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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **October 23, 2008** meeting held at Hill Top Academy.

## Reports/Updates

- The Board welcomed new CAIU Board member, Wilbur Wolf, Jr., from the Big Spring School District.
- Amy Morton shared information, including a list of the Steering Committee members, associated with the Champions for Children Capital Campaign. Board members Sheri Matter, Linda Butler and Howard Dougherty are serving on the Steering Committee. Board members Tony DeLuca, Angie McMaster and Howard Dougherty serve on the Champions for Children Board. Champions for Children is the CAIU's 501(c)3 foundation.
- Shawn Farr reported that after a thorough review process, two banks are being considered for CAIU's banking services. A selection will be made following review of each bank's proposal to finance a proposed 1.1 million dollar loan for capital projects. (Note: IUs are not permitted under the School Code to maintain a capital fund.)
- Chris Greco, CAIU staff member, introduced the Board to one of our four black Labradors who serve as therapy dogs in CAIU classrooms.

## Executive Session

- The Board met in executive session to discuss the status of a transportation lawsuit filed against the CAIU and most of its member districts by two former CAIU bus contractors.

## Public Comment on Agenda Items

- None

## Approved Action Items

- Minutes from the September 25, 2008 CAIU Board meeting were approved.
- Treasurer's Report and Payment of Bills – a total of \$6,326,600.20 in receipts and \$9,036,382.28 in expenditures were approved for September 2008.
- The resignation of Kingsley Blasco from, and the appointment of Wilbur Wolf, Jr. to, the CAIU Board of Directors.
- Budget for 2007-2008:
  - Revision C (final) for Distinguished Educators in the amount of \$2,771,937.79, a decrease of \$802.21 from Revision B.
- Print bids totaling \$3,232.32 to three separate vendors.
- School-age special education contracts for 2008-2009 totaling \$10,500,159.22.
- Ten-year lease with the non-profit Strawberry Square Development Corporation to house the Capital Area School for the Arts. The first year rate is \$12.50 per square foot. The tenth year rate is \$19.75 per square foot. CAIU is responsible for electricity and janitorial services.
- Personnel Items – see attached
- Policies
  - Second Reading – Naming IU Facilities
  - Second Reading – Resolution Adopting a 403(b) Plan

- Second Reading – Revised Policy #334 Sick Leave: Administrative Employees
- Second Reading – Revised Policy #434 Sick Leave: Professional Employees
- Second Reading – Revised Policy #534 Sick Leave: Classified Employees
- First Reading – Revised Policy #451: Professional Employee Drug-Free Workplace
- First Reading – Right to Know
- Position Descriptions
  - First Reading – New Position Description: Student Services Data Systems Supervisor
  - Second Reading – New Position Description: Secretary Special Projects
  - Second Reading – Revised Position Description: Special Projects Coordinator-Technology
- Out-of-State Field Trips for CASA – to Baltimore in November and New York City in May

**Executive Director's Report**

- See attached

**President's Report**

- Mr. Dougherty thanked the Board members for the quality of the discussion concerning the CASA lease.

**NEXT MEETING: Thursday, November 20, 2008, 8:00 am**

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

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**October 23, 2008**

- Resignations                    **TRACY GIPE**, Educational Paraprofessional with Autism Support effective October 17, 2008. Reason: Personal.  
                                      **ALAN MCGINTY**, Mental Health Treatment Specialist with the Capital Area Partial Program effective October 28, 2008. Reason: Retirement after 9 years of CAIU service.  
                                      **KAREE ROBINSON**, part-time Teacher with Student Services effective November 21, 2008. Reason: Accepted a position with West Shore School District.  
                                      **ELIZABETH WATSON**, Educational Paraprofessional/Personal Care Assistant with the Deaf/Hard of Hearing Support Program effective October 30, 2008. Reason: Personal.
- Recommended For  
Employment or  
Contract Pending  
Receipt of Clearances        **KATY HENCH**, Speech/Language Clinician for Student Services effective November 17, 2008. Work days will be prorated based on a schedule yet to be determined. This is a replacement position funded through the Student Services Budget.  
                                      **JILL PAE**, part-time Educational Paraprofessional with the Early Intervention Program effective October 6, 2008. This is a new position funded through the MAWA Budget.
- The following individual to be employed as a day-to-day substitute  
Educational Paraprofessional for the 2008-2009 school year at the  
approved rate of \$65 per day:**
- KATHLEEN DAVIDS**
- Changes of Salary                **STEVE DAVIS**, Secretary with Curriculum Services, payment of \$850 stipend for extra work on CASA website. The stipend is to be paid in two installments of \$425 on October 30, 2008 and November 15, 2008 paychecks.  
                                      **BRIAN DECKER**, Application Support Specialist for Technology Services, payment of \$700 stipend for work completed above and beyond normal work requirement during the month of September 2008. To be paid in two installments of \$350 on October 15 and October 30, 2008.  
                                      **JAMES GATES**, Instructional Technology Trainer for Technology Services, payment of \$700 stipend for assuming additional assignments during the month of September 2008. To be paid in two installments for \$350 on October 15 and October 30, 2008.
- Change of Status                **SUSAN BRUNER**, from part-time to full-time Occupational Therapist effective November 10, 2008. Change is necessary to absorb caseload of other employees on leave effective through the end of the 2008-2009 school year. This position is funded through the OT/PT Budget.  
                                      **BONNIE CONRAD**, Educational Paraprofessional with the Early Intervention Program, from active to inactive status effective November 30, 2008.  
                                      **ANNE GAUDETTE**, from Teacher with the Multiple Disability/Life Skills Support Program to full-time Floater Teacher with Student Services effective November 12, 2008. This is a replacement position funded through the Student Services

Budget.

**TANYA HALLER**, from day-to-day substitute to regular part-time Art Teacher with Student Services effective October 14, 2008.

**JENNIFER HEFFNER**, from part-time to full-time Custodian for Facilities, effective August 18, 2008. This is a replacement position funded through the Business and Operations Budget.

**KAREN KLAUS**, from full-time to part-time Inclusion Educational Paraprofessional with the Early Intervention Program effective September 3, 2008. Effective September 3, 2008 employee will be paid at the rate of \$16.54 per hour.

**VICKIE PECK**, from Secretary for Student Services to Secretary for Curriculum Services tentatively effective December 2, 2008 dependant upon move of Curriculum office. This is a lateral transfer with no change in salary. This is a replacement position funded through the Curriculum Services Budget.

**IRENE WRAY**, Secretary for Curriculum Services, from inactive to substitute employee effective October 6, 2008.

## **LEAVES OF ABSENCE**

**KRISTA CARR**, Teacher with the Early Intervention Program, leave of absence for medical reasons beginning October 15, 2008 and continuing for approximately four to six weeks. Leave is requested with pay using accumulated sick leave in accordance with FMLA and the CAIU Collective Bargaining Agreement.

**MONICA EDWARDS**, Reading Specialist with the Aid to Non-Public School Services, child-rearing leave of absence effective January 12 – March 20, 2009. Leave is requested with pay for a total of 30 days using accumulated sick leave. The remainder of the leave will be without pay. Leave is requested in accordance with FMLA and the CAIU Collective Bargaining Unit Agreement.

**JANELLE PAUL**, Reading Specialist with the Aid to Non-Public School Services, child-rearing leave of absence effective January 12 – April 13, 2009. Leave is requested with pay for a total of 34 days using accumulated personal and sick leave. The remainder of the leave will be without pay. Leave is requested in accordance with FMLA and the CAIU Collective Bargaining Unit Agreement.

# Executive Director's Report to the Board

## October 23, 2008

### News & Updates

PAIUnet Project Management has been awarded to consortium of CAIU, ARIN IU and CCIU. Current CAIU staff members (Shawn Farr, Brian Griffith, David Martin, and Amy Morton) will be working on this project, generating additional revenue for CAIU without adding additional personnel. John Branson, CCIU, is the Project Manager and single point of contact for PAIUnet.

Governor and Judge Rendell presented a civics lesson via videoconference and live streaming from the CAIU on October 8. The technology worked flawlessly, thanks to our David Martin and our Technology Services Team. The building and grounds were beautiful thanks to Len Kapp and his staff. Mark Hennes, Special Projects Supervisor, provided overall coordination. The Governor was so impressed, he would like to do a return engagement in January.

Our eFund grant application for 2 million dollars over three years has been completed and will be submitted to PDE on Friday, October 24. Awardees will be announced on December 12.

The first Steering Committee meeting for the Champions for Children Capital Campaign was held on October 10 with 15 of 22 Steering Committee members attending. Tom Crabtree and Brad Jones, members of the Committee, presented the two sites to be served by this campaign – Hill Top Academy and Capital Area School for the Arts. CAIU Board members Sheri Matter, Linda Butler and Howard Dougherty are serving on the Steering Committee. (Howard also serves on the Champions for Children Board.)

Superintendents met October 7-9 to further explore and develop plans associated with redesigning our high school programs. 18 of our 24 superintendents participated. Several follow-up activities are already underway, including a Dual Enrollment conference, a 9<sup>th</sup> Grade Transition workshop, electronic sharing of all districts' high school course selection guide, and networking sessions on specific topics such as Advanced Placement courses.

The Central Penn Business Journal is planning with CAIU to publish a 12-16 page insert in the April 24 edition of the Central Penn Business Journal. This insert will focus on our regional initiatives to achieve educational excellence. CAIU incurs no expense for this insert.

### 2008-2009 Standards and Goals

#### Standard 1: Policy and Governance

- Effectively works with board to monitor/develop intermediate unit policy
  - There are several policies for first or second reading on the October agenda.
- Administers and supports policies throughout the intermediate unit (administrative procedures/guidelines)
  - Met with CAEA on 10/22 to review new progressive discipline guidelines
  - Reviewed upcoming policy change recommendations on expense reimbursement with Leadership Team on 10/21

#### Standard 2: Planning and Assessment

- Utilizes or encourages the use of appropriate staff evaluation procedures, measuring for formative and summative purposes

- Jason Conway is currently working on the EPP/PCA and Administrative Support evaluation tools and processes

### **Standard 3: Instructional Leadership and Student Performance**

- Makes consistent efforts to observe classrooms to assure that the organization is fulfilling its mission
  - No activity this month

### **Standard 4: Organizational Management**

- Develops and implements operational plans and processes to accomplish strategic goals using practical applications of organizational theories
  - PAIUnet management team developed an organizational plan
  - Strategic approach to operationalizing regional high school redesign efforts

### **Standard 5: Communications, Board Relations and Community Relations**

- Successfully builds intermediate unit-district partnerships that benefit students and staff
  - Participated in initial meetings with Mental Health Association, including Judge John Cherry and Pinnacle Health psychiatrists, MHA President Alyce Spector and former DPW Deputy Karen Snider
  - Participated in exploratory and follow-up meetings with Dave Shankweiler regarding a spring publication on CAIU as 12-18 page insert in Central Penn Business Journal
  - Meeting with Livia Riley, Superintendent of Harrisburg Diocese, on inclusion of Diocese in eFund grant application
  - Met with Susan Sherwood, National Civil War Museum board member, regarding possibly RWAN connection
  - Met twice with Jim Sheffer, PA Assoc of Federal Program executive director, and Renee Palakovic, Division of Federal Programs chief, on various projects we administer
  - Attended/introduced Shippensburg University School Study Council teacher recognition luncheon and participated in SUSSC Advisory Committee meeting
  - Met with Ellen and Bruce Eisenberg who work with the Annenberg Foundation on the multimillion dollar instructional coaching initiative; subsequently invited by PDE Special Assistant John Nau to serve on PA Coaching Collaborative Board of Directors
  - Held quarterly meeting with CAEA leadership
  - Presented session on PA Standards Revision project at PSBA Conference with several staff members

### **Standard 6: Professionalism**

- Encourages board and administrative team to participate in professional development opportunities
  - Met with Linda Butler following her participation as CAIU legislative liaison at PSBA conference
  - Leadership Team agenda includes 30-45 minutes monthly for professional development; October topics: managing your computer files, using the new phone system
  - Theresa Kinsinger attended PSBA legal session
- Continues professional development through coursework and/or conference attendance
  - Attended PSBA conference (one day)

### **Annual Goal #1:**

The Executive Director will improve student achievement by coordinating the development and implementation of a regional on-line learning solution.

- Committee meetings continue; superintendents discussed and agreed on CAIU management of solution

- Request for Proposals issued for on-line learning management system and courses
- Substantial time spent developing eFund grant proposal to help cover non-recurring cost of on-line solution

**Annual Goal #2:**

The Executive Director will ensure that internal staff and external clients and stakeholders have multiple means of communicating and collaborating to achieve the CAIU mission.

- Added nine new postings to “Amy’s Notes” blog
- Utilized *Eliminate* tool to participate in several PAIUnet Project Management Team meetings

**Annual Goal #3:**

The Executive Director will ensure that all CAIU staff and the students served by them in CAIU locations have a safe and appropriate environment in which to work and learn.

- Met with Mike Hurley and Brian Griffith to plan spring NIMS training
- Prepared draft FAQ on proposed CASA lease in preparation for Board meeting

**Annual Goal #4:**

The Executive Director will improve employee performance and satisfaction by implementing research-based approaches to supervision and evaluation.

- Progressive discipline guidelines ready for distribution
- Focus group discussions planned for revising staff evaluation tools.

