CAPITAL AREA INTERMEDIATE UNIT
55 Miller Street
Enola, PA 17025

September 25, 2025
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 25, 2025, at the Capital Area Intermediate Unit at the Enola Office.

EXECUTIVE SESSION	At 8:00 a.m. the Board entered into an Executive Session to discuss Personnel Matters.
WORK SESSION	At 8:36 am the Board entered into a Work Session.
Reports/Updates	
Announcement of CAIU Retirees	The CAIU Board of Directors announced and recognized the following September 2025 CAIU Retirees: ***Barbara Stolz,*** Inclusion Consultant, retiring after 18 years of service ***Sharon Kello,*** S/L Pathologist, retiring after 22 years of service ***Amy Caldwell,*** Service Coordinator, retiring after 6 years of service
Board Committee Report(s)	The 25-26 Proposed Board Committees were available for the Board's review.
25-26 CAIU Strategic Plan Update	Dr. Kevin Roberts provided a Strategic Plan update.
Departing Board Members	At 9:20 am John Kashak departed the meeting. At 9:35 am Michelle Nestor departed the meeting.
Executive Director's Report/All-in! Newsletter - September 2025	Dr. Andria Saia reported that the Executive Director's Report/All-in! Newsletter is available for the Board's review.
President's Report - September 2025	None.
Board Member's Report/Sharing of Information	None.
Discussion of Board Meeting Agenda Items	The Board discussed the Board Meeting agenda action Items.
REGULAR BOARD MEETING	At 9:44a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Dr. Joshua Cysyk.
Pledge of Allegiance	All stood and pledged allegiance to the flag of the United States of America.

Roll Call	**CAIU BOARD MEMBERS**	**PRESENT**	**ABSENT**
	1. **Ms. Sue Bower**, Carlisle Area SD *(to be voted in during Regular Meeting)*	Y	
	2. **Mr. Richard Bradley**, Mechanicsburg SD		N
	3. **Mrs. Gabrielle Brandt**, West Perry SD	Y	
	4. **Mrs. Brenda Cox**, West Shore SD	Y	
	5. **Dr. Joshua Cysyk**, Derry Township SD	Y	
	6. **Mrs. Sidney Gray**, Millersburg Area SD *(to be voted in during Regular Meeting)*		N
	7. **Mrs. Jackie Hill**, Susquehanna Township SD	Y	
	8. **Mrs. Emily Hoffman**, Halifax Area SD	Y	
	9. **Ms. Jaime Johnsen**, Harrisburg SD		N
	10. **Mr. John Kaschak**, Lower Dauphin SD		N
	11. **Mr. Phillip Lehman**, Susquenita SD		N
	12. **Mrs. Leslie Marshall**, East Pennsboro Area SD	Y	
	13. **Mrs. Marianne Moore**, Middletown Area SD		N
	14. **Mrs. Michelle Nestor**, Cumberland Valley SD		N
	15. **Mr. Rick Rovegno**, South Middleton SD	Y	
	16. **Mr. Gerald Schwille**, Northern York County SD		N
	17. **Mr. Pat Shull**, Newport SD	Y	
	18. **Mrs. Lauren Silvers**, Central Dauphin SD	Y	
	19. **Mr. John Wardle**, Big Spring SD *(to be voted in during Regular Meeting)*	Y	
		(11)	**(8)**

Non-Voting Members in attendance were: Dr. Andria Saia, CAIU Executive Director; Rennie Gibson, CAIU Board Secretary; Daren Moran, CAIU Board Treasurer; David Walker, CAIU Solicitor.

Staff/Public in attendance were: Dr. Andrew McCrea, CAIU; Blake Wise, CAIU; Maria Hoover, CAIU; David Martin, CAIU; Dr. Kevin Roberts, CAIU; Cassie McCabe, CAIU; Rebecca Slavinsky, CAIU; Erin Waltz, CAIU; Megan Bozzer, Saxton & Stump

Recognition of Public The Board welcomed CAIU staff and Megan Bozzer from Saxton & Stump to the Board Meeting.

Appointment of New Board Members **Pat Shull moved, seconded by Brenda Cox**, that the following New Board Members be appointed to the CAIU Board of Directors:

- **Sue Bower, Carlisle Area SD**, to fill an unexpired term until our annual election from September 25, 2025 – June 30, 2026
- **Sidney Gray, Millersburg Area SD**, to fill an unexpired term until our annual election from September 25, 2025 – June 30, 2026
- **John Wardle, Big Spring SD**, to fill an unexpired term until our annual election from September 25, 2025 – June 30, 2026."

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

Consent Agenda **Pat Shull moved, seconded by Jackie Hill,** that the following Consent Agenda items 6a - 6g.1 be approved:

Approval of Minutes Approval of Minutes – 8/28/25

Treasurer's Report

Treasurer's Report – August 2025	Treasurer's Report for August 2025 – a total of $6,579,837.02 in receipts and $12,018,701.17 in expenses
Payment of Bills – August 2025	August 2025 Payment of Bills
Summary of Operations – August 2025	Summary of Operations for August 2025 showing revenues of $7,331,081.52 and $12,584,307.26 in expenses
Summary of Operations – June 2025 as of September 16, 2025	Summary of Operations for June 2025 as of September 16, 2025 showing revenues of $137,067,814.85 and $136,534,443.97 in expenses

Budget Administration Items

Proposed 24-25 Revised Budget	Proposed 24-25 Revised Budget - Tittle III, Part A- English Language Acquisition
Proposed 25-26 Original Budget	Proposed 25-26 Original Budget - Title III, Part A - English Language Acquisition

Other Business Items

Contracts – September 2025	Contracts – September 2025

2026 PSBA Officer Candidates	Approval of the following 2026 PSBA Officers:
	• **2026 President-Elect (one-year term):** Holly Arnold*, Tunkhannock Area School District
	• **2026 Vice President (one-year term):** Matt Vannoy*, Sharon City School District
	• **2026-2028 PSBA Central Zone Representative (three-year term)** (Only Central Sections vote): Julie Preston*, Northern Tioga School District
	• **2026-2027 Section C-3 Advisor (two-year term)** (Only Section C-3 vote): Brian Sanker*, Mechanicsburg Area School District
	• **PSBA Insurance Trustees: Trustee (term ends Dec. 31, 2028)** - *two candidates for a three-year term.*
	  ○ Kathy K. Swope
	  ○ Roberta M. Marcus

Policies & Programs

Second Reading, Revised Policies	Second Reading and approval of the following revised policies: • Revised Policy #626 & Attachments - Federal Fiscal Compliance

- Revised Policy #626.1 – Travel Reimbursement – Federal Programs
- Revised Policy #827 - Conflict of Interest

First Reading, Revised Policies

First Reading of the following revised policies:

- Revised Policy #000 - Board Procedures
- Revised Policy #001 - Name & Classification
- Revised Policy #002 - Authority & Powers
- Revised Policy #003 - Functions

Personnel Report & Addendum

Resignations

MACKENZIE BRADY, Educational Paraprofessional, Early Intervention Program, effective October 6, 2025. Reason: Personal.
ELYSSA GILBERT, Educational Paraprofessional, Autism Support Program, effective September 26, 2025. Reason: Personal.
MARIE ROUNER, Program Assistant, CAOLA Program, effective September 19, 2025. Reason: Employee accepted a position with Mechanicsburg Area School District.
TANA THOMAS, Program Assistant, Student Services Team, effective October 3, 2025. Reason: Personal.

Recommended for Employment/contract

RIANNA FITE, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 1, $27,740 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.
LAUREN HOFER, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters+45, Step 11, $75,573 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.
CALVIN KEYS, Student Worker, Food Services Program, effective September 5, 2025 – December 22, 2025. Hourly rate will be $7.25 per hour. This is a temporary student worker position funded through the Food Services budget.
VIVIAN MICHEAL, Paraeducator, effective date to be determined. Assignment: Job Coach, Transition Program with base salary of Tier 2, $30,020 + $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.
PETER MILLER, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW/COTA Bachelors, Step 15, $53,043 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 Capital Area Mental-health budget.
MICHAELA SHANK, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 2, $56,437 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.

DEBORAH SIEGFRIED, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, $30,020 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.

CARRIE STRONG, Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 7, $64,401 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.

Change of Status

ANGELA WEST, Floater Teacher, change from active to inactive status due to rescinding acceptance of employment offer, effective September 19, 2025."

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

Retainment/Re-election of Executive Director

Pat Shull moved, seconded by Jackie Hill, "that the Board of Directors of the Intermediate Unit approved to retain and re-elect Dr. Andria Saia as CAIU Executive Director for an additional 4-year term beginning on January 1, 2026 and ending on December 31, 2029."

Motion passed with a roll call vote:

CAIU BOARD MEMBERS	YES	NO
1. Mrs. Gabrielle Brandt, West Perry SD	Y	
2. Ms. Sue Bower, Carlisle Area SD	Y	
3. Mrs. Brenda Cox, West Shore SD	Y	
4. Dr. Joshua Cysyk, Derry Township SD	Y	
5. Mrs. Jackie Hill, Susquehanna Township SD	Y	
6. Mrs. Emily Hoffman, Halifax Area SD	Y	
7. Mrs. Leslie Marshall, East Pennsboro Area SD	Y	
8. Mr. Rick Rovegno, South Middleton SD	Y	
9. Mr. Pat Shull, Newport SD	Y	
10. Mrs. Lauren Silvers, Central Dauphin SD	Y	
11. John Wardle, Big Spring SD	Y	
	(11)	(0)

Executive Director's Contract of Employment Agreement

Lauren Silver moved, seconded by Jackie Hill, "that the written contract of employment agreement between Dr. Andria Saia and the Capital Area Intermediate Unit for the period commencing on January 1, 2026 and ending on December 31, 2029 be approved."

Pat Sull moved, seconded by Brenda Cox, "that the written contract of employment agreement between Dr. Andria Saia and the Capital Area Intermediate Unit for the period commencing on January 1, 2026 and ending on December 31, 2029 be amended on page 4 section 3 removal of the following language: "*Any board member that does not complete the Executive Director Evaluation will have been deemed to have rated Dr. Saia as Outstanding so that the evaluation is not negatively impacted by having less than 19 board members completing the evaluation."*

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

Motion passed with a roll call vote "that the written contract of employment agreement between Dr. Andria Saia and the Capital Area Intermediate Unit for the period commencing on January 1, 2026 and ending on December 31, 2029 be approved as amended."

CAIU BOARD MEMBERS	YES	NO
1. Mrs. Gabrielle Brandt, West Perry SD	Y	
2. Ms. Sue Bower, Carlisle Area SD	Y	
3. Mrs. Brenda Cox, West Shore SD	Y	
4. Dr. Joshua Cysyk, Derry Township SD	Y	
5. Mrs. Jackie Hill, Susquehanna Township SD	Y	
6. Mrs. Emily Hoffman, Halifax Area SD	Y	
7. Mrs. Leslie Marshall, East Pennsboro Area SD	Y	
8. Mr. Rick Rovegno, South Middleton SD	Y	
9. Mr. Pat Shull, Newport SD		N
10. Mrs. Lauren Silvers, Central Dauphin SD	Y	
11. John Wardle, Big Spring SD	Y	
	(10)	(1)

MOU Between CAIU & CAEA - Length of Workday

Pat Shull moved, seconded by Lauren Silver, "that the MOU Between CAIU & CAEA regarding Length of Workday for the period of July 1, 2025 - June 30, 2029 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/ Public Comment on Items Not Specific to Agenda

- Daren Moran gave an update on the impact to CAIU from the State Budget not being passed.
- Cassie McCabe, CAEA President, extended her gratitude for our Board.
- On October 23, we are organizing a CAIU Board visit to Loysville Youth Development Center immediately following the Board meeting.

Next Board Meeting Date

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, October 23, 2025, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Pat Shull moved, seconded by Jackie Hill, "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 10:00 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary