
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 19, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Monthly Program Spotlight – Karen Ruddle, Program Supervisor for Training & Consultation (TaC), and Shana Montgomery, Educational Consultant, shared an overview of the TaC professional development and consultative services provided for staff in our districts.
- The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:
 - **Mrs. Laurie Reichert**, Lower Dauphin SD
 - **Mrs. Maryellen Sheehan**, Derry Township SD
- Alicia McDonald, Director of Student Services, shared that Dr. Thompson, principal at Hill Top Academy (HTA) is working with the TaC staff to implement Schoolwide Positive Behavior Support at the school. She also shared that there are several referrals for HTA and the school is nearing student capacity. All CAIU Teachers of the Visually Impaired are completing training on the Unified English Braille code. Susquehanna Service Dogs visited HTA this week for a “Puppy Hugging” day.
- Theresa Kinsinger, Director of Organizational Services, shared that staff clearances are being updated. She continues to work with districts to answer their questions about volunteers and other clearance issues. She has sent requests to districts for their negotiations data survey. Open Enrollment is in process at CAIU. Currently, there are fourteen staff openings due to new student enrollments.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that repairs are being done on a recent sewer line break and line blockage.
- Brian Griffith, Director of Curriculum Services, spotlighted the services that his Training and Consultation (TaC) team provides.
- David Martin, Director of Technology Services, shared that the updates for the new AgendaManager solution were released on November 13. There is a Content Keeper training being held at the CAIU today. The Lower Dauphin SD Technology Director will be presenting on the Mobility Solution that they use at their district to maintain content filtering when the device is off school property. Training was recently held at the CAIU on E-rate. There have been several changes to E-rate this past year. The CAIU applies for E-rate for CAIU districts that are part of the WAN and Internet consortium.
- Daren Moran, Business Manager, shared that the local audit is nearing completion. The local auditors will provide an overview of the 2014-15 audit at the December board meeting. Since the state budget has not passed, we continue to operate without any state or federal funds. We continue to invoice for the services provided. He thanked the districts for continuing to pay their invoices. Previously, we had acquired an \$8 million RAN. We have used \$2 million. The remaining \$6 million will cover operations through December. He continues the discussion with the bank about acquiring a second RAN if necessary. Daren is currently working to prepare the 2016-17 General Operating Budget. The process will be delayed by one month and will be presented for first reading at the January board meeting as there are too many outstanding variables due to the 2015-16 state budget not being passed.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that PEMA and PDE will hold a Comprehensive Emergency Management (CEM) planner training at CAIU on January 15, 2016, and school districts have been invited to send district safety contacts. Board policies have been updated into the PSBA Board Docs system and the 300-level merged employee

section will be complete by January, at which time the previous policies will be formally “retired” on a future board agenda.

- Cindy Mortzfeldt, Executive Director, shared that the fall superintendent conference was held this month. Through federal funds, an Equitable Participation coaching model is being implemented for nonpublic schools. She also provided information about the Diakon Wilderness Center and CAIU Grant Proposal for the Annie E. Casey Foundation’s Learn and Achieve Potential (LEAP) initiative.

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

Approved Action Items

- Minutes from the October 22, 2015, CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$6,151,800.91 in receipts and \$5,535,956.73 in expenditures for October 2015
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$82,602,951.05 and expenses of \$81,829,619.66
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$7,961,064.12 and expenses of \$15,875,569.72
- Budget Administration – No budgets this month
- Other Fiscal Matters – No other fiscal matters
- Policies & Programs
 - Second Reading, Revised Policy #321 – Political Activities
 - Second Reading, Revised Policy #334 – Sick Leave
 - Second Reading, Revised Policy #335 – Family and Medical Leave
 - Second Reading, Revised Policy #336 – Personal Necessity Leave
 - Second Reading, Revised Policy #337 – Vacation
 - Second Reading, Revised Policy #338 – Sabbatical Leave
 - Second Reading, Revised Policy #338.1 – Compensated Professional Leave
 - Second Reading, Revised Policy #339 – Uncompensated Leave
 - Second Reading, Revised Policy #346 – Workers’ Compensation
 - Second Reading, Revised Policy #348 – Unlawful Harassment
 - Second Reading, Revised Policy #351 – Drug-free Workplace
 - Second Reading, Revised Policy #352 – Attorney Fees for Employees
 - Second Reading, Revised Policy #304.1 – Anti Nepotism
 - First Reading, Revised Policy #333 – Professional Development
 - First Reading, Revised Policy #340 – Responsibility for Student Wellness
 - First Reading, Revised Policy #341 – Benefits for PT Personnel
 - First Reading, Revised Policy #342 – Jury Duty
 - First Reading, Revised Policy #343 – Paid Holidays
 - First Reading, New Policy #347 – Workers Comp – Return to Work
 - First Reading, New Policy #706.1 – Disposal/Sale of Surplus Obsolete/Outdated Equipment
 - First Reading, Existing Position, Revised Description – Receptionist
- Personnel Items – see attached report

Executive Director’s Report

- See attached written report.

President’s Report

- Mrs. Jean Rice thanked the Board for being at the meeting this morning. She appreciates their good attendance. She wished them a happy, healthy and safe holiday season and hope that they enjoy time with your families.

Board Member Sharing of Information

- Dr. Fred Baldwin, Carlisle Area SD, shared that his district has received approval from the PDE for their Flexible Instructional Day proposal (electronic days for snow day school closures).

NEXT MEETING: Thursday, December 17, 2015, 8:00 a.m., Board Room, CAIU Enola

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

RESIGNATIONS:

- **JOLETTA NEBEL**, Counselor, ANPS Program, effective February 29, 2016. Reason: Retirement after more than 9 years of CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **RACHEL BENECKE**, Educational Paraprofessional, Autism Support Program, effective November 9, 2015. Base salary of HS + 30, Step 1, \$18,000 for 189 days of service will be prorated for a total of 132 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MATTHEW BRIGHTBILL**, Application Support Specialist, Technology Team, effective November 16, 2015. Base salary of \$37,147.50 for 12 months of service, prorated for a total of 164 days through June 30, 2016. This is a replacement position funded through the CAOLA budget.
- **JAMES BRILL**, Technology Infrastructure Supervisor, Technology Team, effective November 9, 2015. Base salary of \$91,400 for 12 months of service, prorated for a total of 169 days through June 30, 2016. This is a replacement position funded through Network Services and General Operating budgets.
- **DARRYL EISENHAUER**, Technology Support Specialist, Technology Team, effective November 16, 2015. Base salary of \$35,328.79 for 12 months of service, prorated for a total of 164 days through June 30, 2016. This is a replacement position funded the IMS budget.

CHANGES OF STATUS:

- **MEGAN CENTENO**, Behavior Specialist, Student Services Team, from a start date of November 9, 2015, to a start date dependent upon when her current district releases her.
- **FREDERICK GARMAN**, from Educational Paraprofessional to Long Term Substitute Behavior Consultant, Student Services, effective October 21- December 23, 2015. Change of status results in a change of salary to Masters, Step 15, \$69,116 for 189 days of service prorated for 43 days. This is a replacement position funded through the Educational Consultant budget.
- **RAY JOHNSON**, Educational Paraprofessional, Intervention Program, Student Services Team, from administrative paid leave to active status effective October 23, 2015.
- **KELLY REIFF**, Occupational Therapist, OT/PT Program, from a start date October 19, 2015 to a start date of November 9, 2015. Base salary of Bachelors, Step 9, \$53,301, for 189 days of service will be prorated for a total of 122 days through June 30, 2016.
- **PATRICIA STEPHENS**, ELECT Program Assistant, Student Services Team, from active status to furlough effective December 23, 2015. Furlough is due to a change in funding requirements of the ELECT grant.

LEAVES OF ABSENCE:

- **KELLI GARIS**, Educational Paraprofessional, Diagnostic Program, Student Services Team, leave of absence effective October 26, 2015 – November 5, 2015 for a total of 10 days. Leave is requested without pay for medical reasons in accordance with CAIU and FMLA policies.

Executive Director's Report

November 19, 2015

PROGRAM SPOTLIGHT

Training and Consultation (TaC) Services is authorized by the Federal Government (Individuals with Disabilities Education Act, IDEA) to provide professional development and consultative services to administrators, consultants, teachers and parents. These services are an integral part of broad school and district-wide accountability planning. Professional education activities are aligned with national, state and local initiatives, and support the strategically identified needs of our constituent school districts. While these services are not designed to focus on ongoing individual student interventions, they are intended to provide staff with professional development and resources to build capacity within the school to improve the education of all students. The Pennsylvania Department of Education outlines six initiatives, **Autism, Inclusive Practices/Least Restrictive Environment, Behavior Support, Multi-Tiered Systems of Support (MTSS-RtII), Secondary Transition**, and **Assistive Technology**, which are the focus of this team's work with local education agencies.

NEWS

FALL SUPERINTENDENTS' LEADERSHIP CONFERENCE



The CAIU Superintendents' Leadership Conference was held from November 4-6, 2015, in Annapolis, MD. The initial session included a team building activity where teams of superintendents prepared each course of the evening dinner. The content for this year's conference focused on "**Equity and Excellence**". Dr. Paul Gorski's presentation was on "Reaching and Teaching Students in Poverty" and Dr. Gayle Allen's was on "The New Pillars of Modern Leading, Learning, and Teaching."

TECHNOLOGY SERVICES

AgendaManager Upgrade. The CAIU is excited to announce the release of the new AgendaManager that occurred on November 13, 2015. Over the past year we have taken feedback from our existing user community and incorporated some of those requests into this version of AgendaManager. AgendaManager offers a new interface with enhanced performance and functionality that include (but not limited to):

- Dashboard for Quick View of Vital Information
- Key Agenda Items to be Saved for Reuse
- More Role Permission Options
- Streamlined Announcements

In addition to the enhancements during this new release, this upgrade uses the latest application development technology and will position the application to grow with future requests to meet the needs of our districts.

Content Keeper Upgrade and Training. ContentKeeper is our Internet filtering solution that provides real-time, high performance web content analysis, utilizing advanced heuristics and deep packet inspection for 24 schools in our region. During the month of November, the CAIU Technology staff worked with ContentKeeper to upgrade the Internet filtering servers so districts may have advanced reporting options. Training for this upgrade is scheduled for November 19th and is free to all districts.

E-rate Training. E-rate, the commonly used name for the Schools and Libraries Program of the Universal Service Fund, is a federal program to ensure that schools and libraries have affordable access to advanced telecommunications services. Under the program, districts receive discounts on Telecommunications Services, Internet Access, and Internal infrastructure. The CAIU applies for E-rate for CAIU districts that are part of the WAN and Internet consortium. On November 11th, Julie Tritt Schell delivered her annual full day E-rate training at the CAIU. There have been significant changes to E-rate over the past year. Approximately 70 people attended and it was a very informative session.

STUDENT SERVICES

Hill Top Academy

- Currently, there are 126 students enrolled and 10 requests (referrals) for placement. We are reviewing the class lists and considering the need to open additional classrooms to be able to meet district needs.
- Hill Top Academy's core PBIS (Positive Behavior Intervention Support) Team trained all HTA staff as we begin to roll-out SWPBS (Schoolwide Positive Behavior Support) at our most recent Act 80 day on October 4th.
- High school teacher, Ms. Chasteen, has partnered with Trout Unlimited to bring *Trout in The Classroom* to HTA. Equipment and materials have been donated by Trout Unlimited that will allow HTA students to learn about cold water conservation as they raise brook trout from eggs to fingerlings in a classroom aquarium.

Pupil Services

- **Diakon Wilderness Center and CAIU Grant Proposal for Annie E. Casey Foundation's Learn and Achieve Potential (LEAP) initiative.** Diakon Youth Services and the CAIU has advanced to the second phase in a competitive proposal process for the LEAP initiative which focuses on youth and young adults ages 14-25 who have been involved in the child welfare (foster care) and juvenile justice systems. This grant will help to assist transitional age youth with obtaining their high school diploma or GED and transition into the workforce or postsecondary education. Jobs for America's Graduates (JAG) specialists (which will be the CAIU educational staff) will provide classroom instruction, mentoring, guidance counseling and hands-on vocational training. Students form their own leadership council in which they elect officers select community service projects and engage in teamwork and leadership activities.

Speech/Language

- We have increased our staffing by 4 positions within the last 10 months. This is directly related to speech/language needs of students in IU class placements as well as district/agency contract increases.
- The first Speech/Language Networking meeting for the IU and district SLPs was held on Friday, October 30, 2015. Topics discussed included: Ed Specialist certification for SLPs, assessment of bi-lingual students, language assessment/interpretations, early intervention for students with speech/language needs and vocabulary instruction.

Equitable Participation

- **Coaching:** We are currently working with five non-public schools to expand skills of regular education teachers working with students identified as special education and in need of specially designed instruction. In one of the schools, the teacher commented: "The best thing about having an instructional coach available to our school is that she not only helps

the students with learning disabilities, but she helps us help ALL of the students." Requests for coaching continue to increase.

- **Learning Support Network:** Our first learning support network meeting held on October 14, 2015 focused on the following engagement strategies: beach ball activity, reciprocal teaching, turn and talk, four corners, shoulder partner discussion, ticket out the door. The next Learning Support Network meeting for non-public schools is scheduled for December 15, 2015 from 1:00 to 2:30 p.m. in our Enola center.

Blind/Visually Impaired Support

- All CAIU Teachers of the Visually Impaired will have completed training on the Unified English Braille by the end of the month. This braille system will be rolled out across the Commonwealth on January 4, 2016.

Early Warning System/Educator Dashboard: Administrators from West Perry School District completed Train-the-Trainer sessions for PDE's ***Educator Dashboard Early Warning System Intervention Catalog***. District administrators are working to implement this new system to aid the education staff in identifying and monitoring students at risk of dropping out and/or in need of interventions. IU15 partnered with PDE for this training initiative which was supported jointly by Curriculum Services (Karen Ditzler) and Student Services (Cindy Gavazzi).

NOTIFICATION OF ACTIVITIES

- Attended joint meeting of the Harrisburg SD Chief Recovery Officer Committee and Board Curriculum Committee.
- Attended the Regional Consortium for Excellence & Equity session, "Empowering and Engaging ALL Students for Learning."
- Visited Lemoyne Preschool Center to participate in their Halloween celebration.
- Participated in the Dauphin County Technical School administrative review for school nutrition
- Attended Dauphin County Technical School Open House

SAVE THE DATE

PDE Data Summit: Planning is underway for the 3rd PDE Data Summit to be held in Hershey from May 22 – 25, 2016. Several IU15 staff have volunteered to help with the Summit and will receive free conference registration in return for their efforts. Board members are invited to attend.