September 24, 2020, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mrs. Judy Crocenzi moved, seconded by Mrs. Barbara Geistwhite, "that the meeting is adjourned."**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- At 10:19 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary