

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

February 27, 2025

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 27, 2025, 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>Members in attendance were: David Barder, Richard Bradley, Gabrielle Brandt, Paula Bussard, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill (arrived after roll call), John Kaschak (arrived after roll call), Leslie Marshall, Marianne Moore, Gerald Schwille, Lauren Silvers (arrived after roll call), Patrick Shull (14)</p> <p>Members not in attendance were: Seth Cornman, Brian Diffenderfer, Jaime Johnsen, Phillip Lehman, Michelle Nestor (5)</p> <p>Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; David Walker, Solicitor</p> <p>Staff/Public in attendance were: Dr. Andrew McCrea, Blake Wise, Dr. Kevin Roberts, Maria Hoover, David Martin, Cassie McCabe, Jamie VanMeter, Erin Waltz, Brittany Galosi</p>
Arriving Board Members	Board Members John Kaschak, Jackie Hill, and Lauren Silvers arrived at the Board meeting at 8:02 a.m.
Recognition of Public	The Board welcomed the public to the Board Meeting.
Approval of Minutes	<p>Dr. Joshua Cysyk moved, seconded by Paula Bussard, “that the January 23, 2025, 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	
Board Negotiations Committee Report	The Board Negotiations Committee met several times in February and negotiations are moving along. The next Collective Bargaining Negotiations meeting will be held on March 19, 2025.
Treasurer’s Report	Patrick Shull moved, seconded by David Barder, “that the following fiscal items be approved:
Treasurer’s Report – January 2025	Treasurer’s Report for January 2025 – a total of \$14,565,208.91 in receipts and \$8,138,207.15 in expenses.
Payment of Bills – January 2025	January 2025 Payment of Bills.

Summary of Operations – January 2025

Summary of Operations for January 2025 showing revenues of \$76,289,871.93 and \$57,705,530.26 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 Patrick Shull, “that the following Business Administration Items be approved:

Second Reading Proposed 2025-26 General Operating Budget

Second Reading Proposed 2025-26 General Operating Budget

Proposed 2023-24 Budget Revision - RRT Grant (Revision A)

Proposed 2023-24 Budget Revision - RRT Grant (Revision A)

Proposed 2024-25 Original Budgets

Proposed 2024-25 Original Budget - Feminine Hygiene Product Grant
Proposed 2024-25 Original Budget - School Mental Health & Safety Grants.”

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

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

Contracts - February 2025

Contracts - February 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

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

First Reading - Revised Policy #622 - GASB Statement 34

First Reading - Revised Policy #622 - GASB Statement 34

Proposed 25-26 CAIU 12-month Employee Calendar

Proposed 25-26 CAIU 12-month Employee 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

There were no Job Descriptions.

Personnel Items

Personnel Report & Addendum

Paula Bussard moved, seconded by Patrick Shull, “that the following Personnel Items be approved:

Resignations

- **TRISHA HOFFMAN**, Educational Paraprofessional, School-Age Speech and Language Program, effective January 23, 2025. Reason: Personal.
- **REBEKAH JARRELL**, Part-time Speech and Language Pathologist, Early Intervention Program, effective February 26, 2025. Reason: Personal.
- **MEGAN KENDALL**, Personal Care Assistant, Emotional Support Program, effective February 7, 2025. Reason: Personal.
- **KRISTEN KIMSEY**, Educational Consultant, Direct Education Program, effective April 25, 2025. Reason: Personal.
- **SARA LOBAUGH**, Educational Consultant, Training and Consulting Program, effective March 7, 2025. Reason: Employee accepted a position with PaTTAN.
- **DRUOPATY MELUSKEY**, Educational Paraprofessional, Autism Support Program, effective February 11, 2025. Reason: Personal.
- **LYNDSAY MYERS**, Educational Paraprofessional, Early Intervention Program, effective February 7, 2025. Reason: Personal.
- **KRISTIN PANCOAST**, Part-time Head Cook, Food Services Program, effective February 12, 2025. Reason: Personal.
- **NICOLE REDCROSS**, Teacher, Emotional Support Program, effective March 21, 2025. Reason: Personal.
- **SHANTELE TULL**, Personal Care Assistant, Emotional Support Program, effective January 23, 2025. Reason: Personal.
- **TRISHA WOLFE**, Personal Care Assistant, Autism Support Program, effective February 20, 2025. Reason: Personal.

Recommended for Employment/contract

- **STACEY BAMASH**, Professional, effective date to be determined. Assignment: Teacher, Center Point Program with base salary of Masters + 15, Step 8, \$65,099 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 Center Point budget.
- **ASHLEY BELICIC**, Paraeducator, effective February 18, 2025. 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.
- **NICOLE BITIKOFER**, Paraeducator, effective date to be determined. Assignment: Floater Educational Paraprofessional, Early Intervention 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 Early Intervention budgets.
- **DANIELLE BROWN**, Intern, ANPS Program, effective for the 2024-2025 school year. Hourly rate will be \$15.00. This is a temporary intern position funded through the ANPS budget.
- **KYLIE HUNTER**, 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.

- **ALYSSA VECCHIOLLI**, Professional, effective date to be determined. Assignment: Service Coordinator, Early Intervention Program with base salary of Masters, Step 10, \$67,364 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.
- **DASHAUN WILLIAMS-INGRAM**, Student Cafeteria Worker, Food Services Program, effective for the 2024-2025 school year. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.
- **JANE ZICARELLI-KNAUB**, Paraeducator, effective March 17, 2025. Assignment: Job Coach, Transition Program with base salary of HS+48, \$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 Transition budget.

Changes of Status

- **GINA BROWN**, from Educational Paraprofessional, Early Intervention Program to Materials Assistant, Student Services Team, effective March 3, 2025. This change in status results in a change of salary to \$47,252.50 and will be prorated for a total of 86 days through June 30, 2025.
- **LAKYN BUCK**, from Educational Paraprofessional to Inclusion Consultant, Early Intervention Program effective February 11, 2025. Change of status results in a change of salary to \$53,778 which is based on a Bachelor's, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 70 days for the 2024-2025 school year.
- **NICOLE CALABRESE**, change from Floater Teacher to Long Term Substitute Teacher, Autism Support Program, effective February 3, 2025. 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 87 days for the 2024-2025 school year.
- **ABIGAIL LEONARD**, from Program Supervisor to Assistant Director of Student Services, Early Intervention Program, effective June 1, 2025. Change of status results in a change of salary to \$137,647.43 for 260 days of service and will be prorated based on the number of days worked 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 Retiree	There were no February 2025 retirees.
CAIU Team Reports	CAIU Administration provided their team reports and updates.

Departing Board Member

At 8:55 a.m. Richard Bradley departed the meeting.

Executive Director's Report

Dr. Andria Saia, Executive Director, reported that the *All-in!* newsletter is available for the Board's review. She highlighted her Executive Director's article on *Uncovering Key Insights from the Well-being Survey*. In consultation with Dr. Nikole Hollin-Sims, we have adopted a Workplace Wellbeing Framework that identifies five essentials that humans need to survive and thrive. To begin our work of data collection and analysis, all employees were provided an opportunity to give their input via a peer-to-peer interview and/or focus groups around these five areas. The data from these surveys were compiled and our Leadership team worked on theming the key insights and possible areas for improvements.

The article provides a summary of the insights and is organized around each of the Workplace Well-Being Five Essentials. We will work to develop these into our organizational goals for action in 2025-26.

President's Report

There was no President's Report.

**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, March 27, 2025, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Patrick Shull moved, seconded by Paula Bussard, "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 8:56 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary