



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 23, 2010** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Development activity was guided with a powerpoint presentation on the multiple budgets administered by the CAIU with the varied funding sources.
- David Martin reviewed the goals and purposes of the E-Fund application.

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 July 22, 2010 CAIU Board Meeting
- Committee Reports – No Reports
- Treasurer's Report and Payment of Bills – a total of \$6,242,638.21 in receipts and \$12,808,610.18 in expenditures for August 2010
- Budget Administration for 2010-2011: No budgets presented this month.
- Other Fiscal Matters:
 - 2010-2011 Special Education Contracts from Carlisle Area SD, Cumberland Valley SD, Dauphin County Technical School, Greenwood SD, Halifax Area SD, Lower Dauphin SD, PA Cyber Charter School, Steelton-Highspire SD, and Susquehanna Township SD
- Personnel Items – see attached
- Policies and Programs
 - First Reading Revised Policy #121 – Off-Site Experiences
 - Second Reading Revised Policy #616.1 – Signature Authority
 - CASA Annual Field Trip to New York City
- Position Descriptions
 - Second Reading Revised Existing Position Description – Part-time Drivers Ed Instructor

Executive Director's Report

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

Other Business Not Specific to Agenda

- Robert M. Frankhouser, Jr. from Hartman, Underhill & Brubaker LLP shared with the Board the September 14, 2010 Opinion issued by the United States Court of Appeals for the Third Judicial Circuit in Lytle v. Capital Area Intermediate Unit.

NEXT MEETING: Thursday, October 28, 2010, 8 am, CAIU Enola Office

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

A. RESIGNATIONS:

DIANE BROCKMAN, part-time Educational Paraprofessional, Early Intervention effective September 10, 2010. Reason: Accepted a full-time position with a local non-profit organization.

MARGARET HOFFMAN, Substitute Teacher effective August 27, 2010. Reason: Retirement.

STEPHEN RUTT, Teacher, CAPP Autism Program effective October 22, 2010. Reason: Personal.

TIMOTHY SCHULTZ, Head Cook, Business and Operations effective September 24, 2010. Reason: Personal.

JEANNE YOST, long-term substitute Inclusion Consultant, Early Intervention effective September 15, 2010. Reason: Personal.

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

KAREN DITZLER, Instructional Technology Specialist, Technology Services effective November 8, 2010. Pay will be based on the 2009-2010 salary of Masters +15, Step 14 for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 137 days. This is a new position funded through the General Operating Budget.

KEN GEIST, long-term substitute Technology Specialist, Technology Services effective September 20, 2010 through March 18, 2011. To be paid at the Range 1, 7.5 hours per day for a total of 130 days. This is a long-term substitute position with the possibility of becoming permanent, funded through the General Operating Budget.

JESSICA GINGRICH, Educational Paraprofessional, Autism Support effective September 10, 2010. Pay will be based on the 2009-2010 salary of HS+30, Step 1 for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 177 days. This is a replacement position funded through the Autism Support Budget.

DEBORAH SCALERA, part-time Educational Paraprofessional, Early Intervention effective August 30, 2010. This is a new position funded through the MAWA Budget.

MICHELLE ULMER, Long-term Substitute Accountant, Business and Operations effective September 13, 2010 through June 30, 2011. This is a long-term substitute position funded through the General Operating Budget.

JEANNE YOST, Long-term Substitute Inclusion Consultant, Early Intervention effective August 30 through October 7, 2010. Pay will be based on the 2009-2010 salary of Masters, Step 9 for 189 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 28 days.

CAMERON JOHN YOUTZ, Personal Care Assistant, Autism Support effective August 31, 2010. Pay will be based on the 2009-2010 salary of HS+30, Step 1 for 190 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 184 days. This is a replacement position funded through the Autism Support Program Budget.

The following individuals to be employed as Substitute Teachers for the Capital Area Intermediate Unit:

**LEAH EASTERDAY
DWIGHT HOWARD**

The following individuals to be employed as Substitute Educational Paraprofessionals for the Capital Area Intermediate Unit:

**KATHRYN CORDIER
CARL MYERS
VALARIE SHERMAN**

C. CHANGES OF STATUS:

KIMBERLY SMITH, from day-to-day substitute to full-time Educational Paraprofessional, Autism Support effective August 30, 2010. Pay will be based on the 2009-2010 salary of HS+30, Step 6 for 190 days of service until a new Collective Bargaining Agreement has been reached, prorated for a total of 184 days. This is a replacement position funded by the Autism Support Program Budget.

D. CHANGES OF SALARY:

BOBBI ELY, Accountant, Business and Operations, pay stipend for extra duties while the Director of Business and Operations is working with Harrisburg School District. Increase is to be divided over the remaining 20 pays of the 2010-2011 school year. This position is funded through the General Operating Budget.

SHAWN FARR, Director of Business and Operations, increase salary as part of the contract with Harrisburg School District. Increase is to be divided over the remaining 20 pays of the 2010-2011 school year. This position is funded through the General Operating Budget.

TODD McCONNELL, Technology Support Specialist, Technology Services, change of salary to align with industry standards effective July 1, 2010. To be paid per hour, 7.5 hours per day for 12 months of service. This position is funded through the Technology Entrepreneurial Budget.

DAREN MORAN, Supervisor, Business and Operations, pay stipend for extra duties while the Director of Business and Operations is working with Harrisburg School District. Increase is to be divided over the remaining 20 pays of the 2010-2011 school year. This position is funded through the General Operating Budget.

CINDY MORTZFELDT, Substitute Executive Director, correction of stipend for acting as Superintendent of Record for Technical Schools. Pay is prorated for seven (7) months.

PATTY POTOKA, Paraprofessional, Loysville Youth Development Center, change of salary for evidence of additional experience. 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, retroactive to August 16, 2010.

E. LEAVES OF ABSENCE:

AMANDA COBY, Application Developer I, Technology Services, child-rearing leave of absence effective September 20 through October 29, 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 October 29, 2010 for a total of 15 days. Leave is requested in accordance with CAIU and FMLA Policies.

DIANE KOVAC, Inclusion Consultant, Early Intervention, leave of absence for family effective August 30 through October 11, 2010. Leave is requested with pay using accumulated personal and sick leave for a total of 7.5 days and without pay for a total of 20.5 days in accordance with CAIU and FMLA Policies.

Substitute Executive Director's Report September 23, 2010

NEWS



On September 9th, US Representative Todd R. Platts, Pennsylvania 19th District, met with CAIU staff and the superintendents and curriculum directors from nine districts to discuss education issues and policy. The topics included the positive and challenging lessons learned from the No Child Left Behind Act, the reauthorization of the Elementary and Secondary Education Act, and the impact of federal education policies at the local level. Congressman Platts welcomed the opportunity to hear from the educational leaders in the room and expressed his

sincere appreciation for the work that educators do every day to shape the future of our community and nation.

The Superintendents and AVTS Directors attended the first CAIU Superintendents' Advisory Council meeting for the new school year. The CAIU also hosts other advisory groups for the school district staff. The Curriculum Advisory Council, facilitated by Brian Griffith, the Technology Advisory Council, by David Martin, the Special Education Advisory Council, by Alicia McDonald, and the Human Resources Advisory Council, by Theresa Kinsinger meet on a regular basis throughout the school year. These advisory groups provide opportunities for school district staff to network with others from across the CAIU region.

One hundred thirteen participants completed training on September 13-15 through our Guest Teacher Program. Those who successfully complete the training, paperwork, and all required clearances are qualified to substitute teach in any subject area in the participating public school districts. These participants are trained in classroom management, educational laws, the art of teaching, professionalism, and special education related issues. In addition to these newly trained Guest Teachers, the CAIU has received 462 renewals for previously trained Guest Teachers to continue substitute teaching in our districts.

Capital Area Online Learning Association (CAOLA) – Participation in our online learning option has significantly increased over the last several months. Currently, there are 1,184 students taking 3,060 courses. Fifty of these students are full-time cyber students.

NOTIFICATION OF ACTIVITIES

- Met with several new superintendents, Paul Caputo (Upper Dauphin SD), Dr. Mark Leidy (Mechanicsburg Area SD), Dr. Sybil Knight-Burney (Harrisburg SD), and Dr. Audrey Utleby (Steelton-Highspire SD) this month.
- Compiled Federal Programs data and met with Jesse Fry, Regional Federal Programs Coordinator, to complete the CAIU's monitoring process as required for Federal Programs. Monitoring is completed on a three-year cycle. Programmatic review was completed for Title IIA funds and fiscal review involved Title IA, Title ID, Title IIA, Title IID, and Title III. Bobbi Ely, Lead Accountant, provided key fiscal information as requested.

- Provided New Federal Programs' Coordinators training on behalf of PDE's Division of Federal Programs for 45 coordinators within the Central Pennsylvania region.
- Attended "Leadership for Teaching" an Act 45 course for educational leaders, available through Pennsylvania Association of School Administrators (PASA). Five sessions will be held through the 2010-11 school year. The course focuses on teaching, instruction, and resiliency
- Initial planning meeting was held with CAIU Directors and Business staff to begin the development of 2011-2012 General Operating Budget