CAPITAL AREA INTERMEDIATE UNIT
55 Miller Street
Enola, PA 17025

November 20, 2025
MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 20, 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	
Board Presentation - Loysville Youth Development Center	Cynthia Lupold, Principal, Loysville Youth Development Center (LYDC), provided an overview and highlighted some of the major accomplishments from 2024-25.
Announcement of CAIU Retirees	There were no November CAIU retirees.
Board Committee Report(s)	There were no Board Committee reports.
Executive Director's Report/All-in! Newsletter - November 2025	Dr. Andria Saia reported that the Executive Director's Report/All-in! Newsletter was available for the Board's review and provided an update from PAIU on issues related to the delay in the passing of the budget.
President's Report - November 2025	There was no President's Report for November 2025.
Board Member's Report/Sharing of Information	Board members and CAIU Administration shared information regarding the CAIU RWAN (Regional Wide Area Internet), a potential school district project, and a budget update.
Discussion of Board Meeting Agenda Items	The Board discussed the Board Meeting agenda action Items. The Board reviewed and discussed the First Reading for Policy #101 – Mission Statement/Vision Statement/Shared Values and asked for clarification of the CAIU vision statement and the belonging and dignity vision statement.
Topics for Future Discussion	There were no topics for future discussion.
REGULAR BOARD MEETING	At 9:03 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	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		N
	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		N
	11. **Phillip Lehman**, Susquenita SD		N
	12. **Leslie Marshall**, East Pennsboro Area SD	Y	
	13. **Marianne Moore**, Middletown Area SD	Y	
	14. **Michelle Nestor**, Cumberland Valley SD		N
	15. **Rick Rovegno**, South Middleton SD		N
	16. **Gerald Schwille**, Northern York County SD	Y	
	17. **Pat Shull**, Newport SD		N
	18. **Lauren Silvers**, Central Dauphin SD		N
	19. **John Wardle**, Big Spring SD	Y	
		(12)	**(7)**

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: Kevin Roberts, CAIU; Dr. Andrew McCrea, CAIU; Blake Wise, CAIU; Maria Hoover, CAIU; David Martin, CAIU; Cynthia Luphold, CAIU; Cassie McCabe, CAIU

Recognition of Public The Board welcomed the public to the Board Meeting.

Consent Agenda

Brenda Cox moved, seconded by John Wardle, "that the following Consent Agenda items be approved:

Approval of Minutes

Approval of Minutes – 10/23/25

Treasurer's Report

Treasurer's Report – October 2025

Treasurer's Report for October 2025 – a total of $20,022,542.10 in receipts and $16,699,855.59 in expenses.

Payment of Bills – October 2025

October 2025 Payment of Bills.

Summary of Operations – October 2025

Summary of Operations for October 2025 showing revenues of $19,927,133.79 and $30,298,302.81 in expenses.

Budget Administration Items

Proposed 25-26 Original Budget	Approval of the following Proposed 2025-26 Original Budgets: • Non-Public Auxiliary (Title III) • Non-Public Prof. Development SSAE
Other Business Items	
Contracts – November 2025	Contracts – November 2025
Removal of Board Member	Removal of Board Member Philip Lehman, Susquenita Area SD, from the CAIU Board of Directors effective 12/1/25. Reason: No longer holds office as a school director of Susquenita Area School District.
Policies & Programs	
Second Reading, Revised Policies	Second Reading and approval 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
First Reading, Revised Policies	First Reading of the following revised policies: • First Reading, Revised Policy #100 - Program of Services • First Reading, Revised Policy #101 - Mission Statement/Vision Statement/Shared Values • First Reading, Revised Policy #102 Academic Standards • First Reading, Revised Policy #105 - Curriculum • First Reading, Revised Policy #105.1 - Review of Instructional Materials by Parents/Guardians and Students • First Reading, Revised Policy #105.2 - Exemption from Instruction
Retired Policy	Retire Policy #128 - Programs/Services Outside CAIU Boundaries
Personnel Report & Addendum	
Resignations	**SAMANTHA VITKO,** Educational Paraprofessional, Early Intervention Program, effective November 7, 2025. Reason: Personal.
Recommended for Employment/contract	**ALAINA DECARLO,** 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. **CAIN DOWELL,** Intern, Early Intervention Program, effective date to be determined through May 29, 2026. Hourly rate will be $15.00. This is a temporary intern position funded through the Early Intervention budgets.

DARRYL EISENHAUER, Systems Administrator, Technology Team, effective date to be determined. Base salary of $72,247.50 for 260 days of service will be prorated based on the number of days worked through June 30, 2026. This is a replacement position funded through the Network Services budget. Experience: About 8 years of similar or related experience.
KATIE GALITSKY, Paraeducator, effective December 2, 2025. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of Tier 2, $30,020 for 190 days of service will be prorated for a total of 112 days with additional new hire days as required. This is a replacement position funded through the Early Intervention budgets.
BREANNA GREEN, Professional, effective date December 2, 2025. Assignment: Behavior Consultant, Emotional Support Program with base salary of Masters, Step 5, $61,644 for 190 days of service and will be prorated for a total of 117 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
ZACHARY KIME, 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.
DYANNA LAZARSKI, 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.
KELLY MCINTYRE, Paraeducator, effective date to be determined. Assignment: Certified Occupational Therapy Assistant, Early Intervention 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 Early Intervention budgets.
KAELAN O'NEILL, Paraeducator, effective date to be determined. Assignment: Job Coach, Future Ready Work Immersion, Program with base salary of Tier 1, $27,740 + $2,950 annual stipend for 190 days of service with additional new hire days as required. This is a replacement position funded through the Future Ready Work Immersion budget.
LESLIEANN OVERBEY, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Early Intervention Program with base salary of 80% of Bachelors, Step 1, $44,749.60 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 new position funded through the Early Intervention budgets.
AYLA POTICHER, Maintenance/Facilities Technician, Administrative Team - Operations, effective November 11, 2025. Base salary of $38,520 for 260 days of service will be prorated for a total of 166 days worked through June 30, 2026. This is a replacement position funded through the General Operating – Maintenance budget. Experience: Almost 8 years of similar or related experience.
SAVANNAH SLACK, Intern, Early Intervention Program, effective date to be determined through May 29, 2026. Hourly rate will be $15.00. This is a temporary intern position funded through the Early Intervention budgets.
TRISTAN SWANSON, 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 new position funded through the Early Intervention budgets.

Change of Status

BETHANY DAVIS, Mental Health Worker, change in leave of absence return to work date from November 21, 2025 to December 2, 2025.

STACY IRVIN, from Educational Paraprofessional, Autism Support Program to Administrative Services Representative, Administrative Team, effective December 2, 2025. This change in status results in a change of salary to $39,510 and will be prorated for a total of 151 days through June 30, 2026.

Leave of Absence

LAURA MCCONE, Speech and Language Pathologist, Early Intervention Program, child-rearing leave of absence effective October 29, 2025 – December 19, 2025. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).

KAREN TAYLOR, Educational Paraprofessional, Loysville Youth Development Center Program, leave of absence effective December 8, 2025 – February 28, 2026. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).

Job Description

Second Reading and approval, 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 Business/ Public Comment on Items Not Specific to Agenda

There were no other business or public comments on Items not specific to agenda.

Next Board Meeting Date

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in person on Thursday, December 18, 2025, at 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

John Wardle moved, seconded by Brenda Cox, "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 9:06 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary