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# CAIU BOARD HIGHLIGHTS

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

## **Reports/Updates**

- Alicia McDonald, Director of Student Services, reviewed the 2012-13 School-Age Special Education Plan. A plan is submitted annually to the Pennsylvania Department of Education, Bureau of Special Education.
- Alicia McDonald also shared information relating to ongoing discussions with Edison Learning to develop a programming option for students who have dropped out of school and want to return to earn a diploma.

## **Executive Session**

- The Board met in executive session to discuss personnel matters

## **Public Comment on Agenda Items**

- None

## **Approved Action Items**

- Acceptance of statement of resignation from Ms. Arlene Burno, Harrisburg School District, from the CAIU Board of Directors effective March 19, 2012
- Election of Mrs. Patricia Whitehead-Myers, Harrisburg School District, to the CAIU Board of Directors for an unexpired term from April 26, 2012 to June 30, 2013
- Minutes from the March 22, 2012 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$2,899,203.79 in receipts and \$5,401,275.78 in expenditures for March 2012
- Summary of Operations for the 2011-12 fiscal year showing revenues of \$49,192,528.80 and expenses of \$46,689,361.87
- Budget Administration:
  - Proposed 2011-12 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,401,823
  - Proposed 2011-12 Budget Revision A – Capital Area Partial Program (CAPP) in the amount of \$1,783,600
  - Proposed 2011-12 Budget Revision A – Institutionalized Children's Program in the amount of \$370,230
  - Proposed 2011-12 Budget Revision A – Special Education in the amount of \$14,159,700
  - Proposed 2011-12 Budget Revision C – Early Intervention in the amount of \$8,844,443
  - Proposed 2012-13 Original Budget – Driver Education in the amount of \$174,859

- Other Fiscal Matters
  - CAIU Audit Engagement for 2011-12 Fiscal Year
  - 2012-13 Student Services Fixed Rates
- Personnel Items – see attached report
- Policies and Programs
  - Second Reading New Policy #620 – Fund Balances
  - Proposed 2012-13 Student Services Master Calendar
- Position Descriptions
  - Second Reading Existing Position – New Job Description – ANPS Program Assistant

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

- See attached written report

### **President's Report**

- Mrs. Jean Rice thanked the board members for their attendance at this morning's meeting. The members' attendance is important to the work of the CAIU. She also encouraged the board members to attend upcoming student functions as the school year concludes.

### **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, May 24, 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:**

**BRIAN DECKER**, Application Support Manager, Technology Services effective April 13, 2012. Reason: Accepted a position with PP&L Corporation.

**AMANDA DENG**, Teacher, Autism Support effective June 8, 2012. Reason: Accepting Transfer of Entity to Steelton Highspire School District.

**JOSEPH FAY, JR.**, Teacher, Diakon effective June 6, 2012. Reason: Retirement after 26 years of CAIU service.

**SONIA HILL**, part-time Educational Paraprofessional floater, Student Services effective April 11, 2012. Reason: Personal.

**ANN HOFFMAN**, Educational Consultant, Student Services effective June 15, 2012. Reason: Retirement after 35 years of CAIU service.

**LARRY HOFFMAN**, Itinerant Teacher, Student Services effective June 30, 2012. Reason: Retirement after 37 years of CAIU service.

**ELSIE LOUDER**, Educational Paraprofessional, Emotional Support effective June 6, 2012. Reason: Retirement after 12 years of CAIU service.

**MARY WRIGHT**, Desktop Publishing/Graphic Design, HR/Communications effective June 30, 2012. Reason: Retirement after 33 years of CAIU service.

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

**JOY FORRY**, Administrative Assistant, Technology Services effective April 30, 2012. To be paid at the Range 1, working 7.5 hours per day, prorated for a total of 45 days for the 2011-2012 fiscal year. This is a replacement position funded through the General Operating Budget.

**KATIE FRITZ**, Long-term Substitute Teacher, Deaf/Hard of Hearing Support effective April 2, 2012 through June 12, 2012. To be paid at the rate per day based on Masters +15, Step 2 for 189 days of service, prorated for a total of 40 days. This is a replacement position funded through the Deaf/Hard of Hearing Budget.

**TODD RITTER**, Network Administrator, Technology Services effective June 4, 2012. To be paid at a rate per hour, 7.5 hours per day for 12 months of service. Salary will be prorated for the remaining 20 days of the 2011-2012 fiscal year with no additional increase July 1, 2012. This is a new position funded through the Technology Entrepreneurial Budget.

### **C. CHANGES OF STATUS:**

**ARLENE MOLL**, demotion from Special Education Supervisor to Administrative Support Supervisor effective April 1, 2012 due to failure to complete Special Education Supervisory Certification. No change in budget.

**KAREN OTT**, from Administrative Assistant, Technology Services to Technology Contract Coordinator effective April 30, 2012. This is a new position funded 50% Application Hosting and 50% Internet.

**D. CHANGES OF SALARY:**

**ARLENE MOLL**, change of salary due to demotion from Act 93 to Administrative Support. Act 93 salary will be prorated from July 1, 2011 through March 31, 2012 for a total of 195 days. Administrative Support salary will be prorated from April 1, 2012 through June 30, 2012 for a total of 65 days.

**KAREN OTT**, change of salary from non-exempt to exempt resulting from a change of status. The new hourly rate has been set per hour, 7.5 hours per day for 12 months of service effective April 30, 2012, prorated for a total of 45 days. Salary will remain the same for the 2012-2013 fiscal year.

**E. LEAVES OF ABSENCE:**

**KAREN GEORGE**, part-time Speech Clinician, requesting leave of absence to care for grandson effective April 10, 2012 through June 8, 2012. Leave is requested in accordance with CAIU Policy.

# Executive Director's Report

## April 26, 2012

### NEWS

#### Edison Learning/Magic Johnson Bridgescapes Center

- We are developing a partnership with Edison Learning to provide a programming option for students, up to age 21, who have dropped out of school and want to return to earn a diploma.
- The CAIU would staff the program, using certificated staff and CAOLA on-line courses.
- We are in conversations with HACC about possible dedicated space for this program within the Midtown location.
- We are in discussions with Harrisburg School District about the program, since we anticipate that the site would be within the city limits. We anticipate being able to offer this program at a per pupil rate that will be less than the state and federal subsidy of Harrisburg SD.

#### School-Age Special Education Program Review

- To address the goal of conducting a program review for school-age special education, we have met with Dr. Robert Cormany from PAPSA (PA Association of Pupil Services Administrators). PAPSA has done many special education and pupil services program reviews across the state. Although they have never conducted one with an Intermediate Unit, they are willing to work with us to create a program review process and format.
- We will support them in creating the model and they will have a team of administrators, with Dr. Cormany, come to our sites in the fall to conduct an independent program review.
- A written report will be provided. Since we have a PAPSA membership, there is no charge for the review itself; however, we will pay lodging and expenses for the team members.

#### CAPP (Capital Area Partial-hospitalization Program)

- The OMHSAS (Office of Mental Health and Substance Abuse Services) results of the CAPP audit identified no demerits, no areas of recommended improvement, and the license was easily renewed; essentially a perfect result!
- CAPP continues to forge strong relations with our managed care company, CBHNP, with a series of meetings to discuss the CAPP program and its unique role in the CBHNP network as the region's only school-based, long-term partial hospitalization program.

#### Preschool/Early Intervention

- EI Verification results – The categories of general supervision, policies & procedures, and fiscal management all received 100% ratings - fully meeting requirements. There were some recommendations for quality improvement items based on single file review exceptions.
- Preschool will see a funding increase in child count for next year based on the fact that we've been serving additional students over the past two years. This means we will need to continue to serve those additional children and we will receive the per child allocation for the additional children.
- The Preschool program has been working with our districts to identify classroom and itinerant space in districts, effectively reducing costs of leases to the preschool program. We thank and appreciate the collaboration and communication with Lower Dauphin School District, Derry Township School District and Millersburg School District. We are looking forward to do the same with Cumberland County locations in the upcoming years.

### Hill Top Academy

- HTA Student Council Shoes for Souls drive has concluded. Almost 600 pairs of shoes were donated.
- We have been discussing with other organizations about possible use of available space at HTA that could result in shared space use (and cost).
- Donations and Fundraisers for Monroe's surgery have exceeded expectation and costs. He has had the surgery, is recuperating nicely and the tumors were benign.

### School-age Contracts/Staffing

- We do have two school-age classroom transfer of entities - both teachers have accepted district position offers.
- We are anticipating some additional reductions of classrooms and itinerants based on student graduations or placement/enrollment and contract changes.
- Over the next two months, we anticipate having more detail about contracted services, staff retirements or resignations, positions that will remain unfilled and the final impacts on staffing levels.

### 13<sup>th</sup> Annual Champions for Children Bingo

- The 13th Annual Champions for Children Bingo was a huge success raising almost \$5000 for children with unique and special needs!
- Over 100 tickets were sold and a good time was once again had by all!
- Special thanks to all of our Sponsors and Volunteers.

## RECOGNITION

- Brian Griffith has been asked to serve on Penn State Harrisburg's Teacher Education Council. The council serves in an advisory role to the Education Department at PSU-Harrisburg for issues related to the teacher preparation program.
- **Gay Keiser Scholarship** - Committee has awarded the 2012 scholarship in the amount of \$1000 to **Ms. Lexine Miller, a graduate student at Edinboro University**. To be eligible, the applicant must be attending graduate school in the state of PA and pursuing a career in speech/language pathology in the public school setting.

## NOTIFICATION OF ACTIVITIES

- Continuing to meet with legislators to discuss issues that affect CAIU and our districts. This month I met with Senator Vance, Representative Grell and Keller.
- Met with Dr. Flurie, CEO of Commonwealth Connections Academy, to discuss CAIU services.
- Attended PAIU Executive Directors' Central Region meeting in State College. Discussed the impact of the Governor's proposed budget, transportation funding proposed changes, and PDE 2012-2013 initiatives.
- Attended PAIU Executive Directors meeting with the Secretary of Education and other PDE personnel. Received updates on on-going projects and future initiatives.
- Visited several CAIU programs and schools including Loysville Youth Development Center.

## UPCOMING ACTIVITIES

- **May 10, 2012** at 5:30p.m. – 10:00p.m. - CASA's 11<sup>th</sup> Annual Performance and Gala, Whitaker Center for Science and the Arts.
- **May 17, 2012** - CAIU Employee Recognition Dinner. Please place this on your calendar.

### Graduations and End Of the Year Activities

- **June 6<sup>th</sup>** in the evening - **Multiple Disabilities Support Graduation** – 1 graduate.
- **June 8<sup>th</sup>** at 1:00 - **Loysville Youth Development Center Graduation**, potentially 7 students.
- **May 18<sup>th</sup>** - **Deaf and Hard of Hearing Awards Program.**
- **Emotional Support & CAPP Graduation**– 3 graduates, 1 walking with home district; working with families to identify convenient date (the scheduled evening graduation may not be the most convenient).