

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**August 22, 2024
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 22, 2024, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Melanie Gurgiolo.
Pledge of Allegiance	All stood and pledged allegiance to the flag of the United States of America.
Roll Call	<p><u>Members in attendance were:</u> David Barder, Richard Bradley, Paula Bussard, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, Jaime Johnsen (arrived after roll call), Leslie Marshall, Marianne Moore, Michelle Nestor, Gerald Schwille, Lauren Silvers. (13)</p> <p><u>Members not in attendance were:</u> Gabrielle Brandt, Seth Cornman, Brian Diffenderfer, John Kaschak, Phillip Lehman, Patrick Shull. (6)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; Leigh Dalton, Solicitor.</p> <p><u>Staff/Public in attendance were:</u> Dave Martin, Maria Hoover, Blake Wise, Dr. Andrew McCrea.</p>
Ratification/ approval of Action Items of the July 25, 2024 Board Meeting	<p>The July 25, 2024 Board Meeting of the CAIU Board of Directors was cancelled.</p> <p>Paula Bussard moved, seconded by Dr. Joshua Cysyk, “that the following action items of the July 25, 2024 be ratified:</p>
Approval of Minutes - June 27, 2024	Approval of Minutes - June 27, 2024
Treasurer’s Report – June 2024	<ul style="list-style-type: none"> • Treasurer’s Report for June 2024 – a total of \$5,678,233.73 in receipts and \$22,171,869.00 in expenses • Payment of Bills - June 2024 • Summary of Operations for June 2024 showing revenues of \$126,995,473.74 and \$129,844,606.58 in expenses
Other Business Items	Contracts – July 2024
Policies & Programs	2024-25 Keystone State Challenge Academy Education Calendar
Job Descriptions	<ul style="list-style-type: none"> • Second Reading, New Job Description – Hill Top Academy Coordinator • Second Reading, New Job Description – Technology Application Supervisor • Second Reading, New Job Description – Chief Information Officer
Personnel Report and Addendum – July 2024	
RESIGNATIONS	AMY DIEHM, Teacher, Keystone State Challenge Academy, effective August 14, 2024. Reason: Personal.

THERESA KEYS, Floater Teacher, Keystone State Challenge Academy, effective June 15, 2024. Reason: Personal.

NINA MEANOR, Service Coordinator, Early Intervention Program, effective August 19, 2024. Reason: Personal.

SHAYNA PARRISH, Social Worker, Student Services Team, effective June 5, 2024. Reason: Personal.

REGINA SELLMAN, Social Worker, Capital Area Mental-health Program, effective August 19, 2024. Reason: Personal.

JESSICA SHARPE, Inclusion Consultant, Early Intervention Program, effective July 24, 2024. Reason: Personal.

JENNIFER STURTEVANT, Speech and Language Pathologist, Early Intervention Program, effective July 25, 2024. Reason: Personal.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

TARYN BENEDICT, Professional, effective August 19, 2024. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 2, \$57,305 for 190 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.

WENDY CASTELLI, Paraeducator, effective date August 19, 2024. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 15, \$44,934 for 190 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.

ALISABETH CHERNOV, Paraeducator, effective August 6, 2024. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$26,695 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

JOSHUA CLARK, Temporary Professional, effective August 6, 2024. Assignment: Teacher, Emotional Support Program with base salary of Bachelors, Step 1, \$53,778 for 190 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

SAMANTHA HARLING, Professional, effective date to be determined. Assignment: Educational Consultant, Autism and Multiple Disabilities Support Programs with base salary of Masters, Step 9, \$65,526 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 and Multiple Disabilities Support budgets.

KAITLYN HELMS, Paraeducator, effective August 6, 2024. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$26,695 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

DEBRA HEMPERLY, Paraeducator, effective date August 6, 2024. Assignment: Mental Health Worker, Emotional Support Program with base salary of MHW Bachelors, Step 15, \$52,238 for 190 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

BRADLEY HUEBNER, Professional, effective date to be determined. Assignment: Teacher Keystone State Challenge Academy with base salary of Masters+45, Step 15, \$82,434 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 Keystone State Challenge Academy budget.

ABIGAIL LEONARD, Act 93, effective September 3, 2024. Assignment: Program Supervisor, with a base salary of \$128,000 for 260 days of service and will be prorated based on the number of days worked. This is a replacement position funded through the Core budget.

MARY MANSFIELD, Temporary Professional, effective August 6, 2024. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 4, \$44,222.40 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

PATRICIA PETERS, Professional, effective August 6, 2024. Assignment: Teacher, Hospital Program with base salary of Bachelors, Step 15, \$75,295 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Hospital budget.

JORDAN ROSEBERRY, Paraeducator, effective August 6, 2024. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$26,695 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

THERESA ZERBE, Temporary Professional, effective August 6, 2024. Assignment: Teacher, Blind/Visually Impaired Support Program with base salary of Bachelors, Step 1, \$53,778 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Vision budget.

CHANGES OF STATUS

AMY FALVO, from Long Term Substitute School Counselor to full-time School Counselor, ANPS Program, effective for the 2024-2025 school year.

LIZABETH KRANZEL, from Student Services Program Assistant to Hill Top Academy Coordinator, Student Services Team, effective July 1, 2024. Change of status results in a change of salary to \$49,780 for 260 days of service.

MASON REBER, from Intern to Helpdesk Representative, Technology Team, effective July 15, 2024. Change of status results in a change of salary to \$38,640 for 260 days of service and will be prorated for a total of 250 days through June 30, 2025.

CLAIRE SMITH, from Long Term Substitute Remedial Specialist to full-time Remedial Specialist, ANPS Program, effective for the 2024-2025 school year

RENEE YALE, from Long Term Substitute Remedial Specialist to full-time Remedial Specialist, ANPS Program, effective for the 2024-2025 school year.”

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

Approval of Minutes

The July 25, 2024 CAIU Board Meeting was cancelled. There are no meeting minutes for approval.

Board Committee Reports

Dr. Joshua Cysyk moved, seconded by Paula Bussard, “that the proposed 2024-25 CAIU Board Committees be approved.”

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

Arriving Board Member

Board Member, Jaime Johnson arrived at 8:02 a.m.

Treasurer’s Report

Lauren Silvers moved, seconded by Gerald Schville, “that the following fiscal items be approved:

Treasurer’s Report – July 2024

Treasurer’s Report for July 2024 – a total of \$10,526,100.28 in receipts and \$9,868,175.81 in expenses.

Payment of Bills – July 2024

July 2024 Payment of Bills.

Summary of Operations for June 2024

Summary of Operations for June 2024 - showing revenues of \$137,787,310.63 and \$139,441,696.96 in expenses.

Summary of Operations – July 2024

Summary of Operations for July 2024 showing revenues of \$3,545,084.32 and \$5,645,551.81 in expenses.”

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. Joshua Cysyk moved, seconded by Jaime Johnsen, “that the following Budget Administration items be approved:

24-25 Original Budgets Proposed 2024-25 Original Budget - 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 Matter

There were no Other Fiscal Matters.

Other Business Items

Dr. Joshua Cysyk moved, seconded by David Barder, “that the following Other Business Items be approved:

Contracts – August 2024

Contracts – August 2024.”

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

Policies & Programs

Brenda Cox moved, seconded by Dr. Joshua Cysyk, “that the following Policies & Programs be approved:

- First Reading Revised Policy #222 - Tobacco & Vaping
- First Reading Revised Policy #227 - Controlled Substances
- First Reading Revised Policy # 323- Tobacco and Vaping
- First Reading Revised Policy #351- Controlled Substance Abuse
- First Reading Revised Policy #707 - Use of IU Facilities.”

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

Job Description

Richard Bradley moved, seconded by Paula Bussard, “that the following New Job Description be approved for First Reading:

First Reading, New Position Description - Early Intervention Caseload Coordinator.”

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. Joshua Cysyk moved, seconded by Michelle Nestor, “that the following Personnel Items be approved:

Resignations

- **GRETCHEN BARRETT**, Educational Paraprofessional, Diakon Program, effective June 3, 2024. Reason: Personal.
- **STACEY BICKEL**, Part-time Cafeteria Worker, Student Services Team, effective June 3, 2024. Reason: Personal.
- **NATALIE BUFFINGTON**, Educational Paraprofessional, ANPS Program, effective September 30, 2024. Reason: Declined continuing employment after EANS funding discontinues.

- **PETER FIDGETT**, Social Worker, Emotional Support Program, effective September 3, 2024. Reason: Retirement after 30 years of continuous CAIU service.
- **JOSEPH GUTY**, Personal Care Assistant, Emotional Support Program, effective June 3, 2024. Reason: Personal.
- **BRADLEY HUEBNER**, Teacher, Keystone State Challenge Academy, effective August 16, 2024. Reason: Personal.
- **ANGIE KEEFER**, Educational Paraprofessional, ANPS Program, effective September 30, 2024. Reason: Declined continuing employment after EANS funding discontinues.
- **DEANNA KIMMEL**, Personal Care Assistant, Autism Support Program, effective June 3, 2024. Reason: Personal.
- **BRANDI MITTERLING**, Educational Paraprofessional, ANPS Program, effective September 30, 2024. Reason: Declined continuing employment after EANS funding discontinues.
- **KELLY MORRISON**, Educational Paraprofessional, Autism Support Program, effective June 3, 2024. Reason: Personal.
- **JAQUELINE SCHUBERT**, Speech and Language Pathologist, Early Intervention Program, effective August 26, 2024. Reason: Personal.
- **AMANDA SICKLER**, Educational Paraprofessional, ANPS Program, effective September 30, 2024. Reason: Declined continuing employment after EANS funding discontinues.
- **CHARLES VENNIE**, Mental Health Worker, Diakon Program, effective June 3, 2024. Reason: Personal.
- **JENNIFER WHITCOMB**, Teacher, Early Intervention Program, effective September 20, 2024. Reason: Personal.
- **MICHAEL ZARKER**, Maintenance/Facilities Technician, Administrative Team – Operations Program, effective August 2, 2024. Reason: Personal.
- **RAYYA ADERSON**, Professional, effective date to be determined. Assignment: Teacher, Emotional Support Program with base salary of Masters, Step 13, \$73,667 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 Emotional Support budget.
- **JULIE BAUGHMAN**, Paraeducator, effective date August 12, 2024. Assignment: Mental Health Worker, Pupil Services Program with base salary of MHW Bachelors, Step 10, \$45,624 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 new position funded through the Pupil Services budget.
- **MICHAELA CARLING**, Paraeducator, effective August 6, 2024. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,880 for 190 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **SONYA COLEMAN-CAPOTE**, Temporary Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 5, \$56,459 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 new position funded through the Autism Support budget.
- **PATRICIA CORNELL**, Paraeducator, effective August 12, 2024. Assignment: Educational Paraprofessional, Hospital Program with base salary of HS, \$26,695 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 new position funded through the Hospital budget.

Recommended for
Employment/contract

- **LILLIE HARRIS**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$26,695 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 MAWA budget.
- **REBEKAH JARRELL**, Temporary Professional, effective date to be determined. Assignment: Part-time Speech and Language Pathologist, Early Intervention Program with base salary of Masters, Step 7, \$62,244 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.
- **MEGHAN KERSTETTER**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 6, \$46,217.60 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.
- **ELIZABETH KUZMA**, Paraeducator, effective August 6, 2024. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, \$26,695 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **DOMINIQUE MCCLAIN**, Paraeducator, effective August 6, 2024. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$26,695 for 190 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **JAMIE MINIUM**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$28,880 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 Autism Support budget.
- **RALPH MOYER**, Paraeducator, effective August 6, 2024. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,880 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ERIN PETERS**, Paraeducator, effective date to be determined. Assignment: Communication Facilitator, Deaf and Hard of Hearing Program with base salary of HS+48, \$28,880 + \$2,950 annual stipend for 190 days of service with additional new hire days as required. This is a replacement position funded through the Deaf and Hard of Hearing budget.
- **JANAY TATUM**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$28,880 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 MAWA budget.
- **LORI WILLIAMS**, Paraeducator, effective August 6, 2024. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$28,880 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **MATTHEW DELIBERTY**, from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program, effective August 19, 2024. This change of status results in a change of salary to \$53,778 which is based on a Bachelors, Step 1 placement on the 2024-2025 salary scale. This is for 190 days of service and will be prorated for a total of 176 days.

Change of Status

- **AMY RADA**, Remedial Specialist, ANPS Program, change from full-time to part-time status, effective August 12, 2024.
- **REGINA SELLMAN**, Social Worker, change in resignation effective date from August 19, 2024 to August 12, 2024.
- **SARAH WOODWARD**, from Educational Paraprofessional to Inclusion Consultant/Teacher, Early Intervention Program, effective July 25, 2024. This change of status results in a change of salary to \$58,084 which is based on a Masters+15, Step 1 placement on the 2024-2025 salary scale. This is for 190 days of service and will be prorated for a total of 177 days.”

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	<p>The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following August 2024 CAIU Retirees:</p> <ul style="list-style-type: none"> • Tammy Wagner, PCA, retiring after 26 years of service. • Julia Beaver, Teacher, retiring after 16 years of service.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
CAIU Health & Safety Plan – 6-Month Review	On August 13, 2024, CAIU Cabinet reviewed the CAIU Health and Safety Plan and made no changes. It is attached for review and for the record.
2024-25 CAIU Strategic Plan	Dr. Roberts provided an overview of the CAIU Strategic Plan and goal process and presented the new 2024-25 Strategic Plan. Each team director provided a report on their 23-24 team highlights and goal progress.
Departing Board Members	<p>At 8:55 a.m. – Richard Bradley departed the meeting. At 9:10 a.m. – Jaime Johnsen departed the meeting. At 9:25 a.m. – Marianne Moore and Paula Bussard departed the meeting. At 9:28 a.m. – Brenda Cox departed the meeting.</p>
Executive Director's Report	Dr. Andria Saia reported that the <i>All-In</i> newsletter is available for the Board's review, and she highlighted several articles written by staff. Please see the back cover for the Save the Date information for CAIU's Fall Fest on 10/26/24.
President's Report	Melanie Gurgiolo, President, thanked everyone for their attendance.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Michelle Nestor, Cumberland Valley SD, shared information about the annual Salute to Service event. • David Barder, Upper Dauphin SD, reported that he is very excited about the farm adjacent to their high school that his district recently purchased for their vocational and technical students to development.
Information Items	There were no Information Items.

**Other Business/
Public Comment on
Items Not Specific to
Agenda**

There were no other business or public comments.

**Next Board Meeting
Date**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, September 26, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Dr. Joshua Cysyk moved, seconded by David Barder, “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 9:38 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary