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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **August 23, 2012** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- Alicia McDonald, Director of Student Services, shared that the 2011-12 Special Education Services reconciliation process has been completed.
- David Martin, Director of Technology, shared that the iPad Pilot project has kicked off with twenty-four second grade teachers from nineteen regional school districts.
- Theresa Kinsinger, Director of Human Resources and Communications, shared that the CAIU employee application process is done on-line.
- Cindy Mortzfeldt, Assistant Executive Director, reported on the summer tutoring program that was offered to students attending nonpublic schools in the CAIU region.
- Len Kapp, Supervisor of Operations and Transportation, reported that the acoustic remediation of the cafeteria/multi-purpose room at Hill Top Academy is complete.
- Dr. Gales reported that the CAIU All-Staff Day will be held on October 8 at the Dauphin County Technical School.

## 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 is scheduled to meet on Monday, September 10, 2012 to review the Lemoyne Office relocation planning and costing out proposal and the Enola Office HVAC system replacement.

## Approved Action Items

- Minutes from the July 26, 2012 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,832,768.28 in receipts and \$5,224,160.68 in expenditures for July 2012
- Summary of Operations for the 2011-12 fiscal year showing revenues of \$71,650,170.43 and expenses of \$72,293,260.54
- Summary of Operations for July 2012 showing revenues of \$2,600,562.93 and expenses of \$2,499,087.45
- Budget Administration:
  - Proposed 2012-13 Original Budget – Lancaster Lebanon IU – Pennsylvania Training & Technical Assistance Network (LLIU-PATTAN) Subcontract in the amount of \$67,713

- Other Fiscal Matters
  - Revised 2012-13 Cafeteria Rates
  - 2012-13 Special Education Service Contract Summary: Carlisle Area School District, Greenwood School District and Sylvan Heights Science Charter School
- Personnel Items – see attached report
- Position Descriptions
  - Second Reading Existing Position, Revised Description, Program & Data Coordinator – Education Leading to Employment & Career Training (ELECT)/ Early Fatherhood Initiative (EFI) Grant
  - Second Reading Existing Position, New Description, Supervisor, Preschool Early Intervention
  - First Reading New Position, New Description, On-line Learning Support Administrator
  - First Reading New Position, New Description, Teacher – On-line Learning

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

- See attached written report.

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

- Mrs. Rice appreciates the attendance of the board members today.

#### **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, September 27, 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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### **RESIGNATIONS:**

**JAIME AUCHEY**, Program Assistant, On-line Learning effective August 29, 2012. Reason: Accepted position with Edison Learning.

**JOSHUA BAUGHER**, Sign Language Interpreter, Deaf/Hard of Hearing Support effective August 20, 2012. Reason: Accepted position at Mechanicsburg School District.

**LEE CICHANOWICZ**, Application Development Manager, Technology Services effective September 4, 2012. Reason: Personal.

**TAMI DRESHER**, part-time floater Educational Paraprofessional, Student Services effective August 21, 2012. Reason: Seeking full-time employment.

**JANE BELLINGER**, Educational Consultant, Vision Program effective October 4, 2012. Reason: Retirement after 22 years of CAIU service.

**LYNNE IMMELL**, Teacher, Emotional Support effective August 8, 2012. Reason: Retirement after more than 10 years of CAIU service.

**KODY LEITZEL**, Technology Support Specialist, Technology Services effective August 20, 2012. Reason: Personal.

**JANICE SCHAFFER**, part-time cafeteria worker, Business and Operations effective August 6, 2012. Reason: Seeking full-time employment.

**KARA THOMAS**, Access Secretary, Student Services effective August 17, 2012. Reason: Personal.

**KAREN TURNER**, Educational Paraprofessional, Autism Support effective June 6, 2012. Reason: Retirement after 10 years of CAIU service.

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

**KEVIN FATHERREE**, Teacher, Bridgescape effective October 10, 2012. Salary will be based on Bachelors, Step 4 and will be prorated for the remaining days of the 2012-2013 school year. Days will be determined when release is obtained from current employer. This is a new position funded through Bridgescape.

**SARAH MORTZFELDT**, Secretary, Administration effective August 27, 2012. To be paid at the Range 4 rate, working 7.5 hours per day, prorated for a total of 220 days through June 30, 2013. This is a replacement position funded through the Special Projects/Capital Area Online Learning Association (CAOLA) Budgets.

**SAM PASCUCCI**, Application Support Specialist, Technology Services effective September 4, 2012. To be paid at the Range 2 rate, working 7.5 hours per day, prorated for a total of 214 days through June 30, 2013. This is a replacement position funded through the Technology/Entrepreneurial Budget.

**WENDY SHAVER**, Teacher, Bridgescape effective August 27, 2012. Salary will be based on Masters, Step 7 for 189 days of service. This is a new position funded through Bridgescape.

### **CHANGES OF STATUS:**

**DANIELLE DAVIS**, Teacher, Emotional Support/Dual Diagnostic from furlough to recall to active status effective August 21, 2012. Salary will be based on Masters, Step 6 for 189 days of service. This position is funded by the Emotional Support (ES) Budget.

**TRACEY JACKSON**, from day-to-day substitute "Guest Teacher" to regular part-time Personal Care Assistant, Early Intervention effective August 20, 2012. To be paid at the rate per hour based on HS+30, Step 4. This is a new position funded through the Mutually Agreed Upon Written Arrangement (MAWA) Budget.

**HEATHER SPICER**, Educational Paraprofessional, Early Intervention from active to "planned furlough" as per Memorandum of Understanding (MOU) effective August 3, 2012.

**ANDREA SULLIVAN**, recall from furlough to part-time Social Worker, ELECT/EFI effective August 1, 2012. To be paid at an hourly rate based on Masters, Step 13 for 189 days of service. This position is funded by the ELECT/EFI Budget.

**JEANNINE UHLER**, Physical Therapist, change of status from full-time to part-time effective July 1, 2012. Base salary of Masters, Step 10 for 189 days of service will be prorated for a total of 152 days. This position is funded by the Occupational Therapy (OT)/Physical Therapy (PT) Budget.

# Executive Director's Report

## August 23, 2012

### NEWS

#### **ScholarPort**

CAIU had preliminary discussions with Lincoln Intermediate Unit (IU 12) regarding a potential ScholarPort partnership. A train-the-trainer model was presented, along with a revenue-share model. A face to face meeting was conducted by Jill Neuhard from the CAIU with Ann Johnston, Lori Stollar, and LeeAnn Zeroth from IU 12. We are currently awaiting approval from IU 12's Executive Director, Dr. Michael Thew, to move ahead with the partnership.

#### **iPad Pilot Project**

The iPad Pilot Project kicked off on Tuesday, August 14, with twenty-four second grade teachers from nineteen regional school districts. The iPad wikispace has been updated (<http://caiuiPadpilot.wiki.caiu.org/Home>) to collaborate and share resources for the 2012-2013 professional development days scheduled on August 14, October 17, January 9, March 20, and May 22.

In addition, Annville Cleona signed an agreement to receive a comprehensive professional development package for the 2012-2013 academic year. The agreement includes six half-days of on-site professional development for their entire staff, along with one half-day of technical training for their technical staff.

#### **Summer Tutoring Program**

During the months of June, July, and August, nine Aid to Nonpublic Schools (ANPS) Reading Specialists offered summer tutoring to students attending nonpublic schools in the CAIU region. The Summer Tutoring Program was federally funded with Title I dollars and targeted students from kindergarten to third grade who received Title I Remedial Reading Services during the 2011-12 School Year. Students were invited to attend two 50 minute tutoring sessions each week for 8 weeks. More than 30 students residing in Central Dauphin, Harrisburg, Steelton-Highspire, and Susquehanna Township school districts participated.

#### **Acoustic Remediation**

The acoustic remediation of the cafeteria/multi-purpose room at Hill Top Academy is scheduled to start the week of August 13, 2012, and be completed in less than two weeks.

#### **HVAC Update**

The CAIU has received a report from the consultant engaged to study the heating/ventilation/and air conditioning (HVAC) system in the Enola Building and make recommendations. A meeting of the Buildings and Grounds Committee of the CAIU Board will be scheduled as soon as September to review and discuss the report.

#### **Capital Region Partnership for Career Development (CRPCD)**

For the past two years, the CRPCD had contracted with the CAIU to provide the essential supervisory and program coordination services. Now, as the Partnership has matured, Mike Berk was hired as the fulltime executive director. This enables the Partnership to fundraise more effectively, which will benefit the member districts by keeping their membership fees as low as

possible. The CAIU remains engaged with the Partnership's new executive director to ensure the same high quality of career development services to its member districts.

### **Hybrid Learning Professional Development Services**

For the last 13 months, the CAIU has been engaged with various organizations in a pilot project to bring hybrid learning to our region. Due to a lack of a quality, comprehensive, hybrid learning professional development solution, the CAIU partnered with Harrisburg University of Science and Technology to develop a training package. After consulting with national experts in this field, we have validated the market for this training. The Center for Advanced School Teaching and Learning (CASTL), a nonprofit organization is in the process of being developed to market this training package to educational agencies nationwide. The new organization will designate a portion of its excess revenue each year to educational programs in our region.

### **New Employee Orientation**

On Thursday, August 2, 2012, we held our new employee orientation for the 2012-2013 school year. The CAIU was successful in hiring a total of five (5) new speech professionals for both our school age and EI programs. With these new hires, we will no longer need to employ retirees back on an emergency basis from PSERS.

### **Transition to Kindergarten**

Our preschool/early intervention staff has worked with the local school districts to support approximately 550 children and families in the transition to kindergarten.

### **Partnering with Messiah College**

We are partnering with Messiah College to provide a location for on-site coursework, training and field experiences across classrooms in our Preschool/Early Intervention, Autism, Capital Area Partial Program (CAPP), and Emotional Support programs. For the fall semester, 10 students will have a structured range of experiences and learning opportunities across CAIU district-based, preschool, and Hill Top Academy classes.

### **Addressing Culturally and Linguistically Diverse Learners**

We are offering a professional development session, Addressing Culturally and Linguistically Diverse Learners, following the September Special Education Advisory Council (SEAC) meeting, to district administrators or staff. The presenter is Dr. Almitra L. Berry and the session is sponsored by McGraw-Hill.

## **RECOGNITION**

- An article written by **Holly Brzycki** will be 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".

## **NOTIFICATION OF ACTIVITIES**

- Met with Barbara Layne, new CAIU board member from Middletown School District
- Met with Kevin Lacey, Administrative Director Dauphin County Vo-Tech, to discuss personnel issue
- Met with Kent Smith, newly appointed Superintendent at Susquenita School District
- Met with Dr. Lori Suski, newly appointed Superintendent at Middletown School District

- Met with Dr. Sybil Knight Burney, Superintendent of Harrisburg School District, to discuss the Bridgescape program
- Attended Early Intervention End-of-Year and Graduation ceremonies at Carroll Elementary School
- Met with representative from Pennsylvania Association of School Administrators (PASA) to discuss Regional Women's PASA Conference
- Had discussion with owners of Hill Top property and potential sublease
- Met with representative from Dellicker Strategies to discuss continued partnership in PA Hybrid Learning Initiative
- Attended PASA's Women's Caucus Board meeting
- Attended Harrisburg Regional Chamber of Commerce Education and Business Partnership committee meeting

### **UPCOMING ACTIVITIES**

- CAIU All Staff Day – **October 8, 2012**
- 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 14-16**