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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **August 27, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board announced the following retiree: **Todd Kehler**, Supervisor, Hill Top Academy, retirement after 38 years of service.
- Dr. John Thompson, Principal at Hill Top Academy, was introduced to the Board. He shared an overview of his previous work experiences and his goals of working with the staff and students at Hill Top Academy.
- Alicia McDonald, Director of Student Services, shared that the student's programs have begun and everyone is off to a great start. The beginning of the year enrollment at Hill Top Academy is currently at 115 students with 4 outstanding referrals. The preschool program started on Tuesday of this week.
- Theresa Kinsinger, Director of Organizational Services, shared that the school year programs are up and running. We are almost fully staffed and are working to fill any remaining vacancies. Source4Teachers remains as our substitute provider. We have trained 82 Guest Teachers to serve as school district substitutes.
- Len Kapp, Supervisor of Operations and Transportation, shared that his staff worked with supervisors to get classrooms in final form for the start of the school year.
- Brian Griffith, Director of Curriculum Services, shared that the High Impact Strategies training being held this week is preparing student teachers to work in area schools. The PSSA test was adjusted this past year to align more closely with the PA Core Standards. The tests were more rigorous and the cut scores were adjusted. PSSA test results have been received by the districts and the scores have been affected by the change in the cut scores, especially middle school math assessments scores. Parent letters will be released in September.
- David Martin, Director of Technology Services, shared that PAIUnet v.2 transition went well. Districts have access to 2 gig of additional internet with this upgrade. Technology equipment purchased as a result of eRate changes is being installed in the districts. The Disaster Recovery Solution will begin with a pilot by December. Secretary Pedro Rivera utilized the CAIU Technology Team to create a video. He sent a follow-up letter of thanks to the Technology staff for their good work. The letter is attached to the Board agenda.
- Daren Moran, Business Manager, shared some of the repercussions resulting from the lack of a State Budget at this point in the year and the steps the CAIU has taken and will take, moving forward, until the budget is passed. The Office Depot group purchasing program, used by 11 LEAs this past year, has resulted in revenue rebates to the districts. The CAIU also participates in the Easy Procure program which resulted in a rebate this past year.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the New Federal Program Coordinator training will be held at the CAIU on September 10<sup>th</sup>. The process of combining all employee policies (300 level, 400 level, and 500 level) into one employee section has begun with the first group of policies being presented as a first reading this month. Districts have been submitting their intent to utilize the CAIU to provide academic and support services to nonpublic schools within their attendance area.
- Cindy Mortzfeldt, Executive Director, provided an overview of her monthly report. She shared that a local news station will be coming to the CAIU later today to interview administration about how the CAIU is continuing to provide services to students and districts given the lack of a State Budget. She highlighted the Preschool Program summary in her report pointing out

that over 1,900 preschool children were served last school year. She also shared several photos from a community service project by a Delbrook Preschool volunteer.

- The Board briefly discussed the PSBA 2015 Slate of Candidates. A vote will take place at the September Board meeting. Rennie Gibson, Board Secretary, shared that a link to the bios for each candidate can be accessed through our board agenda item.

**Executive Session** –The Board met in Executive Session to review the details of a personnel issue.

### **Approved Action Items**

- Minutes from the July 23, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,516,125.81 in receipts and \$4,363,775.95 in expenditures for July 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$76,511,314.86 and expenses of \$75,721,625.45
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$1,893,449.13 and expenses of \$3,103,070.74
- Budget Administration
  - Proposed 2015-16 Original Budget – Title I, Part D – Loysville Youth Development Center in the amount of \$192,300
- Other Fiscal Matters
  - 2015-16 Special Education Service Contracts for the following: Lower Dauphin SD, Mechanicsburg Area SD, New Story, and Susquehanna Township SD
- Other Business Items
  - 2015-16 Board Committees
- Policies & Programs
  - Second Reading, Revised Policy #331 – Job Related Expenses
  - Second Reading, Existing Position, New Description – Clinical Psychologist – Mental Health Coordinator
  - Second Reading, Existing Position, Revised Description – Food Services Manager
  - Second Reading, New Position, New Description – Senior Application Developer
  - Second Reading, Existing Position, New Description – Technology Infrastructure Supervisor
  - 2015-16 LYDC Planned Education Program (PEP)
  - First Reading, Existing Position, Revised Description – Technology Application Supervisor
  - First Reading, Reviewed Policy #008 – Organization Chart
  - First Reading, Revised Policy #301 – Creating a Position
  - First Reading, Revised Policy #302.1 – Emeritus Status for Executive Director
  - First Reading, Revised Policy #308 – Employment Contract/Board Resolution
  - First Reading, Revised Policy #311 – Suspensions/Furloughs
  - First Reading, Revised Policy #312 – Evaluation of Executive Director
  - First Reading, Revised Policy #313 – Evaluation of Employees
  - First Reading, Revised Policy #314 – Physical Examination
  - First Reading, Revised Policy #314.1 – HIV Infection
  - First Reading, Revised Policy #318 – Penalties for Tardiness/Unapproved Absence
  - First Reading, Revised Policy #319 – Outside Activities
  - First Reading, Revised Policy #320 – Freedom of Speech in Non-school Settings
  - First Reading, Revised Policy #321 – Political Activities
  - First Reading, Revised Policy #323 – Tobacco
  - First Reading, Revised Policy #324 – Personnel Files
  - First Reading, Revised Policy #325 – Dress and Grooming
- 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.

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

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared that the teachers at the Middle School have worked with the Blended Learning Grant over the summer and have made changes to their rooms for the start of the school year. Students in Grades 5-12 will have access to Chrome Books and students in Grades K-4 will be using iPads during their daily instruction.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared congratulations on behalf of West Shore and the Red Land Little League team. She also shared that a CV student went to Russia to participate in the International Geography Bee. Cumberland Valley SD also has a student participating in the Oyster Mill Playhouse's production of "First Baptist of Ivy Gap."
- Mrs. Judy Crocenci, West Shore SD, shared that they are very proud of the Red Land Little League team. She attended the game in Williamsport on Wednesday.

### **Information Items**

- See AgendaManager at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**NEXT MEETING: Thursday, September 24, 2015, 8:00 a.m., Board Room, CAIU Enola**

**There will be a meeting of the Negotiations Committee immediately following the September Board meeting.**

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

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### **A. RESIGNATIONS:**

- **SARAH BJORKMAN**, educational paraprofessional, Early Intervention effective August 24, 2015. Reason: Accepted a position as a teacher with a member district.
- **DAVID BLOM**, teacher, Autism Support effective August 17, 2015 (CAIU holding for 60 days – October 15, 2015 or until replacement is hired). Reason: Accepted a position with East Pennsboro School District.
- **CHRISTOPHER CHASE**, accountant, Business effective August 14, 2015. Reason: Personal.
- **DEBORAH HASSINGER**, speech/language clinician, Early Intervention effective December 17, 2015. Reason: Retirement after more than 24 years of CAIU employment.
- **CHRISTOPHER MONAMSITH**, network administrator I, Technology Services effective August 14, 2015. Reason: Accepted a position with South Middleton School District.
- **LEE ANN SCHWER**, personal care assistant, Autism Support effective August 10, 2015. Reason: Personal.
- **JODIE SHILLOW**, part-time ESL teacher, Curriculum effective September 30, 2015. Reason: Personal.

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

- **SHARON BRANDT**, part-time, long-term substitute inclusion educational paraprofessional, Early Intervention effective September 14, 2015 through January 4, 2016 (tentative). To be paid at the rate of \$12.70 per hour based on HS+30, Step 1, \$18,003 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.
- **MATTHEW CORDIER**, vocational teacher, Culinary Arts, Loysville Youth Development Center. Start date is pending. Salary will be based on Bachelors, Step 1, \$43,322 for 189 days of service, prorated for the remaining days of the 2015/2016 school year. This position replaces the Health/PE position due to a program change and is funded through the Loysville State Budget.
- **CHRISTINA DERR**, educational consultant, Student Services effective October 16, 2015 (tentative). Base salary of Bachelors, Step 10, \$55,139 for 189 days of service will be prorated based on the date of release from Harrisburg School District. This position is funded through the Student Services Budget.
- **LARRY HOFFMAN**, Wilson Reading Trainer, Curriculum Services effective for the 2015/2016 school year. To be paid at the rate of \$49.66 per hour based on Masters +15, Step 15, \$70,391 for 189 days of service. This is a PSERS approved assignment on an as-needed basis for the 2015/2016 school year.
- **BRITTA HUNTER**, speech/language clinician, school-age effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 3, \$48,056 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a replacement position funded through the School-age Speech/Language Budget.
- **HOLLY KNAUB**, long-term substitute school psychologist, Pupil Services effective at the start of the 2015/2016 school year. Salary will be based on Masters +30, Step 1, \$49,056 for 189 days of service, working 192 days to meet new hire requirements for

the 2015/2016 school year. This is a long-term substitute position funded through the Pupil Services Budget.

- **TRACY LANDIS**, teacher, CAPP effective at the start of the 2015/2016 school year. Salary will be based on Masters +15, Step 3, \$49,336 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the CAPP Budget.
- **STACEY PARKS**, behavior consultant, Student Services effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 7, \$53,046 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the Educational Consultant Budget.
- **KELLY REIFF**, occupational therapist, OT/PT effective October 19, 2015. Base salary of Bachelors, Step 9, \$53,301 for 189 days of service will be prorated for a total of 138 days through June 30, 2016. This is a replacement position funded through the OT/PT Budget.
- **JESSICA SHAKELY**, speech/language clinician, school-age effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 5, \$50,289 for 189 days of service will be prorated for a total of 186 days, working 189 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the School-age Speech/Language Budget.
- **BOBBI JO WORRELL**, teacher, CAPP effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 6, \$51,602 for 189 days of service, working 192 days to meet new hire requirements for the 2015/2016 school year. This is a new position funded through the CAPP Budget.

#### C. CHANGES OF STATUS:

- **MARY COLEMAN**, from technology support coordinator to program assistant, Technology Services effective September 4, 2015. Salary will remain the same with employee moving from Range 1 to Range 2, \$36,145 for 12 months of service. This is a new position funded through the Network Services Budget.
- **JODY FORNEY-COLE**, from mental health worker to behavior consultant, ELECT at the start of the 2015/2016 school year. Change of status results in a change of salary to Bachelors, Step 1, \$43,322 for 189 days of service. This is a new position funded through the ELECT Budget.
- **RYAN KLINEPETER**, from technology support coordinator to network administrator I, Technology Services effective September 1, 2015. Change of status results in a change from non-exempt to exempt employee with a base salary of \$50,000 for 12 months of service prorated for a total of 217 days. This is a new position funded through the Network Services Budget.
- **PATRICK RIEKER**, change of status from program director, CAPP working 12 months to clinical psychologist/mental health coordinator, Student Services/CAPP working 205-days effective at the start of the 2015/2016 school year. Salary has been set at \$65,882.77 for 205-days of service. This position is funded through the Diagnostic and CAPP Budgets.
- **ROBERT STUMPF**, from application support specialist to network administrator I, Technology Services effective September 1, 2015. Change of status results in a change from non-exempt to exempt employee with a base salary of \$50,000 for 12 months of service prorated for a total of 217 days. This is a new position funded through the Network Services Budget.

#### D. CHANGES OF SALARY:

- **TINA DEIBLER**, teacher, Deaf/Hard of Hearing Support, change of salary for showing proof of Masters +30 credits effective at the start of the 2015/2016 school year. Salary will be based on Masters +30, Step 15, \$71,813 for 189 days of service, working 192

days to meet new hire requirements for the 2015/2016 school year. This position is funded through the Deaf/Hard of Hearing Budget.

- **AMBER KELLER**, from part-time to full-time ESL teacher, Curriculum effective at the start of the 2015/2016 school year due to resignations. Salary will be based on Bachelors, Step 3, \$45,029 for 189 days of service. This position is funded through the ESL Budget.
- **TAMMY POFF**, behavior consultant, Student Services, change of salary for completion of Masters +30 credits effective the 2015/2016 school. Salary will be based on Masters +30, Step 3, \$50,763 for 189 days of service.

**E. LEAVES OF ABSENCE:**

- **MELISSA BIALAS**, transition coordinator, transition services, request for child-rearing leave of absence effective at the start of the 2015/2016 school year through October 8, 2015. Employee is eligible for FMLA benefits.
- **KAREEM COTTON**, part-time/hourly inclusion EPP, Early Intervention, child-rearing leave of absence effective September 14, 2015 through January 3, 2016. Leave is requested with pay using accumulated sick leave for seven (7) days and without pay for the remainder of the leave. Leave is requested in accordance with CAIU policy. Employee is not eligible for FMLA benefits.
- **EMILY SIDELINGER**, speech/language clinician, school-age, request for child-rearing leave of absence effective October 26, 2015 through December 22, 2015. Employee is eligible for FMLA benefits.
- **PATRICIA STEPHENS**, program/data coordinator, ELECT/EFI, leave of absence without pay to care for family member. Leave is requested under FMLA beginning July 2, 2015.

# Executive Director's Report

## August 27, 2015

### **NEWS**

#### **CAIU Opening Week**

It is an exciting time as the summer comes to a close and the new school year begins. Classrooms are opening and we welcome our staff back for the 2015-16 school year. Loysville YDC staff returned on August 13 and our school-age program staff returned during the week of August 17. Staff providing services for our preschool children returned on August 24. Beginning of the year program meetings are held at various times during this time period. Dr. Brunner and I visited each program meeting to welcome staff to the new school year.

#### **Champions for Children Golf Tournament**

The 19<sup>th</sup> Annual Champions for Children Golf Tournament was held on July 28 at the Cumberland Golf Club in Carlisle. We had 100 golfers and raised over \$7,200 from the event. Children served in the CAIU programs face many challenges and the funds raised help meet the special needs of our students. Thank you to all who participated this year.

#### **Office Depot Purchasing Program**

Last year, 2014-15, was the inaugural year for the CAIU's Purchasing Program with Office Depot. This program includes web-based ordering and account management, no delivery fee, no minimum order value, and an 8% incentive to transition existing customers or to encourage new customers to join the program during this first year. Seven LEAs transitioned their existing accounts and four LEAs joined as new accounts. These eleven LEAs accounted for over \$363,000 in net sales and will receive a pro rata share of over \$29,000 transition incentive. Twenty-eight percent of the overall spending was in Office Depot-related products and seventy-five percent of the overall spending was on products from the preferred pricing list (core list) that we can influence in the future.

#### **Student Services**

##### **Pupil Services/Hospital/ELECT-EFI/Homeless**

- New School Psychologist has been hired to cover additional contract needs and a long term substitute psychologist for a child rearing leave of absence.
- Diakon's August enrollment is at 19 students, the highest start in 2 years.
- Hershey Medical Center is looking to establish a team to assist with social needs for students with Autism.

##### **Hill Top Academy**

- We welcome Dr. John Thompson as our new principal at Hill Top Academy.
- Two new teachers and a behavior consultant have been hired and an offer has been made for the vacant educational consultant.
- Hill Top Academy is looking forward to establishing a PBIS (positive behavior intervention & supports) implementation team as the school year begins.
- In August, Safe Crisis Management Training was held on-site for all staff needing initial certification or recertification.

##### **Preschool - Early Intervention**

- We served 1,914 eligible children (ages 3-5) during 2014-15.

- We are so appreciative that Declan Fledderjohn, son of Mary Jane Fledderjohn - preschool speech clinician, completed a service project at Delbrook Preschool Center. He worked tirelessly to clean and organize classroom and playground materials. (See photos attached under Executive Director report.)
- Yvonne Shreffler and Jill Bradley recently attended a 2 1/2 day seminar in Pittsburgh to learn about Minspeak, the language that is used on PRC (Prentke Romich Company) augmentative communication devices (AAC). They learned about Minspeak from its creator, Bruce Baker. They met 22 different speech and language pathologists (SLPs), special educators, and occupational therapists (OTs) who support students with AAC devices all over the country. During the training they were able to Skype with Chris Klein, an AAC user who uses a PRC device with minspeak language. They had the opportunity to meet and work with researchers interested in language development. Dr. Carole Zangari, a SLP from Florida, who specializes in AAC for preschoolers presented. She had amazing ideas for using core language in the preschool class using existing books. They are very thankful for this opportunity.

### **NOTIFICATION OF ACTIVITIES**

- Visited Extended School Year (ESY) classes at Hill Top Academy.
- Met with Superintendents' Conference Committee to plan Fall Superintendents' Leadership Conference.
- Met with United Way representatives to plan the work for the Education Task Force.
- Attended Chief Recovery Officer (CRO) committee meeting with Harrisburg SD.
- Met with Executive Director of Partnership for Career Development.
- Attended PAIU Central Region Executive Directors' monthly meeting.