

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

October 24, 2024**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 24, 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.
Executive Session	At 8:00 a.m., the Board entered an Executive Session to discuss negotiation matters.
REGULAR BOARD MEETING	At 8:05 a.m., the Board re-enter the Regular Meeting of the Capital Area Intermediate Unit Board of Directors.
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, Gabrielle Brandt, Paula Bussard, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, Jaime Johnsen (arrived after roll call), John Kaschak, Leslie Marshall, Marianne Moore, Michelle Nestor (arrived after roll call), Gerald Schwille, Patrick Shull (13)</p> <p><u>Members not in attendance were:</u> Richard Bradley, Seth Cornman, Brenda Cox, Brian Diffenderfer, Phillip Lehman, Lauren Silvers (6)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; David Walker, Solicitor.</p> <p><u>Staff/Public in attendance were:</u> David Martin, Dr. Andrew McCrea, Blake Wise, Cassie McCabe.</p>
Recognition of Public	The Board welcomed Cassie McCabe, CAEA President to the Board Meeting.
Approval of Minutes	<p>Patrick Shull moved, seconded by Dr. Joshua Cysyk, “that the September 26, 2024 CAIU Board Meeting minutes be approved.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Reports	
Act 93 Committee Report	The Board Act 93 Committee met this month with CAIU administration and the Act 93 Meet and Discuss group.
Board Negotiations Committee Report	Paula Bussard, Board Negotiations Committee Chair reported that the committee met with CAIU administration and CAEA to discuss issues, timing and process.
Arriving Board Member	At 8:04 a.m., Board Member, Michelle Nestor arrived at the Regular Meeting.
Treasurer’s Report	Pat Shull moved, seconded by Dr. Joshua Cysyk, “that the following fiscal items be approved:

Treasurer's Report – September 2024	Treasurer's Report for September 2024 – a total of \$11,311,954.47 in receipts and \$16,416,974.52 in expenses.
Payment of Bills – September 2024	September 2024 Payment of Bills.
Summary of Operations – September 2024	Summary of Operations for September 2024 showing revenues of \$24,442,914.37 and \$20,669,653.20 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	There were no Budget Administration Items.
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 – October 2024	Contracts – October 2024.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
PAIU Network Resolution to Rescind Bylaws & Dissolve Intergovernmental Cooperative Agreement	Paula Bussard moved, seconded by David Barder, “that the PAIU Network Resolution to Rescind Bylaws & Dissolve Intergovernmental Cooperative Agreement 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	At 8:11a.m., Board Member, Jaime Johnsen, arrived at the Board meeting.
Policies & Programs	Patrick Shull moved, seconded by Paula Bussard, “that the following Policies & Programs be approved:
Second Reading Revised Policy	Second Reading, Revised Policy #803 - IU Calendar
First Reading, Revised Policies	First Reading of the following Revised Policies: <ul style="list-style-type: none"> • Policy #218 - Student Discipline • Policy #218.1 - Weapons • Policy #218.2 - Terroristic Threats • Policy #805 - Emergency Preparedness • Policy #805.1 - Relations with Law Enforcement • Policy #805.2 - School Security Personnel • Policy #806 - Child Abuse • Policy #904 - Public Attendance at IU Events

- Policy #146.1 - Trauma Informed Approach
- Policy #626 - (attachments only)
 - Federal Fiscal Compliance attachment
 - Allowability of Costs attachment
 - Cash Management attachment
 - Type of Costs, Obligations & Property attachment

First Reading, New Policy

First Reading New Policy #704 – Maintenance.”

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

Job Description

There were no Job Descriptions.

Personnel Items

Paula Bussard moved, seconded by Dr. Joshua Cysyk, “that the following Memorandum of Understanding be approved:

Approval of MOU Between CAEA & CAIU - Length of Workday

Approval of MOU Between CAEA & CAIU - Length of Workday.”

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

Personnel Report & Addendum

Patrick Shull moved, seconded by Dr. Joshua Cysyk, “that the following Personnel Items be approved:

Resignations

JAN CUVA-PRIMMER, Social Worker, Student Services Team, effective June 6, 2025. Reason: Retirement after 9 years of continuous CAIU service.

Recommended for Employment/contract

TRISHA HOFFMAN, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, School-Age Speech and Language 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 new position funded through the School-Age Speech and Language budget.

AMY LONG, Professional, effective date to be determined. Assignment: Service Coordinator, Early Intervention Program with base salary of Masters, Step 14, \$75,966 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.

KIMBERLY MARSZALEK, Temporary Professional, effective date to be determined. Assignment: Teacher, Blind/Visually Impaired Support Program with base salary of Bachelors, Step 1, \$53,778 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 Vision budget.

SHAVONNE MCLAMB, 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.

DRUOPATTY MELUSKEY, 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.

DIANE SHEAFFER, Professional, effective date to be determined. Assignment: Teacher Capital Area Mental-health Program with base salary of Masters, Step 15, \$78,314 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 Capital Area Mental-health budget.

SHANTELE TULL, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional 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 Emotional Support budget.

Change of Status

DOMINIQUE MCCLAIN, Personal Care Assistant, change from active to inactive status due to failure to respond to communications and complete new hire requirements, effective September 30, 2024.”

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 October Retirees.

CAIU Team Reports

CAIU Administration provided their team reports and updates.

Executive Director's Report

Dr. Andria Saia reported that the *All-In* newsletter is available for the Board's review and highlighted the front cover and several articles. Dr. Saia invited the Board Members to the CAIU Fall Fest and Longwood Gardens Bus trip on Dec 7.

Executive Director's 24-25 Goals

Executive Director's 24-25 Goals were available for the Board's review. Dr. Saia has been deeply involved in the work of data collecting. A preliminary report will be issued sometime in late fall/early winter. A full report, goals and action plan will be forthcoming in 2025 demonstrating how the CAIU plans to turn employee feedback into action. The CAIU Leadership team and Belonging Committee have played an integral part in ensuring that every staff member was provided an opportunity to participate in a listening circle and peer to peer interviews

President's Report

Melanie Gurgiolo, Board President, thanked everyone 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 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, November 21, 2024, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Patrick Shull moved, seconded by Michelle Nestor, “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 8:45 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary