



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 16, 2010** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, provided an update of the Regional Special Education Strategic Planning process and a summary of class placements and actual expenses relating to facilities.
- John W. Bonawitz, CPA from Brown Schultz Sheridan & Fritz, provided a summary of the 2009-2010 Annual Audit Report.
- The CAIU By-Laws and Board Rotation Schedule were shared with the Board Members.

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 November 18, 2010 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,561,569.00 in receipts and \$5,472,621.66 in expenditures for November 2010
- Summary of Operations for the 2010-2011 fiscal year showing revenues of \$26,152,661.23 and expenses of \$17,504,953.81
- Budget Administration:
 - Proposed 2010-11 Budget – Preschool Inclusion Grant in the amount of \$75,000
 - Proposed 2010-11 Budget Revision A – Alternative Education with a reduction of revenue in the amount of \$85,900
 - Proposed 2010-11 Budget Revision A – IDEA Section 611 in the amount of \$17,911,780
 - Proposed 2010-11 Budget Revision A – IDEA Section 619 in the amount of \$456,341
 - Proposed 2010-11 Budget Revision A – Early Intervention (State) in the amount of \$8,804,296
 - Proposed 2011-12 General Operating Budget (2nd Reading – Final Approval)
- Other Fiscal Matters:
 - 2010-11 Print Bid Award
- Personnel Items – see attached
- Policies and Programs
 - Second Reading Revised Policy #008 – Organizational Chart
 - Second Reading Contractor Integrity Policy
- Position Descriptions
 - First Reading Existing Position, New Description – Program Assistant
 - First Reading Existing Position, Revised Description – EPP-LPN

- First Reading Existing Position, Revised Description – EPP
- First Reading Existing Position, Revised Description – PCA
- First Reading Existing Position, Revised Description – PCA-LPN
- Second Reading Existing Position, Revised Description – Teacher
- Second Reading Existing Position, New Description – Educational Consultant

Executive Director's Report

- See attached written report.
- Upcoming Events – Deaf/Hard of Hearing Silent Auction and Holiday Program; Middlesex Elementary, December 16, 2010, 6:00 p.m.

Information Items

- See AgendaMan at www.caiu.org for additional miscellaneous correspondence

President's Report

- The President thanked the Board members for their attendance. She wished all a wonderful Christmas and Hanukkah.

NEXT MEETING: Thursday, January 27, 2011, 8 am, CAIU Enola Office

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

A. RESIGNATIONS:

STEVE DAVIS, Program Assistant, Professional Development, Curriculum Services effective December 8, 2010. Reason: Accepted employment outside of education.

JILL FRANK, part-time floater Teacher, Student Services effective December 31, 2010. Reason: Retirement after more than 19 years of CAIU service.

COURTNEY JONES, Speech/Language Clinician, Early Intervention effective January 12, 2011. Reason: Accepted a position with Appalachia Intermediate Unit 8.

ASHLEY MARTZ, part-time Itinerant Educational Paraprofessional, Early Intervention effective January 7, 2011. Reason: To attend graduate school for Speech Pathology.

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

DELILAH SISLER, Speech/Language Clinician, Early Intervention effective December 6, 2010. To be paid at the rate based on the 2009-2010 salary of Masters, Step 1 until a new Collective Bargaining Agreement has been reached. Salary will be prorated at 7.5 hours per day for a total of 100 days through June 30, 2011. This is a replacement position funded through the MAWA Budget.

VERONICA DILLMAN, part-time Speech/Language Clinician, Early Intervention effective December 6, 2010. To be paid at the rate based on the 2009-2010 salary of Masters, Step 1 until a new Collective Bargaining Agreement has been reached. Salary will be prorated at 7.5 hours per day for a total of 65 days through June 30, 2011. This is a replacement position funded through the MAWA Budget.

AMY WALTZ, Payroll Clerk, Human Resources and Communications effective January 5, 2011. To be paid at the Range 3 rate per hour. Salary will be prorated for a total of 127 days through June 30, 2010. This is a new position funded through the General Operating Budget.

JANE YANUZZI, part-time, long-term substitute Speech/Language Clinician, School-age Program effective January 3, 2011. Retired employee working on an emergency basis due to shortage of Speech/Language Clinicians. Working approximately 2.5 days per week. This is a long-term substitute position funded through the Student Services Speech/Language Budget.

C. CHANGES OF STATUS:

JULIA BEAVER, from Educational Paraprofessional to Teacher, Early Intervention following return from leave of absence effective December 6, 2010. Salary will be paid at the 2009-2010 rate based on Masters, Step 5 for 189 days of service until a new Collective Bargaining Agreement has been reached and will be prorated at 7.5 hours per day for a total of 105 days through June 30, 2010. This is a replacement position funded through the MAWA Budget.

CLORISA BLANKENSHIP, Teacher, Capital Area Partial Program, from termination to active status effective December 15, 2010.

JODY FORNEY-COLE, extension of long-term substitute assignment as Educational Paraprofessional, Early Intervention effective December 6 through December 17, 2010 for an additional 10 days.

KATHY STYER, from Educational Paraprofessional to EPP/LPN, Multiple Disability Support effective November 30, 2010. Change of status results in a change of salary with addition of LPN Stipend prorated for the remaining 124 days of the 2010-2011 school year.

D. LEAVES OF ABSENCE:

LINDSEY BINKLE, Teacher, Deaf/Hard of Hearing Support, child-rearing leave of absence effective January 24 through April 19, 2011. Leave is requested with pay using accumulated sick leave January 24 through February 22, 2011 for a total of 21 days and without pay effective February 23 through April 19, 2011 for a total of 40 days. Leave is requested in accordance with CAIU and FMLA Policies.

GAIL FAVORS, Teacher, Deaf/Hard of Hearing Support, request for leave of absence under FMLA effective December 1, 2010. Leave is requested with pay using remaining sick and personal leave.



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Substitute Executive Director's Report December 16, 2010

NEWS



Congratulations to Heather Lee, Learning Support Teacher at Nye Elementary School in Lower Dauphin School District, who received the 2010 Thomas W. Holtzman, Jr. Educational Leadership Award at the district's board meeting on December 6. This award is given annually to an educator with the CAIU who demonstrates exemplary leadership qualities. The Thomas W. Holtzman, Jr. Educational Leadership Award was established in 2002 to honor the memory of the former principal and superintendent of Susquehanna Township School District, whose passion for learning, positive attitude, commitment to his students' success, and concern for diversity, were an inspiration

to all who knew him.

Staff from our Technology and Curriculum Teams led two workshop sessions at the annual Association of Educational Service Agencies (AESA) Conference in Savannah, Georgia. Holly A. Brzycki, Supervisor of Online Learning, shared the development and vision of the Capital Area Online Learning Association (CAOLA). Educators from the state of Washington are interested in visiting the CAIU and learning more about our development of CAOLA. Jill Machemer and Joan Adams, two members of our technology team, hosted a session, "Communicate with AgendaMan: An Effective Paperless Meeting Solution."

The CAIU staff at the **Focused on Living** location and **Play 'n Learn Preschool Center** welcomed fourteen visitors from Russia, including educators, therapists, and parents, to their sites. The group was particularly interested in our educational programs for students with Autism.

NOTIFICATION OF ACTIVITIES

- On November 23, I had an opportunity to attend the annual Thanksgiving luncheon, along with Jill Williamson, one of our Board members, at the Hill Top Academy. On December 2, Todd Kehler, the building administrator, and I

completed a walkthrough of Hill Top Academy visiting all the classrooms. Todd highlighted the different programs, provided background on the students' needs and achievements, and shared information about the monthly activities being completed by the students.

- Each Cabinet member has opportunities to visit our preschool and school age class locations throughout the school year. This month, I visited Heather Donovan's preschool class at Carroll Elementary in Shermans Dale. The preschoolers shared the excitement of the holiday season by actively participating in a story about chopping down Christmas trees, learning about the winter weather, and practicing words that begin with the letter "b."
- I continue to participate in the Dauphin County Safe Schools meetings. Districts, along with the CAIU, are concentrating on revising our Emergency Operations Plans, including evacuation procedures in the event of a Three Mile Island Emergency.
- On December 8-9, I attended "Leadership for Teaching," an Act 45 course for educational leaders, available through Pennsylvania Association of School Administrators (PASA). The course focuses on teaching, instruction, and resiliency.
- Father Edward Quinlan, Secretary for Education at the Diocese of Harrisburg and a member of Governor-elect Tom Corbett's Transition Team, met with me on December 10 to discuss the services provided by Intermediate Units.
- There are many holiday special events taking place this month across the CAIU programs. I visited with Susan Way and her students in her multiple disabilities classroom in Camp Hill High School. Each year Susan and her students host a holiday open house for staff and parents.

Upcoming Activities:

- Will be attending the PAIU Central Region Executive Directors' meeting in State College on Friday, December 17.
- On January 5, assisting PDE Federal Programs staff to plan the next New Federal Program Coordinators' training session.
- PAIU Executive Directors' monthly meeting will be held January 6-7 here at the CAIU and PDE. Several Executive Directors will attend the meeting virtually.
- Will be attending "Crisis Management for School-Based Incidents" at HACC on January 19.

Wishing you a wonderful holiday and many blessings in the New Year