

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**September 26, 2024**

**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 26, 2024, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	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.
<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> Richard Bradley, Gabrielle Brandt (arrived after roll call), Paula Bussard, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, Jaime Johnsen (arrived after roll call), John Kaschak, Leslie Marshall, Marianne Moore (arrived after roll call), Gerald Schwille, Lauren Silvers. (13)</p> <p><b><u>Members not in attendance were:</u></b> David Barder, Seth Cornman, Brian Diffenderfer, Phillip Lehman, Michelle Nestor, Patrick Shull. (6)</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. Kevin Roberts, David Martin, Maria Hoover, Dr. Andrew McCrea. Seth Byers, Cassie McCabe.</p>
<b>Recognition of Public</b>	The Board welcomed Cassie McCabe, CAIU and Seth Byers, Stock and Leader.
<b>Approval of Minutes</b>	<p><b>Dr. Joshua Cysyk moved, seconded by Lauren Silvers,</b> “that the August 22, 2024 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 Reports</b>	The Board Act 93 and Negotiations Committees will be meeting to discuss contracts.
<b>Arriving Board Member</b>	At 8:01a.m., Board Member, Marianne Moore arrived.
<b>Treasurer’s Report</b>	<b>Paula Bussard moved, seconded by Brenda Cox,</b> “that the following fiscal items be approved:
Treasurer’s Report – August 2024	Treasurer’s Report for August 2024 – a total of \$14,791,219.50 in receipts and \$7,916,209.14 in expenses.
Payment of Bills – August 2024	August 2024 Payment of Bills.
Summary of Operations for June 2024	Summary of Operations for June 2024 as of 9/13/24 - showing revenues of \$141,998,986.95 and \$141,881,365.35 in expenses.

Summary of Operations – August 2024

Summary of Operations for August 2024 showing revenues of \$15,521,334.27 and \$11,509,836.38 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 John Kaschak,** “that the following Budget Administration items be approved:

Proposed 24-25 Original Budget - Non-Public PD & SSAE

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Proposed 24-26 Original Budget - Developing Future Special Educators Grant

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**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 Paula Bussard,** “that the following Other Business Items be approved:

Contracts – September 2024

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**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

At 8:05 a.m., Board Member Jaime Johnsen arrived.

**Dr. Joshua Cysyk moved, seconded by Lauren Silvers,** “that the following 2025 PSBA Officers be approved:

Discussion and Vote on 2025 PSBA Officer Candidates

- **2025 President-Elect,** (One-Year Term) January 1, 2025 – December 31, 2025 - **Sabrina Backer\***, Franklin Area School District
- **2025 Vice President,** (One-Year Term) January 1, 2025 – December 31, 2025 - **Matt Vannoy\***, Sharon City School District
- **Section E-2 Advisor,** (Two-Year Term) January 1, 2025 – December 31, 2026 - **David Hein\***, Parkland School District
- **PSBA Trust Trustees** - (three-year term - ends Dec. 31, 2027):
  - **Nathan G. Mains**
  - **Richard Frerichs**
  - **William S. LaCofSchool.**”

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

**Policies & Programs**     **Gerald Schuille moved, seconded by Richard Bradley,** “that the following Policies & Programs be approved:

Second Reading  
Revised Policies

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

First Reading, Revised  
Policy

First Reading, Revised Policy #803 - IU Calendar.”

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

**Job Description**

**Lauren Silvers moved, seconded by Brenda Cox,** “that the following New Job Description be approved:

Second 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 Richard Bradley,** “that the following Personnel Items be approved:

Resignations

- HEATHER BROWN,** Floater Teacher, Emotional Support Program, effective September 6, 2024. Reason: Personal.  
**CANDICE BRUNER,** Educational Paraprofessional, Early Intervention Program, effective August 23, 2024. Reason: Personal.  
**KELLY MELHORN,** Personal Care Assistant/LPN, Autism Support Program, effective June 7, 2024. Reason: Personal.  
**DAKOTAH MILLER,** Teacher, ESL Program, effective August 28, 2024. Reason: Personal.  
**JAMIE MINIUM,** Personal Care Assistant, Autism Support Program, effective August 29, 2024. Reason: Personal.  
**KELLY REIFF,** Occupational Therapist, OT/PT Program, effective October 2, 2024. Reason: Personal.  
**ERIN WALKER,** Teacher, Autism Support Program, effective October 3, 2024. Reason: Obtained a position at another educational entity.

Recommended for  
Employment/contract

- JOSHUA DANNA,** Temporary Professional, effective date to be determined. Assignment: Teacher Keystone State Challenge Academy with base salary of Bachelors, Step 2, \$54,278 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.  
**SONJA DASH,** part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$16.49 per hour. This is a replacement position funded through the Food Services budget. Experience: 8 years of similar or related experience.

**ELYSSA GILBERT**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support 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 Autism Support budget.

**KIMBERLY KEDDIE**, Professional, effective date to be determined. Assignment: Teacher Keystone State Challenge Academy with base salary of Masters, Step 11, \$69,334 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.

**STEFANIE LARA**, Temporary Professional, effective date to be determined. Assignment: Part-time Speech and Language Pathologist, Early Intervention Program 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 MAWA budget.

**HANNAH MOOSE**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support 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 Autism Support budget.

**KEVLEINA MORGAN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support 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 Autism Support budget.

**LEAH RIEGEL**, Professional, effective date to be determined. Assignment: Occupational Therapist, Early Intervention Program with base salary of Masters+60, Step 1, \$62,365 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.

**STACY ROMAN**, Professional, effective date to be determined. Assignment: Teacher, Transition 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 replacement position funded through the Transition budget.

**RYA SMIGEL**, Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+60/PhD, Step 14, \$81,521 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.

#### Change of Status

**MARY MANSFIELD**, change from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective August 12, 2024 until further notice. This change in status results in a change of salary to 100% of the Bachelor's, Step 4 salary of \$55,278 for 190 days of service.

**CHELSIE MOSS**, Speech and Language Pathologist, Early Intervention Program, change from full-time to part-time status, effective September 30, 2024.

**KAREN WILLIAMS**, from Educational Coach to Long Term Substitute Program Supervisor, Student Services Team, effective September 3, 2024 – June 30, 2025. Change of status results in a change of salary to Act 93, \$101,405.05 for 260 days of service and will be prorated for a total of 216 days through June 30, 2025."

**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	<b>The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following September 2024 CAIU Retiree: <i>Peter Fidget, Social Worker</i></b> , retiring after 30 years of service.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
Arriving Board Member	At 8:30 a.m., Board Member Gabrielle Brandt arrived.
Closed Auction Report	The Closed Auction Report for the sale of old fitness equipment was available for the Board's review.
Review of Policy 249 - Bullying/Cyberbullying	CAIU Cabinet members did the required tri-annual review and determined that no revisions were needed.
<b>Executive Director's Report</b>	Dr. Andria Saia reported that the <i>All-In</i> newsletter and Executive Director's report was available for the Board's review. She highlighted her article on belonging and discussed that we are working to build a framework of Workplace Wellbeing for our staff. Dr. Saia invited all to the CAIU's annual Fall Fest on Saturday, October 26. It is a free family fun event to benefit Champions for Children. The CAIU Social Committee is working to put together a social event/bus trip event to Longwood Gardens. More information coming soon. Dr. Saia recognized and thanked this month's retiree, Peter Fidget, for his years of service to the CAIU.
<b>President's Report</b>	Melanie Gurgiolo, Board President, reported that Camp Hill SD has created a unified bocci team. Special Olympics provides incredible support, especially the first year. The impact on the student athletes and entire student body is phenomenal.
<b>Board Member Sharing of Information</b>	<ul style="list-style-type: none"> <li>• Jaime Johnsen-reported that Harrisburg School District has hired a new superintendent starting October 1, Dr. Benjamin Henry.</li> <li>• Jackie Hill shared that Susquehanna Township School District recently lost their solicitor Bill Z, who passed away unexpectedly. She also shared that her district has a new mascot, the bear.</li> <li>• Brenda Cox, West Shore School District, reported that they recently opened two new intermediate schools.</li> <li>• Richard Bradley, Mechanicsburg School District, reported on his district's football team's stellar stats – they are currently 4-0.</li> </ul>
<b>Information Items</b>	A public parent comment email was available for the Board's review.
<b>Other Business/ Public Comment on Items Not Specific to Agenda</b>	There were no other business or public comments.
<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, October 24, 2024, at 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Lauren Silvers moved, seconded by Dr. Joshua Cysyk, “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 9:05 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary