
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **February 25, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources wing is being renovated and the Pennsylvania Association of School Personnel Administrators (PASPA) conference is being held this week.
- David Martin, Director of Technology Services, shared an overview of technology services for CAIU, highlighting the use of Telepresence Robots as an instructional tool for homebound students.
- Brian Griffith, Director of Curriculum Services, shared that the CAIU is co-sponsoring the Mid-Atlantic conference on Personalized Learning with International Association for K-12 Online Learning (iNACOL). The conference will be held in Baltimore, MD February 29 – March 2, 2016.
- Daren Moran, Business Manager, shared that our current Revenue Anticipation Note (RAN) has cost the CAIU \$41,000. The RAN has been paid in full and continues as a line of credit that will expire in June 2016. A new RAN will need to be secured for next year if passage of the 2016-2017 budget is delayed. The General Operating Budget was on today's agenda for approval by the CAIU Board and then will be sent to each district for approval at a local district level.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that two Federal Programs meetings were held at the CAIU recently, one for New Federal Program Coordinators and one for non-public schools consultation. The two revised policies on today's agenda are being updated with new policy number references.
- Rennie Gibson, Board Secretary, reminded board members to submit Statements of Financial Interest.
- Cindy Mortzfeldt, Executive Director, shared photos from the My Bike program. The Willow Mill Preschool has received a grant from Andrew's Gift Foundation to provide hardware, software, and staff training. Project SEARCH students have been interviewing for employment opportunities. Several of the students have been offered full time employment. She also shared an overview of the challenges related to the busing patterns at Hill Top Academy. The administrators have been in conversation with 405 Limited Partnership, landlords for Hill Top Academy, regarding options for alleviating the difficulties the bus contractors are facing at dismissal time. **Save the Date:** The Regional Computer Fair is on March 14, 2016.

Executive Session – Executive session was held to discuss personnel issues.

Board Committee Reports – The Board Negotiating Committee will be meeting immediately following today's Board meeting. The Board Finance Committee will be meeting on March 8th to discuss some possible solutions to the busing challenges at Hill Top Academy.

Approved Action Items

- Minutes from the January 28, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$28,836,283.75 in receipts and \$6,709,573.30 in expenditures for January 2016

- Summary of Operations for the 2015-16 fiscal year showing revenues of \$46,223,543.93 and expenses of \$32,976,574.78
- Budget Administration
 - Proposed 2016-17 Original Budget – General Operating (2nd Reading) in the amount of \$5,465,128
- Other Fiscal Matters – 2016-17 Marketplace Services
- Policies & Programs
 - Second Reading, Revised Policy #610 – Purchases Subject to Bid-Quotation
 - First Reading, Revised Policy #100.1 – Comprehensive Planning
 - First Reading, Revised Policy #805.1 – Relationship with Law Enforcement Agencies

- Personnel Items – see attached report

Executive Director’s Report

- See attached written report.

President’s Report

- Mrs. Jean Rice thanked the board members for their attendance at today’s meeting. She shared that the board will begin the process for the end of year Executive Director’s performance evaluation in March.

Board Member Sharing of Information

- Mrs. Judith Quigley, Mechanicsburg Area SD, thanked the board members who signed the petition for her to be placed on the ballot for the PSERS board.

NEXT MEETING: Thursday, March 17, 2016, 8:00 a.m., Board Room, CAIU Enola

A. RESIGNATIONS:

- **THOMAS BACHERT**, Application Support Specialist, Technology Team, effective March 4, 2016. Reason: Personal
- **MARY DEPALMA**, Teacher, Autism Support Program, effective March 23, 2016. Reason: Retirement after 9 years of service
- **JASON MILLER**, Senior Network Administrator, Technology Team, effective February 5, 2016. Reason: Personal

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **LAUREN CLEAVER**, Educational Paraprofessional, Emotional Support Program, effective February 8, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 78 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KIMBERLY GATSKI**, Long Term Substitute Remedial Specialist, ANPS Program, effective February 16, 2016 – June 9, 2016. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 76 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **COREY GELBAUGH**, Application Developer II, Technology Team, effective February 29, 2016. Base salary of \$68,439 for 12 months of service, prorated for a total of 89 days through June 30, 2016. This is a replacement position funded through the Application Development budget.
- **KATIE JOHN**, Personal Care Assistant, Emotional Support Program, effective February 16, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 74 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **LINDSAY RITTER**, Program Secretary, Early Intervention Program, effective February 29, 2016. Base salary of \$29,250 for 12 months of service, prorated for a total of 89 days through June 30, 2016. This is a replacement position funded through the Early Intervention budget.
- **DEBORAH ROSE**, Long Term Substitute Psychologist, Pupil Services Program, effective January 25, 2016 – June 3, 2016. Base salary of Masters + 30, Step 8, \$57,328, for 189 days of service will be prorated for a total of 87 days with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **HOLLY SHEMITZ**, Personal Care Assistant, Autism Support Program, effective February 9, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 79 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

C. CHANGES OF STATUS:

- **ROYCE BROWN**, from Application Developer II to Senior Application Developer, Technology Team, effective March 1, 2016 and retroactive to December 1, 2015. Change of status results in a change of salary to \$82,500 for 12 months of service prorated for 153 days. This is a new position funded through the Comprehensive Planning budget.
- **RACHEL DIEM**, from part-time Speech and Language Clinician to full-time Speech and Language Clinician, Early Intervention Program. Employee will continue to work her own part-time assignment and will be adding an additional 22 days, filling half of a Long Term Substitute Speech and Language Clinician vacancy, effective March 4 – June 3, 2016. This change of status results in an increase of days from 122 to 144.
- **HEIDI HAAS**, from part-time Speech and Language Clinician to full-time Speech and Language Clinician, Early Intervention Program. Employee will continue to work her own part-time assignment and will be adding an additional 23 days, filling half of a

Long Term Substitute Speech and Language Clinician vacancy, effective March 3 – June 3, 2016. This change of status results in an increase of days from 130 to 153.

- **LAURA KOROT**, Secretary, CAOLA Program, change in Return to Work date from April 25, 2016 to February 22, 2016.
- **SHARON WALKER**, Data Specialist, Early Intervention Program, from retirement effective date of March 4, 2016 to effective date of April 18, 2016.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, change of end date of sabbatical leave from June 11, 2016 to June 9, 2016.

D. CHANGE OF SALARY: None

E. LEAVES OF ABSENCE:

- **LORI FEIDT**, Teacher, Loysville Youth Development Center, medical leave of absence February 24 – April 6, 2016. This will be unpaid leave for a total of 26 days and is requested in accordance with CAIU and FMLA policies.
- **KRISTI KUREN**, Occupational Therapist, OT/PT Program, medical leave of absence February 4 – March 17, 2016. Leave is requested using accumulated paid leave for a total of 26 days and is in accordance with CAIU and FMLA policies.
- **STEPHANIE KRAMER**, Speech and Language Clinician, School-Age Speech Program, child-rearing leave of absence March 29 – May 9, 2016. Leave is requested using accumulated paid leave from March 29 – April 15, 2016 for a total of 13 paid days and without pay from April 18 – May 9, 2016 for a total of 16 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NANCY MAUST**, Consultant, Student Services Team, medical leave of absence beginning March 16, 2016 and lasting 6-12 weeks. Leave is requested using accumulated paid leave and is in accordance with CAIU and FMLA policies.
- **JENNIFER PLANT**, Speech and Language Clinician, School-Age Speech Program, medical leave of absence February 2 – February 24, 2016. Leave is requested using accumulated paid leave February 2 and February 3 for a total of 2 paid days and without pay from February 4 – February 24, 2016 for a total of 15 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

February 25, 2016

SPOTLIGHT

Technology Services

The technology services team works collaboratively with the member school districts and other Intermediate Units to support the teaching, learning and research of staff and students. As schools expand their use of technology, the CAIU has been able to establish a comprehensive range of services and offerings. The team provides cost effective solutions through a consortium model and enables districts to have quick access to staff specialized in the areas of instructional technology, network infrastructure, technology planning, as well as specific computerized systems such as Learning Management systems, student information systems, online testing and webinar software.

The CAIU technology team strives to cultivate innovation and researches new ideas and practices that can be used effectively in education. Currently, technology and curriculum staff members are working with robots as a remote communication tool. Specifically, they are researching and examining the use of robots for homebound instruction.

In an effort to contain costs and increase opportunities for the growth of technology in schools that will have a positive impact on student achievement, school districts in the CAIU footprint have established a fiber connection from their district back to the CAIU to form a Regional Wide Area Network (RWAN). This high speed telecommunication connection enables the consortium to be able to offer a wide variety of modern technology solutions. Some of the solutions that utilize this connection are Internet access, Internet Content filtering, backup services, server hosting, phone systems, wireless management, firewall, SPAM filtering, message archiving, and video streaming solutions. As technology continues to grow and districts embrace hybrid learning to best meet the needs of their students, we have seen an increase in use of the CAIU services to create a regional support structure as schools focus on the staff and students in the classroom.

NEWS

Variety-the Children's Charity – "My Bike" Program



Variety-the Children's Charity provides children with disabilities unique programs, experiences, and equipment, so they may live life to the fullest. Specifically, Variety's "My Bike" Program provides adaptive bikes individually customized to eligible children with disabilities. The CAIU hosted Charlie LaVallee, CEO of Variety Pittsburgh, and his team on February 11th as seven children from the south central Pennsylvania area were presented with their bikes. As you can imagine, there was lots of excitement from both the children and their families. After the presentation, eight additional children came to the CAIU for a bike fitting. They will receive their bike in the near future. More

information about the "My Bike" program can be found at <http://www.varietypittsburgh.org/>.

Student Services

Preschool/Early Intervention

- The Andrew's Gift Foundation and the CAIU Early Intervention Program are partnering in an effort to develop a literacy-focused preschool program for children with autism. The challenges that accompany autism put this group of children at risk for poor literacy outcomes. The literacy project will bring evidence-based practices to support the development of early literacy to this population of children. We will incorporate technology in an intentional manner, embedding both low-tech and high-tech supports to address the learning goals established for individual children. The use of developmentally appropriate software helps provide differentiation, allows children to work at their own pace and guides

them to success. Andrew's Gift awarded the EI Program an \$18,170.16 grant to provide hardware, software and staff training for the Willow Mill Preschool site.

- Across the state, Intermediate Units are reaching out to Legislators to educate them about the work we do and the need for an increase in early intervention funding. The CAIU Preschool Program has invited local Legislators to the Delbrook Preschool on March 4 and March 11 for a short presentation and discussion about early intervention. They will also have the opportunity to visit three specialized preschool classrooms.

Pupil Services/Hospital/Diakon

- The Four Diamond Psychosocial Focus Group invited our teachers at Hershey Medical Center to be a part of their evening discussion groups. There were three designated groups including; families who are in active treatment with their child, families who have children who are off-treatment/survivors and the final group, families who are in the bereaved group, having lost a child.
- Children's Miracle Network has again extended their invitation and funds to have our teachers work with students in Hershey Medical Center and the Rehabilitation Center over the summer.
- The Chesapeake Watershed Foundation has extended their grant for our students at the Diakon Wilderness Center. Our teachers, along with the Diakon staff, will be taking these students on an expedition in April.

Hill Top Academy

- Enrollment: 123 with 4 referrals
- February 2nd was the 100th day of school this year. To acknowledge this milestone and make it even more significant, Hill Top Academy staff and students organized a canned food drive. Our goal was to collect 100 cans of food to donate to New Hope Ministries. We are proud to say we exceeded this goal and collected 189 cans of food!
- Hill Top Academy continues to partner with Messiah College to host interns from their Special Education Teacher Prep program. For the spring semester we have welcomed six new interns to Hill Top Academy.
- Our students at Hill Top Academy as well as those students in the CAIU district classrooms have just completed their second round of diagnostic assessments with the iREADY, remediation program in reading and math. Data is being collected to be incorporated in present levels in each student's IEP.

Transition Services

- Two of our interns at Project SEARCH have been offered jobs, one at Hershey Medical Center and one at Central Penn College. Two other interns have interviews this coming week as well. The Project SEARCH Assessment/Interview Day has been scheduled for February 29 at which time the interview team will make recommendations for the 2016-17 Project SEARCH internships. One of our MDS students has completed an application and will be interviewing for an internship.
- Our Transition Coordinator, Melissa Bialas, has begun the 'Discovery Process' with one of the students in our Autism support class at Hershey Middle School. 'Discovery' is the first step in the customized employment process. The focus is on the job seeker and learning about his/her strengths, interests, talents, goals, and conditions for success. In Discovery, information is gathered through a series of interviews, activities, and observations. Information is collected from the job seeker, family, friends, teachers, and neighbors. A CAIU certified Discovery coach helps the team determine student interests, talents, preferred environments, and activities. Current skills and levels of performance will be defined resulting in effective strategies and ideal working conditions and environments.

Deaf/Hard of Hearing Classrooms

- Both students in our high school class have begun successful work experiences at Target doing inventory and stocking tasks.
- The Deaf/Hard of Hearing students in the classroom at Susquehanna Township Middle School has many reasons to celebrate cultural diversity this year! At the beginning of the

school year, they studied success stories of many deaf role models from all walks of life (past and present). Within the first few months of school, they realized that they, too, had a lot to celebrate among themselves. Of the five students in the classroom, only two of them are native to this country! Students have taken time to learn, understand, and respect each other's unique personalities, which are deeply rooted in a variety of heritages. Learning and respecting each other has taught the students a lot about building good character traits, which directly supports the school district's positive behavior efforts that are being strongly advocated throughout the school.

Data Systems

Making Connections Training

- On Thursday, January 28th, CAIU hosted 19 district and building administrators for the first session of the *Making Connections 1, 2, 3* training series, *Data Collection & SPP*. Cindy Gavazzi, Student Services Data Systems Supervisor, led attendees through activities designed to highlight the importance of administrator involvement in data governance.
- On Thursday February 11th, Sarah Kelly and Sue Voigt from Curriculum Services hosted 26 teachers, coaches, and administrators for *Making Connections Session 2*. The session focused on how districts and buildings can create a data culture, how to run a data meeting, the types of assessments (benchmark, diagnostic, summative and formative), data reports that are provided by PDE (PVAAS, eMetric, and CDTs) and how to ask probing questions to determine the root cause of their issues or concerns.

Autism Support

- The Hershey MS Autism Support class team, through the Project Max initiative, has incorporated more evidence based teaching strategies. This month the focus was on using graphic organizers to support instruction and the students have responded well.
- One of the students in our middle school class was recently fitted for an adaptive bike as part of the My Bike program. He and his family were extremely proud and happy. He should be receiving his new bike in the next six weeks.
- A Competent Learner Model parent training was held on February 2. The attendees learned much about the CLM approach and asked questions about implementing the strategies at home.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting.
- Met with CAEA Leadership along with Alicia McDonald and Theresa Kinsinger.
- Participated in the United Way Central Region's Education Task Force meeting.
- Met with Harrisburg SD Administration and CPAVTS Director to discuss options for Harrisburg students attending CPAVTS.
- Met with DCTS administration, superintendents and Dr. Lee Burket, PDE Bureau of Career & Technical Education, to review the process for school districts to join the current consortium.

UPCOMING CAIU EVENTS

CAIU Regional Computer Fair – Registration is now open for the 2016 Regional Computer Fair at the Capital Area Intermediate Unit. The event will be held on Monday, March 14, 2016 and will showcase both Middle and High School student products/projects created using technology. The Computer Fair is an annual event where students from our districts submit projects in the categories of: Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design. While judging of the projects is being completed, students have the opportunity to attend technology sessions on a variety of topics. The winners of the CAIU Regional Computer Fair will advance to the statewide competition on May 24th and 25th at Dickinson College in Carlisle and compete against students from across Pennsylvania. Please visit the site for details:

<http://www.caiu.org/services/technology/computer-fair.aspx>.

The Top 5 Legal Issues related to Educational Technology in our Schools – Attorney Mark Walz from Sweet, Stevens, Katz, and Williams Law Firm will be presenting a session entitled, “The Top 5 Legal Issues related to Educational Technology in our Schools” on Tuesday, March 8 for interested school leaders in our region. The session will run between 8:30-11:00 a.m. at the Capital Area Intermediate Unit.

OTHER EVENTS:

PDE Data Summit – May 22 – 25, 2016 at Hershey Lodge & Convention Center

A special registration rate of \$150 is being offered for superintendents and school administrators, which covers Sunday night dinner and all Monday sessions. This does not include overnight accommodations. Please visit <http://www.cvent.com/events/2016-pde-data-summit/event-summary-ba45c9f6f56547978bbe1108957c4066.aspx> to register.