

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

January 23, 2025

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 23, 2025, at the Capital Area Intermediate Unit at the Enola Office.

EXECUTIVE SESSION	At 8:05 a.m., the Board entered into an Executive Session to discuss legal and negotiation matters.
REGULAR BOARD MEETING	At 8:51 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, Paula Bussard (via zoom), Gabrielle Brandt, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, Leslie Marshall, Michelle Nestor, Lauren Silvers (10)</p> <p><u>Members not in attendance were:</u> Richard Bradley, Seth Cornman, Brian Diffenderfer, Jaime Johnsen, John Kaschak, Phillip Lehman, Marianne Moore, Gerald Schwille, Patrick Shull (9)</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> Dr. Andrew McCrea, Blake Wise, Dr. Kevin Roberts, Maria Hoover, Cassie McCabe</p>
Recognition of Public	The Board welcomed the public to the Board Meeting.
Approval of Minutes	<p>Dr. Joshua Cysyk moved, seconded by Michelle Nestor, “that the December 19, 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 and put together a draft agreement which is on today’s board agenda for approval.
Board Negotiations Committee Report	The Board Negotiations Committee met in early December to determine a meeting schedule. The first meeting will be held in February.
Board Finance & Budget Committee Report	The Board Finance Committee met on 1/13/25 to review the proposed 2025-26 CAIU General Operating Budget.
Champion for Children Committee	Daren Moran reported that the committee met on 1/22/25. The needs of the students we serve are significant with requests totally over \$20,000 this year. The committee was able to fund all approved requests due to the fundraising efforts throughout the year.

2025-2026 General Operating Budget Presentation Daren Moran reviewed the budget approval process and timeline. He also provided budget assumptions for the proposed 25-26 General Operating Budget and some key points. There is no increase to the school district contribution of \$902,460 and no increase to the indirect cost rate of 7.5%.

Treasurer’s Report **Lauren Silvers moved, seconded by Dr. Joshua Cysyk,** “that the following fiscal items be approved:

Treasurer’s Report – December 2024 Treasurer’s Report for December 2024 – a total of \$7,537,651.74 in receipts and \$8,480,479.39 in expenses.

Payment of Bills – December 2024 December 2024 Payment of Bills.

Summary of Operations – December 2024 Summary of Operations for December 2024 showing revenues of \$55,884,274.87 and \$48,079,311.03 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 Brenda Cox,** “that the following Business Administration Items be approved:

First Reading Proposed 2025-26 General Operating Budget First Reading Proposed 2025-26 General Operating Budget.”

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 Michelle Nestor,** “that the following Other Business Items be approved:

Contracts - January 2025 Contracts - January 2025

Proposing mail/virtual ballot for 2025 CAIU Annual Election Approval to accomplish the CAIU annual election by mail or virtual ballot in the spring of 2025.”

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

Policies & Programs **Gabrielle Brandt moved, seconded by Michelle Nestor,** “that the following Policies & Programs be approved:

Second Reading, Revised Policies The following Second 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.

Informational Item -
Update Policy 626
(Attachment only) -
Procurement

Informational Item - Update Policy 626 (Attachment only) – Procurement. The dollar amounts were the only change and are legally effective January 1, 2025, therefore, this is an informational item only.

Job Description

Lauren Silvers moved, seconded by Dr. Joshua Cysyk, “that the following Job Description be approved:

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

Second Reading, Existing Position, Revised Job Description - Assistant Director of Student Services.”

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

David Barder moved, seconded by Brenda Cox, “that the following Personnel Items be approved:

Resignations

- **BRIANNA CEKOVIC**, Personal Care Assistant, Emotional Support Program, effective December 21, 2024. Reason: Personal.
- **ALAINA CUNEO-TOMASI**, Speech and Language Pathologist, Early Intervention Program, effective February 4, 2025. Reason: Personal.
- **KELLY GETHOUAS**, Food Services Coordinator, Student Services Team, effective June 5, 2025. Reason: Retirement after 15 years of continuous CAIU service.
- **SARAH HEAVNER**, Occupational Therapist, OT/PT Program, effective January 31, 2025. Reason: Personal.
- **BRIAN OSBORNE**, Department Coordinator, Student Services Team, effective January 24, 2025. Reason: Personal.
- **CLAIRE SMITH**, School Counselor, ANPS Program, effective June 4, 2025. Reason: Personal.

Terminations

- **CAMERON WEST**, Custodian, Administrative Team - Operations, effective December 13, 2024 due to job abandonment/failure to respond to communication and return to work.

Recommended for
Employment/contract

- **LILLIAM CANTILLANO**, Paraeducator, effective date to be determined. Assignment: Job Coach, Emotional Support Program with base salary of HS, \$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 Emotional Support budget.
- **JASON HALLER**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$52,845 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 budget. Experience: 5 years of similar or related experience.

- **MARISSA SMITH**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Pathologist, Early Intervention Program with base salary of Masters, Step 1, \$56,805 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 Early Intervention budgets.

Issuance of Tenure The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 23, 2025:

- Melissa Smith
- Jamie VanMeter
- Julia Williams.”

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

Proposed Act 93 Agreement **Michelle Nester moved, seconded by Dr. Joshua Cysyk**, “that the proposed Act 93 Agreement for 7/1/25 – 6/30/29 be approved.”

Motion passed with a roll call: David Barder, yes; Paula Bussard, yes; Gabrielle Brandt, yes; Brenda Cox, yes; Dr. Joshua Cysyk, yes; Melanie Gurgiolo, yes; Jackie Hill, yes; Leslie Marshall, yes; Michelle Nestor, yes; Lauren Silvers, yes. (10-yes; 0-no)

Proposed Cabinet Leadership Agreement **Michelle Nestor moved, seconded by Dr. Joshua Cysyk**, “that the proposed Cabinet Leadership Agreement for 7/1/25 – 6/30/29 be approved.”

Motion passed with a roll call: David Barder, yes; Paula Bussard, yes; Gabrielle Brandt, yes; Brenda Cox, yes; Dr. Joshua Cysyk, yes; Melanie Gurgiolo, yes; Jackie Hill, yes; Leslie Marshall, yes; Michelle Nestor, yes; Lauren Silvers, yes. (10-yes; 0-no)

Reports & Updates

Board Member Appreciation Thank you to our CAIU Board Members for providing the support and leadership we need to successfully serve and engage in our mission to provide innovative support, services, and partnership with our schools, families, and communities to build capacity and model courageous leadership!

CAIU Strategic Plan - Mid-Year Update Dr. Kevin Roberts provided a mid-year update and high-level overview of the CAIU Strategic Plan. Goal progress was shared by team and organizational highlights. Dr. Roberts reviewed our three organization goals and our process: 1) CAIU will make it easier to do business with us, 2) CAIU will improve staffing and retention, recruitment, and recognition, 3) CAIU will foster a culture of dignity and belonging. Each team director shared a team update.

Departing Board Member At 10:00 a.m., Leslie Marshall departed the Board meeting.

Announcement of CAIU Retiree The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following January 2025 CAIU Retiree: **Christine Schumber**, Occupational Therapist, retirement after nearly 4 years of service.

CAIU Team Reports CAIU Administration provided their mid-year team reports and updates.

Statement of Financial Interest – 2024	The 2024 Statement of Financial Interest forms for 2024 are due to the Board Secretary by May 1.
Executive Director's Report	Dr. Andria Saia, Executive Director , reported that the All-in! newsletter is available for the Board's review. She highlighted the front cover of cultural navigators, our new interpreters who were recently added to the Compass program. Dr. Saia also highlighted CONNECTIONS, an urgent care walk-in center located on Cameron St., Harrisburg, that is open to all individuals in need of mental health support, regardless of insurance or circumstances.
President's Report	There was no President's Report.
Board Member Sharing of Information	Board member Jackie Hill shared that her daughter was recently appointed as the Executive Director for Sickel Cell Disease Association and is a potential resource for families.
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, February 27, 2025, at 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Lauren Silver 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 10:26 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary