



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 27, 2012** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Shawn Farr, Director of Business and Operations, shared an overview of the CAIU budgets and sources of funding.
- Theresa Kinsinger, Director of Human Resources and Communications, shared that Pennsylvania School Boards Association (PSBA) has conducted a recent salary study on behalf of the CAIU. A final report and recommendations will be shared with the Board at a subsequent Board meeting.
- Len Kapp, Supervisor of Operations and Transportation, is working with a firm to develop specifications for the Enola building HVAC system replacement.
- David Martin, Director of Technology Services, shared that Joan Adams and he have been selected to present AgendaManager at the upcoming Association of Educational Service Agency (AESAs) conference in November. Also, the InfraGard Pittsburgh 2012 Safe Schools Statewide Conference will be held via videoconference with the CAIU serving as one of the four sites.
- Cindy Mortzfeldt, Assistant Executive Director, shared that she attended the annual Title I Neglected & Delinquent (N & D) Leadership Symposium. Across the Commonwealth approximately 25,000 delinquent youth are served annually through various agency programs. The CAIU provides assistance to nine privately operated institutions for delinquent youth. During the 2011-12 school year, approximately 2,500 delinquent youth received services at these institutions. In addition, the CAIU also provides the educational program at the Loysville Youth Development Center, a state operated institution.

Executive Session

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

Public Comment on Agenda Items

- None

Committee Reports

- The CAIU Board Buildings and Grounds Committee met on Monday, September 10, 2012 to review the Lemoyne Office relocation planning and costing out proposal and the Enola Office HVAC system replacement. Mr. Wilbur Wolf provided a summary from the meeting and the committee's recommendations to the Board.

Approved Action Items

- Resignation of Shawn Farr as Board Treasurer
- Appointment of Daren Moran as CAIU Board Treasurer to complete the unexpired portion of Mr. Farr's term

- Minutes from the August 23, 2012 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,981,958.83 in receipts and \$4,666,886.03 in expenditures for August 2012
- Summary of Operations for the 2011-12 fiscal year showing revenues of \$76,515,375.68 and expenses of \$75,461,097.13
- Summary of Operations for 2012-13 as of August 31, 2012 showing revenues of \$5,558,491.22 and expenses of \$4,532,656.54
- 2012-13 Executive Director's Goals
- Budget Administration:
 - Proposed 2012-13 Original Budget – Fiscally Distressed Schools in the amount of \$134,100
- Position Descriptions
 - Second Reading New Position, New Description, On-line Learning Support Administrator
 - Second Reading New Position, New Description, Teacher – On-line Learning
- Policies and Programs
 - First Reading, New Policy – Data Breach Notification
 - CASA Field Trip – October 26, 2012
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the members for their attendance and the input they provided during the meeting. She appreciates their time they provide to 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, October 25, 2012, 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:

SHAWN FARR, Director of Business and Operations effective September 30, 2012. Reason: Accepted position at Carlisle Area School District.

JILL PAE, Educational Paraprofessional, Early Intervention effective September 28, 2012. Reason: Employee is resigning and requested to be moved to the CAIU substitute list.

GLEND A PROKOPICK, Speech/Language Clinician, Early Intervention effective December 14, 2012. Reason: Retirement after more than 14 years of CAIU service.

JERRYANN REGL, Educational Paraprofessional, Early Intervention effective January 4, 2013. Reason: Retirement after more than 10 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

AMBER KELLER, part-time ESL Teacher effective September 10, 2012. To be paid at the rate per hour based on Bachelors, Step 1 for 189 days of service. This is a replacement position funded through the ESL Budget.

ASHLEY MILLER, part-time Cafeteria Worker effective October 1, 2012. This is a replacement position funded through the Cafeteria Budget.

JODEE SPECK, part-time Educational Paraprofessional, Autism Support effective September 4, 2012. To be paid at the rate per hour based on HS, Step 2 for 189 days of service. Employee will be working 5.75 hours per day for a total of 176 days. This is a new position funded through the Autism Support Budget.

CONNIE SWIFT, part-time Educational Paraprofessional, Capital Area Partial Program effective September 5, 2012. To be paid at the rate per hour based on HS+30, Step 3 for 189 days of service. Employee will be working 5.75 hours per day for a total of 175 days. This is a replacement position funded through the CAPP Budget.

GINA YOCUM, part-time Personal Care Assistant, PA Cyber School effective September 24, 2012. To be paid at the rate per hour based on HS+30, Step 9 for 189 days of service. Employee will be working approximately six hours per day. This is a new position funded through PA Cyber School.

C. CHANGES OF SALARY:

DAN KENNEDY, from Web/Graphic Designer to Application Developer II, Technology Services effective October 1, 2012. Change of status/salary is the result of added responsibility due to a resignation within the department. This position is funded through the Application Development Budget.

WENDY RIDGWAY, Inclusion Consultant, Early Intervention, change of salary for presentation of 15 credits beyond Master's Degree retroactive to July 1, 2012. Salary will be based on Masters +15, Step 1 for 189 days of service.

LYNN SHAFER, change of salary due to increase in number of work days for the 2012/2013 school year from 39 to 42 days.

D. CHANGES OF STATUS:

VICKIE ARMSTRONG, from Administrative Assistant to Project Coordinator, Student Services effective September 1, 2012. Change from Non-exempt to Exempt Employee. This is a replacement position funded through the Student Services Budget.

BETHANY BORNAK, long-term substitute Speech/Language Clinician, Early Intervention, extension of long-term substitute contract through the end of the 2012-2013 school year. Base salary of Masters, Step 1 for 189 days of service will be prorated for a total of 170 days. This is a long-term substitute position funded through the MAWA Budget.

LYNN COBB, recall from part-time to full-time status as an Educational Paraprofessional, Emotional Support effective September 4, 2012. Salary will be based on HS+30, Step 1, for 189 days of service prorated for 180 days for the 2012/2013 school year. This is a new position funded through the Emotional Support Budget.

STEPHANIE JOHNSON, from day-to-day to long-term substitute Teacher, Hospital Program effective September 24, 2012 – December 21, 2012. Base salary of Bachelors, Step 2 for 189 days of service will be prorated for a total of 56 days. This is a long-term substitute position funded through the Hospital Budget.

PATRICIA KNOUSE, from 205-day to 260-day employee as a Secretary, Student Services effective October 1, 2012. To be paid at the Range 4 rate. The change is necessary to pick up partial assignment of staff that resigned and are not being replaced. The position is being funded through the Hill Top Budget.

ARIAN MONASMITH, from Teacher, Deaf/Hard of Hearing Support to Online Learning Support Administrator, Capital Area Online Learning Association effective November 19, 2012. Employee can be held for up to 60 days as per CBA. This is a replacement position funded through the CAOLA Budget.

CAROLYN PRICE, from 205-day to 260-day employee as a Secretary, Student Services effective October 1, 2012. To be paid at the Range 4 rate. The change is necessary to pick up partial assignment of staff that resigned and are not being replaced. The position is being funded through the Hill Top Budget.

KATHLEEN WEBER, recall from part-time to full-time status as an Educational Paraprofessional, Early Intervention effective September 10, 2012. Salary will be based on HS+30, Step 1 for 189 days of service, prorated for a total of 158 days. This is a replacement position funded through the MAWA Budget.

RIMA WILSON, from part-time Educational Paraprofessional, Early Intervention to full-time, long-term substitute Inclusion Consultant, Early Intervention effective September 17, 2012 through June 7, 2013. This is a new position funded through a MAWA grant.

Executive Director's Report

September 27, 2012

NEWS

Feedback about Loysville Youth Development Center (LYDC)

Former Montgomery County prosecutor and current Court of Common Pleas Judge Wendy Demchick-Alloy visited LYDC. She was very impressed with the treatment program but most important to her was the level of interaction between the staff and students. She commented that she could not believe the difference in a resident from the time she sent him to LYDC to the time he returned to the community. Thanks to the staff for your professionalism and ability to communicate exactly what we do with the kids we serve.

(The CAIU provides the educational program at the Loysville Youth Development Center. LYDC provides programming for adjudicated delinquent males. Specific programs are available to address children with serious emotional disturbance, with lower cognitive functioning, with serious substance abuse issues along with those who have more serious violent delinquent histories that require a secure environment. LYDC is funded through the Department of Public Welfare).

Supporting Districts through Monitoring

In order to support districts through the special education compliance monitoring process, the CAIU has identified a consultant who will be available for three days, free of charge, to each district on the monitoring schedule.

CAIU Partners with Messiah College to Provide Unique Classroom Experience

The Capital Area Intermediate Unit is excited to be partnering with Messiah College to offer a course to Messiah seniors who are working to become dual certified in Early Intervention (EI) and Special Education. Through this partnership, 10 Messiah students spend every Tuesday and Thursday morning in different IU classrooms, from EI to Elementary partial program (CAPP), emotional support (ES), and diagnostic classes. For six weeks, our staff will also provide one-hour seminars on Thursday afternoons on topics such as engineering the classroom for communication, behavior interventions and level systems, autism schedules and structures, Occupational Therapy (OT) and sensory integration, animal assisted therapy, and deaf/hard of hearing and vision. This partnership provides Messiah students the opportunity to work with young students in a more supportive setting than the typical classroom in a regular elementary setting.

Safe Schools

The InfraGard Pittsburgh 2012 Safe Schools Statewide Conference will be held at four sites across Pennsylvania, via interactive videoconference, on October 24, 2012. The CAIU is serving as one of the four sites. The conference will provide presentations and an interactive forum, which focuses on Anti-Bullying Awareness and Cyber Security. Presentations will be provided by: Federal Bureau of Investigation (FBI), Pennsylvania Governor's Office, Pennsylvania Department of the Auditor General, Pennsylvania Office of the Attorney General, Pennsylvania State Police, WQED Multimedia, Community Matters, Curriculum Engineers, Documentary Producers and more. ***The CAIU is happy to announce that Governor Corbett, Attorney General Linda Kelly, and Corporal Thomas Tarsavage will be speaking live at the Capital Area Intermediate Unit on October 24.***

AgendaManager

- Eastern Lancaster County School District is the newest district to choose AgendaManager as their paperless meeting solution.

- Joan Adams and David Martin have been selected to present ***AgendaManager: The Innovative Method to Inform Your Stakeholders*** at the upcoming Association of Educational Service Agency (AESA) conference in November.

RECOGNITION

- An article written by Holly Brzycki was published in the September issue of PA Administrator magazine. This is the publication of the PA Association of Elementary and Secondary School Principals. The title of her article is: "Growing a Hybrid Teacher: Supporting Face to Face and Online Instruction".
- Jason Conway, Curriculum Specialist, will be presenting at the National Learning Forward (formerly known as the National Staff Development Council) conference in December. The focus for his presentation will be on Increasing Student Engagement.

NOTIFICATION OF ACTIVITIES

- Met with Justin Bruhn, new administrative director of Cumberland-Perry Area Vo-Tech (CPAVTS). I will be assisting Justin in adjusting to his new role at the Vo-tech.
- Participated in the Equity of Opportunity Committee of Pennsylvania Association of Intermediate Units (PAIU). I have been a member of this committee since its inception last year. The committee recommends methods to equitably distribute PDE funds throughout the 29 IUs.
- Attended Harrisburg's Chamber of Commerce Education and Business Partnership Committee. Amy Morton presented the members with an update on the Opportunity Scholarship Tax Credit Program formally known as EITC 2.0.
- Attended the Central PAIU meeting in State College. This meeting is comprised of Executive Directors from seven IUs from Bedford to Lancaster. The discussion focused on the many different methods IUs use to cover general operating expenses
- Met with Steelton-Highspire superintendent, assistant superintendent and their solicitors to discuss payment of outstanding bill
- Met with Paul Lazero, representative from Smart Schools to see if there were ways we could work together in meeting the needs of our districts
- Held full day retreat with Cabinet members to discuss alternative funding methods for general operating budget
- Cindy Mortzfeldt, Assistant Executive Director, and I visited almost all of our beginning-of-the-year program meetings. This gave us an opportunity to welcome the teachers back for a new school year. The All Staff Day will be October 8, 2012 at the Dauphin County Vo-Tech.

UPCOMING ACTIVITIES

- **October 8, 2012 - CAIU All Staff Day**
- **October 14-16 – School Age Special Education Services Program Review-** We will be working with PA Association of Pupil Services Administrators (PAPSA) to have them come on-site to conduct a program review of our school-age special education services. There will be a 5-6 person team on-site
- **October 16, 2012 - CAIU Champions for Children Fundraiser** - Champions for Children will be participating in Boscov's Friends Helping Friends Day on October 16, 2012 from 9:00am-9:00pm at all participating Harrisburg area Boscov's stores. Tickets are \$5 and include a 25% discount shopping pass, refreshments, and a chance to win great door prizes including a flat screen TV, a diamond pendant, and a \$500 shopping spree! 100% of the proceeds go to Champions for Children. Tickets to this event are available at the CAIU Enola Front Desk, the HR/Business Lemoyne Office and Hill Top Academy.
- **October 24, 2012 - InfraGard Pittsburgh 2012 Safe Schools Statewide Conference**