



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 28, 2010** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, provided background information and an overview of the Regional Special Education Strategic Planning process.
- The 2010-2011 Organizational Goals and Objectives were shared with the Board.

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 September 23, 2010 CAIU Board Meeting
- Committee Reports – No Reports
- Treasurer's Report and Payment of Bills – a total of \$10,030,429.83 in receipts and \$5,061,887.63 in expenditures for September 2010
- Summary of Operations for the 2010-2011 fiscal year showing revenues of \$5,785,266.38 and expenses of \$4,826,492.60.
- Budget Administration:
 - 2008-09 Budget Revision B – Title I, Part A – Improving Basic Programs in the amount of \$260,000
 - 2008-09 Budget Revision B – Title I, Part D – Neglected & Delinquent Programs in the amount of \$694,445
 - 2010-11 Budget Revision A – IDEA 611 – ARRA Funds – a decrease of funds in the amount of \$280,998
 - 2010-11 Budget Revision A – Fresh Fruit & Vegetable Grant – a decrease of funds in the amount of \$6,891
 - 2010-11 Budget Revision B – Loysville State Budget in the amount of \$1,671,634 with a decrease of \$80,747
 - 2010-11 Budget – Online Learning Initiative in the amount of \$2,698,805
 - 2010-11 Budget – Title I, Part A – Improving Basic Programs in the amount of \$300,000
 - 2010-11 Budget – Title II, Part A – Improving Teacher Quality in the amount of \$44,333
 - 2010-11 Budget – Title III, Part A – English Language Acquisition in the amount of \$123,801
- Other Fiscal Matters:
 - 2010-2011 Special Education Contracts from Agora Cyber Charter School
- Personnel Items – see attached

- Policies and Programs
 - Second Reading Revised Policy #121 – Off-Site Experiences
- Position Descriptions
 - First Reading New Position Description – Clinical Coordinator
 - First Reading Existing New Job Description – Payroll Clerk
 - First Reading New Job Description – Benefits and Hiring Coordinator
 - First Reading Revised Existing Job Description – Director of Human Resources & Communications

Executive Director's Report

- See attached written report.

Information Items

- See AgendaMan at www.caiu.org for additional miscellaneous correspondence and SAC meeting minutes

President's Report

- The President thanked the Board members for their attendance.

Other Business Not Specific to Agenda

- Shawn Farr, Board Treasurer, reported that the PNC loan in the amount of \$4 million will be repaid on Friday, October 29, 2010.
- Jean Rice, Board President, shared that the **New Bloomfield Lions Community Theatre** will present "**On Golden Pond**" on November 5 & 6 at 7:30 p.m. at West Perry High School, Elliottsburg, PA. All are invited.

NEXT MEETING: Thursday, November 18, 2010, 8 am, CAIU Enola Office

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

A. RESIGNATIONS:

MARY BUCHANAN, Educational Paraprofessional, Multiple Disability Support effective December 22, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than 24 years of CAIU service.

ELIZABETH CALABRESE, part-time Inclusion Educational Paraprofessional, Early Intervention effective December 17, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than one year of CAIU service.

NANCY COLE, Educational Paraprofessional, Early Intervention effective October 15, 2010. Reason: Moving out of state.

ANNE GAUDETTE, Floater Teacher, Student Services effective December 23, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than 26 years of CAIU service.

DANA HUNTER, Mental Health Worker, Diagnostic Program effective December 23, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than 23 years of CAIU service.

NANCY KOZAK, Personal Care Assistant, Autism Support effective December 23, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than three years of CAIU service.

JUDITH KUNZMAN, Personal Care Assistant/LPN, Multiple Disability Support effective December 23, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than nine years of CAIU service.

JUDY LEININGER, Educational Paraprofessional, Autism Support effective December 23, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than seven years of CAIU service.

LINDA MARTIN, Educational Paraprofessional, Alternative Education effective December 22, 2010. Retirement under the terms of the Retirement Incentive MOU after more than 17 years of CAIU service.

JILL MILLER, Inclusion Consultant, Early Intervention effective December 17, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after 22 years of CAIU service.

MICHAEL RAMSEY, Applications Developer II, Technology Services effective October 12, 2010. Reason: Personal.

CONNIE ROSSI, Educational Paraprofessional, Early Intervention effective October 22, 2010. Reason: Personal.

ROBERT STEHMAN, II, Service Coordinator, Early Intervention effective December 17, 2010. Reason: Retirement under the terms of the Retirement Incentive MOU after more than 33 years of CAIU service.

SUSAN WAY, Teacher, Multiple Disability Support effective December 22, 2010. Retirement under the terms of the Retirement Incentive MOU after more than 37 years of CAIU service.

B. CHANGES OF STATUS:

MELISSA ANDERSON, from long-term substitute to permanent part-time Physical Therapist, OT/PT effective October 1, 2010. Salary will be based on the 2009-2010 rate of Bachelors, Step 13, for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 74 days through June 30, 2011.

KATHRYN CORDIER, from day-to-day substitute to full-time Educational Paraprofessional, Deaf/Hard of Hearing Support effective October 27, 2010. Salary will be based on the 2009-2010 rate of HS+30, Step 5, for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 142 days. This is a replacement position funded through the DHH Budget.

CORY DONAHEY, from day-to-day substitute teacher to full-time Personal Care Assistant, Multiple Disability Support effective October 25, 2010. Salary will be based on the 2009-2010 rate of HS+30, Step 1 for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 144 days. This is a replacement position funded through the MDS Budget.

DANIEL FRANCIS, Psychologist, Pupil Services change of start date from August 16, 2010 to October 15, 2010. Salary will be based on the 2009-2010 rate of Masters +45, Step 13 for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 154 days.

CHERYL TESSITORE, from part-time to full-time Educational Paraprofessional, Autism Support effective August 30, 2010. Salary will be based on the 2009-2010 rate of HS+30, Step 4 for 189 days of service. This position is funded through the Autism Support Budget.

C. CHANGES OF SALARY:

PATTY POTOKA, change of salary for evidence of additional experience effective August 16, 2010. Salary will be based on the 2009-2010 rate of HS, Step 9 for 189 days of service until a new Collective Bargaining Agreement has been reached.

D. LEAVES OF ABSENCE:

JAIME AUCHEY, Program Assistant, Curriculum Services, child-rearing leave of absence effective November 30, 2010 through March 2, 2011. Leave is requested with pay using accumulated sick and vacation leave for a total of 25 days and without pay for the remaining 35 days in accordance with FMLA and CAIU Policy.

AMANDA COBY, Application Developer I, Technology Services, child-rearing leave of absence effective September 20 through November 1, 2010. Leave is requested with pay September 20 through October 8, 2010 using accumulated vacation days for a total of 15 days; and, without pay effective October 11 through November 1, 2010 for a total of 16 days. Leave is requested in accordance with CAIU and FMLA Policies.

LISA SHAULIS, Technology Support Specialist, Technology Services, leave of absence for medical reasons effective October 11, 2010 through November 2010. Leave is requested with pay using remaining vacation and personal leave and without pay for the remainder of the leave in accordance with CAIU Policy.

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

DEANNA KIMMEL, part-time Educational Paraprofessional, Early Intervention effective November 8, 2010. To be paid at an hourly rate based on the 2009-2010 salary of HS+15, Step 4 for 189 days of service until a new Collective Bargaining Agreement has been reached. This is a replacement position funded through the MAWA Budget.

LESLIE RHOADES, part-time Head Cook, Cafeteria effective October 25, 2010. To be paid at the Range 5 for approximately 30 hours per week. This is a replacement position funded through the Cafeteria Budget.



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Substitute Executive Director's Report October 28, 2010

NEWS

The CAIU Superintendents' Fall Leadership Conference was held from October 26-28 in Annapolis, MD. Amy Morton, Deputy Secretary for Elementary and Secondary Education, reviewed key PDE initiatives, such as graduation rates, graduation requirements, principal and teacher evaluation data collection, multi-measure teacher and principal evaluation tools, and the Keystone Exams. Kent Frese, a nationally recognized expert in leadership development, strategic planning, and operation process improvement, was the key presenter on Wednesday. Superintendents participated in several activities emphasizing Leadership Style and the Organizational Culture Dilemma. The final session on Thursday provided an opportunity for the superintendents to offer input on the Regional Special Education Strategic Plan.

Congratulations to Christina Greco, CAIU Teacher/Psychologist, in our Diagnostic Classroom program. She was selected as 2010-11 Outstanding Teacher of the Year by the Shippensburg University School Study Council. Annually, the Study Council takes pride in being able to recognize the accomplishments of outstanding teachers who work so hard on behalf of our students and our schools. Ms. Greco was honored among other outstanding teachers in our region at a luncheon and ceremony on October 20.

Congratulations also to Cheryl Capozzoli, CAIU Educational Consultant and Instructional Technology Specialist, who was named on the National School Boards Association (NSBA)'s Technology Leadership Network "20 to Watch" list for 2010. Twenty individuals from around the United States, including Cheryl, were recognized for successfully promoting the incorporation of technology into high quality classroom learning and district operations.

ORGANIZATIONAL GOALS UPDATE

- **Identify, define and implement regional practices for delivery of student services**
 - Alicia McDonald, along with superintendents, district special education directors, and CAIU staff have met to review and revise the Regional Special Education Strategic Plan. There are two sub-committees, one focusing on fiscal review and the other on special education programming needs.



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- Holly Bryzcki, supervisor for Online Learning, continues to provide presentations with potential new members through Capital Area Online Learning Association (CAOLA). Student participation in CAOLA continues to expand.
- **Design and implement plans, policies and procedures to consistently provide safe and secure environments for students, staff and visitors**
 - The draft of the CAIU Emergency Operations Plan is nearing completion. The Core Safety Team meets monthly to review and provide input for the plan.
 - The Enola Security Doors are fully operational providing secure office space for our employees and new visitor sign in procedures have been implemented.
- **Consistently implement models of effective supervision and leadership**
 - Professional Learning Communities have been established across the Leadership Team. The purpose of these small group communities is to provide unique professional learning opportunities for our leadership team. Topics for the learning communities include two book studies, the evaluation process, supervisor “101”, integration of technology in instruction, and budget “101”. Each group is facilitated by a member of the Leadership Team and has set goals and key topics for discussion over the next several months.
- **Model the appropriate integration of technology solutions to enhance all aspects of job performance**
 - Cabinet members participated in training to begin the implementation and use of ALIO financial software across teams for business and budget information.
 - The Early Intervention supervisors have begun the process for implementation of the Pelican student information system in preschool.
 - Links to Facebook and Twitter are established on the CAIU webpage. CAIU announcements of events are posted through these social media.



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NOTIFICATION OF ACTIVITIES

- Met with Kristin Carroll, superintendent of Shippensburg School District.
- Participated in the Fall Regional Federal Programs annual meeting held at the CAIU with PDE Division of Federal Programs staff.
- Attended Regional Special Education Strategic Plan fiscal sub-committee meetings
- Met with Business office staff and Team Directors to develop 2011-12 Draft General Operating Budget
- Attended ALIO training for access to the ALIO software to begin implementation across each team

Upcoming Activities:

- PAIU Central Region Executive Directors' meeting in State College on October 29
- All Staff Communications Meetings:
 - Monday, November 1 at the Enola Office – one meeting held at 11:45 a.m. and another at 3:45 p.m.
 - Wednesday, November 3 at Hill Top Academy – 3:45 p.m.
- Meeting with Superintendents' Finance Committee to review 2011-12 Draft General Operating Budget on November 2
- Meeting with Board Finance Committee to review 2011-12 Draft General Operating Budget on November 9
- PAIU Monthly Executive Directors' Meeting at Seven Springs, Champion, PA on November 4-5