

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

November 21, 2024**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 21, 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, Gabrielle Brandt, Seth Cornman, Brenda Cox, Dr. Joshua Cysyk, Brian Diffenderfer, Melanie Gurgiolo, Jackie Hill, John Kaschak, Leslie Marshall, Marianne Moore, Gerald Schwille, Patrick Shull, Lauren Silvers (13)</p> <p><u>Members not in attendance were:</u> Paula Bussard, Jaime Johnsen, Phillip Lehman, Michelle Nestor (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, Dr. Kevin Roberts, Maria Hoover, Cassie McCabe</p>
Recognition of Public	The Board welcomed Jim Barcheski, Audit Manager & Lauren Fenner, Audit Principal from Brown Plus, Accountants + Advisors to the Board Meeting.
23-24 Audit Report	Jim Barcheski, Audit Manager & Lauren Fenner, Audit Principal from Brown Plus, Accountants + Advisors presented the 2023-24 CAIU Audit Report. The CAIU was given a clean audit report (unmodified) with no findings.
Approval of Minutes	<p>Patrick Shull moved, seconded by Dr. Joshua Cysyk, “that the October 24, 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	Richard Bradley, Committee Chair, reported that the Board Act 93 Committee met this month with CAIU administration and the Act 93 Meet and Discuss group.
Board Negotiations Committee Report	Dr. Joshua Cysyk, Committee Member, reported that the Board Negotiations Committee’s November meeting was postponed to December 4.
Treasurer’s Report	Dr. Joshua Cysyk moved, seconded by Richard Bradley, “that the following fiscal items be approved:
Treasurer's Report – October 2024	Treasurer’s Report for October 2024 – a total of \$14,982,487.50 in receipts and \$8,388,783.21 in expenses.

Payment of Bills – October 2024	October 2024 Payment of Bills.
Summary of Operations – October 2024	Summary of Operations for October 2024 showing revenues of \$37,782,516.22 and \$31,253,632.40 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	Patrick Shull moved, seconded by Seth Cornman, “that the following Other Business Items be approved:
Contracts – November 2024	Contracts – November 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	Patrick Shull moved, seconded by Dr. Joshua Cysyk, “that the following Policies & Programs be approved:
Second Reading, Revised Policies	Second 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) <ul style="list-style-type: none"> ○ Federal Fiscal Compliance attachment ○ Allowability of Costs attachment ○ Cash Management attachment ○ Type of Costs, Obligations & Property attachment
Second Reading, New Policy	Second Reading New Policy #704 – Maintenance
First Reading, Revised Policy #210 & deletion of #210.1 and #210.2	First Reading, Revised Policy #210 – Use of Medications/Procedures & Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors. Deletion of polices 210.1 and 210.2.”
	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**Personnel Report & Addendum**

Seth Cornman moved, seconded by Leslie Marshall, “that the following Personnel Items be approved:

Resignations

NICOLE BRYAN, Educational Paraprofessional, Autism Support Program, effective November 15, 2024. Reason: Personal.
MICHAELA CARLING, Personal Care Assistant, Emotional Support Program, effective October 25, 2024. Reason: Personal.
JOEL CEKOVICH, Job Coach, Transition Program, effective November 22, 2024. Reason: Personal.
JESSE CRISTOFORO, Educational Paraprofessional, Autism Support Program, effective November 26, 2024. Reason: Personal.
JOSEPH GARTNER, Floater Teacher, Multiple Disabilities Support Program, effective December 20, 2024. Reason: Personal.
JENNIFER KING, Educational Paraprofessional, Autism Support Program, effective November 15, 2024. Reason: Personal.
TRACEY KNAUSS, Service Coordinator, Early Intervention Program, effective November 13, 2024. Reason: Retirement after more than 15 years of continuous CAIU service.
SARAH KNOUSE, Teacher, Diakon Program, effective November 20, 2024. Reason: Personal.
SEAN LETTERLOUGH-BROWN, Mental Health Worker, Student Services Team, effective November 21, 2024. Reason: Personal.
CHRISTINE SCHUMBER, Occupational Therapist, Early Intervention Program, effective January 8, 2025. Reason: Retirement after more than 3 years of continuous CAIU service.
RICHARD VOSHALL, Help Desk Specialist, Technology Team, effective December 31, 2024. Reason: Retirement after more than 1 year of CAIU service.

Recommended for Employment/contract

LAKYN BUCK, 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 new position funded through the MAWA budget.
ALYSSA HASKELL, Temporary Professional, effective January 6, 2025. Assignment: Inclusion Consultant, Early Intervention Program 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 MAWA budget.
JENIFER LETSAS, Paraeducator, effective date to be determined. Assignment: Job Coach, Future Ready Work Immersion Program with base salary of HS, \$26,695 + \$2,950 annual stipend for 190 days of service with additional new hire days as required. This is a new position funded through the Future Ready Work Immersion budget.
LISA LIDDICK, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Nursing Program with base salary of LPN, Step 15, \$48,112.52 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 Nursing Support budget.
TARA MUNDORF, Temporary Professional, effective date to be determined. Assignment: Social Worker, Emotional Support Program with base salary of Masters + 30, Step 15, \$81,011 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.

TRISHA WOLFE, 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.

Change of Status **NICOLE CALABRESE**, change from Floater Teacher to Long Term Substitute Teacher, Autism Support Program, effective October 15, 2024 – November 4, 2024. This change in status results in a change of salary to 100% of the Bachelor's, Step 8 salary of \$60,792 for 190 days of service, which will be prorated for a total of 15 days.

Leave of Absence **ANGEL DAVIS**, Educational Paraprofessional, Multiple Disabilities Support Program, child-rearing leave of absence effective November 19, 2024 until the end of the 2024-2025 school year. 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).

KRISTEN KIMSEY, Educational Consultant, Student Services Team, child-rearing leave of absence effective January 27, 2025 – March 31, 2025. 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 Retiree The CAIU Board of Directors announced the following November 2024 CAIU Retiree: **Tracey Knauss**, Service Coordinator, retirement after 15 years of service.

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

Executive Director's Report

Dr. Andria Saia, Executive Director, reported that the *All-In* newsletter is available for the Board's review and highlighted the 2024 Fall Fest article on page 4-5. The event was a great success and next year's date is scheduled for October 25, 2025. Other interesting articles were Financial Wellness and Safety/Threat Awareness. In addition, Dr. Saia reported that all CAIU staff have the opportunity to participate in peer-to-peer interviews and listening circles. The Leadership Team will review the data and will use it to develop a plan/strategy for next year. This week is American Education Week, and we are celebrating by reading to classrooms. Dr. Saia also shared her experience at the Fall SAC conference visits to Fluxspace and Corbett Incorporated, Upper Merion, and Norristown school districts. The group enjoyed a great welcoming experience and was inspired to see those leading conversations about how to have experiential, inspiring, innovative learning environments for kids and the tremendous impact on their learning. A new Fluxspace is being built in our area, Middletown.

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, December 19, 2024, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Patrick Shull 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