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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **January 26, 2012** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## **Reports/Updates**

- Mrs. Jean Rice welcomed several new CAIU Board Members: Mr. Robert Barr, Carlisle Area SD, Mr. Matthew McGuire, Newport SD, Mrs. Judith Quigley, Mechanicsburg Area SD, Mrs. Donna Rode, Halifax Area SD, Mrs. Ellen Sheffey, Derry Township SD, and Mr. J. Bruce Walter, Millersburg Area SD.
- January is Board Recognition Month. Dr. Mary Jane Gales, Executive Director, thanked the members for volunteering to serve on the CAIU Board. A contribution was made to the Champions for Children Foundation in recognition of the CAIU Board members.
- Mrs. Jean Rice shared the revised CAIU Board Committees.
- Brian Griffith, Director of Curriculum Services, provided an update on the Capital Area School for the Arts (CASA). Shawn Farr, Director of Business and Operations, shared the deficit information and reviewed a recommendation on how to cover the accumulated loss relating to the CASA program. The CASA Strategic Planning Committee will reconvene in February to continue discussion about the future operations for CASA.

## **Executive Session**

- The Board met in executive session to discuss matters related to personnel.

## **Public Comment on Agenda Items**

- None

## **Committee Report(s)**

- None

## **Approved Action Items**

- Election of new Board Members to fill unexpired terms:
  - Ms. Arlene Burno, Harrisburg SD to fill unexpired term beginning January 26, 2012, and ending June 30, 2013.
  - Mrs. Donna Rode, Halifax Area SD to fill unexpired term beginning January 26, 2012, and ending June 30, 2013.
  - Mrs. Ellen Sheffey, Derry Township SD to fill unexpired term beginning January 26, 2012, and ending June 30, 2012.
- Minutes from the December 15, 2011, CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,836,938.86 in receipts and \$5,279,709.39 in expenditures for December 2011
- Summary of Operations for the 2011-12 fiscal year showing revenues of \$35,038,086.08 and expenses of \$28,364,630.40
- Budget Administration:

- Proposed 2012-13 Budget - General Operating (2<sup>nd</sup> Reading – Final Approval)
- Other Fiscal Matters
  - Independent Audit Report for the Fiscal Year Ended June 30, 2011
  - CAIU Management Response to Audit Management Letter for 2010-11
  - General Fund Balance Analysis for 2011-12 and 2012-13
  - Process for Enola Facility HVAC Controls & Air Handler Coils Replacement
  - Transfer from General Fund Balance to Cover Accumulated Deficit of CASA Program
- Personnel Items – see attached report
- Policies and Programs
  - First Reading Revised Policy #314 – Physician Examination – Administrative
  - First Reading Revised Policy #414 – Physician Examination – Professional
  - First Reading Revised Policy #514 – Physical Examination – Classified
  - First Reading New Policy #818 – Contracted Services

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

- See attached written report.

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

- Mrs. Rice thanked the Board members for their service. She appreciates the effort of each member to get out to the meetings.
- There will be a Board Seminar held on Tuesday, January 31, 2012, beginning at 6:30 p.m. in the Board Room. A light dinner will be served.

#### **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, February 23, 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:**

**KEVIN HOLMES**, Educational Paraprofessional, Early Intervention effective January 17, 2012. Reason: Retirement after 8 years of CAIU employment.

**DEBORAH MOYER**, Speech/Language Clinician, School-age program effective February 6, 2012. Reason: Personal.

**MARTHA MUTTERSPAUGH**, part-time floater Educational Paraprofessional effective January 11, 2012. Reason: Accepted full-time employment outside of the CAIU.

**KELSEY YONCHA**, Secretary, Curriculum Services effective January 12, 2012. Reason: Personal.

### **B. CHANGES OF STATUS:**

**CORY DONAHEY**, accepted recall to part-time Personal Care Assistant, Multiple Disability Support effective January 3, 2012. Base salary of HS+30, Step 1, for 189 days of service will be prorated at 5.75 hours per day for a total of 84 days for the 2011-2012 school year. This is a replacement position funded through the MDS Budget.

**CORY DONAHEY**, part-time Personal Care Assistant, Multiple Disability Support, termination due to job abandonment effective January 13, 2012. Employee accepted recall from furlough and subsequently failed to report for duty for five (5) consecutive days, January 9, 2012 – January 13, 2012.

**MARTHA MUTTERSPAUGH**, from recall to inactive status as a part-time Educational Paraprofessional floater, Student Services effective January 3, 2012. Employee is unable to accept assignment at this time due a medical condition.

**KATHLEEN WEBER**, from part-time to full-time Educational Paraprofessional, Early Intervention effective January 3, 2012. Base salary of HS+30, Step 2, \$15,754 for 189 days of service will be prorated for the remaining 96 days of 2011-2012. This is a replacement position funded through the MAWA Budget.

### **C. CHANGES OF SALARY:**

**PATRICIA BIXLER**, Educational Consultant, Curriculum Services, change of salary for completion of 15 credits beyond the master's degree. Base salary of Masters +15, Step 15, for 189 days of service will be prorated for the second half of the 2011-2012 school year.

**MARY WOODWARD**, Teacher, Hospital Program effective January 30, 2012. Change of salary for completion of Master's Degree. New salary will be based on Masters, Step 4, for 189 days of service prorated for a total of 94.5 days.

## Executive Director's Report January 26, 2012

### NEWS

- The **Federal Center for Medicare and Medicaid Services (CMS)** is conducting on-site audits of the school-based ACCESS program (procedures, compliance, and expenditures) in Pennsylvania and the CAIU has been selected for an audit. We were notified on January 18<sup>th</sup> that they will be on-site the week of January 30<sup>th</sup> conducting this audit.
- The December **CAIU Champions for Children Giving Tree** was a HUGE success – 108 gifts were purchased and donated by staff to needy children served by the CAIU.
- **Barnes & Noble** conducted a book drive to benefit **CAIU Champions for Children** and, as of late December, over ONE THOUSAND books were purchased by Barnes and Noble customers and donated to the CAIU Champions for Children for distribution.
- The **Capital Area School-based Partial Program (CAPP)** has made many significant changes to ensure regulatory compliance and quality clinical services. This resulted last year in a nearly 20 point positive improvement during our managed care audit.
- The **CAIU** is now an **approved provider** of continuing education for licensed professional counselors due to the work and applications completed by our CAPP staff.
- In response to increasing mental health needs, the **CAPP program** has been increasing contacts with local psychiatrists, County Mental Health Departments, managed care (CBHNP), and the State (Office of Mental Health and Substance Abuse Services), as well as planning for additional professional development sessions for staff focusing on mental health content and topics.
- PSBA will be conducting a **salary study** of our classified staff during the 12/13 school year. This review is a follow-up to the initial study that was conducted in 2004 to ensure we have consistently maintained the structure and our staff is properly categorized by pay and job description.
- The **January Guest teacher** program was cancelled due to the diminished need for emergency-certified substitutes by our districts. We are hopeful we will have training in September, 2012.
- The Internet consortium filed an E-Rate Form 470 on behalf of all the member districts and solicited bids for a 5 year **contract for WAN and Internet** from 7/01/2012 through 6/30/2017. Comcast, provided a response which met both the needs of our consortium. In summary, we will be getting more bandwidth at a lower cost due to this group being proactive and bidding the network early. In addition,

Comcast would terminate our existing contract with no penalty should we enter into a new contract. Before entering into this agreement, we need to account for all of the districts that receive WAN and Internet services through this consortium. Letter of commitment from districts is due February 3, 2012.

- The second **Bring Your Own Device** planning was held on Friday, January 13, 2012. Participants discussed policies, procedures and action steps to allow for greater access to interactive digital curricula, electronic textbooks and online applications. The next meeting will include Dorothy Bollinger, from the Bollinger Law Firm, to assist us in writing policies for this endeavor.

## RECOGNITION

- **Arian Monasmith**, teacher of the deaf/hard of hearing, is being published in PA Administrator in February. She co-authored an article with Jane Freeman, former CAIU supervisor and now a PaTTAN consultant. The article is about the use of CART, Communication Access Realtime Translation in schools. CART is a type of live captioning for non-broadcast settings (classrooms, meetings, etc.) that uses a provider, who types into stenograph-type machine, and software that translates the shorthand into print for display on the user's computer screen.
- **Tracy Geist**, social worker, had an article published in the Child & Adolescent Social Work Journal. It is titled, "Conceptual Framework for Animal Assisted Therapy" and discusses the impact of therapeutic treatment for students with emotional disturbances in school settings.

## NOTIFICATION OF ACTIVITIES

- A group of approximately forty CAIU stakeholders met on January 10, 2012, for a day of **Strategic Planning**. The group was involved in an exercise called Scenario-Based Planning led by Dr. Craig Bullis, a strategic developer from the U.S. Army War College. The groups looked at four scenarios based on the relationship the CAIU has with its clients and the current programs offered by the CAIU. The day was extremely successful in finding the common factors and sign posts to look for if we want to move the CAIU forward. We will be using this information and the information that we gathered from the surveys to help assist the focus groups that will help plan for the future.
- Three of our districts, Big Spring, Carlisle and Lower Dauphin, have contracted with Dellicker Strategies for the **PA Hybrid Learning Initiative**. The results from the first phase were reported to the districts last week.
- Last week I had the opportunity to visit several of our classes including Pre-school, School-age and the hospital setting. It is amazing the work that our teachers and staff do.

## UPCOMING ACTIVITIES

- **Tuesday, January 31, 2012**, the board will hold a special session from 6:00 pm to 8:00 pm to discuss the Executive Director Evaluation form and goals. A dinner will be provided.
- TEDxENOLA, will be hosted at the Capital Area Intermediate Unit on **February 1, 2012**. Technology, Entertainment, Design (TED) is a nonprofit devoted to Ideas Worth Spreading.

TedxEnola, a smaller TED venue will be sure to inspire innovators, educators, parents, and community members with new ideas and research that support Brain Based instructional practices. The event will host speakers from Johns Hopkins University, Carnegie Mellon University, the University of Pennsylvania, North Western University and many other nationally recognized researchers and experts to inspire "*Ideas Worth Spreading!*"

- **Thursday, May 17, 2012** is CAIU Employee Recognition Dinner. Please place this on your calendar.