

# CAIU BOARD HIGHLIGHTS

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

## **Reports/Updates**

- In recognition of March as Brain Injury Awareness Month, information was shared about the BrainSTEPS Re-Entry School Program. The CAIU team, led by Ann Hoffman, is comprised of professionals in occupational therapy, physical therapy, school psychology, speech therapy, assistive technology, and special education. Other key members of the team are parents along with physicians at PSU Hershey Medical Center.
- The Capital Area Intermediate Unit audit proposal team recommends approval by the CAIU Board to engage the accounting firm of Brown Schultz Sheridan & Fritz to conduct the independent audit for the CAIU for the fiscal years 2010-2011 through 2013-2014.

## **Executive Session**

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

## **Public Comment on Agenda Items**

- None

## **Action Items**

- Rejection of Fact Finding Case NO. Act 88-11-1-E

## **Approved Action Items**

- Minutes from the February 24, 2011 CAIU Board Meeting
- Minutes from the March 10, 2011 CAIU Special Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,327,369.39 in receipts and \$5,503,919.27 in expenditures for February 2011
- Summary of Operations for the 2010-2011 fiscal year showing revenues of \$49,084,233.03 and expenses of \$41,261,634.47
- Budget Administration:
  - Proposed 2010-11 Budget – Revision A – DPMA (Diagnostic & Prescriptive Mathematics Assoc.) in the amount of \$11,195
  - Proposed 2010-11 Budget Revision A – Essential Reading Series in the amount of \$162,800
  - Proposed 2010-11 Budget Revision A – Financial Software Application in the amount of \$245,645
  - Proposed 2010-11 Budget Revision A – Preschool Inclusion Grant in the amount of \$75,000
  - Proposed 2010-11 Budget Revision A – Professional Services in the amount of \$1,095,952
  - Proposed 2010-11 Budget Revision A – Title I, Part D Neglected and Delinquent Program in the amount of \$872,645
  - Proposed 2010-11 Budget Revision A – Online Learning Initiative in the amount of \$1,007,486
- Other Fiscal Matters:
  - No other fiscal items this month
- Personnel Items – see attached report

- Policies and Programs
  - Second Reading 2011-2014 Transportation Contract
  - 2011-2012 CAIU Calendar for 12-Month Employees
  - First Reading New Policy – Employment of Educational Paraprofessionals and Personal Care Assistants
- Position Descriptions
  - First Reading Existing Position, New Job Description – Data Systems Specialist

**Acting 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, April 28, 2011, 8 a.m., Board Room, 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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**A. RESIGNATIONS:**

**VERONICA DILLMAN**, Speech-Language Pathologist, Early Intervention effective April 22, 2011. Reason: Accepted position with a member school district.

**GAIL FAVORS**, Itinerant Teacher, Deaf and Hard of Hearing Support effective March 4, 2011. Reason: Personal

**COLLEEN INNS**, Reading Specialist, Aid to Non-public School Services effective June 3, 2011. Reason: Personal.

**KATY SNIDER**, part-time Speech-Language Pathologist, School-age Program effective May 13, 2011. Reason: Moving out of the area.

**CHERYL STEWART**, Itinerant Teacher, Visually Impaired Support effective April 15, 2011. Reason: Accepted a position with a therapy company.

**NANCY WICKARD**, Central Referral Administrator, Student Services effective May 4, 2011. Reason: Retirement after 30 years of CAIU employment.

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

**JAMIE ARNDT**, part-time Educational Paraprofessional, Early Intervention effective March 14, 2011. This is a replacement position funded by the MAWA Budget.

**KRISTIN WILSON**, part-time, long-term substitute ESL Teacher effective March 9, 2011 through June 30, 2011. This is a new position funded by the ESL Budget.

**C. CHANGES OF STATUS:**

**KEN GEIST**, from long-term substitute to permanent full-time Technology Support Specialist, Technology Services effective March 9, 2011. This position is funded by the General Operating Budget.

**MICHELLE ULMER**, Accountant, Business and Operations, extension of long-term substitute contract through September 30, 2011. This position is funded General Operating Budget.

**D. LEAVES OF ABSENCE:**

**KIMARIE BROWN**, Educational Paraprofessional Floater requesting leave without pay for personal reasons effective March 7 through April 30, 2011 for a total of 33 days. Leave is requested in accordance with CAIU Policy #539.

**BRITTANY DULING**, Occupational Therapist, leave of absence for medical reasons beginning February 22, 2011. Leave is requested in accordance with CAIU and FMLA Policies.

**EVE KERMIT**, Educational Paraprofessional, Hospital Program requesting leave without pay for travel effective April 11-15, 2011 for a total of five (5) days. Leave is requested in accordance with CAIU Policy #539.

**EVE KERMIT**, Educational Paraprofessional, Hospital Program requesting leave without pay for medical reasons effective March 11, March 21, March 23, April 18 and May 11, 2011 for a total of 4.5 days. Leave is requested in accordance with CAIU Policy #539.

**LAURIE KRIEBEL**, part-time Educational Paraprofessional, Early Intervention requesting a child-rearing leave of absence without pay effective March 9, 2011 through March 7, 2012. Leave is requested in accordance with CAIU Policy.



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## **Acting Executive Director's Report March 24, 2011**

### **NEWS**

The CAIU hosted the annual High School and Middle School Computer Fairs on March 21 and 22. Students from ten district high schools submitted 50 projects and middle school students from 7 school districts and 3 nonpublic schools submitted 41 projects. Projects were submitted in areas such as animation, computer fair logo, curriculum-based and information-based web page design, digital movie, graphic design, multimedia presentations, programming, and text-based desktop publishing. First place winners of these fairs will advance to the state competition held on May 24, 2011 at Dickinson College.

The CAIU administrative cabinet has completed two more district visits (South Middleton and Steelton-Highspire). These administrative visits provide us with an opportunity to gather feedback and input about CAIU services which we consider as we plan CAIU services. Also, I made two more annual board visits this past month (East Pennsboro and Millersburg). The Board visits provide an opportunity for sharing an overview of CAIU programs and services and responding to any questions by school board members.

The Digital Resources Initiative (DRI) is proceeding on schedule. Funded by an Act 183 EFund grant from PDE, the DRI is a two year pilot project which seeks to replace paper textbooks in the classroom with a suite of online, digital resources. Year 1 (current year) focuses on planning, training, and technical coordination, while year 2 will see the digital resources utilized in Geometry, Physics, and Biology classrooms. A total of 8 districts within CAIU have committed to the two-year project. The next step is a series of 8 professional development workshops designed to enhance teacher capabilities to use the digital resources in their classrooms. The workshops will run from April to early June 2011.

### **NOTIFICATION OF ACTIVITIES**

- Attended Leadership for Teaching Act 45 course held at PASA on March 9. Several of our superintendents are also involved in this year long course. This session's topic focused on using data to drive continuous school improvement.
- Collaborated with local Rotary Club to host two educators from Malaysia's Rotary District Group Study Exchange Team. The two educators are interested in



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teaching English as a Second Language, special education instruction, and integration of technology in instruction. Visits have been planned at several local school districts, Hill Top Academy, and the Capital Area School for the Arts on May 3, 2011.

- Had the opportunity to visit the CAIU classes at Lemoyne Preschool Center. Students from the three classrooms came together to participate in music activities led by “Mr. Music.”

### **Upcoming Activities:**

- Will attend the PAIU Central Region Executive Directors’ meeting in State College on March 25.
- Will attend PAIU Monthly Executive Directors’ Meeting on March 31 and April 1
- The Superintendents’ Spring Conference will be held at Bedford Springs on March 29-31.
- Will participate in several CASA Strategic Planning sessions planned over the next two months. Dr. Linda Bigos will facilitate the strategic planning discussions. The first session is planned for March 24 at CASA in Strawberry Square.

### **Date Savers:**

- The first Harrisburg regional 10-mile run is set for Sunday, April 3 beginning at 9:00 a.m. The inaugural “**Capital 10-miler**” will benefit the arts, including Open Stage of Harrisburg and the Capital Area School for the Arts. The event will start and finish on City Island, with the course including the riverfront and the Capital Area Greenbelt as well as scenic bridges over the Susquehanna River. For additional information or to donate visit the following website:  
<http://www.openstagehbq.com/capital10-miler.html>
- **Champions for Children Bingo:** Friday, April 15, 2011, 7:00 p.m.
- **10<sup>th</sup> Annual CASA Celebration and Gala:** Thursday, May 5, 2011 at the Whitaker Center for Science and the Arts
  - 5:30 p.m. – 7:00 p.m. Gala Reception and Silent Auction
  - 7:00 p.m. – “Giving Back” is a performance exploring the generosity and its many facets
- **Annual Employee Recognition Dinner:** Thursday, May 12, 2011 at the C. Ted Lick (Wildwood) Conference Center at Harrisburg Area Community College