
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **May 26, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** May is ***Better Hearing and Speech Month***. Ann Bailets, Supervisor, and Alice Womer, Educational Consultant, provided an overview of the Speech and Language Services provided to both the CAIU and district students and staff.
- The 2015-16 Thomas W. Holtzman, Jr. Educational Leadership Award was presented to Mr. Robert Weezorak, Educational Consultant from the preschool program at the CAIU. Congratulations Rob!
- Alicia McDonald, Director of Student Services, shared recommended changes to the structure of student support at Hill Top Academy which results in changes to responsibilities of current staff and the addition of an assistant principal position, with no net increase in costs to the districts but with an increased level of support to students and districts.
- Theresa Kinsinger, Director of Organizational Services, shared recent Fair Labor Standards Act changes and overtime requirements for some staff. There was also recent legislation regarding the use of Wellness Plan incentives. The CAIU is reviewing possible changes to its Workers' Compensation policy to improve our internal procedures.
- Len Kapp, Supervisor of Operations and Transportation, shared that his team is planning for completion of summer projects and in particular the requests for district and nonpublic classroom changes. He also shared that the CAIU continues to look for part-time Behind the Wheel Drivers' Ed teachers to meet the demand for requested services.
- Brian Griffith, Director of Curriculum Services, shared that his TaC staff is finishing their school year and two on his team will be retiring. He also shared that the Project Based Assessments currently in the queue will be scored by a group of educators by the end of June. Although not formally announced, there is a suggestion to eliminate Project Based Assessments based on the feedback received related to Senate Bill 880.
- David Martin, Director of Technology Services, shared updates about the CAIU Infrastructure upgrade, lifecycle plan project, E-rate submissions, Disaster Recovery pilot, and the PAIUnet report.
- Daren Moran, Business Manager, shared that it is the time of year when program budgets are presented to the Board for review. He explained the change in the color coding for the Summary of Operations monthly report. Daren invited the Board to participate in and to share the information about the 20th annual Champions for Children golf outing to be held on July 26, 2016.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that School Climate Leadership Initiative seeks to provide School Climate training to two schools within our region over the next year for the purpose of improving the learning environment for students and staff. The Uniform Grants Guidance policies are recommended as a first reading. There is a proposed lunch price increase of ten cents for the 2016-2017 school year.
- Rennie Gibson, Board Secretary, shared that there will be a photographer at the June and July board meetings to take board member photographs.
- Cindy Mortzfeldt, Executive Director, shared information about the My Bike Program, the new Capital Area Mental Health Program (CAMhP), and information about end-of-year CAIU program graduations and award ceremonies.

Executive Session – Executive session was held to discuss the Executive Director’s evaluation.

Board Committee Reports – The Board Finance Committee will be meeting immediately following today’s Board meeting. The Negotiations Committee met on April 28, 2016, and May 4, 2016 and will be meeting again in June.

Approved Action Items

- Minutes from the April 28, 2016 CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$5,655,337.46 in receipts and \$6,595,220.77 in expenditures for April 2016
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$64,426,625.71 and expenses of \$56,722,121.17
- Budget Administration
 - Proposed 2015-16 Budget Revision A – Cafeteria Services in the amount of \$188,500
 - Proposed 2015-16 Budget Revision A – Diakon Center Point Program in the amount of \$500,975
 - Proposed 2015-16 Budget Revision A – Driver Education in the amount of \$217,782
 - Proposed 2015-16 Budget Revision A – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$318,158
 - Proposed 2015-16 Budget Revision A – Hospital Education Program in the amount of \$286,925
 - Proposed 2015-16 Budget Revision A – IDEA 611 School Age in the amount of \$17,239,338
 - Proposed 2015-16 Budget Revision A– Institutionalized Children’s Program in the amount of \$548,575
 - Proposed 2015-16 Budget Revision B – Loysville Youth Development Center in the amount of \$2,331,058
 - Proposed 2015-16 Budget Revision A – Transportation in the amount of \$3,436,175
 - Proposed 2015-16 Budget Revision A – Student Services in the amount of \$18,650,325
- Other Fiscal Matters
 - Proposed 2016-17 Cafeteria Rates
 - Proposed Amended Agreement – Capital Region Partnership for Career Development (PCD)
 - Proposed Lease Agreement – Shippensburg Enterprises, LLC
 - 2016-17 Special Education Contracts: Big Spring SD, Carlisle Area SD, Commonwealth Connections Academy CS, Cumberland Valley SD, Derry Township SD, Donegal SD, Juniata County SD, and Susquenita SD
- Other Business Items
 - Professional Ed Committee Members for Comprehensive Planning
- Policies
 - Second Reading, Revised Policy #138 – Limited English Proficiency Program
 - Second Reading, New Policy #220 – Student Expression/Distribution & Posting of Materials
 - Second Reading, New Policy #226 – Searches
 - Second Reading, New Policy #227 – Controlled Substances
 - Second Reading, New Policy #233 – Suspension & Expulsion
 - Second Reading, New Policy #248 – Unlawful Harassment
 - Second Reading, New Policy #251 – Homeless Students
 - Second Reading, Revised Policy #221 – Dress and Grooming
 - Second Reading, Revised Policy #709.1 – Video Surveillance
 - Second Reading, Revised Policy #815 – Acceptable Use
 - Second Reading, Revised Policy #912 – Relations with Educational Institutions
 - First Reading, New Policy #609 – Investment of Funds

- First Reading, Revised Policy #614 – Payroll Authorization
- First Reading, Revised Policy #619 – Intermediate Unit Audit
- First Reading, New Policy #626 – Federal Fiscal Guidance
- First Reading, New Policy #626.1 – Travel Reimbursement – Federal Programs
- First Reading, New Policy #808 – Food Services
- First Reading, New Policy #811 – Bonding
- First Reading, New Policy #827 – Conflict of Interest
- First Reading, Revised Policy #828 - Fraud
- Job Descriptions
 - Second Reading, Existing Position, New Description – Itinerant Teacher
 - Second Reading, Existing Position, New Description – Inclusion Educational Paraprofessional – Preschool
 - Second Reading, Existing Position, Revised Description – Job Coach
 - Second Reading, Existing Position, Revised Description – School Nurse
 - Second Reading, Existing Position, Revised Description – Social Worker
 - Second Reading, Existing Position, Revised Description – Physical Therapist (PT)
 - Second Reading, Existing Position, Revised Description – Physical Therapist Assistant (PTA)
 - Second Reading, Existing Position, Revised Description – Business Manager
 - Second Reading, Existing Position, Revised Description – Occupational Therapist (OT)
 - Second Reading, Existing Position, Revised Description – Inclusion Consultant
 - Second Reading, Existing Position, Revised Description – Educational Consultant
 - Second Reading, Existing Position, Revised Description – Certified Occupational Therapy Assistant (COTA)
 - Second Reading, Existing Position, Revised Description – Communication Facilitator
 - Second Reading, Existing Position, Revised Description – Clinical Psychologist/Mental Health Coordinator
 - Second Reading, Existing Position, Revised Description – Behavior Consultant
 - First Reading, New Position, New Description – Assistant Principal
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the board for their attendance and their participation in the Executive Director's evaluation process. She wished them a wonderful and safe holiday.

Board Member Sharing of Information

- Mr. Mike Berk, South Middleton SD, shared that it was a pleasure to participate in the annual Buskey Luncheon. A former student, Jackie Lithgow, from South Middleton SD was the keynote speaker.

NEXT MEETING: Thursday, June 23, 2016, 8:00 a.m., Board Room, CAIU Enola

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

RESIGNATIONS:

- **STEPHANIE DILLOW**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal
- **MICHAEL PETERSEN**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Retirement after 6 years of service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, effective May 2, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 28 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **TYLOR MILLER**, Application Support Specialist, Technology Team, effective May 9, 2016. Base salary of \$35,500 for 12 months of service, prorated for a total of 39 days through June 30, 2016. This is a replacement position funded through the CAOLA budget.

CHANGES OF STATUS:

- **DANIEL FRANCIS**, Psychologist, Pupil Services, change in leave of absence return to work date from May 6, 2016 to April 29, 2016.
- **DAREN MORAN**, Business Manager, Administrative Team, from Administrative Support to Non-Act 93 employment classification, effective July 1, 2016. Change of status results in a change of salary to \$112,373 for 12 months of service.
- **KATHLEEN PIVOVARNIK**, Teacher, Transition Services Program, from retirement effective date of June 3, 2016 to effective date of June 7, 2016.
- **DEBORAH ROSE**, Long Term Substitute Psychologist, Pupil Services Program, increase in number of days worked from 87 days to 90 days.
- **LINDSEY WATERS**, Long Term Substitute Guidance Counselor, ANPS Program, increase in number of days worked from 88 days to 90 days.
- **JACQUELINE WILSON**, Educational Paraprofessional, Transition Services Program, from retirement effective date of June 3, 2016 to effective date of June 7, 2016.

CHANGES OF SALARY:

- **PATRICIA BENNER**, Reading Specialist, ANPS Program, change of salary for completion of Masters +30 credits effective April 29, 2016. Salary will be based on a Masters +30, Step 8, \$57,328 for 189 days of service and will be prorated for a total of 26 days.
- **KATHLEEN BEVERIDGE**, Reading Specialist, ANPS Program, change of salary for completion of Masters +30 credits effective April 4, 2016. Salary will be based on a Masters +30, Step 14, \$69,471 for 189 days of service and will be prorated for a total of 44 days.
- **JENNIFER LYDEN**, Educational Consultant and Speech and Language Clinician, Early Intervention Program, change of salary for completion of Masters +15 credits effective May 24, 2016. Salary will be based on a Masters +15, Step 15, \$70,391 for 189 days of service and will be prorated for a total of 17 days.
- **JOANNE RUCHINSKI**, Service Coordinator, Early Intervention Program, change of salary for completion of Masters +30 credits effective May 10, 2016. Salary will be based on a Masters +30, Step 14, \$69,471 for 189 days of service and will be prorated for a total of 22 days.

LEAVES OF ABSENCE:

- **PHYLLIS BROWN**, Social Worker, Pupil Services, leave of absence April 26 – June 3, 2016. Leave is requested using accumulated paid leave for a total of 27.5 days and is in accordance with CAIU and FMLA policies.
- **BOBBI JO ELY**, Lead Accountant, Administrative Team, intermittent FMLA leave through April 27, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **VALERIE FRANCIS**, Educational Paraprofessional, Early Intervention Program, leave of absence March 15- July 28, 2016. Leave is requested using accumulated leave time for a total of 13.5 paid days. The remainder of the leave will be without pay and will result in a total of 40.5 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **PAMELA GELBAUGH**, Personal Care Assistant, Autism Support Program, leave of absence May 19 – June 8, 2016. Leave is requested using accumulated paid leave for a total of 14 days and is in accordance with CAIU and FMLA policies.
- **MARITA LAUTSCH**, Secretary, Early Intervention Program, leave of absence June 7 – July 14, 2016. Leave is requested using accumulated paid leave for a total of 22 days and is in accordance with CAIU and FMLA policies.
- **KARL MOHLER**, Maintenance Technician, Administrative Team, intermittent FMLA leave through May 3, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **AMANDA SHIRK**, Personal Care Assistant, Autism Support Program, child-rearing leave of absence May 2 – June 3, 2016. Leave is requested using accumulated paid leave from May 2 – May 10, 2016 for a total of 7 paid days and without pay from May 11 – June 3, 2016 for a total of 17 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

May 26, 2016

PROGRAM SPOTLIGHT

Speech and Language Program

May is Better Hearing and Speech Month! This year's theme is "Communication Takes Care." The CAIU's youngest children, ages 3-5 in our Early Intervention program, receive speech and language services to increase their language skills and to expand their speech skills, such as articulation, voice volume and pitch, and fluency.

In addition to the Early Intervention Speech and Language services, the school-age speech and language pathologists provide assessment and intervention for students in our area's public and nonpublic schools, charter schools and cyber charter schools. Therapy focuses on disabilities of language, articulation, voice, fluency and social skills that are present to such a degree that educational performance is affected. Consultation and coaching, specialized assessments, and discipline-specific professional development are some of the services provided to school districts. In addition, we host a network for district speech-language pathologists, which provides a forum to share ideas and inform best practice in the profession.

In conjunction with the American Speech-Language-Hearing Association, the School-Age Speech and Language staff is celebrating Better Hearing and Speech Month. Melissa Lyon, a school-age Speech/Language Pathologist at Hill Top Academy, prepared an interactive bulletin board for students with a focus on social language skills.



Additionally, the other Speech/Language Staff assigned to Hill Top Academy (Kimberly Cain, Jodi Rineer, Laura Wanenchak and Alisha Foster), prepared and distributed information to the teaching staff regarding proper use of the voice.

The School-Age Speech and Language staff was challenged by their supervisor to use a wordless book as a therapy tool in place of commercially available materials, apps and computer programs. They chose from

approximately fourteen different wordless books and developed activities and created materials to target specific articulation, language and social skill targets. The activities and associated materials developed for use with the wordless books will be uploaded as a resource for all staff on the departmental wiki.

During the 2015-16 school year, seventeen school-age speech-language pathologists screened 830 students and provided direct services to over 700 students in 64 locations.

The CAIU also provides Audiology services. Audiologists are licensed professionals who evaluate and treat hearing loss. Diane Graybill, the CAIU Audiologist, provides services in the Audiology Program Lab at the CAIU or out in our districts. Services may include assessments, audiometer calibration, FM Listening System evaluations, hearing screening follow-ups and direct and consultative services for students and staff in IU classrooms and school districts.

NEWS

“My Bike” Presentation and Parade Event

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, Kelly Lieblein, VP of Highmark Blue Shield, and Mickey Sgro,



AFSCME District 83 Director and Variety Board Member on May 9th as seventeen children from the south central Pennsylvania area were presented with their bikes. We were also honored to welcome Pedro Rivera, Secretary of Education, and Cindy Dunn, Secretary of Natural Resources. As you can imagine, there was lots of excitement from both the children and their families

as they rode their bikes for the first in a parade through the Enola office. More information about the “My Bike” program can be found at <http://www.varietypittsburgh.org/>.



Student Services School-age Contracted Services

- We design and deliver school-age programs and services in collaboration with our member districts/schools in order to meet the needs of the districts and their students. We seek and use feedback from our districts to refine and develop programs and services that meet their needs. There is a Regional Special Education Planning Committee, comprised of district representative superintendents and special education directors. In addition to that group, we regularly reach out to district special education consortia groups as well as individuals to solicit input and feedback.
- In planning for 2016-2017, we review district feedback, identify initiative goals, review our program profiles, staffing and caseloads, and create a plan to meet all of those needs. We are recommending some shifts and changes in roles and responsibilities of some of our consultative and administrative staff so we can provide initiative support to our teachers as well as maximize communication and transparency with our districts.
 - Change the internal role of program consultants to coaches in the following initiative areas: curriculum/instruction/assessment, behavior and classroom management, IEP compliance and case management, transition to adult life, and instructional technology
 - Maintain one program consultant for our internal, district-based programs
 - Maintain the specialized behavior consultants at Hill Top Academy
 - Assign a curriculum and a IEP coach to Hill Top Academy and have a curriculum and IEP coach for the district-based classes
 - Remaining coaches would be shared across all programs
 - Maintain our consultative and direct educational services to school districts
 - Add a ten-month, assistant principal at Hill Top Academy
- These changes maintain the amount of staff support for our internal programs and are budget neutral to our rates and tuitions. We have shared and received support and positive feedback from the Regional Special Ed Planning Committee, Superintendents and the Special Ed Advisory Council.

Blind/Visually Impaired Support (BVIS)

- Two CAIU BVIS teachers, Marianne Smith and Mary Daubenspeck, hosted two visitors from France, a teacher of the visually impaired and an occupational therapist. The visitors received a grant to observe teachers of the visually impaired in the USA in order to develop standards for preschool Braille instruction in France. They were particularly interested in The Primary Braille Literacy Program – Pattern Series used by our staff and materials available through the American Printing House for the Blind.

Blind/Visually Impaired Support, Deaf/Hard of Hearing Support: Optimist Olympics 2016

- The 24th Annual York County Optimist Olympics was held on May 13, 2016. Several hundred students, staff and family members from IUs 12, 13 and 15 attended. CAIU had approximately 15 Visually Impaired students, 50 Hearing Impaired Students, and lots of staff and family members attending. The parade of students was led by the York Catholic High School Band. The York Revolution Baseball Mascot 'Downtown' was there to greet students and participate throughout the event. Students from Red Lion Area Football Program, Central York School District Octagon Club Volunteers, and the Optimist International Clubs of York, Adams, Dauphin and Lancaster counties staffed the event. Activities included basketball, scooters, inflatable bowling, soccer and football, kiddie-tunnels, mini-golf, face painting, rope run and Goalball.

Transition

- Project SEARCH held an Open House for Hershey Medical Center department staff to recruit other areas where interns might be assigned. As a result we have increased from 12 departments at the hospital to 20.
- One of our students in the Multiple Disabilities program was accepted into Project SEARCH for the 2016-17 school year.

Autism

- Ms. Bahn's Autism Support class at East Pennsboro Middle School continues to use "The Great iReady Race" to increase motivation, active engagement, and participation in iReady. It has been very successful in supporting time on task with individual skills sessions.
- Ms. Forsythe's Autism Support class at Hershey Middle School continues to work as a team toward increased academic rigor through connections to curriculum standards and grade level vocabulary.

OTPT Program

- The last School Age OTPT Networking meeting was held April 19th. Greer Aukstakalnis, OT, presented on information regarding strategies and approaches in working with students with Autism Spectrum Disorder in the classroom. The group expressed interest in learning more about Mindfulness and other self-regulation programs next school year.

Preschool Program

- Spring round of Transition Meetings for children who will be entering Kindergarten was completed with the 24 school districts in early May. This year we had approximately 650 children go through the transition process.
- Preschool Program participated in a "Literacy Night under the Lights" event sponsored by Mechanicsburg School District at Memorial Park in Mechanicsburg. Hands on activities were available for children with a focus on building literacy education in the community for parents and children from birth through Kindergarten.
- Preschool Program continues to reach out to Legislators and Senators to educate them about the work we do and the need for an increase in early intervention funding. Meetings are scheduled at the Capitol on May 25.
- Patti Merrill, Teacher, and Marty Bloser, EPP, at Delbrook completed their Competent Learning Model course of study work and received their CLM Implementer certificate.

Loysville Youth Development Center

- The Transition Office, led by Elena Taylor, organized Mock Interviews that were conducted on May 4th. Interview teams conducted over 40 interviews of students, who were dressed up for the event through donations from Men's Warehouse. Interview teams consisted of staff from OVR and local businesses. One Harrisburg student was offered a position when he gets released! Feedback from the interview teams was very well received by students and the team expressed a desire to return for this event if we hold it again.
- Big Spring High School Honors Psychology class, taught by Mr. Miller, visited and toured the facility on May 11th. They are always well prepared and ask great questions about the services we offer here. This is an annual event for Mr. Miller's class. Great job Big Spring!

Hill Top Academy

- Hill Top Academy high school Emotional Support students participated in Math and Science Day at Hershey Park with other district schools in the area on May 6th.

- Hill Top Academy hosted their second annual Art and Achievement Fair on May 5th. Over 120 students had work samples on display at the Show.
- Ms. Chasteen's HS Emotional Support students will release the trout they began raising in the fall from eggs as part of the *Trout in the Classroom Program* into the Yellow Breaches on May 18th.
- Hill Top Academy has partnered with New Hope Ministries in Mechanicsburg to bring their Power Packs program to the School. Power Packs is a food and nutrition program, where students in need receive food in backpacks on Fridays to take home over the weekend.

Pupil Services/Hospital/ELECT-EFI/Diakon/Blended Learning

- Children's Miracle Network has again allocated over seven thousand dollars for educational services to take place during the summer for the Hershey Medical Children's Oncology unit and the Penn State Rehabilitation Center
- A nine (9) bed wing at Pennsylvania Psychiatric Institute (PPI) inpatient is set to open fall 2016. This will require additional teaching staff to cover the students ages 5-11.
- A final agreement was established to allow Hill Top Academy to send students to inpatient at PPI beginning 2016-2017. This means those students with the greatest mental health needs will no longer have to report and wait in the Emergency Department but will be admitted immediately based on the assessment from our mental health team.
- A new program; Capital Area Mental health Program (CAMhP) is being created to serve those students needing additional intensive mental health programming. Districts have been involved in this initiative as they have been asking for additional supports in this area.
- Diakon/CAIU will again be offering summer educational programming to give students support and credits in English and Math. The program is 3 days a week from June 20 – July 27, 2016

NOTIFICATION OF ACTIVITIES

- Attended PASA Women's Caucus Conference in Hershey
- Attended PAIU Government Relations Committee meeting and the monthly PAIU Executive Directors' meeting
- Attended Derry Township SD Board meeting to share an overview of CAIU services
- Met with CAEA Leadership along with Theresa Kinsinger and Alicia McDonald for our quarterly meeting
- Attended the Harrisburg Chief Recovery Officer public meetings regarding the Amended Recovery Plan
- Attended Dauphin County Technical School's Open House for the new Dental Assisting Program
- Attended the annual Buskey event honoring 24 students from our region

UPCOMING EVENTS

- **Deaf/Hard of Hearing:** On Thursday, May 26 at 7:00 p.m., an awards program will be held at CAIU to recognize the accomplishments of our Deaf/Hard of Hearing students.
- **CAIU graduation** will be held on Tuesday, May 31 at 7:00 p.m. at the Enola office. We will be honoring 9 students graduating from CAIU programs.
- **Project SEARCH Graduation** will be held in the Junker Auditorium at the Hershey Medical Center on Tuesday, June 7 at 7:00 p.m.
- **Early Intervention Family Carnival** will be held on Tuesday, June 7 from 5:00 p.m. – 8:00 p.m. at the Adventure Zone Playground in Mechanicsburg (rain or shine). This is a free event open to families of children involved in Early Intervention or Head Start programs 0-5 years of age in Dauphin, Cumberland, Northern York and Perry Counties. Legislators and Senators will be invited to this event.