



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **March 26, 2009** meeting held at the Capital Area Intermediate Unit's offices at Renaissance Place in Lemoyne.

Reports/Updates

- Directors Shawn Farr and Theresa Kinsinger shared information about the Business and Human Resources staff members who work in our auxiliary offices at Renaissance Place in Lemoyne.
- Amy Morton provided a brief update on several student programs:
 - CASA tuition rate for 2009-2010 has been set at \$5235.
 - West Perry has asked the CAIU to administer the Loysville Youth Development Center.
 - Special education contract meetings are taking place this month with district special education directors.

Executive Session

- The Board met in executive session to discuss personnel matters relating to the Assistant Executive Director position and recommended candidate.

Public Comment on Agenda Items

- None

Approved Action Items

- Minutes from the February 26, 2009 CAIU Board meeting.
- Treasurer's Report and Payment of Bills – a total of \$4,696,558.56 in receipts and \$7,138,973.14 in expenditures for February 2009.
- The Summary of Operations with year-to-date totals of \$47,399,925.35 in revenues and \$43,425,351.06 in expenses.
- Budgets for 2008-2009:
 - Revision A for Alternative Education (Tressler/Diakon) – in the amount of \$439,915, a decrease of \$67,686.
 - Revision A for CAPP in the amount of \$1,752,296, a decrease of \$67,004.
 - Revision A for CASA in the amount of \$702,372, an increase of \$71,672.
 - Original for Act 183-eFund Grant in the amount of \$822,560. (This is a 2008-2010 budget.)
 - Original for HIV/STD Prevention Grant in the amount of \$5,000.
 - Original for the PA Higher Education Conference in the amount of \$100,000.
 - Original for the Safe Schools Initiative Grant in the amount of \$10,000.
 - Original for the Online Learning Initiative in the amount of \$2,762,514. (This is a 27 month budget beginning April 2009 through June 2011.)
 - Original for PA Instructional Coaching in the amount of \$1,400,000. (This is a budget that runs through June 2010.)
- Agreement with Provost Systems for the Capital Area Online Learning Association

- Driver Education Rates for 2009-2010
- Personnel Items – see attached
- Policies
 - Second Reading – Revised Policy #008 – Organizational Chart
 - 2009-2010 CAIU 12-Month Employee Calendar
- Position Descriptions
 - Second Reading – Existing Position/New Description: Application Support Manager
 - Second Reading – New Position Description: Secretary – Online Learning Program
 - Second Reading – New Position Description: Program Assistant – Online Learning Program
 - Second Reading – New Position Description: Supervisor – Online Learning Program
 - First Reading – New Position Description: Assistant Executive Director

Executive Director's Report

- See attached

President's Report

- Mr. Dougherty thanked the board for the quality of the discussion regarding the assistant executive director position.

NEXT MEETING: Thursday, April 23, 2009, 8:00 am, CAIU's Summerdale Office Center

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

Resignations	<p>JANET MATEER, Educational Paraprofessional with the Early Intervention Program effective July 22, 2009. Reason: Retirement after 36 years of CAIU service.</p> <p>LOIS TAYLOR, Educational Paraprofessional with the MDS/LSS Program effective June 10, 2009. Reason: Retirement after more than 10 years of CAIU service.</p> <p>JORDAN WICKARD, part-time Educational Paraprofessional with the Early Intervention Program effective March 19, 2009. Reason: Personal.</p>
Recommended For Employment or Contract Pending Receipt of Clearances	<p>MELISSA BARTO, part-time Educational Paraprofessional with the Early Intervention Program effective March 26, 2009. This is a new position funded through the MAWA Budget.</p> <p>TODD DRAZIEN, Social Worker with Pupil Services effective April 6, 2009. This is a new position funded through the Pupil Services Budget.</p> <p>BOBBY JO ELY, Accountant with Business and Operations effective March 16, 2009. This is a replacement position funded through the General Operating Budget.</p> <p>ROBIN KEPHART, Greeter/Communications Coordinator with Human Resources/Communications effective March 10, 2009. This is a new position funded through the General Operating Budget.</p> <p>NICHOLAS MILLER, part-time Educational Paraprofessional with the Early Intervention Program effective March 24, 2009. This is a replacement position funded through the MAWA Budget.</p> <p>MARY PHILLIPS, Accountant with Business and Operations effective March 16, 2009. This is a replacement position funded through the General Operating Budget.</p>
Change of Status	<p>HEIDI HAAS, part-time Speech/Language Therapist with the Early Intervention Program change in status from working two days per week to three days per week effective July 1, 2009.</p> <p>EVE KERMIT, from part-time Personal Care Assistant with the MDS/LSS Program to full-time Educational Paraprofessional with the Hospital Program at Pennsylvania Psychiatric Institute effective March 2, 2009. This is a replacement position funded through the Student Services Budget.</p>
Leave of Absence	<p>AMANDA CROCCO, part-time Speech/Language Clinician with the Early Intervention Program, child-rearing leave of absence effective May 7, 2008 through May 7, 2009. Leave is requested with pay using sick leave for a total of 12 days and without pay for the remainder of the leave. Leave is requested according to FMLA and the CAIU Bargaining Unit Agreement.</p>

Executive Director's Report to the Board

March 26, 2009

News

Cabinet members completed two more district visits with administrators from West Shore School District and Middletown Area School District. We continue to collect both positive feedback and new ideas for assisting our districts. Cabinet members will be meeting over the summer to review all of the information from these meetings to improve current/develop new programs and services.

The CAIU has been given the responsibility from PDE and the Annenberg Foundation to provide the fiscal administration of the PA Institute for Instructional Coaching (PIIC). This initiative is public/private partnership dedicated to improving teaching through instructional coaching. Nancy Neusbaum, one of our curriculum specialists, will be working full-time on this effort, providing mentoring services to instructional coaches in our member districts. Brian Griffith, Director of Curriculum Services, will be providing oversight to this statewide program, working directly with Annenberg staff. Shawn Farr, Director of Business and Operations developed all of the formal agreements needed to codify the relationships between the CAIU and the other service providers.

Our success in coordinating special education and "regular" education in developing a seamless approach to professional development services has caught the attention of several IUs. Both Lancaster Lebanon IU and Berks IU have visited with us over the past month to learn more about how we have intentionally "blurred the lines" between special ed and regular ed. Thanks to Brian Griffith, Director of Curriculum Services, Karen Ruddle, Curriculum Specialist, and their wonderful staff, we are able to deliver high quality services that are recognized as "cutting edge" by our IU peers.

Shawn Farr, Dave Martin, and I participated in an all-day meeting with other intermediate unit personnel from across the state to develop the PAIUnet business plan. The goal of the business plan is to ensure that PAIUnet can generate the revenues required to make it a self-sustaining network.

At the invitation of Central Pennsylvania College President, Todd Milano, I attended the inaugural meeting of his President's Circle. This forum includes a variety of business, political, and agency leaders, creating a great opportunity to share the mission of the CAIU while supporting our education neighbor and partner – Central Penn College.

The CAIU Superintendents will be meeting with local legislators during our annual Legislative Breakfast on April 8. The Superintendents' Legislative Committee plans the agenda for this event and the CAIU hosts the session.

The Executive Committee of PAIU (PA Association of Intermediate Units) has asked me to serve as Secretary beginning in the 2009-2010 school year. Although this represents only a one-year commitment in that role, the expectation is that I would serve the following year as vice president, then president, and finally, past-president. Therefore it is essentially a four-year commitment. The Executive Committee meets monthly with the Secretary of Education and provides leadership to the PAIU Executive Directors.

Updates

To date, we have nine districts returning their Capital Area Online Learning Association (CAOLA) contracts, with three more expected within the next two weeks. A recent article in the Patriot News about this initiative has generated inquiries from districts outside of our "footprint." We will be following up with the neighboring IUs who have also expressed an interest in learning more about what we are doing.

The Champions for Children Capital Campaign officially begins with the April 13 Leadership Gifts Kickoff hosted by Capital Blue Cross. All CAIU board members and district superintendents have been invited to this event, along with our Campaign Steering Committee, CASA Steering Committee and Champions for Children

Board of Directors. In addition, every CAIU employee received an invitation to participate in the campaign through payroll deduction.

I recently met with the House and Senate Education Committees' Executive Directors to discuss legislation which will be introduced addressing the Keystone Exams. PSBA's work with the State Board to reach an agreement as to how to move forward has certainly created a break in the political stalemate over the previously proposed Graduation Competency Assessments (GCAs).

Upcoming Travel:

- March 31-April 2 – Superintendents' Leadership Conference at Bedford Springs Resort in Bedford, PA (costs partially underwritten by two corporate sponsors)
- April 7-8 – Keynote speaker at annual PA Association of Federal Programs Annual Conference held at Seven Springs Resort in Somerset, PA (travel expenses paid by PAFPC)

Notification of Activities:

- PAIUnet Operations Committee/PAIUnet Council Meetings – Feb 5 and Mar 5, 2009
- PAIUnet Project Management Team Meetings – every Monday morning from 8:30 – 9:00 am
- PA Coaching Collaborative Board – March 13, 2009

2008-2009 Standards and Goals

Standard 1: Policy and Governance

- Effectively works with board to monitor/develop intermediate unit policy
- Administers and supports policies throughout the intermediate unit (administrative procedures/guidelines)
 - *Work has been done on the organizational chart and on calendars for 09-10, with substantial changes in our plans for 12 month employees (elimination of "skeleton days") and school/preschool employees (proposed replacement of "opening day" in August with "all staff celebration" in May)*

Standard 2: Planning and Assessment

- Utilizes or encourages the use of appropriate staff evaluation procedures, measuring for formative and summative purposes
 - *Cabinet members have reviewed the new draft "Growth and Evaluation" tools for classified employees, administrative support employees and educational paraprofessionals. Leadership Team will review these documents in April.*

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
 - *CASA Steering Committee – this committee has served its purpose and has agreed to dissolve. Members will continue to receive news about CAIU and may be asked to serve on future committees with specific tasks, such as strategic planning, scholarship, etc.*
 - *Capital Region Partnership for Career Development - a strategic effort is underway to substantially improve the funding streams for this program. In addition, we will be looking at*

restructuring the board under a new 501(c)(3) organization to attract more corporate involvement.

Standard 5: Communications, Board Relations and Community Relations

- Successfully builds intermediate unit-district partnerships that benefit students and staff
 - To date, six district visits have been completed (8 per year scheduled), including Mechanicsburg, Susquehanna Twp, Susquenita, Shippensburg, West Shore, Middletwon Area
 - Visited with Greenwood's Board of Directors during one of seven planned Board visits this year.
 - Assisted the Mental Health Association in planning their fundraising event by connecting them with local schools. Newport SD band will be performing at their March 28 opening of the new center in Marysville.
 - Conducted the fourth new superintendents' induction session, thank to the assistance of Connie Kindler, Camp Hill Superintendent.
 - Met individually with Jemry Small, West Shore Superintendent; Bill Harner, Cumberland Valley Superintendent; and Kevin Lacey, Dauphin County Technical School Director.

Standard 6: Professionalism

- Encourages board and administrative team to participate in professional development opportunities
- Continues professional development through coursework and/or conference attendance
 - University of PA School Study Council – I recently joined this Study Council and have attended three separate but related sessions that will assist me greatly in working more strategically on strengthening our leadership team.

Annual Goal #1:

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

- Participated in committee meetings
- Met with Provost Systems President, Anthony Kim, to discuss future partnership in providing services statewide

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.

- Made several more posts to website blog sharing the good news of the CAIU
- Met with Central Penn Business Journal staff to identify advertisers and to plan more specifically for articles scheduled for the insert publication
- Met with CAEA Association President and CAEA member regarding health care changes
- Conducted three separate voluntary employee communication meetings to discuss health care provider changes, capital campaign, new projects, and other items of interest/importance to employees.
- Prepared and distributed personal letter inviting employee participation in Capital Campaign
- Facilitated CASA Steering Committee (3/25)
- Participated in Capital Regional Partnership for Career Development Board meeting (3/18)

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.

- Confirmed compliance with requirement to conduct monthly fire drills
- Met with law enforcement regarding memorandums of understanding related to our preschool sites

Annual Goal #4:

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

- Reviewed and wrote introductory letter for revised employee "growth and evaluation" plans drafted by Jason Conway