



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 26, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board recognized the following retiree: **Cheryl Adams**, EPP, Early Intervention, retirement after 14 years of service to the CAIU.
- Theresa Kinsinger, Director of Business, HR and Communications, shared that the Business and HR staff has moved back to Enola. The Lemoyne office was vacated by September 15, the date for termination of the lease. The Guest Teacher training was held recently. There were about 60 participants who completed the training. They will soon be available as substitute teachers in our districts.
- Alicia McDonald, Director of Student Services, indicated that the first Special Education Advisory Council (SEAC) meeting was held for this school year. There are several new Special Education Directors in our region. Several PDE initiatives, such as Educator Effectiveness, PIMS, and School Based Access, will impact the special education programs. The CAIU is planning to create a Pupil Services Network to provide an opportunity for district staff to meet to discuss common issues.
- David Martin, Director of Technology Services, shared that the CAIU continues to provide VoIP phone services for our districts. Recently, a phone system was installed at Shippensburg Area School District. The CAIU continues to provide Managed Network Services which includes the hosting of servers for our school districts.
- Daren Moran, Business Manager, reported that the 2012-13 fiscal year audit is nearing completion. An audit report is expected by November.
- Len Kapp, Supervisor of Operations and Transportation, reported that the final phase of the HVAC replacement project should be completed by early November. He is also working with the Early Intervention (EI) program to plan the move in early October of EI classrooms from the Walnut Bottom center to the new Delbrook center located in Mechanicsburg.
- Cindy Mortzfeldt, Assistant Executive Director, shared that the CAIU was the host site for a regional professional development day for the Nonpublic School Services staff from IUs 12, 13, and 15. She also shared that approximately 80 participants attended the New Federal Program Coordinators training session.

Executive Session

- The Board met in Executive Session to discuss negotiations and personnel matters.

Committee Reports

- Mrs. Jean Rice reported that the Board committee met to review the Assistant Executive Director's job description and made revisions. The proposed job description is on the agenda for today's meeting.

Approved Action Items

- The Board voted to approve the following PSBA Officers:
 - William S. LaCoff - President-Elect
 - Larry B. Breech - Vice President

Otto W. Voit III - Treasurer

Kathy Swope - At-Large Representative (Central)

- Minutes from the August 22, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$7,289,879.87 in receipts and \$4,072,722.82 in expenditures for August 2013
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$7,723,979.33 and expenses of \$5,755,565.47
- Budget Administration:
 - Proposed 2012-14 Budget Revision A – Homeless Grant in the amount of \$45,000
 - Proposed 2012-14 Budget Revision A – Title I, Part D - Loysville Youth Development Center (LYDC) in the amount of \$167,983
 - Proposed 2013-14 Original Budget – PA Assessment and Accountability in the amount of \$231,400
 - Proposed 2013-14 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,193,804
 - Proposed 2013-15 Original Budget – Title I, Part D – Neglected and Delinquent, Subpart 2 Program in the amount of \$987,789
 - Proposed 2013-15 Original Budget – Title II, Part A – Improving Teaching Quality in the amount of \$44,333
 - Proposed 2013-15 Original Budget – Title III, Part A – English Language Acquisition in the amount of \$159,898
- Other Fiscal Matters
 - 2013-14 - Special Education Service Contract Summary – Big Spring School District, Capital Area School for the Arts Charter School, Juniata County School District, and Premier Arts and Science Charter School
- Personnel Items – *see attached report*
 - Approved the appointment of Cindy Mortzfeldt, as the Substitute Executive Director, effectively immediately through 12/31/2013
- Policies & Programs
 - First Reading, Existing Position, Revised Description – Assistant Executive Director
 - First Reading, Existing Position, Revised Description – Data Systems Supervisor
 - Signature Resolution
 - Ratification of the Terms of the Collective Bargaining Agreement between CAIU and CAEA effective 7/1/13-6/30/16

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Rice thanked the Board members for all their work. She appreciates their continued cooperation.

Board Member Sharing of Information

- Barb Geistwhite from Cumberland Valley School District shared that Dr. Frederick Withum was recently hired as their new superintendent.

Information Items

- See AgendaMan at www.caiu.org for additional miscellaneous correspondence.

NEXT MEETING: Thursday, October 24, 2013, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting

RESIGNATIONS:

LINDA FARLEY, Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 18, 2013. Reason: Retirement after more than 21 years of CAIU service.

SUSAN HAIMOVICH, Occupational Therapist, OT/PT effective December 20, 2013. Reason: Retirement after more than 20 years of CAIU service.

NICKOLE HALL, part-time Inclusion Educational Paraprofessional, Early Intervention effective November 1, 2013. Reason: Unknown.

KAREN HOLLIMAN, part-time Occupational Therapist, OT/PT effective August 30, 2013. Reason: Personal.

ERIN MOESER, School Psychologist, Pupil Services effective September 13, 2013. Reason: Change in resignation date due to early release to member district.

JOAN McCORMACK, Educational Consultant, Early Intervention effective December 6, 2013. Reason: Retirement after more than 23 years of CAIU service.

SHERI MOYER, Projects Coordinator, Curriculum Services effective October 11, 2013. Reason: Accepted a position at Middletown School District.

VICTORIA PECK, Secretary, Aid to Non-public School Services effective December 3, 2013. Reason: Disability Retirement after more than 11 years of CAIU service.

PRISCILLA WALTERS, part-time teacher, Eating Disorder Partial Hospital Program effective November 17, 2013. Employee will be released sooner if a replacement is found. Reason: Personal.

JANMARIE WILLMAN, Teacher, Emotional Support effective November 23, 2013. Reason: Disability Retirement following extended leave of absence after 9 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

SCOTTY LOVELESS, Application Support Specialist, Technology Services effective September 3, 2013. Base salary of \$36,309 for 12 months of service will be prorated for a total of 215 days. This is a new position funded through the Technology Budget.

SARAH BEAUMONT, part-time ESL Teacher effective September 9, 2013. To be paid at the rate of \$32.11 per hour based on Masters, Step 1, \$45,527 for 189 days of service. This is a new position funded through the ESL Budget.

ROBERT SPRENKLE, part-time Educational Paraprofessional, Diagnostic, effective September 16, 2013. Base salary of HS+30, Step 1, \$16,069 for 189 days of service will be prorated at 5.75 hours per day for a total of 169 days. This is a new position funded through the Diagnostic Budget.

NATASHA DECKER, part-time Educational Paraprofessional, Emotional Support (ES) effective September 16, 2013. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1, \$16,069 for 189 days of service, prorated at 5.75 hours per day for a total of 169 days. This is a new one-on-one position funded through the Emotional Support Budget.

SARAH KELLY, Educational Consultant, Professional Services, effective date to be determined when released from current district. Base salary of Masters, Step 6, \$50,779 for 189 days of service will be prorated for the remaining days of the 2013/2014 school year when a start date has been established. This is a replacement position funded through the Professional Services Budget.

BARBARA THOMAN, part-time Educational Paraprofessional, Early Intervention effective September 16, 2013. To be paid at the rate of \$10.65 per hour based on HS, Step 7, \$15,104 for 189 days of service, working approximately 28 hours per week. This is a replacement position funded through the MAWA Budget.

The following individuals are recommended for employment as day-to-day substitute (Guest) teachers to be paid at the approved rate of \$90 per day effective the 2013/2014 school year:

**MARY ACHILLES
JENNIFER BANKARD
MARISSA MAISANO**

The following individuals are recommended for employment as day-to-day substitute paraprofessionals to be paid at the approved rate of \$65 per day effective the 2013/2014 school year:

**NANCY DURBOROW
MARYLOU SWARTZ**

The following individual is recommended for employment as a day-to-day substitute receptionist to be paid at the approved rate of \$65 per day effective the 2013/2014 school year:

MARYLOU SWARTZ

CHANGES OF STATUS:

MARSHA KUBISIAK, School Nurse, Pupil Services change of status from part-time to full-time effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 11, \$56,459 for 189 days of service.

BONNIE HEISLER, from part-time Educational Paraprofessional, Early Intervention to full-time teacher, Early Intervention effective September 3, 2013. Base salary of Bachelors, Step 8, \$50,944 for 189 days of service will be prorated for a total of 165 days. This is a replacement position funded through the MAWA Budget.

CINDY MORTZFELDT, from Assistant Executive Director to Substitute Executive Director, effective September 26, 2013 – December 31, 2013. Begin paying stipend of \$208.33 per pay effective as of the October 15, 2013, pay for acting as Superintendent of Record for the two area vocational schools.

JOSEPH VIGLIANO, from day-to-day substitute Guest Teacher to regular full-time Educational Paraprofessional, Emotional Support effective September 16, 2013. Base salary of HS+30, Step 1, \$16,069 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the Emotional Support Budget.

CHANGE OF SALARY:

JESSICA AUNGST, Speech Clinician, School-age program, eligible for Speech/Language ASHA stipend prorated for the 2013/2014 school year effective September 1, 2013.

RENNIE BORRELI, Assistant to the Executive Director/Assistant Executive Director/Secretary to the CAIU Board of Directors, change of salary due to updating of job description retroactive to July 1, 2013. New salary has been set at \$27.12 per hour, 7.5 hours day for 12 months of service. This position is funded through the General Operating Budget.

VICKIE GUION, Speech/Language Clinician, School-age Speech, change of salary for presentation of transcripts showing completion of 15 credits above Master's Degree. Salary for the 2013/2014 school year will be based on Masters +15, Step 8, \$55,226 for 189 days of service.

JEANNINE UHLER, change of salary due to reduction in work days for the 2013/2014 school year. Base salary of Masters, Step 10, \$57,343 for 189 days of service will be prorated for a total of 114 days. This position is funded through the OT/PT Budget.

LEAVES OF ABSENCE:

PATRICIA BENNER, Remedial Reading/Math Specialist, ANPS, child-rearing leave of absence effective November 21, 2013 through March 3, 2014. Leave is requested with pay for a total of 30 days using accumulated sick leave and without pay for a total of 30 days in accordance with CAIU and FMLA Policies.

MARY JANE GALES, Executive Director, medical leave of absence effective September 20, 2013. Leave will be with pay, using sick leave. FMLA leave to be approved when paperwork is received. Cease paying stipend of \$208.33 per pay effective as of the October 15, 2013, as employee will no longer be acting as Superintendent of Record for the two area vocational schools.”

Executive Director's Report

September 26, 2013

NEWS

Guest Teacher Training

The CAIU HR Team hosted another successful Guest Teacher Training September 3-5, with 59 substitutes completing the program. Nineteen of our districts and the two vocational schools participate in and utilize the Guest Teacher Program.

Lemoyne Lease

The Lemoyne lease officially terminated on September 15, 2013, and the new landlord did purchase the furniture as part of the buyout. The move/relocation is complete.

Day Campers with Visual Impairments

On June 19, 2013 Hershey Conewago Campground owner and CAIU Teacher of the Visually Impaired, Roseanna Stillwagon, hosted five elementary age Out of Site Campers for the afternoon. The children, all with visual impairments, were accompanied by Nancy Altemose, day camp coordinator, Vision Resources of Central PA (formerly Tri-County Association for the Blind). Rose Anna planned camping activities to provide the children outdoor appreciation and camping experiences. Adaptations were made to accommodate the student's visual impairments. This was all done on her own time as part of her community involvement.

MESSIAH COLLEGE STUDENT INTERNS

The Messiah College student interns are back in our elementary and EI classrooms this semester on Tuesdays and Thursdays. We have developed a nice, symbiotic relationship for the interns and our staff and students. The IU staff provide professional development opportunities on topics of interest to the students as well as host their classroom experiences. The topic areas are autism schedules and structures, behavioral interventions and level systems, occupational therapy and sensory integration, engineering the classroom for communication, deaf and hard of hearing and vision support and animal assisted therapy.

HILL TOP

Hill Top is starting with 20 classes, the most we ever started with at the beginning of the school year. Most of the classrooms are outfitted with new SmartBoards. The staff are being trained in their use and both the staff and students are enjoying the enhanced instruction brought through this instructional technology.

Upper Allen Police officers are coming to school again this year on Friday mornings to read to the elementary classes and then they stay to have lunch with them if schedules allow.

Clinical Coordinator for Program Operations

New Clinical Coordinator for Program Operations (in CAPP) is in place and adjusting rapidly to new duties. Two assessment tools have been identified for use in clinical outcomes: a Relational/Attachment Observation Tool and the Child & Adolescent Needs & Strengths (CANS)

ELECT IS PART OF THE BABY BUGGY WALK IN THE PARK ON OCTOBER 4, 2013

Harrisburg Healthy Start was chosen by the U.S. Office of Minority Health Resource Center to host one of six national Baby Buggy Walk in the Park events in 2013. In addition to enjoying a 1.5 mile walk and family-style picnic, families will learn about eating right, making time for exercise, and have access to health-related resources in our community. Families will receive education on how these elements work together to give their babies a better start in life, even if they aren't parents yet. The Baby Buggy Walk in the Park aims to raise awareness in minority

communities about disparities in infant mortality rates; influences positive health behaviors among at-risk populations; builds support for families by sharing resources in their communities; and promotes exercise and personal achievement of health and fitness goals through a walk for attendees of all ages and abilities.

DIAKON & CAOLA

Diakon is now using CAOLA as a credit recovery program for students who have missed quite a bit of school due to being in the court adjudicated system. The goal of the education team at Diakon is to give students and parents support and encouragement regarding their education and job placement post discharge.

Homelessness Conference

Harrisburg is the host site for the Homelessness Conference on October 7-8 and the CAIU will have a booth at the conference to share our cooperative services with the districts in our area. The CAIU is the recording entity for all districts within our region.

NOTIFICATION OF ACTIVITIES

- The 2013 Superintendent/Vocational Directors' Fall Leadership Conference will be held on October 22-24, 2013. The theme of this year's conference is *Leading in the Digital Age*.