

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**December 14, 2023****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 14, 2023, at the Capital Area Intermediate Unit at the Enola Office.

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| <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, Melanie Gurgiolo.   |
| <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, Gabrielle Brandt, Paula Bussard, Seth Cornman, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jaime Johnsen (arrived after roll call), John Kaschak, Jason Miller, Michelle Nestor, Patrick Shull, (13)</p> <p><b><u>Members not in attendance were:</u></b> Scott Campbell, Alyssa Eichelberger, Phillip Lehman, Micheal Wanner (4)</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; David Walker, Solicitor</p> <p><b><u>Staff/Public in attendance were:</u></b> Dr. Andrew McCrea, Dave Martin, Blake Wise, Len Kapp, Maria Hoover, Dr. Kevin Roberts, Harold Rittner</p>   |
| Appointment of New Board Members        | <p><b>Patrick Shull moved, seconded Paula Bussard, “that the following new Board Members be appointed to an unexpired term:</b></p> <ul style="list-style-type: none"> <li>• <b>Seth Cornman</b>, Big Spring School District, to an unexpired term of December 14, 2023 to June 30, 2024.</li> <li>• <b>Dr. Joshua Cysyk</b>, Derry Township School District, to an unexpired term from December 14, 2023 to June 30, 2024.</li> <li>• <b>Gabrielle Brandt</b>, West Perry School District, to an unexpired term of December 14, 2023 to June 30, 2024.</li> <li>• <b>Michelle Nestor</b>, Cumberland Valley School District, to an unexpired term of December 14, 2023 to June 30, 2024.</li> <li>• <b>Brenda Cox</b>, West Shore School District, to an unexpired term of December 14, 2023 to June 30, 2024.”</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> |
| <b>Arriving Board Member</b>            | At 8:04 a.m., Jaime Johnson arrived to the Board meeting.  |
| <b>Recognition of the Public: Items</b> | The Board welcomed the public, Mr. Harold Rittner, from East Pennsboro School Board.   |

## Specific to the Agenda

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| <b>Public Comment</b>                  | There was no public comment.   |
| <b>Approval of Minutes</b>             | <p><b>Patrick Shull moved, seconded by Paula Bussard,</b> “that the November 16, 2023 CAIU Board meeting minutes be approved.”</p> <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>  |
| <b>Board Committee Report</b>          | There were no Board Committee reports.   |
| <b>Treasurer’s Report</b>              | <b>Patrick Shull moved, seconded by Richard Bradley,</b> “that the following fiscal items be approved:   |
| Treasurer’s Report – November 2023     | November 2023 Treasurer’s Report – a total of \$11,115,963.55 in receipts and \$7,072,874.58 in expenses   |
| Payment of Bills – November 2023       | November 2023 Payment of Bills   |
| Summary of Operations – November 2023  | <p>Summary of Operations for November 2023 showing revenues of \$52,115,726.99 and \$38,068,216.98 in expenses.”</p> <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>  |
| <b>Budget Administration</b>           | <p><b>Paula Bussard moved, seconded by Patrick Shull,</b> “that the following Budget Administration items be approved:</p> <ul style="list-style-type: none"> <li>• Proposed 2023-24 Original Budget - Paraeducator Preparation Pathways Grant</li> <li>• Proposed 2023-24 Original Budget - Statewide System of Support.”</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> |
| <b>Other Fiscal Matter</b>             | <p><b>Patrick Shull moved, seconded by David Barder,</b> “that the following Other Fiscal Matter be approved:</p> <p>Approval of Final Audit Report - 6/20/23.”</p> <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>   |
| <b>Other Business Items</b>            | <b>Richard Bradley moved, seconded by Patrick Shull,</b> “that the following Other Business items be approved:   |
| Contracts – December 2023              | Contracts – December 2023  |
| Acceptance of Board Member Resignation | <p>Acceptance of the resignation of Alyssa Eichelberger, Northern York School District, from the CAIU Board of Directors, effective December 14, 2023.”</p> <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>   |

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| <b>Policies &amp; Programs</b>   | <b>Paula Bussard moved, seconded by Richard Bradley</b> , “that the following policy be approved:  |
| Second Reading, New Policy #719 - Facility & Therapy Dogs in CAIU Programs | Second Reading, New Policy #719 - Facility & Therapy Dogs in CAIU Programs.”   |
|  | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>  |
| <b>Job Description</b>   | <b>Patrick Shull moved, seconded by Richard Bradley</b> , “that the following Job Description be approved:   |
| Second Reading, New Job Description - Oasis Support Specialist             | Second Reading, New Job Description – Student information Support Specialist.”<br><i>It was noted that the title was updated from Oasis Support Specialist since First Reading.</i>  |
|  | <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>  |
| <b>Personnel Items</b>   | <b>Paula Bussard moved, seconded by Richard Bradley</b> , “that the following Personnel Items be approved:   |
| Resignations   | <b>DENISHA JAMIESON</b> , Personal Care Assistant, Autism Support Program, effective November 17, 2023. Reason: Personal.  |
| Recommended for Employment/contract  | <b>KALIE ARVEY</b> , Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.<br><b>HEATHER BARTO</b> , Part-Time Temporary Professional, effective date to be determined. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters + 60/PhD, Step 15, \$82,384 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 EANS II budget.<br><b>VIRGINIA GAMBLE</b> , Custodian, Administrative Team - Operations, effective date to be determined. Base salary of \$31,400 + \$1,950 stipend 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 Building and Grounds budget. Experience: 10.5 years of similar or related experience.<br><b>CARTER HAMLIN</b> , 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 hours/days worked with additional new hire days as required. This is a new position funded through the Autism Support budget.<br><b>AYVA LACOCO</b> , Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget. |

**LARKIN LAYNE**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$49,970 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 Ops - DPGO budget. Experience: 4.5 years of similar or related experience.

**YISENIA MALDONADO RUIZ**, Paraeducator, effective January 8, 2024. 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 hours/days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**JAMIE MATTHEWS**, Professional, effective date January 3, 2024. Assignment: Occupational Therapist, Early Intervention Program with base salary of Masters + 45, Step 4, \$60,965 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.

**JORDAN NASH**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$25,840 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 budget.

**GABRIEL REISINGER**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$49,970 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 Ops - DPGO budget. Experience: A little more than 4.5 years of similar or related experience.

**MICHELLE TROSTLE**, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consulting Program with base salary of Masters + 45, Step 15, \$80,961 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 CSPD budget.

Change of Status

**ASIA HITCHCOCK**, Educational Paraprofessional, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective November 30, 2023.

**CHRISTINE LYNCH**, from Educational Paraprofessional, Student Services Team to Program Assistant, Educational Services Team, effective December 14, 2023. This change in status results in a change of salary to \$40,680.

**KRIS MAXWELL**, Cafeteria Worker, from active to inactive status due to rescinding acceptance of employment offer, effective November 30, 2023.

**KIERA MINAYA**, Intern, change from active to inactive status due to failure to complete new hire requirements, effective November 29, 2023.

**KYLA SULLIVAN**, from Long Term Substitute Teacher to Floater Teacher, effective January 3, 2024. Change of status results in a change of salary to 80% of Bachelor's, Step 2, \$42,244 for 190 days of service and will be prorated for a total of 103 days.

**LINDSEY STAUFFER**, from Mental Health Worker to Behavior Consultant, Student Services Team, effective November 15, 2023. This change of status results in a change of salary to \$55,332 which is based on a Masters, Step 1 placement on the current salary scale.

**SIERRA TRUNICK**, from Mental Health Worker to Teacher, Emotional Support Program, effective January 3, 2024. This change of status results in a change of salary to \$52,305 which is based on a Bachelors, Step 1 placement on the current salary scale. This is for 190 days of service and will be prorated for a total of 103 days.

**MERCEDES VAZQUEZ**, Intern, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective November 29, 2023.

Change of Salary

**ROCCO MATRICCINO**, Personal Care Assistant, Emotional Support Program, change of salary to HS, \$25,840, effective November 30, 2023. This salary adjustment is being made after further review of his educational transcripts.

Leave of Absence **HANNAH ROHRS**, Floater Teacher, Student Services Team, child-rearing leave of absence effective March 4, 2024. Return to work date is to be determined. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA)."

**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 The CAIU Board of Directors announced and recognized the following December 2023 CAIU Retirees:

- **Susan West**, Occupational Therapist, retirement after 15 years of service
- **Barbara Frey**, Floater Teacher, retirement after 10 years of service

CAIU Team Reports CAIU Administration provided their team reports and updates.

**Departing Board Member** At 8:57 a.m., Richard Bradley departed the Board Meeting.

**Executive Director's Report** Dr. Saia highlighted the *All In* newsletter and Executive Director's report.

**President's Report** Melanie Gurgiolo thanked the Board for their attendance.

**Board Member Sharing of Information** There were no Board Members sharing of information.

**Information Items** There were no information items.

**Other Business/ Public Comment on Items Not Specific to Agenda** There were no other business/public comment on items not specific to the agenda.

**Next Board Meeting Date** The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, January 25, 2024 at 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment** **Patrick Shull moved, seconded by Paula Bussard**, "that the meeting is adjourned."

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

At 9:20 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary