



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **February 28, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, provided an update on current activities at Hill Top Academy.
- Len Kapp, Supervisor of Transportation and Operations, provided a brief overview of the HVAC replacement project for the Enola building. A timeline was provided to the Board members.
- Brian Griffith, Director of Curriculum Services, shared that his team has been working with the local school districts around PDE initiatives such as the School Performance Profile and the Teacher Effectiveness Evaluation model. He also provided an update on the process for the Capital Area School for the Arts to transition to the CASA Charter School.
- Cindy Mortzfeldt, Assistant Executive Director, shared that she had the opportunity to visit the CAIU classroom at the Center for Industrial Training (CIT) in Mechanicsburg. The day she visited some of the students were assembling cardboard containers that would be sent to Apple for later shipment of iPhones.
- The 2013-14 CAIU General Operating Budget has been sent to each district for placement on their board agenda. Daren Moran reported that we have received responses back from several districts. He will update the board with the results.

Executive Session

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

Committee Reports

- February 5, 2013 Board Retreat Summary

Approved Action Items

- Ratification/Approval of Action Items of the 01/24/2013 Board Meeting
- Approval of Action Items of the 02/28/2013 Board Meeting
 - Minutes from the January 24, 2013 CAIU Board Meeting
 - Treasurer's Report and Payment of Bills – a total of \$5,483,302.28 in receipts and \$4,638,956.32 in expenditures in January 2013
 - Summary of Operations for 2012-13 as of January 2013 showing revenues of \$38,276,069.47 and expenses of \$30,983,425.58
 - Budget Administration:
 - Proposed 2012-13 Budget Revision A – Preschool Inclusion Grant in the amount of \$70,000
 - Proposed 2012-13 Budget Revision A – Driver's Education in the amount of \$124,653

- Proposed 2012-13 Budget Revision B – Entrepreneurial Transportation in the amount of \$56,405
- Proposed 2012-13 Budget Revision A – Transportation in the amount of \$2,229,710
- Other Fiscal Matters
 - Disposal of 1999 Canon Copier
 - Draft 2013-14 Marketplace Services
- Position Descriptions
 - First Reading, New Position, New Description – Communication Facilitator
 - First Reading, New Position, New Description – Clinical Coordinator
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the members for their service and for helping work through the new board meeting format.

Information Items

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

NEXT MEETING: Thursday, March 21, 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
February 28, 2013

A. RESIGNATIONS:

ROSE HOOPES, Secretary, Capital Area School for the Arts effective June 18, 2013. Reason: Retirement after 23 years of CAIU service.

DENISE LEBO, Teacher, Partial Hospitalization Program effective June 6, 2013. Reason: Retirement after 36 years of CAIU service.

PATRICIA RUOSS, Secretary, Loysville Youth Development Center, effective April 5, 2013. Reason: Retirement.

CYNTHIA SHAUL, Educational Consultant, Speech effective June 7, 2013. Reason: Retirement after 34 years of CAIU service.

KATHERINE STROHM, part-time, long-term substitute Personal Care Assistant, Early Intervention, effective February 8, 2013. Reason: Accepted full-time position at Vista School.

NICOLE WERTZ, Educational Paraprofessional floater effective March 5, 2013. Reason: To pursue a position as a full-time teacher.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

BONNIE BOSON, day-to-day substitute receptionist, Administrative Services effective January 31, 2013. To be paid at the approved rate of \$65 per day.

NICKOLE HALL, part-time Paraeducator, Early Intervention effective January 31, 2013. To be paid at an hourly rate based on HS+30, Step 3, \$16,727 (\$11.80/hr.) for 189 days of service. This is a new position funded through the MAWA Budget.

CAROL HESS, part-time speech therapist, Early Intervention effective February 18, 2013. To be paid at the rate of \$48.18 per hour based on Masters, Step 15, \$68,293 for 189 days of service. This is a retiree working on an emergency basis. This position is funded through the MAWA Budget.

KEITH MUTINDA, Technology Support Specialist, Technology Services effective February 11, 2013. Range 1 Base Salary of \$34,207 (\$17.54/hr.) for 12 months of service will be prorated for a total of 100 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

ALICIA SHAFFER, part-time, long-term substitute reading specialist effective February 27 through June 30, 2013. To be paid at the daily rate of \$261.72 based on Masters, Step 5, \$49,466 for 189 days of service. This is a new position funded through Equitable Participation.

ANNA SMYSER, full-time, long-term substitute teacher, Autism Support effective February 19 through June 6, 2013 (or last staff day). Base salary of Bachelors, Step 1, \$42,672 for 189 days of service will be prorated for a total of 74 days. This is a new position funded through the Autism Support Budget.

CHARLES VENNIE, full-time, long-term substitute Personal Care Assistant effective February 25, 2013 through June 7, 2013. Base salary of HS+30, Step 5, \$17,902 for 189 days of service will be prorated for a total of 70 days. This is a long-term substitute position funded through the PCA Budget.

PAMELA WEAKLAND, day-to-day substitute receptionist effective February 25, 2013 at the approved rate of \$65 per day.

C. CHANGES OF STATUS:

JoANN LETERSKY, Educational Paraprofessional from leave of absence due to work-related injury sustained in 2005 to termination of employment following settlement of claim and receipt of fully signed Compromise and Release Agreement effective February 8, 2013. Claimant waived her appeal rights in the agreement and on the record.

STEPHANIE REED, extension of long-term substitute contract, Teacher, Hospital Program effective March 11, 2013, through June 6, 2013, or the last staff day of the 2012/2013 school year. Base salary of Bachelors, Step 2, \$43,460 (\$229.95/day) will be prorated for an additional 60 days. This a long-term substitute position funded through the Hospital Program Budget.

SHANE SMITH, from day-to-day to full-time, long-term substitute teacher, Emotional Support effective February 19 through June 6, 2013 (or last staff day). Base salary of Bachelors, Step 6, \$47,924 for 189 days of service will be prorated for a total of 74 days. This is a new position funded through the ES Budget.

D. CHANGES OF SALARY:

CHERYL CAPOZZOLI, Educational Consultant, Training and Consultation, change of salary for completion of 30 credits beyond Master's Degree effective March 15, 2013. New base salary of Masters +30, Step 15, \$71,138 for 189 days of service will be prorated for a total of 95 days.

KAREN DITZLER, Instructional Technology Specialist, Technology Services, change of salary for completion of 30 credits beyond Master's Degree effective the second half of the 2012/2013 school year. New base salary of Masters +30, Step 14, \$68,796 (\$364.00/day) for 189 days of service will be prorated for a total of 95 days. This position is funded through the Technology Services Budget.

BETH LIGHT, Educational Consultant, ES/CAPP retroactive to the first pay of the 2012/2013 school year for presentation of Letter of Equivalency for Master's Degree effective August 1, 2012. Base salary of Masters, Step 15, \$68,293 (\$361.00/day) will be paid for a total of 189 days.

MARVIN MOSES, Personal Care Assistant, Autism Support, change of salary for proof of experience effective January 14, 2013. Base salary of HS, Step 15, \$25,019 for 189 days of service will be prorated for the remaining 99 days of the 2012/2013 school year.

E. CHANGES OF STATUS AND SALARY:

SHANNON ELLISON, from day-to-day substitute to full-time, long-term substitute Paraeducator, Emotional Support effective January 29, 2013 through the end of the 2012/2013 school year. Base salary of HS+30, Step 1, \$16,069 (\$11.34/hr.) for 189 days of service will be prorated for a total of 89 days. This is a new, long-term substitute position funded through the Emotional Support Budget.

RYAN KLINEPETER, change of salary due to change of status from Technology Support Specialist to Technology Support Coordinator, Technology Services retroactive to January 1, 2013. New base salary of \$42,000 (\$21.54/hr.) for 12 months of service will be prorated for a total of 129 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

CHRISTOPHER MONASMITH, change of salary due to change of status from Technology Support Coordinator to Network Administrator I retroactive to January 1, 2013. New base salary of \$52,000 (\$26.67/hr.) for 12 months of service will be prorated for a total of 129 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

DAVID NICHOLS, change of salary due to change of status from Application Support Specialist to Technology Support Coordinator, Technology Services retroactive to December 20, 2012. New base salary of \$42,000 (\$21.54/hr.) for 12 months of service will be prorated for a total of 137 days through June 30, 2013. This is a replacement position funded through the Technology Entrepreneurial Budget.

F. LEAVES OF ABSENCE:

MARY RANNEY, Teacher, Emotional Support, requesting child-rearing leave of absence effective April 18, 2013, through the end of the 2012/2013 school year. Leave is requested with pay using accumulated sick leave for a total of 29 days and without pay for the remainder of the leave in accordance with FMLA and CAIU Policies.

Executive Director's Report

February 28, 2013

NEWS

Hill Top Heroes

February also kicked off "Hill Top Heroes." This is to recognize students who support others who are being bullied or excluded. Student names are placed on the board near the cafeteria and these students will be further recognized and rewarded at the end of the month.

CLM Network

CAIU has organized and hosted a Competent Learner Model (CLM) Central Region Networking Group throughout this year. The most recent meeting, on February 19th, had more than 45 attendees from various IUs, districts, agencies, and private schools in and outside of Pennsylvania. This group is designed to provide staff advanced training and networking options in coaching and program design. The CAIU Autism staff has created this opportunity in partnership with the Vista School and Vickie Tucci, author of the CLM curriculum.

ELECT Monitoring

Our Education Leading to Employment and Career Training (ELECT) program participated in a statewide monitoring during February and we received very positive verbal feedback about the program and operations. PDE representatives were invited and did attend the recent evening event that was held for ELECT clients and their families.

VERA Center on Youth Justice

Representatives from the VERA Center on Youth Justice (New York, New York) will be visiting with CAIU and DPW staff at Loysville Youth Development Center to learn about the effective programs, treatments and system coordination that is in place at LYDC to support juveniles in breaking free from cycles of violence and crime. The VERA Center on Youth Justice is assisting New York State in its effort to transform the juvenile secure placement system.

Integrity Bank Donates to Champions for Children Foundation

The CAIU Champions for Children Foundation recently received a \$5,000 gift from Integrity Bank. There was no application process for the money, no business meetings, no networking events—just an unexpected phone call to Daren Moran, treasurer of the CAIU Champions for Children Foundation, informing him that Integrity Bank wanted to contribute to the foundation. The bank found Champions for Children's mission – to improve the lives of children with special needs – to be a compelling and worthwhile cause.

RECOGNITION

- **Sue Voigt** has been invited to serve on a panel of 21st Century Community Learning Centers grant evaluators for the *2013 Promising Practices-Proven Strategies ELO conference "Building Bridges to New Possibilities"* sponsored by the Center for Schools and Communities. The three panelists represent the western, central, and eastern regions of the state. Preceding the discussion, the panelists will be

presenting on evaluation approaches, roles and responsibilities, challenges, and using evaluations to improve student programming. The conference is being held in State College from March 5-7, 2013.

- At the last PA Association of Educational Office Professionals (PAEOP) Board meeting, **Sheri Moyer** was appointed as the Region 5 regional representative.

NOTIFICATION OF ACTIVITIES

- I recently visited one of our vocational sites, Sunset T's, where students are learning to work in a print shop environment. I would recommend this company anytime your district has a need for print screening services.
- Cindy Mortzfeldt and I attended the **Central Dauphin** School Board meeting where we presented information on CAIU.
- CAIU Cabinet members met with the Cabinet members at **Shippensburg S.D.** and **Middletown Area S.D.**
- Alicia McDonald, Theresa Kinsinger and I attended a quarterly meet and discuss meeting between the IU Administration and the Association. The goal of these quarterly meetings is to maintain open communication and promote trust between the IU and the bargaining unit leadership.
- Met with two PDE representatives to discuss on-line programming.
- Attended the Central Region PAIU Executive Directors' meeting in State College.
- Attended PAIU's monthly meeting with the Secretary of Education and other PDE leaders to discuss some key points from the Governor's Budget address.
- Participated in the second Harrisburg Financial Recovery Advisory Committee meeting.
- Met with PAIU Executive Director and PDE staff to discuss on-line learning in PA.

UPCOMING ACTIVITIES

- The Pennsylvania Middle School and High School Regional Computer Fair will be held on Monday, March 25, 2013 at the Capital Area Intermediate Unit (CAIU) from 7:30am - 2:30pm.