

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**March 27, 2025****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 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** **Members in attendance were:** David Barder, Richard Bradley, Gabrielle Brandt, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, Jaime Johnsen (arrived after roll call), Leslie Marshall, Marianne Moore, Gerald Schwille, Lauren Silvers, Patrick Shull (13)  
**Members not in attendance were:** Paula Bussard, Seth Cornman, Brian Diffenderfer, John Kaschak, Phillip Lehman, Michelle Nestor (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:** Dr. Andrew McCrea, Blake Wise, Dr. Kevin Roberts, Maria Hoover, David Martin, Cassie McCabe, Brittany Galosi

**Arriving Board Members**

**Recognition of Public** The Board welcomed the public: Cassie McCabe and Brittany Galosi to the meeting. Cassie thanked the Board for their support.

**Approval of Minutes** **Patrick Shull moved, seconded by Dr. Joshua Cysyk,** “that the February 27, 2025, 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**

**Executive Director Evaluation Board Committee Report** The Executive Director’s evaluation process takes place during March – May and must be presented to the Executive Director no later than May 30. The Board Evaluation committee coordinates with the board secretary the annual evaluation, which includes a meeting with the executive director following a review of the summary data compiled by the board secretary. The summary data is then presented to the full board for discussion and approval at the May Board Meeting.

**Board Negotiations Committee Report**

The Board Negotiations Committee met on March 19, 2025 and negotiations continue to move forward.

**Treasurer’s Report**

**Patrick Shull moved, seconded by Richard Bradley,** “that the following fiscal items be approved:

Treasurer's Report – February 2025	Treasurer's Report for February 2025 – a total of \$11,579,641.39 in receipts and \$10,434,060.17 in expenses.
Payment of Bills – February 2025	February 2025 Payment of Bills.
Summary of Operations – February 2025	Summary of Operations for February 2025 showing revenues of \$83,246,407.42 and \$69,901,183.95 in expenses.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	<b>Dr. Joshua Cysyk moved, seconded by Patrick Shull,</b> “that the following Business Administration Items be approved:
Proposed 2023-24 Budget Revision B - Title III Part A - English Language Acquisition	Proposed 2023-24 Budget Revision B - Title III Part A - English Language Acquisition
Proposed 2024-25 Original Budget - Success for PA Early Learners (SPEL)	Proposed 2024-25 Original Budget - Success for PA Early Learners (SPEL).”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matter</b>	There were no Other Fiscal Matters.
<b>Other Business Items</b>	<b>Patrick Shull moved, seconded by Brenda Cox,</b> “that the following Other Business Items be approved:
Contracts - March 2025	Contracts - March 2025
Appointment of Saxton & Stump as CAIU Solicitor/General Legal Counsel/Hourly Rate	Appointment of Saxton & Stump as CAIU Solicitor/General Legal Counsel/Hourly Rate for the remainder of 24-25 and for the 2025-26 Fiscal Year.
	<b>Effective April 1, 2025, Stock and Leader will be joining the law firm of Saxton &amp; Stump.</b> Hourly rates will be maintained at the current rates charged to the Intermediate Unit, consistent with the engagement for the 2024-2025 fiscal year. Those rates will remain in effect through June 30, 2025.
	Current hourly rates are as follows: <b>General Solicitor Work</b> \$235.00 for Shareholders / Senior Counsel \$215.00 for Associates \$145.00 for Paralegals or other professionals Labor/Employment and Special Education \$255.00 for Shareholders / Senior Counsel \$220.00 for Associates \$145.00 for Paralegals or other professionals

**2025/26 Rates:**

**General Solicitor Work**

\$245.00 for Shareholders / Senior Counsel

\$225.00 for Associates

\$95.00 - \$155.00 for Paralegals or other professionals

Labor/Employment, Special Education, Construction

\$265.00 for Shareholders / Senior Counsel

\$230.00 for Associates

\$95.00 - \$155.00 for Paralegals or other professionals.”

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

**Policies & Programs**

**Richard Bradley moved, seconded by Patrick Shull,** “that the following Policies & Programs be approved:

Proposed 2025-26  
Student Services  
Calendars

Proposed 2025-26 Student Services Calendars

Second Reading,  
Revised Policy #622 –  
GASB Statement 34

Second Reading, Revised Policy #622 – GASB Statement 34.”

**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**

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

Resignations

**JULIE BAUGHMAN,** Mental Health Worker, Direct Education Program, effective April 4, 2025. Reason: Personal.

**LISA COOPER,** Job Coach, Loysville Youth Development Center, effective June 11, 2025. Reason: Retirement after 10 years of continuous CAIU service.

**PATRICIA CORNELL,** Educational Paraprofessional, Hospital Program, effective March 5, 2025. Reason: Personal.

**CHERYL FISHER,** School Counselor, ANPS Program, effective June 3, 2025. Reason: Retirement after 18 years of continuous CAIU service

**BRITTANY GALOSI,** Occupational and Physical Therapy Consultant, OT/PT Program, effective May 1, 2025. Reason: Personal.

**KAREN GEORGE,** Part-time Speech and Language Pathologist, School-Age Speech and Language Program, effective May 30, 2025. Reason: Retirement after 7 years of continuous CAIU service.

**LIONEL KAPP,** Operations and Transportation Supervisor, Administrative Team, effective September 5, 2025. Reason: Retirement after more than 23 years of continuous CAIU service.

**STEFANIE LARA,** Part-time Speech and Language Pathologist, Early Intervention Program, effective April 2, 2025. Reason: Personal.

**JENNIFER LYDEN**, Program Supervisor, Student Services Team, effective July 2, 2025. Reason: Retirement after more than 26 years of continuous CAIU service.

**M. ELIZABETH MOYER**, Teacher, Loysville Youth Development Center, effective June 11, 2025. Reason: Retirement after 9 years of continuous CAIU service.

**YVONNE SHREFFLER**, Speech and Language Pathologist, Early Intervention Program, effective July 1, 2025. Reason: Retirement after more than 20 years of continuous CAIU service.

**NATHAN WELDON**, Teacher, Multiple Disabilities Support Program, effective May 1, 2025. Reason: Employee accepted a position with another educational entity.

**JANE ZICARELLI-KNAUB**, Job Coach, Transition Program, effective March 17, 2025. Reason: Personal

Terminations

**CARTER HAMLIN**, Personal Care Assistant, Emotional Support Program, effective March 5, 2025 due to job abandonment/failure to respond to communication and return to work.

Recommended for Employment/contract

**JODI ANSLEY**, Intern, Early Intervention Program, effective for the 2024-2025 school year. Hourly rate will be \$15.00. This is a temporary intern position funded through the Early Intervention budgets.

**AINSLEY ARRINGTON**, Temporary Professional, effective for the 2025-2026 school year. Assignment: Speech and Language Pathologist, Early Intervention Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters+15, Step 1 placement on the 2025-2026 salary scale. This is 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.

**ISABELLA CIRIELLO**, Food Services Coordinator, Food Services Program, effective date to be determined. Base salary of \$45,237.50 for 215 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 Food Services/Cafeteria budget. Experience: 2 years of similar or related experience.

**BRANDY KANODE**, Professional, effective for the 2025-2026 school year. Assignment: Educational Consultant, ELD Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters, Step 15 placement on the 2025-2026 salary scale. This is 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 ELD budget.

**TESSA MAXWELL**, Student Cafeteria Worker, Food Services Program, effective March 4 2025. Hourly rate will be \$7.25 per hour. This is a temporary student worker position funded through the Food Services budget.

**GREGORY TURNER**, Helpdesk Specialist, Technology Team, effective date to be determined. Base salary of \$48,780 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 DP GO budget. Experience: About 2 years of preparatory experience related to the position.

Changes of Status

**KAREN WILLIAMS**, from Long Term Substitute Program Supervisor to Program Supervisor (Act 93), Student Services Team, effective July 1, 2025. Change of status results in a change of salary to \$104,700.71 for 260 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

Announcement of CAIU Retiree	There were no March 2025 retirees.
CAIU Team Reports	CAIU Administration provided their team reports and updates.

## Arriving Board Member

At 8:21a.m. Jaime Johnsen arrived.

## Executive Director's Report

**Dr. Andria Saia, Executive Director**, reported that the *All-in!* newsletter is available for the Board's review. She highlighted Amy Healy, CAIU Training and Consultation Supervisor, for recently being recognized by the [Reading League PA as a Literacy Champion](#); the [CAIU Star Award](#) winners, and the Situational Awareness article on skimming. This month, CAIU lost a cherished long-time colleague and friend. The last page of All-In is dedicated to [Remembering Jean Foley](#), who was a member of our Early Intervention team for 26 years. In addition, Dr. Saia was able to participate in some of the visits with the Wales administrators and in the advocacy efforts on the Day on the Hill.

## President's Report

There was no President's Report.

## Board Member Sharing of Information

- David Barder, Upper Dauphin SD, encouraged the Board Members to complete the Executive Director evaluation and return by May 1. Upper Dauphin SD recently settled on plans to allow the students to start building their first house on one of the 29 lots adjacent from the school. They are hopeful that a vocational school/ building trades will come in. There has been great local support, and they continue to seek out grants to fund the project.
- Jackie Hill, Susquehanna Township SD, participated in the recent visit at Susquehanna Twp from the team of administrators from Wales as part of the Global Exchange Program. She also announced that Oz Anderson, Susquehanna Township Business Manager, is retiring after 26 years.

## 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, April 24, 2025, 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 8:57 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary