

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 19, 2024**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 19, 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** **Members in attendance were:** David Barder, Richard Bradley, Gabrielle Brandt, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jaime Johnsen (arrived after roll call), John Kaschak, Leslie Marshall, Marianne Moore, Michelle Nestor, Gerald Schville, Patrick Shull, Lauren Silvers (14)
Members not in attendance were: Paula Bussard, Seth Cornman, Brian Diffenderfer, Jackie Hill, Phillip Lehman (6)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; David Walker, Solicitor
Staff/Public in attendance were: David Martin, Dr. Andrew McCrea, Blake Wise, Dr. Kevin Roberts, Maria Hoover, Cassie McCabe
- Recognition of Public** The Board welcomed the public to the Board Meeting.
- Approval of Minutes** **Patrick Shull moved, seconded by Dr. Joshua Cysyk,** “that the November 21, 2024 CAIU Board Meeting minutes be approved.”
Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
- Board Committee Reports**
- Act 93 Committee Report The Board Act 93 Committee met this month and put together a draft agreement that is currently under review. The proposed agreement will go to the January Board meeting for approval.
- Board Negotiations Committee Report The Board Negotiations Committee met in early December to determine a meeting schedule. The first negotiations session is scheduled for February 5, 2025.
- Treasurer’s Report** **Patrick Shull moved, seconded by Dr. Joshua Cysyk,** “that the following fiscal items be approved:
- Treasurer’s Report – November 2024 Treasurer’s Report for November 2024 – a total of \$10,032,796.83 in receipts and \$7,187,538.57 in expenses.
- Payment of Bills – November 2024 November 2024 Payment of Bills.

Summary of Operations – November 2024

Summary of Operations for November 2024 showing revenues of \$50,043,738.39 and \$40,173,330.94 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

Pat Shull moved, seconded by Dr. Joshua Cysyk, “that the following Business Administration Items be approved:

Proposed 2024-25 Budget Revision - Loysville Youth Development Center

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Proposed 2024-25 Original Budget - Statewide System of Support

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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

Approval of Final Audit Report - 6/30/24

Patrick Shull moved, seconded by Richard Bradley, “that the Final Audit Report - 6/30/24 be approved.”

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

Other Business Items

Michelle Nestor moved, seconded by Patrick Shull, “that the following Other Business Items be approved:

Contracts – December 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.

Policies & Programs

Patrick Shull moved, seconded by Brenda Cox, “that the following Policies & Programs be approved:

Second Reading, Revised Policy #210 & deletion of #210.1 and #210.2

Second Reading, Revised Policy #210 – Medications (was titled *Use of Medications/Procedures & Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors*) and deletion of polices 210.1 and 210.2.”

First Reading, Revised Policies

The following First Reading, Revised Policies:

- Policy #005 - Organization
- Policy #Policy 308 - Employment Contract/Board Resolution
- Revised Policy #823 - Opioid Antagonist.”

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

Job Description

Patrick Shull moved, seconded by David Barder, “that the following Job Description be approved:

First Reading, Existing Position, Revised Job Description - Assistant Director of Student Services

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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.

Personnel Items

Personnel Report & Addendum

Patrick Shull moved, seconded by Lauren Silver, “that the following Personnel Items be approved:

Resignations

- **LEE ANN GRISOLANO**, Psychologist, Student Services Team, effective January 15, 2025. Reason: Personal.
- **LILLIE HARRIS**, Educational Paraprofessional, Autism Support Program, effective January 3, 2025. Reason: Personal.
- **KAITLYN HELMS**, Educational Paraprofessional, Emotional Support Program, effective December 20, 2024. Reason: Personal.
- **SAMUEL LISA**, District Technology Coordinator, Technology Team, effective January 6, 2025. Reason: Personal.
- **KERI MORGAN**, Teacher, Autism Support Program, effective January 31, 2025. Reason: Personal.
- **C. LYNETTE ROTERMEL**, Materials Assistant, Student Services Team, effective April 4, 2025. Reason: Retirement after more than 22 years of continuous CAIU service.
- **JENNIFER TIENTER**, Educational Paraprofessional, Emotional Support Program, effective December 6, 2024. Reason: Personal.
- **MARINA WOODALL**, Lead Helpdesk Specialist, Technology Team, effective January 10, 2025. Reason: Personal.

Recommended for Employment/contract

- **NATALIE BORNE**, Paraeducator, effective for the 2024-2025 school year. Assignment: Part-time Substitute Educational Paraprofessional, Early Intervention Program. Employee will be paid at a rate of \$18.73 per hour. This is a new position funded through the Early Intervention budgets.
- **MACKENZIE BRADY**, Paraeducator, effective January 6, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$26,695 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 Early Intervention budgets.
- **BRANDON CAMPBELL**, Software Engineer, Technology Team, effective date to be determined. Base salary of \$91,575 for 260 days of service will be prorated based on the number of days worked through June 30, 2025. This is a replacement position funded through the Technology Entrepreneurial-Application Development budget. Experience: Almost 8 years of similar or related experience.

- **BETHANY DAVIS**, Paraeducator, effective date February 11, 2025. Assignment: Part-time Mental Health Worker, ELECT Program with base salary of MHW Bachelors, Step 9, \$43,707 for 190 days of service and will be prorated based on the number of days/hours worked with additional new hire days as required. This is a new position funded through the ELECT budget.
 - **MEGAN KENDALL**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional 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 Emotional Support budget.
 - **MEGAN WANING**, Paraeducator, effective January 6, 2025. Assignment: Educational Paraprofessional, Early Intervention 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 replacement position funded through the Early Intervention budgets.
- Change of Status
- **JEFFREY SNEAD**, from Personal Care Assistant to Mental Health Worker, School-Age Access Program effective December 10, 2024. Change of status results in a change of salary to \$47,465 which is based on a MHW Bachelor's, Step 11 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 112 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

Arriving Board Member

At 8:08 a.m., Board Member Jaime Johnson arrived at the meeting.

Announcement of CAIU Retiree

The CAIU Board of Directors announced the following December 2024 CAIU Retiree: **Richard Voshall**, Help Desk Specialist, retirement after 1.5 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. She is immensely proud of *All-in!* and gave a shout out to our marketing team for developing an amazing newsletter and for all the staff that provide content each month. She highlighted her Executive Director article on *Finding Belonging & Commonalities During the Winter Holidays*. In addition, during American Education week and Educator for a Day, she enjoyed the opportunity to read to several classrooms. Dr. Saia reported on the CAIU Winter Craft show Holiday Bazaar that was held earlier this week. Approximately 60 students from various programs practiced their marketing and sales skills selling craft and food items, it was a big success. CAIU has a Day of Service and Learning planned this year on January 17 to replace our annual All Staff Day. Staff have the opportunity to participate in professional learning and/or a community service project to count towards time off on January 17. Dr. Saia wished all a happy holiday filled with peace.

President's Report

Melanie Gurgiolo, Board President, thanked everyone for their attendance.

Board Member Sharing of Information

- Pat Shull, West Perry SD, shared that there will be a 3-day Homeland Security Conference this March at Central Penn College. He also shared information about CONNECTIONS, located on Cameron St., Harrisburg, which is a walk-in mental health care center for youth and adults.

They provide mental health services for Dauphin, Cumberland, and Perry counties. The new service will be launched in January and will support youth. They also have a mobile team that serves as a great resource.

- Lauren Silvers, Central Dauphin SD, is looking for location ideas for their upcoming board retreat.

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, January 23, 2025, 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 9:00 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary