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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **October 25, 2012** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- Len Kapp, Supervisor of Operations and Transportation, requested Board approval during the Regular Meeting to go out to bid for the Enola office building HVAC system replacement. The bid results along with the administrative recommendations should be available in December.
- Theresa Kinsinger, Director of Business, Human Resources and Communications, reported that PA Department of Education is requiring updating of mandated reporting forms. We are currently working with our staff to have all forms completed and back into Human Resources before the Holiday break.
- Dave Martin, Director of Technology Services, reported on the following:
  - 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. The goal of the Summit is to bring together iPad leaders and integrators from across the state to identify emerging best practices and exciting new directions for implementing iPads seamlessly and transparently in classrooms.
  - The Cumberland/Perry Human Services 24<sup>th</sup> Annual School Meeting was held at Central Penn College Conference Center on September 27, 2012. Jill Neuhard and Cheryl Capozzoli presented a session titled, "Knowing Your Digital Footprint." This session covered how a digital footprint occurs and how one manages digital footprints, proper online ethics, appropriate professional use of the internet and a glimpse of social networking sites that use digital footprints. Numerous attendees mentioned that the session was extremely interesting and helpful.
  - The InfraGard Pittsburgh 2012 Safe Schools Statewide Conference was held at the CAIU yesterday. This was a videoconference on Safe Schools and Cyberbullying. The FBI, Homeland Security and Governor Corbett were present.
- Daren Moran, Business Manager, reported on the following:
  - Currently going through the 2011-12 audit. Looks like a clean audit report and will be presented to the board in November.
  - Working on the Annual Financial Report (AFR) for the CAIU. The report is due this month.
  - Starting the 2013-14 General Operating Budget Process.
- Dr. Mary Jane Gales, Executive Director reported on the following:
  - The local superintendents are currently in Annapolis for a Leadership Conference. Amy Morton provided an update from PDE. The CAIU Curriculum Services team is providing training to superintendents. This will be a great opportunity for Superintendents to get an "executive level" overview of many of the new initiatives coming out of the state and federal departments of education.
  - The CASA charter school application will be presented to Harrisburg school district in November for approval.

- As we focus on bullying among young people this month, Mrs. Janis Macut shared her recommendation to read the book *Wonder*, written by R. J. Palacio. It is a very powerful book that teachers and students are reading and embracing. Dr. Gales will share this recommendation with our staff and the superintendents.

### **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 Finance and Budget Committee met on Wednesday, October 10, 2012 to review the Enola Office HVAC system replacement project and 2013-14 General Operating budget preparation process.

### **Approved Action Items**

- Minutes from the September 27, 2012 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,426,111.77 in receipts and \$5,042,208.47 in expenditures for September 2012
- Summary of Operations for 2012-13 as of September 30, 2012 showing revenues of \$12,596,023.61 and expenses of \$9,624,104.18
- Budget Administration:
  - Proposed 2012-13 Original Budget – Preschool Inclusion Grant in the amount of \$70,000
- Other Fiscal Matters
  - 2012-13 Special Education Contract Summary – approval of contract for Williams Valley School District and Susquehanna Township School District
  - Enola Office Heating/Ventilation and Air Conditioning (HVAC) System Replacement – Authorization to Bid
- Position Descriptions
  - First Reading, New Position, New Description, Human Resources Generalist
- Policies and Programs
  - Second Reading, New Policy – Data Breach Notification
- Personnel Items – see attached report

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

- See attached written report.

### **President's Report**

- Mrs. Rice thanked the board members for their attendance.

### **Information Items**

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

### **Public Comment on Items Not Specific to the Agenda**

- None

**NEXT MEETING: Thursday, November 15, 2012, 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:**

**KRISTEN ANGSTADT**, Supervisor, Pupil Services effective December 31, 2012. Reason: Retirement after more than 34 years of CAIU service.

**KIMARIE BROWN**, Educational Paraprofessional, Emotional Support effective November 2, 2012. Reason: Accepted a position as a Behavior Specialist Consultant with an outside agency.

**TRACEY JACKSON**, part-time Educational Paraprofessional, Early Intervention effective February 2, 2013. Reason: Returning to the day-to-day substitute list.

**CINDY MELLOTT**, LPN, Pupil Personnel effective October 26, 2012. Reason: Personal.

**IRENE VANBUSKIRK**, Teacher, Loysville Youth Detention Center effective January 2, 2013. Reason: Retirement after more than two years of CAIU service.

**JoANN WHITMOYER**, Teacher, Early Intervention effective January 11, 2013. Reason: Retirement after more than 23 years of CAIU service.

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

**JOHN EDLER**, part-time Educational Paraprofessional, Early Intervention effective October 15, 2012. To be paid at the rate per hour based on HS+30, Step 1 for 189 days of service. This is a replacement position funded by the MAWA Budget.

**BONNIE HEISLER**, part-time Educational Paraprofessional, Early Intervention effective October 22, 2012. To be paid at the rate per hour based on HS+30, Step 10 for 189 days of service. This is a replacement position funded by the MAWA Budget.

**The following individuals are recommended for employment as day-to-day substitute teachers for the 2012/2013 school year:**

**GERARD BARRETT  
JOAN BENSON  
GLENDA BIXLER  
MARTHA BLACK  
SAMUEL BROWN  
JACK CONNOLLY  
VIRGINIA COOPER  
MARNA COX  
MARY DAVISON  
PATRICIA DOWLING  
LEAH EASTERDAY  
SHANNON ELLISON  
JENNIFER FASICK  
BETH ANN FENICE  
TONYA FOLTZ  
VALARIE FRANCIS  
SARA FRENTZ  
STUART GARNER  
TIMOTHY GEHRON**

**JESSICA GINGRICH  
DAVID GOTTLIEB  
JAN GOUGH  
JENNY GREENE  
GINA HARTWIG  
LISA HAYWOOD  
JULIE HEISEY  
KEVIN HOLMES  
DWIGHT HOWARD  
JULIE HURST  
WENDY JESSEP  
STEPHANIE JOHNSON  
KAREN JOHNSTON  
MARIA KATULIS  
HARRY KELSO  
SHARON LEHMAN  
BETHANY LEPLEY  
BARBARA MAFFETT  
MARIANNE McKENNA**

MITZI McKENZIE  
COLLEEN MOLL  
LYNN OLIVER  
JAMES PARODA  
KATHRYN PERTA  
ANNE RAMELL  
CAROLYN RILEY  
ANITA SAMPLES  
GARY SAYERS  
LEONA SCHENCK  
KARA SCHMIDT  
MATTHEW SEAGRIST

JUSTIN SENTZ  
DARLENE SHEAFFER  
ALEXANDER SHINE  
JANE SKAARE  
KAREN SNYDER  
ANNA SOBIESKI  
DIANE STAZ  
KIMQUI TRAN  
KARIN TRAVITZ  
CAROLYN TRUCHON  
SUSAN WAY  
BENJAMIN WITMER

The following individuals are recommended for employment as day-to-day substitute paraeducators for the 2012/2013 school year:

MICHELLE BISHOP  
LINDA CLEMENTE  
MARY COFFMAN  
CONNIE COOPER  
JANEANE LINDENFELSER  
MILTON LOYER  
GEORGEANN MAGUIRE  
JENNIFER McWILLIAMS  
MARYANN MERCER

KELSEY MOLL  
CARL MYERS  
JILL PAE  
JEANETTE PARR  
PATRICIA RAKER  
JENNIE ROCKEY  
CONNIE ROSSI  
THOMAS SMITH  
ZACHARY WEYHENMEYER

**C. CHANGES OF SALARY:**

**DANIELLE DAVIS**, Teacher, Emotional Support, change of salary for completion of 30 credits beyond Master's effective for the 2012/2013 school year. Salary will be based on Masters +30, Step 6 for 189 days of service. This position is funded through the Emotional Support Budget.

**ASHLEY SCHAEFFER**, Accountant, Business/HR/Communications, change of salary to align position with other staff accountant retroactive to July 1, 2012. Daily rate has been set for 260 days of service. This position is funded through the General Operating Budget.

**D. CHANGES OF STATUS:**

**THERESA KINSINGER**, from Director of HR and Communications to Director of Business/HR/ Communications effective October 1, 2012. Change of status results in a change of salary for assuming more responsibility/overseeing business matters as a result of the Director of Business and Operations resigning and not being replaced. Base salary will be prorated for a total of 195 days. This position is funded through the General Operating Budget.

**KATHRYN LYTER**, part-time school-age Educational Paraprofessional, Hospital Program, recalled to full-time Educational Paraprofessional, Early Intervention effective October 22, 2012. Base salary of HS+30, Step 3 for 189 days of service will be prorated for the remaining 110 days of the 2012/2013 preschool calendar. This is a replacement position funded by the MAWA Budget.

**DAREN MORAN**, from Supervisor, Business and Operations to Business Manager, Business/HR/ Communications effective October 1, 2012. Change of status results in a

change of salary for assuming more responsibility/overseeing business matters as a result of the Director of Business and Operations resigning and not being replaced. Base salary per day will be prorated for a total of 195 days. This position is funded through the General Operating Budget.

**KATHY SMITH**, from part-time Program Secretary to full-time Access Secretary, Student Services effective October 1, 2012. Employee will be working 52 days on a part-time schedule and 195 days a full-time schedule for a total of 247 days. This is a replacement position funded through the Access Budget.

**NICOLE WERTZ**, from part-time Educational Paraprofessional Floater to full-time long-term substitute Teacher, Emotional Support effective October 18 through December 21, 2012. Base salary of Bachelors, Step 1 for 189 days of service will be prorated for a total of 44 days. Employee will return to part-time EPP Floater position when long-term assignment ends. This is a long-term substitute position funded by the Emotional Support Budget.

#### **E. LEAVES OF ABSENCE:**

**CHRISTINE BERTSCH**, Guidance Counselor, Aid to Non-Public School Services, child-rearing leave of absence effective October 5, 2012 through the end of the 2012/2013 school year. Leave is requested with pay effective October 5, 2012 – November 15, 2012 for a total of 30 days using accumulated sick leave and without pay for the remainder of the leave. Leave is requested in accordance with FMLA and CAIU Policies.

**LINDSEY BINKLE**, Teacher, Deaf/Hard of Hearing Support, requesting child-rearing leave of absence effective December 12, 2012 through February 15, 2013. Leave is requested with pay using accumulated sick leave December 12, 2012 through January 17, 2013 and without pay January 18 through February 15, 2013 for a total of 20 days. Leave is requested in accordance with CAIU and FMLA Policies.

**EMILY BOLLING**, Guidance Counselor, Aid to Non-Public School Services, child-rearing leave of absence effective August 24 through November 2, 2012. Leave is requested with pay August 24 through October 5, 2012 for a total of 30 days using accumulated sick leave and without pay effective October 8 through November 2, 2012 for a total of 20 days. Leave is requested in accordance with FMLA and CAIU Policies.

**KATIE KLOPP**, Teacher, Early Intervention, child-rearing leave of absence effective August 27 through October 5, 2012. Leave is requested with pay using accumulated sick and personal leave for a total of 14 days and without pay for the remainder of the leave for a total of 15 days. Leave is requested in accordance with FMLA and CAIU Policies.

## Executive Director's Report

October 25, 2012

### NEWS

#### **CAIU iPad Summit**

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. The goal of the Summit is to bring together iPad leaders and integrators from across the state to identify emerging best practices and exciting new directions for implementing iPads seamlessly and transparently in classrooms.

#### **Cumberland/Perry Human Services 24<sup>th</sup> Annual School Meeting**

The Cumberland/Perry Human Services 24<sup>th</sup> Annual School Meeting was held at Central Penn College Conference Center on September 27, 2012. Jill Neuhard and Cheryl Capozzoli presented a session titled, "Knowing Your Digital Footprint." Marketing companies use digital footprints to identify online purchases in order to have targeted advertisements appear on webpages. This session covered how a digital footprint occurs and how one manages digital footprints, proper online ethics, appropriate professional use of the internet and a glimpse of social networking sites that use digital footprints. Numerous attendees mentioned that the session was extremely interesting and helpful.

#### **ScholarPort**

Technology Services presented ScholarPort to the Lincoln Intermediate Unit's Curriculum and Technology Advisory Councils on September 28 and October 10, 2012, respectively. Lincoln Intermediate Unit is interested in partnering with CAIU to bring ScholarPort to their teachers through a train-the-trainer model.

#### **Educator Effectiveness Training**

##### ***Teachers***

Pennsylvania's new teacher evaluation system goes into effect for all school districts beginning in the fall of 2013. CAIU Curriculum Specialists Cheryl Rudawski and Nancy Neusbaum have continued to offer workshops for both teachers and administrators on how this new system will be implemented. Many schools within the CAIU region have begun the implementation process and are piloting it with small groups of teachers.

##### ***Administrators***

Pennsylvania's new principal evaluation system goes into effect for all building principals and assistant principals in the fall of 2014. CAIU Curriculum Specialists Cheryl Rudawski and Nancy Neusbaum have been working with the PA Department of Education on the implementation of this new model. Superintendents will receive information about the new evaluation process at their fall conference on October 24, 2012. Trainings will be held at CAIU during the months of December and January to train those administrators who are responsible for evaluating building principals.

#### **Fall Superintendent Conference – October 23 – 25, 2012**

The Curriculum Services team is providing training to superintendents during their fall superintendents' conference. This will be a great opportunity for Superintendents to get an "executive level" overview of many of the new initiatives coming out of the state and federal departments of education. The topics include:

- ***Educator Effectiveness*** presented by Cheryl Rudawski
- ***Comprehensive Planning*** presented by Dr. Jason Conway

- **Data Tools** presented by Nancy Neusbaum
- **Classroom Diagnostic Tool** presented by Brian Griffith
- **Striving Readers – Comprehensive Literacy Plan** presented by Karen Ruddle
- **Transition to Common Core Standards** presented by Nancy Neusbaum
- **Instructional Coaching Resources** presented by Nancy Neusbaum

### **Capital Area Online Learning Association (CAOLA)**

CAOLA is off to a great start this year. We have added new middle school courses and a new Learning Management System called Genius. Enrollments have more than doubled this year as compared to this same time last year. As of the beginning of October, CAOLA now has a total of 1,250 students. Of those, 631 students are enrolled as full-time cyber students.

### **Communication/Marketing Plan**

We will be working with Anne Burkley, a Communications Contractor, over the next several months to begin looking at our communications plan and to look ahead at designing our strategic and marketing plan. Anne's expertise focuses on marketing and includes social media and campaign design.

### **Wellness Grant**

More than 100 CAIU employees took advantage of a wellness grant through the Southcentral Trust to receive flu shots for \$5.00.

### **Mandated Reporting**

PA Department of Education is requiring updating of mandated reporting forms. We are currently working with our staff to have all forms completed and back into Human Resources before the Holiday break.

### **National Association of Social Workers Conference**

CAIU social workers, **Tracy Geist and Peter Fidgett**, presented in October at the National Association of Social Workers Conference in Philadelphia. Tracy presented on *Conceptual Framework for Animal Assisted Therapy* and Peter presented on *Effective Social Work in Pennsylvania Schools – Inside and Outside the School System*.

## **NOTIFICATION OF ACTIVITIES**

- Attended an excellent presentation by Dr. Dan Domenech, Executive Director of American Association of School Administrators (AASA) and Jim Buckheit, Executive Director of Pennsylvania Association of School Administrators (PASA) on the excellent progress students are making both in the nation and Pennsylvania. Please refer to CAIU website to see excerpts from the presentation. This information was presented to our entire staff at the All Staff Day. Each staff member was encouraged to share this information with at least one other person.
- Attended PAIU's monthly meeting at PDE where we met with Secretary Tomalis, Amy Morton, Dr. Carolyn Dumaresq and Dr. Michele Sellitto to hear about events happening at the state level. In particular they discussed the impact of the PSSA cheating scandal and the PA Academic Profile that is scheduled to be released in December.
- Met with Capital Region Partnership for Career Development to discuss mentoring programs for the students
- Attended Shippensburg University Study Council presentation on school law cases that may impact the CAIU and our districts

- Presented information concerning CAIU at the Harrisburg Area School District 's board meeting this month
- Attended various workshops and educational sessions at the PASA-PSBA Leadership Conference in Hershey

### **UPCOMING ACTIVITIES**

- **October 24, 2012** - InfraGard Pittsburgh 2012 Safe Schools Statewide Conference
- **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