

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 24, 2023****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 24, 2023, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	At 8:01 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
<b>EXECUTIVE SESSION</b>	At 8:01 a.m., the board entered into an Executive Session to discuss personnel matters.
<b>REGULAR BOARD MEETING</b>	At 8:30.m., the Board reconvened the Regular Meeting of the Capital Area Intermediate Unit Board of Directors.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> David Barder, Richard Bradley, Judith Crocenzi, Alyssa Eichelberger, Barbara Geistwhite, Melanie Gurgiolo, John Kaschak, Jean Rice, Patrick Shull, William Swanson, Ford Thompson (11)</p> <p><b><u>Members not in attendance were:</u></b> Paula Bussard, Scott Campbell, Dennis Helm, Jaime Johnsen, Dr. Lindsay Koch, Phillip Lehman, Jason Miller, Micheal Wanner (8)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; Brooke Say, Solicitor</p> <p><b><u>Staff/Public in attendance were:</u></b> Dr. Kevin Roberts, Dr. Andrew McCrea, Maria Hoover, David Martin, Blake Wise, Len Kapp</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	The Board welcomed the public in attendance.
<b>Public Comment</b>	There was no public comment.
<b>Ratification/Approval of Action Items of the July 27, 2023 Board Meeting</b>	<p>The July 27, 2023 meeting of the CAIU Board of Directors was canceled.</p> <p><b>Ford Thompson moved, seconded by Patrick Shull,</b> “that the following Action Items be ratified:</p>
<b>Approval of Minutes – June 22, 2023</b>	Approval of Minutes – June 22, 2023
<b>Treasurer's Report - June 2023</b>	<ul style="list-style-type: none"> <li>• Treasurer's Report - June 2023 - a total of \$7,199,634.21 in receipts and \$ 23,888,757.08 in expense</li> <li>• Payment of Bills - June 2023</li> <li>• Summary of Operations - June 2023 - a total of \$129,842,657.09 in revenue and \$125,713,073.95 in expenses</li> </ul>
<b>Other Business Items</b>	Contracts - July 2023

## Personnel Report and Addendum - July 2022

The following July 2023 Personnel Report and Addendum:

### RESIGNATIONS

- **ALLISON BARBER**, Speech and Language Pathologist, Early Intervention Program, effective July 27, 2023. Reason: Personal.
- **BRANDON CARTER**, Special Projects Supervisor, Educational Services Team, effective July 31, 2023. Reason: Personal.
- **JODY FORNEY-COLE**, Behavior Consultant, ELECT Program, effective October 7, 2023. Reason: Retirement after more than 12 years of continuous CAIU service.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **NATALIE BUFFINGTON**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **MADYSON BURKEY**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **BETHANY CHASTEEN**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$36,883.74 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the MAWA budget. Experience: 4 years and 2 months of similar or related experience.
- **JESSE CRISTOFORO**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **KATELYN DECARLO**, Professional, effective for the 2023-2024 school year. Assignment: part-time Occupational Therapist, OT/PT Program with base salary of Masters, Step 4, \$56,832 for 190 days of service 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 OT/PT budget.
- **JASON DERR**, Principal, Student Services Team, effective July 31, 2023. Base salary of Act 93, Grade 18, \$116,889.94 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the CORE budget.
- **CARLY GRUMBINE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **TANYA HALLER**, part-time Professional, effective June 27, 2023 – August 3, 2023, Extended School Year (ESY) Program with base salary of Masters, Step 12, \$69,962 for 190 days of service and will be prorated based on the number of hours/days worked. This is a temporary position funded through the ESY budget.
- **WYNEFER HARRIS**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ALYSE HUNT**, Temporary Professional, effective August 21, 2023. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 4, \$53,805 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the MAWA budget.

- **DIANA JOHNSON**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$38,824.99 for 260 days of service will be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the MAWA budget. Experience: 10 years and 10 months of similar or related experience.
- **LAUREN LANE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **CRAIG MIKOSZ**, Accountant, Administrative Team - Business, effective date July 17, 2023. Base salary of \$60,335.64 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Operating budget. Experience: 7 years and 2 months of similar or related experience.
- **GRANT PAGE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **LISA PELLMAN**, Professional, effective for the 2023-2024 school year. Assignment: Lead Transition Coach, Student Services Team, with base salary of Masters+45, Step 9, \$68,187 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Transition budget.
- **EMILY SENTMAN**, part-time Professional, effective June 27, 2023 – August 3, 2023, Extended School Year (ESY) Program with base salary of Masters+15, Step 15, \$78,116 for 190 days of service and will be prorated based on the number of hours/days worked. This is a temporary position funded through the ESY budget.
- **AMANDA SICKLER**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **SKYLER WEST**, part-time Paraeducator effective June 27, 2023 – August 3, 2023. Assignment: Educational Paraprofessional, Extended School Year (ESY) Program. Hourly rate will be \$20.00. This is a temporary position funded through the ESY budget.

#### CHANGES OF STATUS

- **TARA KEINER**, Speech and Language Pathologist, Early Intervention Program, change from part-time to full-time status, effective July 3, 2023.
- **THERESA KEYS**, from Long Term Substitute Teacher to Floater Teacher, effective July 24, 2023. Change of status results in a change of salary to 80% of Masters, Step 1, \$44,265.60 for 190 days of service.
- **EDWARDS LITTLE**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective July 19, 2023.
- **COURTNEY NOSS**, from Program Secretary to Data Specialist, ELECT Program, effective July 3, 2023. Change of status results in a change of salary to \$42,570 for 260 days of service.

#### CHANGES OF SALARY

- **BRIANNA HENDERSON**, Speech and Language Pathologist, change of salary to Masters, Step 9, \$64,053, effective July 1, 2023. This salary adjustment is being made due to a miscalculation in salary at time of hire and due to receiving the ASHA stipend.
- **WENDY HERSHEY**, Educational Coach, change of salary to Masters+60, Step 6, \$64,887, effective July 1, 2023. This salary adjustment is being made due to a miscalculation in Step when applying column movement.

LEAVE OF ABSENCE	<b>AMANDA MAULFAIR</b> , Educational Consultant, Student Services Team, child-rearing leave of absence effective April 3, 2023 – April 2, 2024. This leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA)..
ISSUANCE OF TENURE	<p>The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective July 27, 2023:</p> <ul style="list-style-type: none"> <li>○ Jan Cuva-Primmer</li> <li>○ Judithe Dunkle</li> <li>○ Michaela Fickes</li> <li>○ Myisha Freeman</li> <li>○ Kathleen Good</li> <li>○ Kelly Herman</li> <li>○ Bridgett Madden</li> <li>○ Beth Ann McConnell</li> <li>○ Ashley Mellot</li> <li>○ Julie Mestemaker</li> <li>○ Kelly Morris</li> <li>○ Averiana Neuder</li> <li>○ Melissa Rosado</li> <li>○ Regina Sellman</li> <li>○ Rebecca Slavinsky</li> <li>○ Rebecca Swartz</li> <li>○ Elizabeth Walden.”</li> </ul> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
Approval of Minutes	The July 27, 2023 CAIU Board Meeting was cancelled. There are no meeting minutes to approve.
Board Committee Report	There were no Board Committee reports.
Treasurer’s Report	<b>Patrick Shull moved, seconded by Barbara Geistwhite</b> , “that the following fiscal items be approved:
Treasurer’s Report – July 2023	July 2023 Treasurer’s Report – a total of \$3,983,488.67 in receipts and \$6,238,364.26 in expenses
Payment of Bills – July 2023	July 2023 Payment of Bills
Summary of Operations - June 2023 (as of 8/10/23)	Summary of Operations - June 2023 (as of 8/10/23) showing revenues of \$133,322,422.89 and \$132,726,173.62 in expenses.
Summary of Operations – July 2023	Summary of Operations for July 2023 showing revenues of \$3,277,153.88 and \$4,220,867.82 in expenses.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
Budget Administration	<b>Barbara Geistwhite moved, seconded by Patrick Shull</b> , “that the following Budget Administration Item be approved:

Proposed 2023-24  
Original Budget - Title  
I, Part D - Neglected  
and Delinquent

Proposed 2023-24 Original Budget - Title I, Part D - Neglected and Delinquent.”

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

**Other Fiscal Matter**

There were no Other Fiscal Matters.

**Other Business Items**

**Patrick Shull moved, seconded by William Swanson**, “that the following Other Business items be approved:

Contracts – July 2023

Contracts – July 2023.”

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

**Policies & Programs**

There were no Policies & Programs.

**Job Description**

**Patrick Shull moved, seconded by Barbara Geistwhite**, “that the Job Description Revisions Executive Summary be approved.”

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

**Personnel Items**

**Ford Thompson moved, seconded by Alyssa Eichelberger**, “that the following Personnel Items be approved:

Resignations

- **JENNIFER BROSKY**, Educational Consultant, Training and Consulting Program, effective September 8, 2023. Reason: Personal.
- **MEGHANN CENTENO**, Behavior Consultant, Coaches/Consulting Program, effective June 9, 2023. Reason: Personal.
- **BRITANAI LAWSON**, Mental Health Worker, Student Services Team, effective August 18, 2023. Reason: Personal.
- **DONNA MOLL**, Remedial Specialist, Professional Services Program, effective October 12, 2023. Reason: Personal.
- **SUZANNE NAPOLI**, Teacher, Autism Support Program, effective September 21, 2023. Reason: Personal.
- **EMILY REESE**, Occupational Therapist, OT/PT Program, effective October 6, 2023. Reason: Personal.
- **SUZANNE SEDLACSIK**, Teacher, Hospital Program, effective August 14, 2023. Reason: Personal.
- **CASSANDRA ST. JUSTE**, Educational Paraprofessional, Early Intervention Program, effective July 27, 2023. Reason: Personal.
- **PRISCILLA TANGO**, Special Projects Coordinator, Educational Services Team, effective August 31, 2023. Reason: Personal.
- **KAITLYN ZIMMERMAN**, Personal Care Assistant, Autism Support Program, effective June 9, 2023. Reason: Personal.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **TAYLOR BROWN**, Temporary Professional, effective date to be determined. Assignment: Teacher, Blind and Visually Impaired Support Program with base salary of Bachelor's, Step 2, \$52,805 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Blind and Visually Impaired budget.
- **BRIANNA CEKOVIC**, Paraeducator, effective for the 2023-2024 school year. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **SARA FIGUEROA**, Intern, Administrative Team - Communications, effective date to be determined until May 24, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.
- **REBECCA GUZZO**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service 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 Autism Support budget.
- **ASHLEY HOPPE**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **DEBORAH KEARNS**, Temporary Professional, effective August 21, 2023. Assignment: Social Worker, Student Services Team with base salary of Masters+15, Step 1, \$56,611 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the EC and Pupil Services budgets.
- **HILLARY KROKONKO**, Temporary Professional, effective date to be determined. Assignment: Teacher, Deaf and Hard of Hearing Program with base salary of Bachelor's, Step 1, \$52,305 for 190 days of service 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 Deaf and Hard of Hearing budget.
- **KATHRYN LONG**, Intern, Administrative Team - Communications, effective date to be determined until May 24, 2024. Hourly rate will be \$15.00. This is a temporary intern position funded through the General Operating budget.
- **BRANDI MITTERLING**, Paraeducator, effective for the 2023-2024 school year. Assignment: Educational Paraprofessional, Program and Grant Evaluation Services (PAGES) Program with base salary of HS+48, \$28,025 for 190 days of service with additional new hire days as required. This is a new position funded through the EANS II budget.
- **TAYLOR NICKUM**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service 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 Emotional Support budget.
- **TORI PARKS**, Digital Marketing Designer, Administrative Team - Communications, effective date September 5, 2023. Base salary of \$50,350 for 260 days of service will both be prorated based on the number of days worked through June 30, 2024. This is a replacement position funded through the General Operating budget. Experience: 4 years and 4 months of similar or related experience.
- **MAGGIE READ**, Paraeducator, effective August 21, 2023. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$25,840 for 190 days of service 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 MAWA budget.

- **AURYAUNA SALLEY**, Paraeducator, effective August 28, 2023. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$25,840 for 190 days of service 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 Autism Support budget.
- **CLAIRE SMITH**, Temporary Professional, effective date to be determined until June 10, 2024. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+15, Step 1, \$56,611 for 190 days of service will be prorated based on the number of days worked. This is a new position funded through the EANS II budget.
- **KYLA SULLIVAN**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 2, \$42,244 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the Emotional Support budget.

#### CHANGES OF STATUS

- **SARAH DUNNE**, Personal Care Assistant, Emotional Support Program, change from part-time to full-time status, effective for the 2023-2024 school year.
- **CARLY GRUMBINE**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective August 2, 2023.
- **WYNEFER HARRIS**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective August 7, 2023.
- **EMILY HOLLAND**, from Long Term Substitute School Counselor to full-time School Counselor, ANPS Program, effective for the 2023-2024 school year.
- **VANIA JAROCH**, from Program Secretary, Student Services Team to Business Coordinator, Administrative Team - Business, effective August 28, 2023. Change of status results in a change of salary to \$47,043.88 for 260 days of service and will be prorated for a total of 220 days through June 30, 2024.
- **KEVIN KAZDA**, from Educational Paraprofessional to Teacher, Autism Support Program, effective for the 2023-2024 school year. This change of status results in a change of salary to \$52,305 which is based on a Bachelor's, Step 1 placement on the current salary scale.
- **KIMBERLY MICHAEL**, from Educational Paraprofessional to Job Coach, Emotional Support Program, effective for the 2023-2024 school year. Change of status results in payment of an annual \$2,950 stipend.
- **JANET PENICA**, from Long Term Substitute Teacher to 50% Teacher and 50% Job Coach, Loysville Youth Development Center, effective for the 2023-2024 school year. This change of status results in a change of salary to 50% of Bachelor's, Step 1 (\$26,152.50) and 50% of a HS+48 (\$14,012.50) in addition to the payment of 50% of the Job Coach stipend (\$1,475).
- **ARIANA TANEY**, from Educational Paraprofessional to Mental Health Worker, Emotional Support Program, effective for the 2023-2024 school year. This change of status results in a change of salary to \$33,623 which is based on a MHW Bachelor's, Step 1 placement on the current salary scale.

#### LEAVE OF ABSENCE

**TRACY KNAUSS**, Service Coordinator, Early Intervention Program, sabbatical leave for restoration of health effective May 11, 2023 – November 11, 2023. Leave is in accordance with and provided for under the PA School Code."

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

#### Approval of 23-24 Salary Ranges

**Patrick Shull moved, seconded by Judith Crocenzi**, "that the 2023-24 Salary Ranges be approved."

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

## **Reports & Updates**

Announcement of CAIU Retirees	There were no August Retirees.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
Departing Board Members	At 9:00 a.m., Ford Thompson departed the Board meeting. At 9:14 a.m., Alyssa Eichelberger departed the Board meeting.
CAIU Health & Safety Plan - 6 Month Review	On August 15, 2023, CAIU Cabinet reviewed the CAIU Health and Safety Plan and made very minimal changes and was available for the Board's review and for the record.
<b>Executive Director's Report</b>	Dr. Andria Saia, Executive Director, shared some highlights from the <i>All In!</i> newsletter and Executive Director's report.
<b>President's Report</b>	Jean Rice thanked the Board for their attendance and shared that she attended Loysville graduation where six students received diplomas. She also attended West Perry's Opening Day and staff were very excited. Jean would like to schedule a CAIU Board trip to visit the Early Learning Center this fall.
<b>Board Member Sharing of Information</b>	Melanie Gurgiolo, reported that Camp Hill SD's Community Advisory Committee for Diversity/Equity created a framework to connect families with the purpose of embracing and supporting refugee families.
<b>Information Items</b>	The following news articles were available for the Board's review: <ul style="list-style-type: none"> <li>• News story on Hill Top Academy's First Day of School</li> <li>• Press links to news story on The Capital Area Pathways to Teaching</li> </ul>
<b>Other Business/ Public Comment on Items Not Specific to Agenda</b>	There were no other business/public comment on items not specific to the agenda.
<b>Next Board Meeting Date</b>	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, September 28, 2023 at 8:00 a.m., Board Room, CAIU Enola Office.
<b>Adjournment</b>	<b>Barbara Geistwhite moved, seconded by William Swanson, "that the meeting is adjourned."</b>  <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>  At 9:37 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary