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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **June 27, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board recognized the following retirees: **John Aigeldinger**, Supervisor with 10 years of service, **Richard Billings**, Teacher-Hospital with 35 years of service, **Kathy Brechbiel**, EPP-Multiple Disabilities with 26 ½ years of service, **Joseph Curry**, Audiologist with 38 years of service, **Carolyn Dructor**, Capital Area Partial Program (CAPP) Educational Consultant with 20 years of service, **Virginia Frankowicz**, Teacher-Autism with 13 years of service, **Rose Hoopes**, Secretary-CASA with 23 years of service, **Susan Kutz**, Curriculum EC-Training and Consultation with 34 years of service, **Denise Lebo**, Teacher-Hospital with 36 years of service, **Lynne Mahood**, Teacher-Early Intervention with 9 years of service, **Lee Ann Patteson**, Speech/Language Clinician with 25 ½ years of service, **Cynthia Shaul**, Speech EC with 34 years of service, **Kathryn Thomas**, Teacher-Hospital with 24 years of service, **Deloris Wetzel**, Teacher-CAPP with 13 years of service, and **William Witkoski**, Teacher-Diakon with 17 years of service.
- The Board also recognized Mrs. Jill Williamson from Camp Hill SD for her service to the CAIU Board. Mrs. Williamson has served on the CAIU Board since July 2010. The Camp Hill seat on the CAIU Board will rotate to South Middleton School District in July.
- Theresa Kinsinger, Director of Business, HR and Communications, reported that we have modified our contract process. A contract repository has been created that all directors can access to review existing contracts.
- Alicia McDonald, Director of Student Services, reported that School Age and Early Intervention staff is currently on break. School Age Extended School Year and Early Intervention staff will be returning the first week of July. At Hill Top Academy, Alicia anticipates beginning the new school year with 17 classes.
- Len Kapp, Supervisor of Operations and Transportation, indicated that Phase 3 of the HVAC project will begin July 1. This phase will focus on the area of the building where the conference rooms are located. Phase 4 of the project will begin in mid-September to complete the Student Services area.
- Brian Griffith, Director of Curriculum Services, shared that several professional development opportunities are being provided. Today, a workshop for office professionals was taking place. The CASA program will be transferring to the new CASA Charter School.
- Cindy Mortzfeldt, Assistant Executive Director, reported that a Nonpublic Academy was offered for the staff of the nonpublic schools. Approximately 240 staff attended the three 2-day professional development sessions. She also reported that Safe Schools workshop sessions were offered for CAIU and district staff: Emergency Preparedness for School Staff and Situational Awareness for Office Staff. Forty-six staff participated in these workshops.
- Daren Moran, Business Manager, reported that the business office is closing out the 2012-13 fiscal year and getting ready for the 2013-14 fiscal year. Preparation will begin for the local audit within the next few weeks.

## **Committee Reports**

- Laurie Reichert, Nominating Committee Chair, asked the Board members to submit their name if interested in serving as President or Vice President. The CAIU Board reorganization month is July.

## **Executive Session**

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

## **Approved Action Items**

- Minutes from the May 23, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,359,451.37 in receipts and \$5,166,701.38 in expenditures in May 2013
- Summary of Operations for 2012-13 as of May 2013 showing revenues of \$57,125,471.87 and expenses of \$55,501,657.25
- Budget Administration:
  - Proposed 2012-13 Budget Revision B – Early Intervention in the amount of \$9,534,174
  - Proposed 2012-13 Budget Revision B – Early Intervention ACCESS in the amount of \$325,900
  - Proposed 2012-14 Budget Revision A – Title I, Part A – Improving Basic Programs in the amount of \$224,000
  - Proposed 2013-14 Original Budget – Act 89 (Nonpublic Schools) (2<sup>nd</sup> Reading) in the amount of \$4,272,350
  - Proposed 2013-14 Original Budget – Cafeteria Services in the amount of \$215,430
  - Proposed 2013-14 Original Budget – Capital Area Partial Program (CAPP) in the amount of \$1,909,200
  - Proposed 2013-14 Original Budget – Diakon Center Point Program in the amount of \$275,900
  - Proposed 2013-14 Original Budget – Early Intervention (2<sup>nd</sup> Reading) in the amount of \$9,937,947
  - Proposed 2013-14 Original Budget – Early Intervention ACCESS in the amount of \$483,000
  - Proposed 2013-14 Original Budget – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$313,203
  - Proposed 2013-14 Original Budget – English as a Second Language (ESL) in the amount of \$354,691
  - Proposed 2013-14 Original Budget – Financial Software Application in the amount of \$209,991
  - Proposed 2013-14 Original Budget – Hospital Education Program in the amount of \$284,922
  - Proposed 2013-14 Original Budget – Human Resource Programs in the amount of \$53,500
  - Proposed 2013-14 Original Budget – IDEA School Age Component 2 & 3 in the amount of \$16,067,473
  - Proposed 2013-14 Original Budget – IDEA Section 611 – Early Intervention in the amount of \$1,079,320
  - Proposed 2013-14 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$380,836
  - Proposed 2013-14 Original Budget – Institutionalized Children's Program (2<sup>nd</sup> Reading) in the amount of \$474,651
  - Proposed 2013-14 Original Budget – LLIU/PATTAN Subcontract in the amount of \$9,957
  - Proposed 2013-14 Original Budget – Loysville Youth Development Center (LYDC) – State in the amount of \$2,208,009

- Proposed 2013-14 Original Budget – Nonpublic Auxiliary Title Programs in the amount of \$225,000
  - Proposed 2013-14 Original Budget – Online Learning Initiative in the amount of \$4,187,876
  - Proposed 2013-14 Original Budget – Professional Services in the amount of 1,013,094
  - Proposed 2013-14 Original Budget – Special Education (2<sup>nd</sup> Reading) in the amount of \$14,157,500
  - Proposed 2013-14 Original Budget – Transportation (2<sup>nd</sup> Reading) in the amount of \$2,353,179
- Other Fiscal Matters
    - Special Education Services Contract Summary – 2013-14
    - Proposal to Terminate the Lemoyne Office Lease Agreement
  - Policies & Programs
    - Second Reading, Revised Policy #536 – Personal Necessity Leave
    - Second Reading, Existing Position, Revised Description – ACCESS Program Secretary
    - First Reading, Existing Position, Revised Description – Lead Receiver/Warehouseman
  - Personnel Items – see attached report

### **Executive Director's Report**

- See attached written report.

### **President's Report**

- Mrs. Rice shared that she attended the MDS/Autism Support graduation along with Mrs. Geistwhite and Mrs. Williamson. This graduation is always a very rewarding ceremony.
- Mrs. Rice also welcomed back Mrs. Linda Butler.

### **Information Items**

- See AgendaMan at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**NEXT MEETING: Thursday, July 25, 2013, 8:00 a.m., Board Room, CAIU Enola Office**

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

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**A. RESIGNATIONS:**

**KATHY BRECHBIEL**, Educational Paraprofessional, Multiple Disability Support effective June 4, 2013. Reason: Retirement after 27 years of CAIU service.

**CHERYL CAPOZZOLI**, Educational Consultant, Training and Consultation effective June 7, 2013. Reason: Accepted position outside of public school education.

**VIRGINIA FRANKOWICZ**, Teacher, Autism Support effective June 30, 2013. Reason: Retirement after more than 13 years of CAIU service.

**VERONICA LEPLEY**, part-time Speech/Language Clinician, Early Intervention effective June 7, 2013. Reason: Personal.

**KRISTI McCONNELL**, part-time ESL Teacher effective June 17, 2013. Reason: Accepted a position with Dauphin County Technical School.

**WILLIAM WITKOSKI**, Teacher, Diakon effective June 7, 2013. Reason: Retirement after 17 years of CAIU service.

**CAMERON YOUTZ**, Personal Care Assistant, Autism Support effective June 7, 2013. Reason: Personal.

**B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

**SARAH ALTMAN-KOPKO**, part-time Speech/Language Clinician, Early Intervention effective July 8, 2013. Base salary of Masters +60, Step 1, \$51,235 will be prorated for three days per week during the 2013/2014 school year. This is a new position funded through the MAWA Budget.

**SAMANTHA BISE**, Secretary, Capital Area On-line Learning effective May 28, 2013. To be paid at the rate of \$14 per hour, working 7.5 hours per day for 260 days of service. Salary will be prorated for a total of 24 days through June 30, 2013. This is a replacement position funded through the CAOLA Budget.

**MELISSA BROWN**, part-time behind-the-wheel driver education employee effective July 1, 2013. To be paid at the approved rate of \$23.60 per hour. This position is funded through the Driver Education Budget.

**JANILYN ELIAS**, Supervisor, Student Services effective July 1, 2013. Salary will be based on Act 93, Level 3 salary of \$106,090 for 12 months of service. This is a replacement position funded through the Student Service Budget.

**TRACY HEITER**, Guidance Counselor, Aid to Non-public Schools effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 13, \$63,646 for 192 days of service. This is a replacement position funded through the ANPS Budget.

**LARRY HOFFMAN**, Trainer, Wilson Reading effective July 1, 2013 through June 30, 2014. This is a retiree working in an extracurricular position providing work performed primarily outside of regular instructional hours and not part of a mandated curriculum. To be paid at the rate of \$50.18 per hour based on Masters +30, Step 15. Letter from PSERS granting approval without the loss of monthly annuity as per Act 63 of 2004 is on file.

**STEPHANIE KRAMER**, Speech/Language Clinician, School-age Program effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 1, \$45,527 for 192 days of service. This is a new position funded through the Speech and Language Budget.

**JACOB MILLER**, Teacher, Loysville Youth Development Center summer school effective July 1, 2013. To be paid at the rate of \$34.89 per hour based on Masters, Step 5. This position is funded through Title I LYDC Budget.

**DOUGLAS NYCE**, Teacher, Loysville Youth Development Center summer school effective July 1, 2013. To be paid at the rate of \$36.14 per hour based on Masters +60, Step 1. This position is funded through Title I LYDC Budget.

**JANELLE STRICKLER**, Speech/Language Clinician, School-age Program effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 1, \$45,527 for 192 days of service. This is a new position funded through the Speech and Language Budget.

**CHANDA TELLEEN**, Consultant, Curriculum Services effective July 1, 2013. Salary will be based on Masters +15, Step 5, \$50,893 for 192 days of service. This is a replacement position funded through IDEA/CSPD.

**The following individuals to be employed for the Extended School Year Program effective July 8 through July 31, 2013:**

<b>Name</b>	<b>Position</b>	<b>Salary Level</b>	<b>Hourly Rate</b>
Roseann Atkinson	EPP/PCA	HS+30, Step 1	\$11.40
Sarah Bahn	Teacher	Masters, Step 5	\$34.90
Rita Barlup	EPP/PCA	HS, Step 1	\$10.42
Glenda Bixler	Teacher	Bachelors, Step 4	\$32.05
Janelle Bushong	Teacher	Masters, Step 5	\$34.90
David Gottlieb	EPP/PCA	HS+30, Step 1	\$11.34
Maria Katulis	EPP/PCA	HS+30, Step 1	\$11.34
Erin Lavia	Teacher	Masters, Step 5	\$34.90
Kathleen Livengood	Teacher	Bachelors, Step 12	\$41.31
Allyson Mahan	EPP/PCA	HS+30, Step 1	\$11.34
Maryann Mercer	EPP/PCA	HS, Step 3	\$10.89
Abby Rehkamp	Teacher	Masters, Step 5	\$34.90
Leeann Rock	Teacher	Masters, Step 1	\$32.12
Paula Sembach	School Nurse	Bachelors, Step 1 (90%)	\$27.09
Star Shoop	EPP/PCA	HS+30, Step 1	\$11.34
Tracey Snyder	EPP/PCA	HS, Step 8	\$13.51
Mary Vacchiano	EPP/PCA	HS+30, Step 2	\$11.57
Joseph Vigliano	EPP/PCA	HS+30, Step 1	\$11.34
Beth Voystock	EPP/PCA	HS+30, Step 1	\$11.34
Zach Weyhemeyer	EPP/PCA	HS+30, Step 1	\$11.34
Amy Womer	Teacher	Masters, Step 2	\$32.67

**C. CHANGES OF STATUS:**

**BRANDON BEDDIA**, Program Consultant, Loysville Youth Development Center, reinstated to position retroactive to April 23, 2013 as the result of withdraw of charges filed for endangering the welfare of a child at preliminary hearing on May 24, 2013.

**BETHANY BORNAK**, full-time Speech/Language Clinician, Early Intervention effective July 1, 2013. Salary will be based on Masters, Step 1, \$45,527 for 189 days of service. This is a change of status from end long-term substitute contract to permanent employee. This position is funded through the MAWA Budget.

**KIMBERLY CAIN**, from part-time Speech/Language Clinician, Early Intervention to full-time Speech/Language Clinician, School-age Program effective at the start of the 2013/2014 school year. This position is funded through the School-age Speech Budget.

**ASHLEY DOWLER**, full-time Speech/Language Clinician, Early Intervention effective July 1, 2013. Salary will be based on Masters, Step 1, \$45,527 for 189 days of service. This is a change of status from end long-term substitute contract to permanent employee. This position is funded through the MAWA Budget.

**JOHN EDLER**, from long-term substitute to regular full-time Teacher, Early Intervention effective July 1, 2013. Salary will be based on Masters, Step 1, \$45,527 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**JUDITH HEADLEY**, from part-time, long-term substitute to regular part-time Educational Paraprofessional, Early Intervention effective July 1, 2013 working approximately 28 hours per week. This is a new position funded through the MAWA Budget.

**TODD KEHLER**, from Assistant Supervisor to Supervisor, Student Services effective July 1, 2013. Change of status results in a change of salary to Grade 3, Act 93, \$106,090 for 12 months of service. This position is funded through the Student Services Budget.

**SHERI MOYER**, from Program Assistant to Curriculum Projects Coordinator, Curriculum Services effective July 1, 2013. This is a change in title only.

**MARY REBUCK**, part-time, long-term substitute therapist, OT/PT, extension of contract through August 2, 2013. To be paid at the rate of \$44.51 per hour based on Bachelors, Step 14 for 189 days of service. This position is funded through the OT/PT Budget.

**PATRICK RIEKER**, from Clinical Coordinator to Program Director, Capital Area Partial Program effective July 1, 2013. Change of status results in a change of salary to \$80,000 for 12 months of service. This position is funded through the CAPP Budget.

**MEGAN TOLER**, from part-time to full-time Speech/Language Clinician, Early Intervention effective July 1, 2013. This position is funded through the MAWA Budget.

**D. CHANGES OF SALARY:**

**JAMI ARNOLD**, Occupational Therapist, change of salary for completion of 15 credits above Master's Degree effective April 16, 2013. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for the remaining 38 days of the 2012/2013 school year.

**KELLY DANIELS**, Inclusion Teacher, Early Intervention, change of salary for completion of Master's Degree effective May 18, 2013. Base salary of Masters, Step 11, \$59,313 for 189 days of service will be prorated for the remaining 16 days of the 2012/2013 school year.

**RITA HARVEY**, Mental Health Treatment Specialist, Capital Area Partial Program, change of salary for completion of 15 credits above Master's Degree effective March 15, 2013. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for the remaining 58 days of the 2012/2013 school year.

**PATRICIA STEPHENS**, Program/Data Coordinator, ELECT/EFI, demotion due to reduction in days from 260-day to 205-day employee effective July 1, 2013. Base salary has been set at Range 2, \$41,497 for 205-days of service. This position is funded through the ELECT/EFI Budget.

**AMY WALTZ**, Payroll Clerk, HR/Business, change of salary to align with other clerks effective July 1, 2013. To be paid at the rate of \$19.21 per hour, working 7.5 hours/day for 12 months of service. This position is funded through the General Operating Budget.

**E. LEAVES OF ABSENCE:**

**RUTH HUGHES**, Reading Specialist, Aid to Non-public School Services, child-rearing leave of absence with pay effective August 12, 2013 through September 27, 2013. Leave is requested in accordance with FMLA and CAIU Policies.

**F. FURLONGHS:**

**The following individuals to be furloughed effective July 1, 2013 due to the separation of Capital Area School for the Arts from Capital Area Intermediate Unit:**

**ROSEMARY BATTISTA**, Dance Teacher

**THOMAS BOYER**, Music Teacher

**RENATA KAGLE**, Art Teacher

**CALEB SMITH**, Media Arts Teacher

**LISA WEITZMAN**, Theatre Teacher

**G. ISSUANCE OF TENURE:**

Upon recommendation of the Executive Director, the following temporary professional employees to be elevated to the status of professional and shall be issued professional contracts, effective June 2013:

**EMILY DOCTROW**

**JENNIFER KITNER**

**AIMEE KOCHER**

**TODD WITTERS**



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## Executive Director's Report

June 27, 2013

### NEWS

#### **Focused On Living (FOL)**

With sadness Focused On Living will be closing this month. The program served students in our IU for 10 years. Many wonderful experiences were provided during this time.

#### **Hill Top Academy (HTA)**

Two students graduated from Hill Top Academy on Monday, June 3, 2013 students.

#### **Capital Area Partial Program (CAPP)**

We are sad to report that Dr. Shawna Brent will not be one of our contracted psychiatrists next year so that she can focus on her private practice. We thank her for many years of service and the benefit of her expertise to our program. Dr. Brent has offered our staff many trainings throughout her time with us and had a book published, *A Guide to Psychiatric Services in Schools*. She will be missed. We are in the process of searching for a psychiatrist to take over our CAPP High School and CAPP Middlesex units.

#### **PIMS Data Quality Council Meeting**

The CAIU hosted a PA Information Management System (PIMS) Data Quality Council meeting on June 25, 2013 at PaTTAN to kick-off the PDE PIMS Data Quality Initiative. The initial focus of this project will involve forming Data Quality Councils in districts to establish formal control of data submitted to PIMS and broaden awareness of the use of PIMS data for programs such as Educator Effectiveness, School Performance Profile and Educator Dashboard.

### RECOGNITION

#### **CAIU's Becky Boone Receives the 2013 Decima Award**

The Capital Area Intermediate Unit is proud to announce that Becky Boone, Early Intervention Specialist with CAIU, has won this year's Josephine J. Decima Award for Excellence in the Field of Special Education. The award was established to honor the life of Josephine Decima, a former CAIU educator and a pioneer in the field of special education in central Pennsylvania.

Boone, who began teaching in 1975, has a genuine passion for the job. She credits much of her success to the team that surrounds her. Having a good supervisory, support, and administrative team is essential for EI teachers today.

### NOTIFICATION OF ACTIVITIES

- Attended the PAIU Regional meeting in State College where there was an extensive discussion on formalizing model business practices to be used throughout the state
- All directors and several of the supervisors attended the PAIU Annual Leadership Conference. Speakers included Dr. Don Marinelli, co-founder of Carnegie Mellon's Entertainment Technology Center, Dr. Susan Leddick, founder of Profound Knowledge



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Resources and Mr. Paul Gould, senior designer of MAYA Design, Inc. Participants met with their job-alikes across the state to discuss issues of general concern.

## UPCOMING ACTIVITIES

- **June 27, 2013** - The Capital Area Intermediate Unit and the Pennsylvania Association of Educational Office Professionals will be offering the 2nd annual Educational Office Support Professionals Workshop. The title and theme of the workshop is E.SP 2013 – GET. In. The. KNOW. This mantra is designed to increase awareness of the importance of being lifelong learners no matter what part of education you work in.
- **July 30 - 17th Annual CAIU Champions for Children Golf Tournament** - Fee is \$60 per person and includes green fee, cart, refreshments, dinner and other prizes.

<b>When</b>	<b>July 30, 2013</b> 11:00 AM to 4:00 PM
<b>Where</b>	Cumberland Golf Club 2395 Ritner Highway Carlisle Pennsylvania
<b>Contact</b>	<b>Daren Moran</b> <a href="mailto:dmoran@caiu.org">dmoran@caiu.org</a> 717-732-8400 ext. 8654