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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **January 24, 2013 meeting** held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- Mrs. Jean Rice welcomed Mrs. Barbara Geistwhite, new CAIU Board Member from Cumberland Valley School District.
- The Board recognized the following retirees: JerryAnn Regl, Early Intervention EPP, retirement after 11 years of service to the CAIU, Irene VanBuskirk, teacher at Loysville Youth Development Center, retirement after 3 years of service to the CAIU, and JoAnn Whitmoyer, Early Intervention Teacher, retirement after 24 years of service to the CAIU.
- January is Board Members' Recognition Month. The CAIU would like to thank our Board Members for devoting their time to support education and to serve the local schools and community. To honor our members, the CAIU Administration donated books to Hill Top Academy, Loysville Youth Development Center and Early Intervention in recognition of each of our nineteen Board Members.
- Mrs. Cindy Mortzfeldt, Assistant Executive Director, shared a summary of the impact on staff if the Lemoyne Business and Human Resources staff were relocated to the Enola building.
- Mr. David Martin, Director of Technology Services, provided an overview of the recent AgendaMan updates. He also shared that six additional courses will be added to ScholarPort, the CAIU Digital Content Solution, in the 2013-14 school year, including AP World History. We have entered into a partnership with Lincoln IU #12 and one district from that intermediate unit has entered into an agreement to use ScholarPort.
- Mr. Len Kapp, Supervisor of Transportation and Operations, shared that we are finalizing the details for the Enola office HVAC replacement project. Mr. Daren Moran, Business Manager, added that the CAIU will be closing on the loan with PNC on Friday, February 1.
- Ms. Theresa Kinsinger, Director of Business, HR, and Communications, invited the Board Members to the annual CAIU Winter Social to be held on Tuesday, January 29 from 4:30 p.m. – 6:30 p.m.
- Ms. Alicia McDonald, Director of Student Services, recently met with representatives from our school districts to begin the process to review the Special Education Regional Plan. The 2013-14 rates for special education programs will be shared at the February Board meeting.

## Executive Session

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

## Approved Action Items

- There was not a quorum; therefore, the January 24, 2013 meeting of the CAIU Board of Directors was cancelled. **The following Action Items are subject to ratification at the February 28, 2013 CAIU Board of Director's meeting:**

- Election of new Board Member Mrs. Barbara Geistwhite, Cumberland Valley S.D., to fill an unexpired term beginning January 24, 2013, and ending June 30, 2015.
- Approval of Minutes - December 20, 2012
- Treasurer's Report and Payment of Bills – a total of \$4,653,446.75 in receipts and \$5,062,991.72 in expenditures for December 2012
- Summary of Operations - for 2012-13 as of December 31, 2012 showing revenues of \$30,241,456.55 and expenses of \$25,386,464.94
- The following Budget Administration
  - Proposed 2012-13 Budget – Homeless Children's Initiative
  - Proposed 2012-13 Budget – PA Assessment and Accountability
  - Proposed 2013-14 Budget – General Operating (2nd Reading) – Final Approval
- Other Fiscal Matter - Request to Dispose of Asset
- Policies and Programs
  - Removal of Policy #616.1 - Policy 616.1 will be removed from our current Board Policy Manual. This policy was incorporated into the newly created and approved Policy #829.
  - CASA New York City Field Trip - May 22, 2013
  - First Reading, Existing Position, New Description - Educational Consultant, Curriculum
  - First Reading, Existing Position, Revised Description - Benefits and Hiring Coordinator
  - First Reading, Existing Position, Revised Description - Penn Data Specialist
- Personnel Items – see attached

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

- See attached written report.

#### **President's Report**

- Mrs. Jean Rice thanked the Board members for being out on this snowy morning. She was sorry that we didn't have a quorum, but she appreciated their attendance.
- There will be a CAIU Board Retreat held on February 5, 2013 @ 6:00 p.m. - 8:00 p.m. at CAIU in the Board Room.

#### **Information Items**

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

**NEXT MEETING: Thursday, February 28, 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:**

**SHANNON GERHARDS**, part-time Speech/Language Pathologist, Early Intervention effective January 23, 2013. Reason: Change in resignation date due to early release.

**TODD McCONNELL**, Application Support Specialist, Technology Services effective January 25, 2013. Reason: Personal.

**ASHLEY MILLER**, part-time Cafeteria Worker effective January 18, 2013. Reason: Personal.

**SHANA MONTGOMERY**, Educational Consultant, Deaf/Hard of Hearing Support effective March 15, 2013. Employee will be released sooner if a replacement is hired. Reason: Accepted position at Lancaster-Lebanon IU 13.

**ELIZABETH PANEK**, Educational Consultant, Training and Consultation effective March 15, 2013. Reason: Personal. Resignation date may change depending on position being filled before 60 days.

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

**THERESA ADAMS**, Mental Health Worker, Autism Support effective January 2, 2013. Salary of Bachelors, Step 3 (MHW), \$30,201 for 189 days of service will be prorated for a total of 106 during the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

**KIMARIE BROWN**, rehired as a long-term substitute teacher, Emotional Support effective January 28, 2013 through the end of the 2012/2013 school year. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 89 days. This is a long-term substitute position funded through the ES Budget.

**TAMMY DRESHER**, Educational Paraprofessional, Emotional Support/Diagnostic effective January 22, 2013. Base salary of HS, Step 7, \$18,301 for 189 days of service will be prorated for a total of 93 days through the end of the 2012/2013 school year. This is a replacement position funded through the ES/Diagnostic Budget.

**ASHLEE HOWARD**, Reading Specialist, Loysville Youth Detention Center effective date to be determined when released from Cumberland Valley School District, possibly mid-March 2013. Base salary of Masters, Step 5, \$49,466 for 189 days of service will be prorated for the remaining days of the 2012/2013 school year. This is a replacement position funded through the LYDC Budget.

**MARVIN MOSES**, full-time Personal Care Assistant, Autism Support effective January 14, 2013. Base salary of HS, Step 5, \$16,610 for 189 days of service will be prorated for the remaining 99 days of the 2012-2013 school year. This is a new position funded through the Autism Support Budget.

**TINA THOMAS**, part-time cafeteria worker effective February 11, 2013. To be paid at the classified support staff rate of \$11.21 per hour. This is a replacement position funded through the Cafeteria Budget.

**The following individuals are recommended for employment as day-to-day substitute teachers for the 2012-2013 school year at the approved rate of \$90 per day:**

CRYSTAL PATTERSON  
SERINNA RUSSO  
KATHLEEN SAVAGE  
SHANE SMITH  
JOSEPH VIGLIANO

**The following individual is recommended for employment as a day-to-day substitute educational paraprofessional for the 2012-2013 school year at the approved rate of \$65 per day:**

**SHEILA MILLER**

**C. CHANGES OF STATUS:**

**NATAUSHA BULGRIEN**, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Teacher, Emotional Support effective February 1, 2013 through June 6, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 85 days. This is a long-term substitute position funded through the ES Budget.

**ELLEN SADLOCK**, from part-time to full-time Educational Paraprofessional, Early Intervention effective January 14, 2013 as the result of recall. Base salary of HS+30, Step 8, \$20,438 for 189 days of service will be prorated for the remaining 91 days of the 2012-2013 school year. This is a replacement position funded through the MAWA Budget.

**CONNIE SWIFT**, from part-time to full-time Educational Paraprofessional, Capital Area Partial Program effective January 14, 2013. Base salary of HS+30, Step 3, \$16,727 for 189 days of service will be prorated for the remaining 99 days of the 2012/2013 school year. This is a new position funded through the CAPP Budget.

**NICOLE WERTZ**, from long-term substitute teacher to recall to full-time Educational Paraprofessional Floater, Crisis Team effective February 1, 2012. Base salary of HS+30, Step 5, \$17,002 for 189 days of service will be prorated for the remaining 85 days of the 2012/2013 school year. This is a replacement position funded through the Student Services Budget.

**D. CHANGES OF SALARY:**

**PETER FIDGETT**, Social Worker/Home-School Visitor, Pupil Services, change of salary for completion of 60 credits beyond master's degree effective January 2, 2013. New base salary of Masters+60, Step 15, \$81,105 for 205 days of service will be prorated for a total of 103 days.

**E. LEAVES OF ABSENCE:**

**LAUREN MAHONEY**, Secretary, Early Intervention, child-rearing leave of absence effective March 14, 2013 through June 9, 2013. Leave is requested with pay used accumulated sick and personal leave for a total of 14 days and without pay effective April 5, 2013 through June 9, 2013 for a total of 45 days. Leave is requested in accordance with FMLA and CAIU Policies.

**MARY RANNEY**, Teacher, Emotional Support, requesting child-rearing leave of absence effective April 18, 2013 through May 19, 2013. Leave is requested in accordance with FMLA and CAIU Policies.

**F. ISSUANCE OF TENURE:**

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued professional contracts, effective January 24, 2013:

**JULIE DAVIDSON**

# Executive Director's Report

## January 24, 2013

### NEWS

#### ScholarPort

Tuscarora School District will be utilizing ScholarPort the start of the 2013-14 school year. This is the first school district to come on board since our partnership with IU12 in November.

#### iPad Services

Commonwealth Connections Academy recently contracted both professional development and technical services for iPad implementation with their staff and students.

#### AgendaManager

The enhancements for AgendaManager have been moved to the production website over the Holiday break. Users received release notes and what has changed for them specifically. We are continuing to work on the iPad app and performance enhancements.

#### CAIU Preschool

The Bureau of Early Intervention Services released the results of the 2011-12 Family Survey. The CAIU Preschool Program was rated at higher satisfaction levels than the state-wide average in every category. Some categories included were involving families in their child's education, keeping them informed of programs and procedures, helping them access community resources, getting involved with typical peers and their impression of our cultural competency, dependability and honesty.

#### CAIU Speech and Language

The American Speech-Language-Hearing Association (ASHA) has approved the CAIU as a ASHA Approved Continuing Education Provider for another 5 years. Dr. Shelly Chabon, president of ASHA, states that, "We are pleased to welcome Capital Area Intermediate Unit as a continuing ASHA Approved Provider ... their organizational process and courses were reviewed by our experts in continuing education to ensure the highest possible standards are met." Thank you to Ann Bails, program supervisor, for her work in completing the application and meeting the ASHA requirements!

#### House Republican Education Staff

Alicia McDonald, CAIU Director of Student Services and the Executive Directors from Lincoln and Berks IU met with Dave Transue (formerly with Senator Piccola, now Speaker Smith's senior education advisor), Karen Seivard (formerly counsel to Senator Piccola and now senior legal counsel to House Republican leadership) and Kevin Roberts (research assistant for the House republican education committee). The legislators requested the meeting so they could further understand the costs of special education as it relates to Charter Schools.

## **Student Teacher Training**

During the month of January, all college students who will be student teaching in CAIU school districts this semester completed two full days of training provided by CAIU trainers. Approximately 190 student teachers from all of the local colleges/universities participated in the training.

## **RECOGNITION**

### **CAIU Speech/Language Pathologists**

Six CAIU Speech/Language Pathologists will be serving as Cooperating Clinicians for three graduate students from East Stroudsburg, Misericordia, and Bloomsburg Universities. Our staff's commitment to the continuing development of new staff is valued and appreciated; thank you to Rich Marlin, Julie Bristol, Andrea Kimmel, Sharon Kello, Mary Jane Fledderjohn and Meghan Harvey.

## **NOTIFICATION OF ACTIVITIES**

- In keeping with our **External Communication Plan** the CAIU cabinet will be meeting with eight of our school districts' cabinets. So far we have met with members of the Susquehanna Township School District, Mechanicsburg School District and the Shippensburg School District cabinets.
- Cindy Mortzfeldt, Assistant Executive Director and I attended the ***Greenwood School District and the Steelton-Highspire Board of Directors' meetings*** where we presented information on CAIU.
- In complying with Act 141 the Intermediate Unit appointed several members to the **Harrisburg Financial Recovery Advisory Committee**. I am representing the IU on this committee. We had our first meeting this month.
- I attended the **Central Region PAIU Executive Directors meeting** in State College this month.

## **UPCOMING ACTIVITIES**

- **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.