



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 20, 2008** meeting held at the Summerdale office.

Reports/Updates

- Shawn Farr explained the proposed reorganization of the business office to improve efficiencies and accommodate the increased work load due to doubling our revenues over the past five years to a projected \$100,000,000+ for fiscal year 2008-2009.
- Amy Morton provided an update on the Champions for Children capital campaign. Mayor Reed is honorary chairperson. Dr. Marc Bauer and Mr. David Skerpon are the co-chairs. Contributions have started to come in.

Executive Session

- The Board met in executive session to discuss items associated with the CAEA bargaining unit agreement, specifically a memorandum of understanding intended to improve our ability to hire and retain speech therapists.

Public Comment on Agenda Items

- None

Approved Action Items

- Minutes from the October 23, 2008 CAIU Board meeting were approved.
- Treasurer's Report and Payment of Bills – a total of \$10,295,336.22 in receipts and \$5,206,258.68 in expenditures were approved for October 2008.
- Summary of Operations as of October 31, 2008 showing a positive balance of \$990,399.49 to date for the fiscal year.
- Budgets for 2008-2009:
 - Revision A for Institutionalized Program (Hershey Medical Center) in the amount of \$121,257, a decrease of \$129,228 from the original.
 - Original for Institutionalized Program (Polyclinic Psychiatric Institute) in the amount of \$132,000.
 - Original for PDE: Level I School Improvement in the amount of \$36,000.
 - Original for Title III, Part A: English Language Acquisition in the amount of \$104,637.
- Loan proposal from PNC Bank in the amount of \$1,100,000, including the required loan resolution.
- Selection of PNC Bank to provide CAIU banking services.
- Personnel Items – see attached
- Policies
 - Second Reading – Revised Policies #351, #451, #551: Employee Drug-Free Workplace
 - Second Reading – Right to Know
 - First Reading – Revised Policies #331, #431, #531: Job-Related Expenses

- Position Descriptions
 - Second Reading – New Position Description: Student Services Data Systems Supervisor
 - First Reading – New Position Description: Business Operations Supervisor
 - First Reading – New Position Description: Accountant II
 - First Reading – Revised Position Description: Accountant I

Executive Director's Report

- See attached

President's Report

- None

Board Member Reports

- Mrs. Fishman shared information about the Carlisle issue involving prayer at the pole.
- Mr. DeLuca shared that he will be hosting a social at his home in January so CAIU board members could get to know one another better.

Administrative Updates

- David Martin explained that the regional wide area network bidder will be identified on December 1 and that the eFund grant awards will be announced by PDE on December 12.

NEXT MEETING: Thursday, December 18, 2008, 8:00 am

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

November 20, 2008

A. RESIGNATIONS:

LEANNE BROADBENT, part-time Speech Clinician with the Early Intervention Program effective December 23, 2008. Reason: Personal.

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

AMY KWIATKOWSKI, Mental Health Treatment Specialist with the Capital Area Partial Program effective November 24, 2008. This is a replacement position funded through the Capital Area Partial Program Budget.

JILL MACHEMER, Instructional Technology Specialist with Technology Services effective January 5, 2009. This is a replacement position funded through the Technology Enterprise Budget.

CONSTANCE ROSSI, part-time Educational Paraprofessional with the Early Intervention Program effective November 5, 2008. This is a new position funded through the MAWA Budget.

TRACY SHEAFFER, Special Projects Secretary with Business and Operations effective November 6, 2008. This is a new position funded through the Entrepreneurial Budget.

BARBARA ZEIGLER, Service Coordinator with the Early Intervention Program effective January 20, 2009. This is a replacement position funded through the MAWA Budget.

The following individuals to be recommended for employment as day-to-day substitute teachers for the 2008-2009 school year at the approved rate of \$90 per day:

**GLENDIA BIXLER
CHERIE WILLIAMS**

The following individual to be recommended for employment as a day-to-day substitute educational paraprofessional for the 2008-2009 school year at the approved rate of \$65 per day:

TRACY SLOAD

C. CHANGES OF STATUS:

SUSAN BRUSSESE, from a full-time floater educational paraprofessional to full-time Educational Paraprofessional with the Intensive Learning Support Program effective November 3, 2008. This is a replacement position funded through the Intensive Learning Support Budget.

LYNN SHAFER, from full-time to part-time Occupational Therapist with Student Services upon return from child-rearing leave effective January 5, 2009.

D. CHANGES OF SALARY:

LEE CICHANOWICZ, Application Developer Manager for Technology Services, payment of \$1,500 stipend for additional duties assumed due to staffing needs. Stipend is to be paid over two pays during the month of November 2008.

BRIAN DECKER, Applications Support for Technology Services, continued payment of \$700 per month stipend for assuming additional duties due to the resignation of the IT Projects Manager. The stipend should be paid in two payments of \$350 for the month of November 2008.

TIM ELLISON, Network Operations Manager for Technology Services, payment of \$2,000 stipend for 24/7 on-call technology services effective July 1, 2008 through June 30, 2009.

DANIEL KENNEDY, Website/Graphic Designer for Technology Services, payment of \$1,000 stipend for additional duties assumed due to staffing needs. Stipend is to be paid over two pays during the month of November 2008.

ADAM KILLIAN, Network Administrator for Technology Services, payment of \$1,000 stipend for 24/7 on-call technology services effective July 1, 2008 through June 30, 2009.

JASON POWLEY, Application Developer II for Technology Services, payment of \$1,000 stipend for additional duties assumed due to staffing needs. Stipend is to be paid over two pays during the month of November 2008.

MICHAEL RAMSEY, Application Developer II for Technology Services, payment of \$1,000 stipend for additional duties assumed due to staffing needs. Stipend is to be paid over two pays during the month of November 2008.

LYNN ROTHERMEL, Material Specialist with the Vision Program, change of salary due to change of status from a 7 hour workday to a 7.5 hour workday effective November 10, 2008. To be paid at the rate of \$16.74 per hour for 7 hours per day for a total of 95 days and at 7.5 hours per day for a total of 165 days.

STEPHEN RUTT, Teacher with the Capital Area Partial Program, change of salary for completion of Master's Degree in Education effective for the 2008-2009 school year. New salary will be based on Masters, Step 3, \$44,249 for 189 days of service.

AMANDA SCHOCK, Application Developer I for Technology Services, payment of \$300 stipend for additional duties assumed due to staffing needs. Stipend is to be paid over two pays during the month of November 2008.

CYNTHIA SHIRAKI, Supervisor for the OT/PT Program, change of status from Exempt to Non-Act 93 effective September 8, 2008. Change will result in additional vacation and personal leave days.