



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **July 22, 2010** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board welcomed new Board member, Jill Williamson, from Camp Hill School District.
- The Board recognized the following retirees: Karen Klaus, Joan Erb, Sarah Fisher, Sandra Pellegrini, and Evelyn Spotts.
- The Board reviewed draft goals for 2010-2011 submitted by the administration.
- Joan Adams provided an overview of the upgraded features on “AgendaMan.”

Executive Session

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

Public Comment on Agenda Items

- None

Approved Action Items

- Election of board members to new three-year terms and unexpired terms.
- Election of officers as follows: Jean Rice, President; Roy Christ, Vice President; Shawn Farr, Treasurer, Rennie Borreli, Secretary

The following Action Items are subject to ratification at the August 26, 2010 CAIU Board of Director’s meeting due to no longer having a quorum present:

- Appointment of Nancy Otstot as PSBA Voting Delegate to the Legislative Policy Council
- Selection of Harrisburg Patriot-News as newspaper of record.
- Appointment of Board Committee Chairs/Committees.
- Minutes from the June 24, 2010 CAIU Board meeting.
- Treasurer’s Report and Payment of Bills – a total of \$5,744,537.98 in receipts and \$8,694,990.79 in expenditures for June 2010.
- Summary of Operations for the 2009-2010 fiscal year showing revenues of \$75,733,826.08 and expenses of \$71,480,569.23, a difference of \$4,253,256.85 to date.
- Budgets Administration: There were no budgets this month
- Other Fiscal Matters
 - 2010-2011 Special Education Contracts from Harrisburg SD, Mechanicsburg Area SD, South Middleton SD, and West Shore SD
 - Revenue Anticipation Note for 2010-2011 – Initial process to acquire a revenue anticipation note if needed.
 - CAIU Food Service Operation Status for 2010-2011
- Personnel Items – see attached
- Policies
 - First Reading Revised Policy #616.1 – Signature Authority
 - Second Reading Revised Policy #611 – Purchases Budgeted

- Second Reading Revised Policy #625 – Procurement Cards
- Position Descriptions
 - First Reading Revised Existing Position Description – Part-time Driver's Ed Instructor
 - Second Reading Revised Existing Job Description – Client Success Manager
 - Second Reading New Job Description – Instructional Technology Specialist
 - Second Reading Revised Existing Job Description – Lead Accountant
 - Second Reading Revised Existing Job Description – Senior Network Administrator
 - Second Reading Revised Existing Job Description – Supervisor of Instructional Technology
 - Second Reading Revised Existing Job Description – Technology Support Coordinator

Executive Director's Report

- See attached written report.
- See AgendaMan at www.caiu.org for additional miscellaneous correspondence commending the CAIU.

President's Report

- The President thanked the Board for their attendance and support.

NEXT MEETING: Thursday, August 26, 2010, 8 am, CAIU Enola Office

*Personnel and Policies/Programs Highlights
from the Capital Area Intermediate Unit Board of Directors' Meeting*

A. RESIGNATIONS:

DENISE DETRICK, Teacher, Multiple Disability Support effective June 4, 2010. Reason: Retirement after more than 34 years of CAIU service.

JOAN ERB, Accounting Clerk, Business and Operations effective August 13, 2010. Reason: Retirement under Incentive Plan after 27 years of CAIU service.

SARAH FISHER, Cook, Food Services, Business and Operations effective June 10, 2010. Reason: Retirement under Incentive Plan after 16 years of CAIU service.

BETTY HOLMBOE, Coordinator, Partnership for Career Development effective August 13, 2010. Reason: Retirement under Incentive Plan after more than 13 years of CAIU service.

NORETTA KIME, Social Worker, Pupil Services effective July 15, 2010. Reason: Personal.

KAREN KLAUS, part-time Inclusion Educational Paraprofessional, Early Intervention effective August 6, 2010. Reason: Retirement after 19 years of CAIU service.

LARRY MILLER, Warehouseman, Business and Operations effective August 13, 2010. Reason: Retirement under Incentive Plan after 8 years of CAIU service.

SANDRA PELLEGRINI, Food Services Manager, Business and Operations effective June 18, 2010. Reason: Retirement under Incentive Plan after 8 years of CAIU service.

YVONNE RAFFENSPERGER, Educational Paraprofessional, Student Services effective June 10, 2010, Reason: Retirement after more than 43 years of CAIU service.

EVELYN SPOTTS, Head Cook, Food Services, Business and Operations effective June 10, 2010. Reason: Retirement under Incentive Plan after 33 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT PENDING RECEIPT OF CLEARANCES:

EMILY DOCTROW, Speech/Language Clinician, Early Intervention effective July 7, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 1, for 190 days of service until a new Collective Bargaining Unit Agreement has been reached. This position is funded through the MAWA Budget.

C. CHANGES OF STATUS:

NINA MEANOR, Speech/Language Clinician, Early Intervention change of status from part-time to full-time effective July 7, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 15, for 189 days of service until a new Collective Bargaining Unit Agreement has been reached. This position is funded through the MAWA Budget.

LOIS MITCHELL, from full-time to part-time Reading Specialist with Aid to Non-public School Services effective the start of the 2010-2011 school year. Base salary will be prorated for a total of 151 days.

KAREN WELLS, Sign Language Interpreter, Deaf and Hard of Hearing Support, rescind furlough due to placement on seniority list.

D. CHANGES OF SALARY:

EILEEN BEDDALL, part-time Speech/Language Clinician, Early Intervention change of salary due to increase in number of work days from 156 to 160 effective July 1, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 13, for 189 days of service until a new Collective Bargaining Unit Agreement has been reached.

DINA DUFFY, part-time Speech/Language Clinician, Early Intervention change of salary due to increase in number of work days from 33 to 44 effective July 1, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 13, for 189 days of service until a new Collective Bargaining Unit Agreement has been reached.

MARIE MAXWELL, from Educational Paraprofessional to Teacher, Deaf and Hard of Hearing Support effective August 16, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 4, for 190 days of service until a new Collective Bargaining Unit Agreement has been reached. This is a replacement position funded through the Deaf and Hard of Hearing Budget.

CINDY MORTZFELDT, Substitute Executive Director, pay pro rata share of stipend (\$5500) for acting as Superintendent of Record for technical schools during the leave of absence of the CAIU Executive Director effective July 1, 2010 through January 31, 2011.

JOANNE RUHL, part-time Speech/Language Clinician, Early Intervention change of salary due to increase in number of work days from 116 to 154 effective July 1, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 15, for 189 days of service until a new Collective Bargaining Unit Agreement has been reached.

CHERYL STRAW, part-time Speech/Language Clinician, Early Intervention change of salary due to increase in number of work days from 124 to 154 effective July 1, 2010. Salary will be based on the 2009-2010 schedule of Masters, Step 11, for 189 days of service until a new Collective Bargaining Unit Agreement has been reached.

HEIDI THRUSH, from day-to-day substitute to full-time Educational Paraprofessional, Deaf and Hard of Hearing Support effective August 16, 2010. Salary will be based on the 2009-2010 schedule of HS+30, Step 1, for 190 days of service until a new Collective Bargaining Unit Agreement has been reached. This is a new position funded by the Deaf and Hard of Hearing Support Budget.

E. FURLOUGHS:

Recommendation to furlough the following Bargaining Unit employee effective June 30, 2010 due to a reduction in contracts for the 2010-2011 school year:

KAREN SWEITZER, Sign Language Interpreter, Deaf and Hard of Hearing Support