



---

# CAIU BOARD HIGHLIGHTS

---

The following actions were taken at the **February 24, 2011** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## **Reports/Updates**

- Alicia McDonald, Director of Student Services, reviewed the timelines and processes used on an annual basis to implement special education services.

## **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 January 27, 2011 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,678,109.31 in receipts and \$6,388,213.72 in expenditures for January 2011
- Summary of Operations for the 2010-2011 fiscal year showing revenues of \$45,717,028.02 and expenses of \$35,175,765.71
- Budget Administration:
  - Proposed 2010-11 Budget – Revision A – Cafeteria Services in the amount of \$303,226
  - Proposed 2010-11 Budget Revision A – Capital Area School for the Arts in the amount of \$871,037
  - Proposed 2010-11 Budget Revision A – Driver's Education in the amount of \$180,319
  - Proposed 2010-11 Budget Revision A – Human Resource Programs in the amount of \$68,991
  - Proposed 2010-11 Budget Revision A – School District Technology Services in the amount of \$161,298
  - Proposed 2010-11 Budget Revision A – Technology Entrepreneurial in the amount of \$2,413,964
  - Proposed 2010-11 Budget – E-fund Year 3 in the amount of \$412,335
- Other Fiscal Matters:
  - Request for Proposals for Auditing Services
  - 2011-2012 Marketplace Services
  - Permanent Access Easement Agreement between the Cumberland County Industrial Development Authority and the CAIU
- Personnel Items – see attached report
- Policies and Programs
  - Second Reading New Policy #816 - Video Surveillance
  - First Reading 2011-2014 Transportation Contract
- Position Descriptions – No position descriptions this month

**Executive Director's Report**

- See attached written report.

**Information Items**

- See AgendaMan at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**President's Report**

- The President thanked the Board members for their attendance.

**NEXT MEETING: Thursday, March 24, 2011, 8 a.m., Board Room, CAIU Enola Office**

---

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

---

**A. RESIGNATIONS:**

**ALLEN KLISS**, full-time Application Support Specialist with the Technology Services Team effective February 22, 2011. Reason: Personal.

**KELLY MAHLER**, part-time Occupational Therapist effective January 31, 2011. Reason: Resignation following child-rearing leave of absence.

**LOIS MITCHELL**, part-time Reading Specialist with Aid to Non-public School Services effective June 2, 2011. Reason: Retirement after 32 years of CAIU service.

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

**LAURA DICKSON**, Teacher, Autism Support effective on or before March 1, 2011. This is a new position funded by the Autism Support Budget.

**HEATHER KUNTZ**, long-term substitute Teacher, Multiple Disability Support effective February 7, 2011 through June 9, 2011 or the last staff day of the 2010-2011 school year. This is a long-term substitute position funded by the MDS Budget.

**The following individuals to be approved as day-to-day substitute teachers for the 2010-2011 school year:**

**AMY BRANDT  
KRISTI DIEHL  
DAVID GOTTLIEB  
THOMAS MARCHI  
CAROLYN RILEY  
SCOTT SHEPARD  
CAROLYN TRUCHON**

**C. CHANGES OF STATUS:**

**MARYANN MERCER**, from day-to-day substitute to full-time, long-term substitute Educational Paraprofessional, Multiple Disability Support effective February 3, 2011 through June 7, 2011 or the last student day of the 2010-2011 school year. This is a long-term substitute position funded by the MDS Budget.

**D. LEAVES OF ABSENCE:**

**HEATHER DONOVAN**, Teacher, Early Intervention, child-rearing leave of absence effective March 14, 2011 through May 13, 2011. Leave is requested with pay using accumulated sick leave in accordance with CAIU and FMLA Policies.

**JANMARIE WILLMAN**, Teacher, Emotional Support Program, Sabbatical Leave of Absence for restoration of health effective January 31, 2011 through the end of the 2010-2011 school year. Leave is requested in accordance with the Collective Bargaining Agreement.



educational excellence through leadership, partnership, and innovation

## Acting Executive Director's Report February 24, 2011

### NEWS

Nine CAIU staff members, Cindy Mellott, Cheryl Park, Beth Light, Kelli Garis, Tracy Geist, Tracey Hipple, Jill Johnson, Ann Vacchiano, and Kathy Brechbiel, are part of a 136-person team called the Krazy Kellys, named in honor of Cindy's daughter. Each year the team takes the "plunge" into the icy Susquehanna River to raise money for Special Olympics PA Area M. The Polar Bear Plunge took place on City Island on Saturday, February 5. The team raised \$34,015.94, exceeding their goal of \$30,000. A very warm thank you goes to all the "plungers" and also to those who supported the team through donations.



Each year, the CAIU administrative cabinet visits with eight of our school districts. This month we visited with Harrisburg's administrative team. These visits provide us with an opportunity to share information about the CAIU services, ask for feedback about our services, and discuss other possibilities for services. This information is then used as we review our current services and plan for changes within our programs/services.

On February 9, superintendents of our school districts and directors of the vocational technical schools attended the Capital Region Partnership for Career Development (PCD) luncheon which highlighted career exploration activities occurring in our districts. A career development gallery and panel discussion featured local high school students sharing their involvement with different career exploration opportunities and the impact these experiences have on their post-secondary decisions. A recent graduate and a participating employer shared an example of an opportunity through an apprenticeship program. The keynote speaker for this event was David Schankweiler, Publisher, CEO and owner of Journal Publications, Inc.

### NOTIFICATION OF ACTIVITIES

- The second of three New Federal Program Coordinators' training sessions was held here at the CAIU on February 17. Nearly 60 coordinators from the Central Pennsylvania region participated in this training. I am one of ten trainers for the PDE Division of Federal Programs who provide these training sessions annually. Trainings are held three times per year, September, February, and May.



**educational excellence** through leadership, partnership, and innovation

- I organized and facilitated the annual Nonpublic Title I Consultation meeting held on behalf our districts and nonpublic schools. Public school districts are required to consult with nonpublic school administrators regarding Title I services provided for children attending nonpublic schools. Since many school districts work with multiple nonpublic schools, this meeting provides an opportunity for districts to meet with several nonpublic school representatives at one time instead of traveling to each individual school.
- Cheryl Giles Rudawski, principal at CASA, Anne Alsedak, Program Director, Rose Hoopes, Secretary, and I met with representatives from the Center for Safe Schools, Dauphin County Emergency Management Agency, Pennsylvania Emergency Management Agency, and Exelon Nuclear to complete a Table Top Exercise in preparation for the full-scale Radiological Emergency Response Plan exercise planned for April 12, 2011. Our Capital Area School for the Arts location will be evaluated during this exercise.
- Joe Fay, CAIU teacher at Diakon, and Phyllis Brown, CAIU social worker, are completing practicum activities to fulfill administrative certificate requirements. I continue to provide both employees with support through their required activities and feedback to their Shippensburg University professors.

### **Upcoming Activities:**

- Will attend the PAIU Central Region Executive Directors' meeting in State College on February 25.
- Will attend PAIU Monthly Executive Directors' Meeting on March 3-4.
- Bobbi Ely, accountant, and I will meet with Bureau and Division Directors at PDE to plan implementation of the requirements for Chapter 49 review. The CAIU is the fiscal agent for this project.
- The Superintendents' Spring Conference will be held at Bedford Springs on March 29-31.
- Several Cabinet visits with our districts' administrative teams are planned over the next two months.
- Several of our districts will be involved in Federal Program monitoring during March and April. I will provide supporting documentation to each district and be available to answer questions regarding the implementation of the Title I nonpublic services.
- Will attend the third session of the Leadership for Teaching Course provided through Pennsylvania Association of School Administrators on March 9.
- The CAIU will be one of the host sites for the "Fiscal Reality Series." This five-session course, offered through Penn State University, will focus on maintaining quality education while navigating rough financial times. The first session begins on February 24.