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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **November 18, 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.
- Alicia McDonald, Director of Student Services, provided an opportunity for the Board members to sign up to visit Hill Top Academy or other CAIU classroom locations.
- Daren Moran and Shawn Farr provided the Board with an initial overview of the proposed 2011-2012 General Operating Budget. The Board will act on this budget at the December meeting.

## **Executive Session**

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

## **Public Comment on Agenda Items**

- None

## **Approved Action Items**

- Minutes from the October 28, 2010 CAIU Board Meeting
- Committee Reports – Finance Committee report relating to the proposed 2011-2012 General Operating Budget
- Treasurer's Report and Payment of Bills – a total of \$14,184,526.73 in receipts and \$10,931,972.47 in expenditures for September 2010
- Summary of Operations for the 2010-2011 fiscal year showing revenues of \$17,042,241.95 and expenses of \$11,952,850.14.
- Budget Administration:
  - Proposed 2010-11 Budget – Homeless Children's Initiative Grant in the amount of \$82,220
  - Proposed 2010-11 Budget – International Baccalaureate Project in the amount of \$30,000
  - Proposed 2010-11 Budget – PA Assessment in the amount of \$99,800
  - Proposed 2010-11 Budget – Strategic Planning in the amount of \$74,000
  - First Reading Proposed Preliminary General Operating Budget for 2011-2012
- Other Fiscal Matters:
  - 2010-2011 Special Education Contracts from Juniata County SD, PA Virtual Charter School, Palmyra Area SD, and Upper Dauphin Area SD
  - Auditor General Audit for the Fiscal Years Ended June 30, 2007 and June 30, 2008, with Response and Corrective Action Plan
- Personnel Items – see attached
- Policies and Programs
  - First Reading Revised Policy #008 – Organizational Chart

- First Reading Contractor Integrity Policy
- Approval of CASA Field Trip on December 17, 2010
- Position Descriptions
  - First Reading Existing Job New Description – Teacher
  - First Reading Existing Job New Description – Educational Consultant
  - Second Reading New Position Description – Clinical Coordinator
  - Second Reading Existing New Job Description – Payroll Clerk
  - Second Reading New Job Description – Benefits and Hiring Coordinator
  - Second 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](http://www.caiu.org) for additional miscellaneous correspondence and SAC meeting minutes

### **President's Report**

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

**NEXT MEETING: Thursday, December 16, 2010, 8 am, 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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**RESIGNATIONS**

**ORLENA DUPREE**, Secretary, Curriculum Services effective December 17, 2010. Reason: Personal.

**MELISSA HOCK**, Educational Paraprofessional, Hospital Program effective December 23, 2010. Reason: Further education.

**MARY JANE MILLER**, Speech/Language Clinician, Early Intervention effective November 1, 2010. Reason: Voluntary termination as a result of job abandonment.

**LAURA PALANZO-SHOLLY**, part-time Occupational Therapist, OT/PT effective December 2, 2010. Reason: Further career opportunity.

**VICKIE ZEIDERS**, Program Secretary, Student Services effective November 30, 2010. Reason: Moving out of the area.

**RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT  
PENDING RECEIPT  
OF CLEARANCES**

**JEREMY BABSKI**, Network Administrator, Technology Services effective November 15, 2010. Base salary will be prorated for a total of 164 days through June 30, 2011. This is a new position funded partially through the General Operating Budget and partially through a Camp Hill School District Contract.

**BRITTANY BENNER**, part-time Educational Paraprofessional, Hospital Program effective November 9, 2010. Salary will be based on the 2009-2010 rate of HS, Step 1, for 189 days of service until a new Collective Bargaining Agreement has been reached. The base salary will be prorated at 6 hours per day for a total of 129 days for the 2010-2011 school year. This is a new position funded through the Hospital Program Budget.

**RICHARD HILLEARY**, Behind-the-Wheel Driver Education effective November 2, 2010. To be paid at the 2009-2010 approved rate until a new Collective Bargaining Agreement has been reached. This is a new position funded through the Driver Education Budget.

**MERITA MAREK**, part-time, long-term substitute Reading Specialist, Aid to Non-public School Services effective November 4, 2010 through April 1, 2011. Salary will be based on the 2009-2010 rate of Masters +60, Step 15 for 189 days of service, prorated for a total of 74 days. This is a long-term substitute replacement position funded through the ANPS Budget.

**CHANGES OF  
STATUS**

**KATHLEEN WEBER**, from part-time to full-time Educational Paraprofessional, Early Intervention effective November 8, 2010. Salary will be based on the 2009-2010 rate of HS+30, Step 3, for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 119 days through June 30, 2011. This is a replacement position funded through the MAWA Budget.

**LEAVE OF ABSENCE**

**CHERYL ADAMS**, Educational Paraprofessional, Early Intervention, leave of absence for medical reasons effective November 16, 2010 through December 17, 2010. Leave is requested with pay using

accumulated sick leave November 16 through November 19, 2010 for a total of four (4) days and without pay November 30 through December 17, 2010 for a total of 14 days. Return to work following preschool break effective January 3, 2011. Leave is requested in accordance with CAIU and FMLA Policies.

**ANDREA KIMMEL**, part-time Speech/Language Clinician, Early Intervention, child-rearing leave of absence effective March 24, 2011 through June 30, 2011 or longer. Leave is requested with pay using accumulated sick leave for a total of 30 days and without pay for the remainder of the leave for a total of 15 days. Leave is requested in accordance with CAIU and FMLA Policies.



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## **Substitute Executive Director's Report November 18, 2010**

### **NEWS**

The Capital Region Partnership for Career Development held its Fourth Annual Employer-Educator Summit. Nearly 100 participants spent the day listening, discussing and networking about the changing economy, the resources and programs for real-time workforce development, the role of business-parent partnerships for preparing the emerging workforce, and next practices for business-education partnerships. Tom Scholles, Director of Human Resources, Utz Quality Foods, Inc. provided the keynote address to the participants.

Much time this month has been dedicated to working closely with the CAIU Team Directors and Business staff on the development of the 2011-2012 General Operating Budget for the CAIU. This budget supports the basic operations of the CAIU. The draft of the budget was reviewed with the Superintendents' Finance Committee on November 2, the Board Members' Finance Committee on November 9, and the Superintendents' Advisory Council on November 10. The CAIU Board reviews the draft budget at today's Board meeting.

Brian Griffith, Director of Curriculum Services, along with Karen Ruddle and Nancy Neusbaum, CAIU Curriculum Specialists, participated in the Standards Aligned System (SAS) Leadership Institute for District and Charter School administrative teams, held at Valley Forge on November 15-16. The goal of this institute was to assist participants establish an action plan for implementation of components of the SAS portal. Brian, Karen, and Nancy will continue to work closely with several district administrative teams from our region to assist in implementing their district's action plan.

### **NOTIFICATION OF ACTIVITIES**

- On October 29, I attended the Central Region Executive Directors' meeting in State College. These monthly meetings provide an opportunity for the Executive Directors from the central part of the state to meet and discuss ideas and concerns pertinent to our intermediate units.
- Staff Communications Meetings were held during lunch and/or after work on November 1 and 3. Typically, at least two staff communication meetings with multiple sessions are held each year. The purpose of these communication meetings is to share information, address concerns, and gather feedback from the staff.



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- On November 4-5, I was at Seven Springs, Champion, PA for the monthly PAIU Executive Directors' meeting. Discussion continues around the PAIU Governance structure
- On November 11, I met with Dr. Susan Kegerise, superintendent of Susquehanna Township School District.
- During this fall, the Education Leading to Employment and Career Training (ELECT)/Teen Parenting Program and the Title IIA Federal Program were monitored separately by the PA Department of Education. These two monitoring processes reviewed the program components and fiscal requirements for compliance with current statute, regulations, and guidance. We have received notification from PDE that both programs have met established requirements and no corrective action plans are necessary.

### **Upcoming Activities:**

- The CAIU will be represented at the annual Association of Education Service Agencies (AESA) conference in Savannah, Georgia. The conference begins on December 1 and ends on December 4. CAIU staff will host two sessions during the conference: High School Redesign Through a Regional Solution to Online Learning and Communicate with AgendaMan; an Effective Paperless Meeting Solution.
- On December 8-9, I will attend "Leadership for Teaching," an Act 45 course for educational leaders, available through Pennsylvania Association of School Administrators (PASA). This course focuses on teaching, instruction, and resiliency.
- On December 10, the Board members have an opportunity to enjoy lunch with the Enola/Lemoyne staff during the annual holiday luncheon. Please let Rennie know if you would like to attend. There will be great food, prizes, and music for all to enjoy.

**A Wonderful Thanksgiving Holiday to All**