



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 20, 2012** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board recognized the following retirees: Glenda Prokopick, S/L Clinician, after 14 years of service to the CAIU and Dr. Kristen Angstadt, Student Services Supervisor, after 34 years of service to the CAIU.
- The CAIU By-Laws and Board Rotation Schedule were shared with the Board Members.
- Alicia McDonald, Director of Student Services, shared an overview of the Pennsylvania Association of Pupil Services Administrators (PAPSA) Student Services School-Age Program Review report. She also reviewed the purpose of the Champions for Children Foundation.
- Brian Griffith, Director of Curriculum Services, provided an update on the CASA Charter School application process. A public hearing was held with the Harrisburg School District on Thursday, December 13, 2012. He also shared the Cyber Charter and Charter School student enrollment trend over the past several years.
- David Martin, Director of Technology Services, shared that there were over 200 participants at the iPad Summit held at the CAIU on December 18. The CAIU has worked closely with the PDE to develop the planning process and tool to meet the requirements of Comprehensive Planning, formerly known as Strategic Planning. Over 150 schools met the deadline to submit their Comprehensive Plan.
- Daren Moran, Business Manager, provided an overview of the 2013-14 Proposed General Operating Budget.
- Brad Remig from Public Financial Management presented the debt parameters on the refinancing of two outstanding notes and also the issuance of new debt to finance the HVAC project. Bill McCarty presented the board resolution declaring the CAIU's official intent to use tax-exempt financing.

Executive Session

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

Public Comment on Agenda Items

- None

Committee Reports

- None

Approved Action Items

- Acceptance of resignation from Mrs. Barbara Gleim, Cumberland Valley School District, effective December 3, 2012
- Minutes from the November 15, 2012 CAIU Board Meeting

- Treasurer's Report and Payment of Bills – a total of \$3,849,368.45 in receipts and \$5,763,901.13 in expenditures for November 2012
- Summary of Operations for 2012-13 as of November 30, 2012 showing revenues of \$27,366,582.12 and expenses of \$20,392,445.28
- Budget Administration:
 - Proposed 2010-13 Budget– International Baccalaureate Project-Settlement in the amount of \$32,000
 - Proposed 2013-14 Budget – General Operating (1st Reading) in the amount of \$4,862,886
- Other Fiscal Matters
 - Independent Audit Report for Fiscal Year Ended June 30, 2012
 - Resolution Declaring Official Intent to Use Tax-Exempt Financing
 - Acceptance of HVAC Bid
- Position Descriptions
 - Second Reading, Existing Position, New Description – IT Projects Coordinator
 - Second Reading, New Position, New Description – Network Administrator I
 - Second Reading, Existing Position, New Description – Supervisor of IT Projects
 - Second Reading, Existing Position, New Description – Supervisor of Network Operations
- Policies and Programs
 - Second Reading, New Policy – Electronic Signatures
 - Second Reading, Revised Policy #008 – Organizational Chart
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Rice asked the Board members for input regarding a date for a Board Retreat in January. She thanked the Board for their attending today's meeting. Merry Christmas to everyone. Take the opportunity to cherish time with your families.

Board Member Sharing of Information

- Mrs. Reichert shared the positive feedback from her district administrators who had attended the SAS Institute in Hershey and the Keystone Exams discussion here at the CAIU.

Information Items

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

Public Comment on Items Not Specific to the Agenda

- None

NEXT MEETING: Thursday, January 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***

A. RESIGNATIONS:

TAMMY CLOUSER, Educational Paraprofessional, Emotional Support effective November 14, 2012 following extended leave of absence and settlement of worker's compensation case. Reason: Waives and relinquishes any and all rights to assert any claim or demand for reemployment, seniority, unemployment comp benefits, tenure and all rights to assert any claim to any benefit of employment with the CAIU.

SHANNON GERHARDS, part-time Speech/Language Pathologist, Early Intervention effective February 7, 2013. Reason: Personal. Will be held to 60 days as per School Code unless a replacement is found before the 60th day.

JODEE SPECK, part-time Educational Paraprofessional, Deaf/Hard of Hearing Support effective December 14, 2012. Reason: Accepted full-time position in her field of accounting.

BARBARA SPERBER, Personal Care Assistant, Multiple Disability Support effective December 31, 2012. Reason: Advance career.

IRENE VANBUSKIRK, Teacher/Reading Specialist, Loysville Youth Detention change of resignation date from January 2, 2013 to January 10, 2013. Reason: Retirement.

PENELOPE WINNER, Educational Paraprofessional, Diagnostic Class effective December 21, 2012. Reason: Career change.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

JUDITHE DUNKLE, Social Worker, Pupil Services effective January 2, 2013. Base salary of Masters, Step 9 for 189 days of service will be prorated for the remaining 107 days of the 2012/2013 school year. This is a replacement position funded through the Pupil Services Budget.

NICOLE FISHER, full-time, long-term substitute Teacher, Deaf/Hard of Hearing Support effective January 2, 2013 through June 10, 2013 (or the last day of the 2012/2013 school year). Base salary of Masters, Step 8 for 189 days of service will be prorated for a total of 107 days in the 2012/2013 school year. This is a replacement position funded through the Special Education Budget.

JONATHAN MITTEN, part-time Inclusion Educational Paraprofessional, Early Intervention effective January 2, 2013. To be paid at the rate of \$13.22 per hour based on HS+30, Step 6 for 189 days of service. This is a replacement position funded through the MAWA Budget.

ALLISON SIDDLE, EPP/LPN, Pupil Services effective November 29, 2012. Base salary of HS+30, Step 5 for 189 days of service will be prorated for a total of 124 days. Additional LPN

Stipend of \$2,950 will also be prorated for 124 days. This is a replacement position funded through the Student Services Budget.

KATHERINE STROHM, part-time, long-term substitute Personal Care Assistant, Early Intervention effective January 2, 2013 through June 30, 2013. To be paid at the rate of \$14.07 per hour based on HS+30, Step 7, \$19,592 for 189 days of service. This is a replacement position funded through the MAWA Budget.

The following individual is recommended for employment as a day-to-day substitute teacher at the approved rate of \$90 per day:

KATHLEEN LIVENGOOD

C. CHANGES OF STATUS:

JOHN EDLER, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Teacher, Early Intervention effective January 7, 2013 through June 7, 2013. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for a total of 96 days. This is a long-term substitute position funded through the MAWA Budget.

KAREN HOLLIMAN, recall from furloughed status to part-time Occupational Therapist, OT/PT effective November 18, 2012. To be paid at the rate of \$44.90 per hour based on Masters, Step 13 for 189 days of service. This position is funded through the OT/PT Budget.

VERONICA LEPLEY, from child-rearing leave to part-time/hourly Speech/Language Clinician, Early Intervention effective January 2 – June 30, 2013. To be paid at the rate of \$34.90 per hour based on Masters, Step 5 for 189 days of service.

STEPHANIE REED, extension of long-term substitute contract as Teacher, Hospital Program effective January 2, 2013 through March 7, 2013 due to extension of leave of regular classroom teacher. Base salary of Bachelors, Step 2 will be prorated for an additional 45 days for a total of 101 days during the 2012/2013 school year. This position is funded through the Hospital Program.

NICOLE WERTZ, accepted recall to full-time Educational Paraprofessional Floater, Crisis Team effective January 2, 2013. Salary will be prorated for the remaining 107 days of the 2012/2013 school year. This position is funded through the CAPP Budget.

NICOLE WERTZ, continuation of long-term substitute Teacher, Emotional Support effective January 2 – January 31, 2013. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for an additional 22 days.

RIMA WILSON, to move from current position as a full-time, long-term substitute Inclusion Consultant through June 30, 2013 to a full-time permanent position as a Teacher, Early Intervention effective July 1, 2013. This is a replacement position funded through the MAWA Budget.

D. CHANGES OF SALARY:

JOHN EDLER, full-time, long-term substitute Teacher, Early Intervention, change of salary for presentation of transcripts showing proof of Master's Degree. Salary will be based on Masters, Step 1 for 189 days of service, prorated for a total of 96 days effective January 7, 2013 through June 7, 2013.

KENNETH GEIST, Technology Support Coordinator, Technology Services, change of status as the result of the PSBA salary study which showed the hourly rate to be below the Range 1 minimum salary. Hourly rate to be increased from \$16.74 to \$17.45 per hour retroactive to July 1, 2012.

TODD McCONNELL, change of salary/position due to change in job duties. Employee requested a voluntary change of position from Technology Support Coordinator to Application Support Specialist resulting in a change in hourly rate from \$23.28 to \$20.40 per hour. This position is funded through the Technology Entrepreneurial Budget.

MARY MORROW, Technology Support Coordinator, Technology Services, change of status as the result of the PSBA salary study which showed the hourly rate to be below the Range 1 minimum salary. Hourly rate to be increased from \$16.74 to \$17.45 per hour retroactive to July 1, 2012.

E. LEAVES OF ABSENCE:

LINDSEY BINKLE, revised request for child-rearing leave of absence from position of Teacher, Deaf/Hard of Hearing support effective November 19, 2012 through February 15, 2013. Leave is requested with pay effective November 19 through December 20, 2012 for a total of 20 days and without pay effective January 3 through February 15, 2013 for a total of 31 days. Leave is requested in accordance with CAIU and FMLA Policies.

DAWN HOWELL, part-time Speech/Language Clinician, Early Intervention requests extension of child-rearing leave of absence through the end of the 2012/2013 school year. Leave is requested in accordance with CAIU Policy.

KATHRYN THOMAS, Teacher, Hospital Program, requesting medical leave of absence following end of FMLA benefits effective December 17, 2012 through March 8, 2013. Employee is requesting leave without pay for days designated by the CAIU sick bank as the waiting period and will be using sick bank days to cover subsequent absences through March 8, 2013. Leave is requested in accordance with FMLA and CAIU Policies.

Executive Director's Report

December 20, 2012

NEWS

iPad Summit

The CAIU iPad Summit, in partnership with Apple, will be held on Tuesday, December 18. The conference will combine keynote sessions, featured speakers, a student showcase, and presentation sessions that address classroom integration, leadership and technical aspects of iPad deployment and management. There will be 25 presenters from 11 districts, IU's, organizations and higher-education agencies along with 187 attendees from 69 districts, IU's, organizations, non-public schools and higher-education agencies.

AgendaManager

The enhancements to AgendaManager are being scheduled for release over the Christmas holiday. An email communication was sent to current AgendaManager users.

Comprehensive Planning

Development of comprehensive planning continues, and the latest milestone enabled approximately 150 school districts to submit their required district level plan on November 30, 2012.

Loysville WAN

Since Loysville became part of the CAIU, they have had a separate technology infrastructure. This past year we established a WAN connection to streamline our technology support and processes to achieve economical efficiencies. As of July 2012, the WAN connection to Loysville was established. Over the past few months we have been working to merge the Loysville system with the CAIU system. As of the first week of December 2012, we have successfully merged the majority of the two systems.

Vocational Services

CAIU Vocational Services was awarded a grant from Target for \$1,100. The grant will fund a spring trip for secondary students to the H.G. Andrews Center in Johnstown. This Center provides a comprehensive program of services featuring the integration of education on campus at the Commonwealth Technical Institute (CTI), counseling, evaluation, and physical restoration in a barrier-free environment.

RECOGNITION

PASCD Conference in Hershey

On Monday, November 19, 2012, **David Colestock and Ann Bailets** presented a small group workshop on the topic *What's Special About Specialists? Supervision Tools to Enhance Their Practice* at the PASCD Conference in Hershey. The focus of the presentation was on using action planning, observations, professional portfolios, and self-assessments to supervise and evaluate professional staff that has certifications that are often times different than the certification, training, and experience of the supervisor or administrator.

NOTIFICATION OF ACTIVITIES

- Alicia McDonald, Director of Student Services, Brian Griffith, Director of Curriculum Services and I attended ***Edison Leadership Development Academy*** in Dana Point, California. As guests of Edison Learning, we had the opportunity to participate in many of the leadership

programs. Jeff Wahl, President and CEO of Edison Learning, spoke about the attributes of a successful leader. The other Keynote presenters were from the International Center for Leadership in Education. They offered insights for leading the change to Common Core, which demands fundamental shifts in how we prepare students to be college and career ready.

- Cindy Mortzfeldt, Assistant Executive Director and I attended the ***Derry Township board meeting*** in November where we presented information on CAIU.
- Several cabinet members and Nancy Otstot, CAIU board member, enjoyed a ***Thanksgiving feast at Hill Top***.
- Several members of our leadership team and I attended the ***Association of Educational Service Agencies (AESAs) 27th Annual conference*** in Tampa, Florida.

Our IU was selected to provide two break-out sessions. One session was entitled *AgendaManager: The Innovative Method to Inform Your Stakeholders*; the other session was entitled *Full Court Press Makes for a Winning Combination - Bridgescape*. The CAIU had several booths showcasing AgendaManager, Scholarport, our iPad Integration Project and CAOLA.

Rob Mancabelli, was a keynote speaker at the conference. He is CEO and co-founder of BrightBytes, a company dedicated to using data to improve learning and technology. Rob has been working closely with us and our districts over the past year and highlighted his relationship with the CAIU during his presentation.

- In keeping with our ***Internal Communication Plan*** we held three communication meetings this month. Two were here at Enola and one was at Hill Top. The agenda was developed with input from the Cross-Functional/Cross Communication Committee comprised of Capital Area Education Association (CAEA) members from each of our locations and our Leadership team. The meetings included updates on the Pennsylvania Association of Pupil Services Administrators (PAPSA) program review, the 2013-14 budget, the summer schedule, and procedures for inclement weather.

UPCOMING ACTIVITIES

- **December 18, 2012** - The CAIU iPad Summit, in partnership with Apple, will be held on Tuesday, December 18, 2012 from 8:00 a.m.- 4:00 p.m. at the Capital Area Intermediate Unit
- **January 29, 2012** - The CAIU Winter Social will be held at the Enola Offices on Tuesday, January 29, 2013 at 4:30 p.m. – 6:30 p.m. This event is free to all CAIU employees. Board Members are invited to attend.