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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **March 17, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- **Program Spotlight:** Cindy Shiraki, Supervisor OT/PT, and Brittany Duling, OT, provided an overview of OT/PT services and resources. Brittany also shared information about the Wiki spaces used to communicate with parents and share resources.
- The Board announced the following retirees: **Joletta Nebel**, Counselor, ANPS, retirement after more than 9 years of service and **Mary DePalma**, Teacher, Autism Support program, retirement after more than 8 years of service.
- Alicia McDonald, Director of Student Services, shared that two events were held recently at the CAIU Delbrook Preschool Center to allow opportunities for legislators to visit our programs and for the CAIU to share a need for increased funding for preschool special education. She is also completing the annual contract meetings with each district to gather feedback about our services and also to begin planning for 2016-17 special education services.
- Theresa Kinsinger, Director of Organizational Services, shared that recent legislation changed the time requirement for updated clearances for new employees from one year to five years. She also attended the recent PSBA Legal Roundup.
- Brian Griffith, Director of Curriculum Services, shared that the Mid-Atlantic Conference on Personalized Learning recently held in Baltimore was a great success. There were 365 registrants from eleven different states. Several staff on the Curriculum Team was responsible for planning and organizing the conference. The Elementary Blended Learning Planning Grant applications were received from 10 schools. Review of the applications will conclude this week with an anticipated announcement of recipients soon. Senate Bill 880 delayed the use of Keystone Exams as a graduation requirement. PDE recently released FAQs to help answer the many questions about this delay.
- Daren Moran, Business Manager, shared that he has begun to receive the required weighted budget votes and is anticipating receipt of the rest in the next several weeks. He has also begun conversation about acquiring a new Revenue Anticipation Note because of the anticipated delay in passage of the 2016-17 state budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that safe schools will be a discussion topic at the April superintendent meeting. A take-home summer school program is being explored for our nonpublic school students.
- Rennie Gibson, Board Secretary, indicated that the CAIU Board has a vacancy due to a resignation of the Harrisburg SD Board Member.
- Cindy Mortzfeldt, Executive Director, shared that the Personalized Learning Conference was a great success. She also shared the process and documents for her 2015-16 evaluation. She invited the Board members to attend the 17<sup>th</sup> Annual Champions for Children Bingo event planned for April 1<sup>st</sup>.

**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 met on March 8<sup>th</sup> to discuss some possible solutions to the busing challenges at Hill Top Academy.

### **Approved Action Items**

- Minutes from the February 25, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$9,336,430.47 in receipts and \$13,110,424.92 in expenditures for February 2016.
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$53,255,776.13 and expenses of \$42,094,998.41
- Budget Administration
  - Proposed 2015-16 Budget Revision – Online Learning Initiative (CAOLA) in the amount of \$5,229,646
  - Proposed 2015-16 Budget Revision – Professional Services in the amount of \$1,614,018
- Policies & Programs
  - Second Reading, Revised Policy #100.1 – Comprehensive Planning
  - Second Reading, Revised Policy #805.1 – Relationship with Law Enforcement Agencies
  - 2016-17 CAIU 12-Month Employee Calendar
  - First Reading, New Policy #705 – Safety
  - First Reading, New Policy #716 – Integrated Pest Management
  - First Reading, New Policy #813 – Other Insurance
- 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 this morning.

### **Board Member Sharing of Information**

- Mr. Mike Berk, South Middleton SD, shared that they are very pleased with AgendaManager and have created the option for the public portal so that their Board meeting agendas will be public 24 hours in advance of their board meeting. Pedro Rivera, Secretary of Education, will be at South Middleton to hold a Roundtable. Community members, staff, students, and Board members have been invited to attend.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that the CV student-led Thon raised \$270,031.16 at this year's event. Also, Patrick Kennedy, will be at the Scottish Rite Cathedral on Wednesday night, April 13 at 6:30 p.m. Additional information can be found at: <http://www.harrisburgmagazine.com/City-Beat/February-2016/Patrick-Kennedy-to-Speak-for-JFS-Fundraiser/>
- Mrs. Judith Quigley, Mechanicsburg Area SD, shared that she is a candidate for the PSERS Board. A ballot will be sent to all board members in April. She appreciates the support from each of the board members.
- Mrs. Judy Crocenzi, West Shore SD, shared that the West Shore Little League Team champions will be at a rally at the Pollack Center in Camp Hill. It is anticipated that their story will be made into a movie.

**NEXT MEETING: Thursday, April 28, 2016, 8:00 a.m., Board Room, CAIU Enola**

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

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### **RESIGNATIONS:**

- **SARAH BUHRMAN**, Teacher, Hospital Program, effective June 2, 2016. Reason: Retirement after 34 years of service.
- **CHERYL COPE**, Educational Paraprofessional, Transition Services Program, effective June 7, 2016. Reason: Retirement after 14 years of service.
- **TERSANDRIA HASKINS**, Personal Care Assistant, Emotional Support Program, effective March 31, 2016. Reason: Personal
- **MARSHA KUBISIAK**, Nurse, Pupil Services, effective June 17, 2016. Reason: Retirement after 19 years of service.
- **KATHRYN KUTZ**, Educational Paraprofessional, Early Intervention Program, effective March 18, 2016. Reason: Personal
- **DEVON MCNOLDY**, Personal Care Assistant, Autism Support Program, effective March 4, 2016. Reason: Personal
- **MICHAEL ZITO**, Personal Care Assistant, Autism Support Program, effective March 18, 2016. Reason: Personal

### **RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

- **ERIN COHAN**, Personal Care Assistant, Autism Support Program, effective March 14, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **TAMARA SCHULZ**, Long Term Substitute COTA (Certified Occupational Therapist Assistant), OT/PT Program, effective March 11, 2016. Salary will be based on the COTA schedule, Step 1, \$30,773, for 189 days of service will be prorated for a total of 64 days with additional new hire days as required. This is a new position funded through the OT/PT budget.

### **CHANGES OF STATUS:**

- **JESSICA SMITH**, Psychologist, Pupil Services, change of child-rearing leave dates from February 29 – April 5, 2016 to March 3 – May 11, 2016.
- **HILLARY WILLIAMS**, Program Assistant, Curriculum Team, change of child-rearing leave dates from March 4 – April 29, 2016 to March 10 – May 4, 2016.

### **LEAVES OF ABSENCE:**

- **STEPHANIE DILLOW**, Teacher, Emotional Support Program, medical leave of absence March 7 – June 3, 2016. Leave is requested using accumulated paid leave from March 7 – the morning of March 17, 2016 for a total of 8.5 paid days and without pay from the afternoon of March 17 – June 3, 2016 for a total of 52.5 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies.
- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, child-rearing leave of absence February 24 – July 28, 2016. Leave is requested using accumulated paid leave from February 24 – April 19, 2016 for a total of 30 paid days and without pay from April 20 – July 28, 2016 for a total of 50 unpaid days. Leave is requested in accordance with CAIU and FMLA Policies

# Executive Director's Report

March 17, 2016

## SPOTLIGHT

### Occupational and Physical Therapy (OT/PT)

Occupational and physical therapy are related services that are provided to students as identified on an IEP or services agreement. The primary focus of this program is to provide services that will help the student benefit from an appropriate special education program or regular education program through compensations for sensory and gross or fine motor deficits. The therapist evaluates the student within the school setting or typical environment and develops recommendations combining the OT or PT concerns with the school program. Services promote the development of fine motor dexterity and coordination, visual motor skills, self-regulation, gross motor skills balance, strength and coordination, postural stability and control, appropriate positioning and mobility, independence in daily activities, and improved quality of movement.

Program features may include:

- Individual or small group therapy
- Ongoing support for students through OT/PT service integrated into their educational programs
- Consultative services to teachers, classroom aides and parents
- In-service training for staff
- Preparation of specialized materials for student's use

## NEWS

### Legislative Events

The CAIU hosted two sessions with Legislators at the Delbrook Preschool Center on March 4 and 11 to share with them about the work of the preschool program and the need for an increase in early intervention funding. The Legislators participated in a short presentation and discussion about early intervention services and then had the opportunity to visit three early childhood specialized preschool classrooms. At the March 8<sup>th</sup> PDE Budget Hearings, Senator Pat Vance, who had been in attendance at the March 4<sup>th</sup> event, questioned Pedro Rivera, Secretary of Education, about the department's current proposal of no increase of funding for early intervention services for the 2016-17 year.

### Student Services

#### **Preschool/Early Intervention**

- Preschool staff participated in professional development training on expanding the implementation and use of technology in instruction.
- The Preschool Program participated in sharing resources at the Capital Area Educating Young Children Spring conference.
- During the month of March, the CAIU Preschool Program collaborated with Cumberland County Early Intervention Program and Rachel Bechtel from Aspire to conduct three mini-trainings on the importance of social emotional development with young children to caseworkers from Cumberland County Children and Youth.
- Preschool Supervisor attended the Early Intervention Policy Forum sponsored by Office of Child Development and Early Learning (OCDEL). The featured topic was on Partnering to Strengthen Early Childhood Policies to Include All Children.

### **OT/PT Program Updates**

- We have several graduate students completing internships in our program: one PT doctoral student from Lebanon Valley College, one Fieldwork Level II OT student from Chatham University, and two Fieldwork Level I OT students from Elizabethtown College.
- Lori Glumac, DSc, PT – was elected for a three year term as Secretary on the Board of Directors for the American Physical Therapy Association – Academy of Pediatric Physical Therapy. It is a national organization of 5000 members.

### **School-Age Speech/Language**

- One of the students in the MDS class at Hill Top Academy has a new job responsibility at school; he delivers mail to the classrooms. Using the Proloquo2Go app, Alisha Foster, SLP, prepared greetings and comments that the student could use in a functional way to communicate with staff. He practiced locating and using those greetings and comments with her prior to applying them when delivering the mail.

### **Pupil Services/Hospital/Diakon**

- Our classrooms in the hospital settings took time to celebrate Dr. Seuss' birthday with stories, cooking, art activities and writing assignments.
- Meetings and site visits are taking place for the possible mental health class option that could be used as either a step-down from an inpatient placement or something more intensive than our current CATES classrooms. School districts have met with pupil services on three separate occasions to assist with planning and ideas.
- District placed students at Diakon are increasing. The availability to have drug and alcohol counseling on site and to be able to purchase only for student attendance, rather than a full slot, has been extremely successful.

### **Transition - ProjectSEARCH**

- Interns are finishing their second rotation in their departments. Soon, they will be starting their 3rd rotation or their new jobs.
- All interns have completed and sent in applications for employment in various locations.
- Three interns have been offered jobs. One intern started his job on March 7th at Central Penn College in Food Services, another intern begins his job on March 21st at Hershey Medical Center in the Infusion Clinic, and a third intern is waiting for his clearances to begin a job in Food Services for the Harrisburg School District.
- One intern has applied and interviewed for a job at Chocolate World and another has applied for a job at Masonic Homes and we are coordinating an interview for him.
- On February 29th, we held our Interview/Assessment Day- nine students from various school districts came on that day. A current CAIU student in our Multiple Disabilities (MDS) class participated in the Project SEARCH interviews.
- An Open House will be held in April for Hershey Medical Center department staff to recruit other areas where interns might be assigned. Currently there are 12 departments participating.
- Project SEARCH Graduation will be held in the Junker Auditorium at the Hershey Medical Center on June 7<sup>th</sup> at 6:30. All are welcome to attend.

### **Autism**

- Ms. Bahn's Autism Support class at East Pennsboro Middle School implemented "The Great i-Ready Race" to increase motivation, active engagement, and participation in i-Ready. It has been very successful in supporting time on task with individual skills sessions.

### **Hill Top Academy**

- As part of the partnership with Messiah College, Hill Top Academy/CAIU hosted a series of educational seminars each Thursday this past month for Messiah students assigned to Hill Top.

## **Deaf/Hard of Hearing Classrooms**

- Two students in our Deaf/Hard of Hearing class at Susquehanna Township High School high school made a movie about Westward Expansion of the 1800s. By utilizing the writing process, they created a script, practiced their speeches, and worked with the teacher and interpreter to perfect the sign language component. The movie was recorded on an iPad and pulled together by using Windows Movie Maker. The students did all the editing and transitions and received teacher support for the captioning. The video is accessible to everyone as it is presented in sign, with voice and captions. The students were very proud of the final product.
- The East Hanover class also uses EngageNY daily for their Language Arts large group lessons. They are really enjoying the Nursery Rhymes in that program. The students roleplay each of the rhymes to help them remember.
- The East Hanover students are seeing good progress in math through i-Ready interventions as well as by using XtraMath for their computation facts.

## **Curriculum Services**

### **Making Connections Training**

- On Thursday, February 25<sup>th</sup>, Kathleen Eich, Sarah Kelly, and Sue Voigt hosted 12 teachers, coaches, and administrators for *Making Connections Session 3*. Building on the work of Sessions 1 and 2, the training focused on the questions that instructional leaders and coaches can ask of their teachers and their instruction to specifically address strengths and challenges seen in the data. Participants were also given the opportunity to explore resources in digging deeper with their data and asking questions about how data can inform and support teachers' instructional decisions. After this third session, a survey was sent to participants from all sessions allowing them to identify areas of need for their optional individualized session 4 which will occur at their districts. We are currently in the process of collecting the Session 4 requests and scheduling a facilitator from the series that matches each district's specific needs.

### **Pre-Service Teachers**

- On Tuesday, March 15<sup>th</sup>, the Southern Region of the Pennsylvania Association for Supervision and Curriculum Development (SRPASCD) held an event at the CAIU Enola Office for pre-service teachers from the local universities and school districts. The Keynote address was presented by a panel of teachers from East Pennsboro Middle School discussing their successes, challenges, and "lessons learned" in implementing a blended learning environment. Breakout sessions presented by local administrators, teachers, and CAIU consultants focused on interviewing skills, first-year teacher survival skills, and technology resources for the classroom.

## **NOTIFICATION OF ACTIVITIES**

- Attended the monthly PAIU Executive Directors' meeting.
- Attended the monthly PAIU Central Region Executive Directors' meeting.
- Participated in the United Way Central Region's Education Task Force meeting.
- Attended the Mid-Atlantic Conference on Personalized Learning in connection with the Spring Superintendents' Conference.
- Attended the Pennsylvania Principal Certification Program Convening.
- Began annual Cabinet visits with West Shore SD's administrative team. Visits with other districts are scheduled over the next few months.
- Participated in the Chief Recovery Officer's committee meeting at Harrisburg School District.

## UPCOMING EVENTS

- **17<sup>th</sup> Annual Champions for Children Bingo - April 1, 2016**

Let's play Bingo--and help support Champions for Children! Bingo and raffle prizes at this year's event will include Vera Bradley bags and accessories and Longaberger Baskets. Food will be available and raffles will be held throughout the evening.

Champions for Children offer assistance to children in need within the Capital Area Intermediate Unit's service area. Since 2000, Champions for Children Basket Bingo has helped to raise over \$40,000!

Doors open at 5:45 p.m., bingo starts at 6:45 p.m. Adults only. Tickets: \$25 for 6 cards.

- **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.