



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 22, 2011** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mr. Shawn Farr, Director of Business and Operations, shared an overview of the CAIU budgets and sources of funding.
- Ms. Jill Neuhard, Supervisor of Instructional Technology, provided an overview of the Digital Resources Project, ScholarPort. Currently, this initiative involves ten school districts, eighteen teachers, and approximately 1,200 students. The digital resources are available in three subject areas, biology, physics, and geometry.

Executive Session

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

Public Comment on Agenda Items

- None

Approved Action Items

- Minutes from the August 25, 2011 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$8,230,812.75 in receipts and \$7,945,949.65 in expenditures for August 2011
- Summary of Operations for the 2011-12 fiscal year showing revenues of \$2,358,194.18 and expenses of \$5,558,316.61
- Budget Administration:
 - Proposed 2011-12 Budget Revision A – Early Intervention in the amount of \$8,780,577
 - Proposed 2011-12 Budget Revision B – Homeless Children's Initiative Grant in the amount of \$82,220
 - Proposed 2011-12 Budget Revision C – Title I, Part D – Loysville Youth Development Center in the amount of \$308,970
 - Proposed 2011-12 Original Budget – Fiscally Distressed Schools in the amount of \$372,000
- Other Fiscal Matters:
 - 2011-12 Special Education Service Contracts: Big Spring SD, Cumberland Valley SD, Pennsylvania Virtual Charter School, and Williams Valley SD
- Personnel Items – see attached report
- Policies and Programs
 - Second Reading Revised Policy #218.1– Weapons

- Position Descriptions
 - First Reading Existing Position, New Description – Cafeteria Manager
 - First Reading Existing Position, New Description – Cafeteria Worker
 - First Reading Existing Position, Revised Description – Audiologist
 - First Reading Existing Position, Revised Description – Head Cook
 - Second Reading Existing Position, Revised Description – Educational Interpreter

Acting Executive Director's Report

- See attached written report.

President's Report

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

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 27, 2011, 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:

JACQUELINE CALLAGHAN, Educational Paraprofessional, Hospital Program effective September 22, 2011. Reason: Accepted a position with Central Dauphin School District.

KELLY GARIS, Educational Paraprofessional, Hospital Program effective August 25, 2011. Reason: Unknown.

CARRIE MCLEAN, part-time Educational Paraprofessional, Student Services effective September 27, 2011. Reason: Personal.

PATTY POTOCA, part-time Educational Paraprofessional, Early Intervention effective August 26, 2011. Reason: Accepted full-time employment with Carlisle School District.

SUSAN QUINN, part-time Personal Care Assistant, Autism Support effective August 26, 2011. Reason: Seeking full-time employment.

CHERYL RAUDABAUGH, Educational Consultant, Early Intervention effective November 1, 2011. Reason: Retirement after 26 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

CHARLES BOWEN, part-time behind-the-wheel instructor, Driver Education effective October 3, 2011. This is a new position funded through the Driver Education Budget.

ROYCE BROWN, Application Developer II, Technology Services effective September 8, 2011. To be paid at 7.5 hours per day for 12 months of service. Salary will be prorated for a total of 212 days through June 30, 2012. This is a replacement position funded through the Technology/Application Support Budget.

KRISTEN DIECK, part-time ESL Teacher effective September 19, 2011. To be paid at an hourly rate based on the 2009-2010 salary of Bachelors, Step 1 for 189 days of service until a new Collective Bargaining Agreement has been reached. This position is funded through the ESL Budget.

C. CHANGES OF STATUS:

KATHRYN LYTER, accepted recall to part-time Educational Paraprofessional position, PA Psychiatric Institute effective September 26, 2011. To be paid at the rate based on the 2009-2010 salary of HS+30, Step 5 until a new Collective Bargaining Agreement has been reached. Salary will be prorated for a total of 161 days at 5.50 hours per day.

ELLEN SADLOCK, from full-time Educational Paraprofessional, Autism Support to part-time Educational Paraprofessional, Early Intervention effective September 12, 2011. To be paid at the rate based on the 2009-2010 salary of HS+30, Step 10 for 189 days of service until a new Collective Bargaining Agreement has been reached. This is a replacement position funded through the MAWA Budget.

LISA SMILEY, Educational Consultant, Autism Support change of status from full-time to part-time, working three (3) days per week effective October 17, 2011.

HEATHER SMITH, change of status from full-time to part-time Educational Consultant, Autism Support effective October 1, 2011 working three (3) days per week through the end of the 2011-2012 school year.

KIMBERLY SMITH, accepted recall to part-time Educational Paraprofessional position, Autism Support effective September 19, 2011. To be paid at the rate based on the 2009-2010 salary of HS+30, Step 6 until a new Collective Bargaining Agreement has been reached. Salary will be prorated for a total of 166 days at 3.5 hours per day.

D. LEAVES OF ABSENCE:

LYNN SHAFER, Occupational Therapist, requesting leave of absence for child-rearing effective November 29, 2011 through spring 2012. Leave is requested in accordance with CAIU and FMLA Policies.



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Executive Director's Report September 22, 2011

NEWS

Guest Teacher Training

The CAIU held its Guest Teacher Program from September 12-14, 2011, training 57 Guest Teachers during this most recent program. Those who successfully complete the training, paperwork, and all required clearances are eligible to receive an "emergency certificate" issued by the PA Department of Education. This certificate allows them to be substitute teachers in any subject area in the participating public school districts and schools. During this 2.5-day program, participants learn about classroom management, educational laws, the art of teaching, professionalism, and special education-related issues.

Within the CAIU footprint, 23 school districts and both vocational-technical schools participate in the Guest Teacher Program, which the CAIU administers in September and January each year. In addition to these newly trained Guest Teachers, 463 previously trained Guest Teachers have renewed their emergency certificates in order to continue substitute teaching in our districts and schools.

PSBA Grants CAIU Website "Award of Excellence" for 2011

The Capital Area Intermediate Unit website (www.caiu.org) was granted an "Award of Excellence" by the Pennsylvania School Board Association (PSBA) in its 42nd Annual Educational Publications Contest. Website entries were judged on general appearance, design, content, navigation, usability and appropriate use of media for the message. Out of 19 websites entered, CAIU was awarded the top prize.

The purpose of the contest is to recognize outstanding communication efforts by local school entities and educational agencies and to also encourage school officials to find different methods of communicating more effectively with their various publics.

We are excited to receive this honor! As always, we are always looking for ways to improve our website. If you have any suggestions, don't hesitate to voice your recommendations!

Digital Textbooks/Resources

Eight of our school districts are currently using the digital textbooks/resources as of the start of this year. We are piloting them in three courses: Biology, Physics, and Geometry.

We conducted professional development for the 17 teachers last spring, and worked with them over the summer to ensure they and the resources were ready for this year. Our evaluation plan for this pilot includes examining their impact on student engagement and achievement, as well as possible cost savings. We are considering plans to expand our course offerings next year.



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Telemedicine Pilot

We are piloting the use of telemedicine technology in two classrooms this year. This technology allows the teacher to record and store behavioral health events that occur in the classroom. These videos can then be uploaded and shared with remote professionals.

Our evaluation plan includes examining the increased efficacy of student intervention plans, better professional development, and reduced costs resulting from decreased staff time and travel expenses.

Storm Related Changes

The CAIU school-age Autism class at Hershey Early Childhood Center (ECC) was re-located by Derry Township to their Elementary building due to a sinkhole.

The preschool class at Hershey ECC was re-located to Londonderry Elementary (Lower Dauphin SD) for the duration of the ECC closure. Lower Dauphin has been very gracious and welcoming!

Collective Bargaining Meeting

You may want to note that a collective bargaining agreement negotiation meeting with the Capital Area Education Association is scheduled for September 22 at 4:00 pm.

Congratulations!

Larry Hoffman, Reading Specialist and Wilson Language Instructor and Trainer, was recognized by Northern Dauphin County Human Services as a "Hometown Hero" on Saturday, September 17, 2011. State Representative Sue Helm and Dauphin County Commissioner George Hartwick, III presented Larry with a citation during Elizabethville's Annual Fall Family Fun Fair.

Larry was recognized for his critical support and guidance in the development of a new adult literacy/reading program in the Northern Dauphin County region. He was instrumental in arranging for instructor training and materials at reduced costs, and he also shared his time and expertise by doing observations and providing coaching during the initial stages of the program's implementation.

The new program is enjoying steady participation and growth and several new participants will start this fall.

Congratulations to Larry and thank you for your demonstrated leadership, partnership and innovation to achieve educational excellence with families, schools, and communities!

Personal Note

I want to thank you for allowing me the pleasure of working at the Capital Area Intermediate Unit. In the past 22 days I have had the opportunity to meet with the Directors, the superintendents and the leadership team. I have met individually with several board members, superintendents and attended two board meetings. It has all been wonderful.



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NOTIFICATION OF ACTIVITIES

- Met individually with each of the Directors, Building and Ground Supervisor and Special Services
- Had dinner with Bruce and Ellen Eisenberg from Pennsylvania Institute for Instructional Coaching (PIIC)
- Attended the West Shore and Camp Hill School Board meetings
- Attended the Dauphin County Technical School JOC meeting
- Met with CAIU Board members Mrs. Jean Rice, President, Mrs. Nancy Otstot at East Pennsboro Area School District and Mr. Wilbur Wolf at Big Spring School District
- Attended the JOC at Cumberland-Perry Area Vocational-Technical School
- Met with Dr. Luis Gonzalez, Superintendent of Central Dauphin School District, Mrs. Rhonda Brunner, Superintendent of West Perry School District, and Mr. Bruce Deveney, Superintendent of East Pennsboro Area School District
- Visited Hill Top Academy and met with CAIU staff members
- Attended PAIU
- Attended Superintendents' Retirement Dinner honoring Connie Kindler from Camp Hill Area School District and Linda Brewer from Derry Township School District

UPCOMING ACTIVITIES

- Have scheduled meetings with the following CAIU board members: Dr. Anthony Tezik, West Shore School District, Mrs. Jill Williamson in Camp Hill, and Mrs. Barb Gleim in Carlisle
- Have schedule meetings with the following superintendents: Dr. Rich Weinstein at Middle town Area School District, Dr. Mark Leidy at Mechanicsburg Area School District, Ms. Kristin Carroll at Shippensburg Area School District, and Dr. Audrey Utley at Steelton-Highspire School District
- Meeting with HACC President and sponsoring district superintendents on Thursday, October 6th
- Will attend the PAIU Central Region Executive Directors' meeting in State College on Friday, September, 30th
- Meeting with Southern ASCD and Dr. Dumaresq from PDE on Friday, October 21st