CAPITAL AREA INTERMEDIATE UNIT
55 Miller Street
Enola, PA 17025

October 23, 2025
MINUTES

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

WORK SESSION

At 8:00 a.m. the Board entered into a Work Session.

Reports/Updates

Announcement of CAIU Retirees

The CAIU Board of Directors announced and recognized the following October 2025 CAIU Retiree: Terry Telep, Program Supervisor, retiring after 26 years of service.

Board Committee Report(s)

- The revised 25-26 Proposed Board Committees were available for the Board's review.
- Jaime Johnsen attended the PSBA Leadership Conference as the CAIU voting representative. She provided an update on the voting items which were some minor policy revisions and election results. There were no by-law revisions.

Executive Director's Report/All-in! Newsletter - October 2025

Dr. Andria Saia reported that the Executive Director's Report/All-in! Newsletter is available for the Board's review.

President's Report - October 2025

President, Dr. Joshua Cysyk presented the PA School Business Officials Certificate to Daren Moran.

Board Member's Report/Sharing of Information

None.

Discussion of Board Meeting Agenda Items

The Board discussed the Board Meeting agenda action Items.

- **25-26 Revenue Anticipation Note (RAN)** - Daren Moran provided a summary of the $30,000,000 Revenue Anticipation Note (RAN). The maturity date is 6/30/26 and there are no changes to the pricing from the previous RAN. These additional funds are a necessity for CAIU operations.

Topics for Future Discussion

- Board Member Rick Rovegno would like to have a discussion/presentation on AI and how it affects the CAIU and on possible innovative ideas and opportunities to provide needed supports to school districts.

REGULAR BOARD MEETING

At 8:35 a.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. **Sue Bower**, Carlisle Area SD	X	
	2. **Richard Bradley**, Mechanicsburg SD	X	
	3. **Gabrielle Brandt**, West Perry SD	X	
	4. **Brenda Cox**, West Shore SD	X	
	5. **Joshua Cysyk**, Derry Township SD	X	
	6. **Sidney Gray**, Millersburg Area SD	X	
	7. **Jackie Hill**, Susquehanna Township SD	X	
	8. **Emily Hoffman**, Halifax Area SD	X	
	9. **Jaime Johnsen**, Harrisburg SD	X	
	10. **John Kaschak**, Lower Dauphin SD	X	
	11. **Phillip Lehman**, Susquenita SD		X
	12. **Leslie Marshall**, East Pennsboro Area SD	X	
	13. **Marianne Moore**, Middletown Area SD	X	
	14. **Michelle Nestor**, Cumberland Valley SD		X
	15. **Rick Rovegno**, South Middleton SD	X	
	16. **Gerald Schwille**, Northern York County SD		X
	17. **Pat Shull**, Newport SD	X	
	18. **Lauren Silvers**, Central Dauphin SD	X	
	19. **John Wardle**, Big Spring SD	X	
		(16)	**(3)**

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:	Blake Wise, CAIU; David Martin, CAIU; Cassie McCabe, CAIU
Recognition of Public	The Board welcomed the public to the Board Meeting.
Consent Agenda	**Patrick Shull moved, seconded by John Wardle,** "that the following Consent Agenda items be approved:
Approval of Minutes	Approval of Minutes – 9/25/25
Treasurer's Report	
Treasurer's Report – September 2025	Treasurer's Report for September 2025 – a total of $17,563,666.66 in receipts and $17,590,556.61 in expenses.
Payment of Bills – September 2025	September 2025 Payment of Bills
Summary of Operations – September 2025	Summary of Operations for September 2025 showing revenues of $16,186,800.87 and $20,948,597.03 in expenses.
Budget Administration Items	None
Other Business Items	
Contracts – October 2025	Contracts – October 2025

Policies & Programs

Second Reading, Revised Policies

Second Reading and approval of the following revised policies:

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

First Reading, Revised Policies

First Reading of the following revised policies:

- Revised Policy #004 - Membership
- Revised Policy #005 - Organization
- Revised Policy #006 - Meetings
- Revised Policy #006.1 - Attendance at Meetings Via Electronic Communications
- Revised Policy #007 - Policy Manual Access

Retired Policy

Retire Policy #012 - Participation in Meetings

Personnel Report & Addendum

Resignations

- **RIANNA FITE,** Educational Paraprofessional, Early Intervention Program, effective October 15, 2025. Reason: Personal.
- **LORRAINE KRAFT,** Job Coach, Project Search Program, effective October 21, 2025. Reason: Personal.
- **VIVIAN MICHEAL,** Job Coach, Transition Program, effective October 21, 2025. Reason: Personal.
- **KYLEIGH OUTLAW,** Educational Paraprofessional, Early Intervention Program, effective September 26, 2025. Reason: Personal.

Recommended for Employment/contract

- **MARISSA BACHU,** Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters, Step 6, $62,957 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.
- **LAUREN FITCHETT,** Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters+15, Step 5, $62,922 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.
- **SHANNA HYMON,** part-time Head Cook, Food Services Program, effective date to be determined. Employee will be paid at the rate of $19.33 per hour. This is a replacement position funded through the Food Services budget. Experience: 16 years of similar or related experience.
- **BRYNNE O'CONNOR,** 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.

- **ERICA PATTILLO**, Professional, effective October 21, 2025 – January 30, 2026. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters+15, Step 15, $81,587 for 190 days of service and will be prorated for a total of 60 days. This is a replacement position funded through the Act 89/ANPS budget.
- **NICOLE REDCROSS,** Professional, effective date to be determined. Assignment: Educational Coach – Dean of Students, Student Services Team with base salary of Masters+45, Step 10, $73,645 for 190 days of service with additional new hire days as required. This is a new position funded through the Hilltop Academy budget.

Change of Status

- **MACKENZIE BRADY, Educational Paraprofessional,** change in resignation effective date from October 6, 2025 to September 23, 2025.
- **DESARAE HASKINS,** from Administrative Services Representative to Program Assistant, Student Services Team, effective October 20, 2025. Change of status results in a change of salary to $41,760 for 260 days of service and will be prorated for a total of 181 days through June 30, 2026.

Leave of Absence

- **BETHANY DAVIS,** Mental Health Worker, ELECT Program, child-rearing leave of absence effective October 14, 2025 – November 21, 2025. This leave is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).

Job Description

First Reading, New Description - Building Support Representative."

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

Other Fiscal Matters

Resolution Authorizing Revenue Anticipation Note for 2025-26

Patrick Shull moved, seconded by John Wardle that, "the resolution authorizing the 2025-26 Revenue Anticipation Note in the amount of $30,000,000 be approved."

Motion passed with a roll call vote:

CAIU BOARD MEMBERS	YES	NO
1. **Sue Bower**, Carlisle Area SD	Y	
2. **Richard Bradley**, Mechanicsburg SD	Y	
3. **Gabrielle Brandt**, West Perry SD	Y	
4. **Brenda Cox**, West Shore SD	Y	
5. **Joshua Cysyk**, Derry Township SD	Y	
6. **Sidney Gray**, Millersburg Area SD	Y	
7. **Jackie Hill**, Susquehanna Township SD	Y	
8. **Emily Hoffman**, Halifax Area SD	Y	
9. **Jaime Johnsen**, Harrisburg SD	Y	
10. **John Kaschak**, Lower Dauphin SD	Y	
11. **Leslie Marshall**, East Pennsboro Area SD	Y	
12. **Marianne Moore**, Middletown Area SD	Y	
13. **Rick Rovegno**, South Middleton SD	Y	
14. **Pat Shull**, Newport SD	Y	
15. **Lauren Silvers**, Central Dauphin SD	Y	
16. **John Wardle**, Big Spring SD	Y	
	(16)	**(0)**

Other Business/ Public Comment on Items Not Specific to Agenda

None.

Next Board Meeting Date

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, November 20, 2025, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Pat Shull moved, seconded by Lauren Silvers, "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 8:39 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary