
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 27, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mark Hennes, Special Projects Supervisor, shared an overview of the Innovation Grants process and introduced the 2016-17 grant recipients. Lynette Lee provided details about the nine Parent Partnership sessions held last fall and this spring. Lisa Smiley and Nicole Showers shared their plan to create training options for pre-service teachers around the Competent Learner Model. Karen Ditzler has several workshops planned for elementary teachers focusing on integrating the 4 C's (Communication, Collaboration, Critical Thinking and Creativity) into teaching and learning.
- Alicia McDonald, Director of Student Services, shared information about the 2017-18 Special Education Plan and provided datesavers for upcoming Student Services events.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU is updating insurances and contracts. A Career Open House will be held on May 25th from 1pm to 5pm and is intended as a vehicle to fill vacant classroom positions. The CAIU is holding its annual Employee Social next week.
- Len Kapp, Supervisor of Operations and Transportation, shared that there are summer plans for interior and exterior work at our facilities. The transportation program is growing due to increased district interest.
- Brian Griffith, Director of Curriculum Services, shared that there are plans to develop a 5-year Pre-K Counts grant proposal. There are increased conversations about digital badging to personalize learning for adults.
- David Martin, Director of Technology Services, shared that 112 students participated in the recent CAIU Regional Computer fair and those winners will move on to the State computer fair in May. The Shippensburg School Study Council recently held a technology presentation on Trending Technologies. Several of our districts along with districts from IU 12 shared about the technology being used in classrooms. The WAN agreements have been sent to districts.
- Dr. Rhonda Brunner, Assistant Executive Director, shared background on the School Wellness policy, the Behavior Support policy, and the Sick Leave policy. ESSA implementation will be a focus of the upcoming PAFPC conference and the Federal Program Coordinator training. The School Climate Initiative will continue into next school year with three school buildings.
- Daren Moran, Business Manager, shared that all districts have approved the CAIU budget. There are several Budget revisions on today's agenda that reflect updated information. The audit engagement letter is also on today's agenda.
- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director report. Several CAIU staff recently participated in the IDEA Fiscal Review with the PDE. PAIU Day on the Hill went very well with CAIU staff meeting with Rep. Sheryl DeLozier and Rep. Mark Keller. The group also met with Senator's DiSanto's Chief of Staff and Legislative Director. The focus was on Early Intervention funding in particular.
- Rennie Gibson, Board Secretary, shared that most of the financial information forms have been returned.

Approved Action Items

- Minutes from the March 23, 2017 CAIU Board Meeting

- Treasurer's Report and Payment of Bills – a total of \$\$5,500,040.65 in receipts and \$7,863,952.18 in expenditures for March 2017
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$58,488,893.82 and expenses of \$53,936,299.85
- Budget Administration
 - Proposed 2016-17 Budget Revision – Cafeteria Services in the amount of \$200,950
 - Proposed 2016-17 Budget Revision – Conference Planning in the amount of \$99,796
 - Proposed 2016-17 Budget Revision – Early Intervention – ACCESS Program in the amount of \$602,606
 - Proposed 2016-17 Budget Revision – Education Leading to Employment and Career Training (ELECT) in the amount of \$323,334
 - Proposed 2016-17 Budget Revision – Early Intervention Evidence Based Implementation Grant in the amount of \$15,984
 - Proposed 2016-17 Budget Revision – Hospital Education Program in the amount of \$425,525
 - Proposed 2016-17 Budget Revision – IDEA Section 611 – Early Intervention in the amount of \$1,168,854
 - Proposed 2016-17 Budget Revision – IDEA Section 619 – Early Intervention in the amount of \$395,013
 - Proposed 2016-17 Budget Revision – International Baccalaureate Project in the amount of \$84,116
 - Proposed 2016-17 Budget Revision – Loysville Youth Development Center in the amount of \$2,403,334
 - Proposed 2016-17 Budget Revision – Title I, Part D – Loysville Youth Development Center in the amount of \$300,308
- Other Fiscal Matters
 - Audit Engagement Letter
- Policies & Programs
 - 2017-18 Student Services Master Calendar
 - 2017-18 Curriculum Services Calendar
 - First Reading, Revised Policy #113.2 – Behavior Support
 - First Reading, Revised Policy #246 – School Wellness
 - First Reading, Revised Policy #334 – Sick Leave
- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Curriculum Services Administrative Assistant
 - First Reading, New Position, New Description – Application Developer I
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

Board Member Sharing of Information

- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared about her recent viewing of "Purple Dreams," a documentary following the students from a North Carolina HS for the Arts during their performance of "The Color Purple."

President's Report

- Mrs. Jean Rice thanked the board for their attendance.

NEXT MEETING: Thursday, May 25, 2017, 8:00 a.m., Board Room, CAIU Enola Office

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

A. RESIGNATIONS:

- **JOANNE BLESSING**, Program Secretary, Student Services Team, effective June 30, 2017. Reason: Retirement after more than 27 years of continuous service.
- **LORETTA CONNOLLY**, Speech and Language Clinician, Early Intervention Program, effective September 6, 2017. Reason: Retirement after more than 15 years of continuous service.
- **ROBERT HEFFNER**, Lead Driver/Warehouseman, Administrative Team, effective September 15, 2017. Reason: Retirement after 40 years of continuous service.
- **LAURA KOROT**, Secretary, CAOLA Program, effective April 12, 2017. Reason: Employee accepted a position with Mechanicsburg Area School District.
- **MARVIN MOSES**, Personal Care Assistant, Autism Support Program, effective March 20, 2017. Reason: Personal
- **JOY MURLATT**, Program Secretary, Early Intervention Program, effective June 2, 2017. Reason: Retirement after more than 33 years of continuous service.
- **MICHAEL ZITO**, Personal Care Assistant, Autism Support Program, effective April 6, 2017. Reason: Personal

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ASHLEY ADAMS**, Teacher, Deaf/Hard of Hearing Program, effective for the 2017-2018 school year. Base salary of Bachelors, Step 9, \$54,649 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.
- **MACKENZIE BAKER**, Educational Paraprofessional, Diagnostic Program, effective April 3, 2017. Base salary of HS, Step 1, \$16,892, for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a new position funded through the Diagnostic budget.
- **ZAIRE BROWN**, Personal Care Assistant, CATES Program, effective April 10, 2017. Base salary of HS+30, Step 1, \$18,253, for 189 days of service will be prorated for a total of 34 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **JAMES FISSEL**, Senior Network Administrator, Technology Team, effective April 10, 2017. Base salary of \$75,000 for 12 months of service, prorated for a total of 60 days through June 30, 2017. This is a replacement position funded through the Network budget.
- **IRENE MCKENNA-REEDY**, Educational Consultant, Curriculum Team, effective May 8, 2017. Base salary of Masters+45, Step 7, \$57,816 for 189 days of service will be prorated for a total of 21 days with additional new hire days as required. This is a replacement position funded through the IDEA/CSPD budgets.
- **ASHLEY WHITE**, Personal Care Assistant, Emotional Support Program, effective April 4, 2017. Base salary of HS, Step 1, \$16,892, for 189 days of service will be prorated for a total of 38 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

C. CHANGES OF STATUS:

- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, change in leave of absence return to work date from May 12, 2017 to April 4, 2017.
- **BARBARA FREY**, from Educational Paraprofessional to a Long Term Substitute Teacher, CATES Program and as assigned, effective April 18, 2017 – June 2, 2017.

Change of status results in a change of salary to Bachelors, Step 1, \$44,247 for 189 days of service and will be prorated for 31 days. This is a temporary replacement position funded through the CATES budget or per assignment.

- **LYNDI JANNY**, Teacher, Early Intervention Program, change in leave of absence start date from April 2, 2017 to March 29, 2017. Employee will now be using accumulated paid leave time from March 29, 2017 – the morning of May 15, 2017 for a total of 25.5 paid days and without pay will be from the afternoon of May 15, 2017 – June 2, 2017 for a total of 13.5 unpaid days.
- **BRIANNA SMITH**, Educational Paraprofessional, Dual Diagnosis Program, from active to terminated status due to failure to report to work, effective April 11, 2017.
- **SHIRLEY TAYLOR**, Clerk, Administrative Team, change in leave of absence return to work date from May 15, 2017 to April 24, 2017.
- **CATHY TWEET**, Educational Paraprofessional/Communications Facilitator, Deaf/Hard of Hearing Program, change of retirement effective date from June 3, 2017 to June 13, 2017.

D. CHANGES OF SALARY:

- **KIMBERLY TUCKER**, part-time Long Term Substitute Physical Therapist, change of salary from \$49.21 per hour, based on a Masters, Step 15 placement on the current salary schedule, to \$47.08 per hour, based on a Bachelors, Step 15, effective February 27, 2017 – July 27, 2017. This change is due to an error in calculating the employee's educational level at time of hire.
- **BARBARA SWENSON**, change of salary from full amount of Bachelors, Step 1, \$44,247 to 80% of Bachelors, Step 1, in accordance with the Collective Bargaining Agreement. This is for 189 days of service and will be prorated for 29 days. Employee changed from a Teacher in the Dual Diagnosis Program to a Floater Teacher, effective April 19, 2017.

E. LEAVES OF ABSENCE:

- **JOEI ASKEY**, Educational Paraprofessional, Early Intervention Program, leave of absence effective April 24, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from April 24, 2017 – the morning of May 25, 2017 for a total of 23.5 paid days and without pay from the afternoon of May 25, 2017 – June 2, 2017 for a total of 5.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, intermittent FMLA leave through March 21, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Educational Paraprofessional, Emotional Support Program, unpaid leave is requested for April 5, 2017 due to exceeding 10 days of leave without pay. This will be employee's 13th day without pay. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **MICHELE KURTZ**, Sign Language Interpreter, Deaf/Hard of Hearing Program, leave of absence effective February 13, 2017 – February 24, 2017. Leave is requested using accumulated paid leave on February 13, 2017 for 1 paid day and without pay from February 14, 2017 – February 24, 2017 for a total of 8 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NANCY MAUST**, Educational Coach, Student Services Team, leave of absence effective April 13, 2017 – April 12, 2018. Employee exhausted all FMLA leave and is requesting an additional year of unpaid leave. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **MARIE MUSKEY**, Teacher, Hospital Program, leave of absence effective April 18, 2017 – June 7, 2017. Leave is requested using accumulated paid leave for a total of 36 days and is in accordance with CAIU and FMLA policies.

Executive Director's Report

April 27, 2017

PROGRAM SPOTLIGHT

Innovation Grant Opportunity

The CAIU's goal is to foster an environment that encourages creativity and innovation among our staff and where ideas are shared openly. We have created an opportunity for our staff to apply for an innovation grant. The purpose of the grant is to improve the organization's support for current and future customers by improving the efficiency, effectiveness, and quality of current services or by developing high quality, relevant, new services. The Innovation grant can be used to but is not limited to:

- Support the initiation and development of new products and services,
- Purchase new technology (hardware, software, licenses, etc.) in limited numbers for trial and evaluation,
- Improve the efficiency, effectiveness, or quality of existing services, and/or
- Learn new skills critical to above, e.g. conference registration, training courses, etc.

The grant awards for 2016-17 were:

- *Parent Partnership* – Lynette Lee, Paraeducator in Preschool Classroom
- *Competent Learning Model* – Nicole Showers, Lisa Smiley and Julie Harman, Education Consultants
- *Integrating the 4 Cs in Teaching and Learning* – Karen Ditzler, Instructional Technology Specialist

Applications are now being accepted for 2017-18 school year. A committee will review the applications and if selected the staff person will provide a business plan outlining the full implementation of the grant.

NEWS

2017 PA Regional Computer Fair



Students from the Capital Region gathered on March 29, 2017 to showcase their technical talents and abilities at the annual PA Regional Middle and High School Computer Fair. Fifty high school students and sixty-two middle school students submitted a total of 57 projects in the areas of Computer Fair Logo, Web Page Design, Digital Movie, Graphic Design, Programming, and Animation. Students placing first place in their category will represent their districts and region at the PA State Computer Fair at

Dickinson College on May 23, 2017. Congratulations to students from Eagle View MS, Hershey MS, St. Joseph School, Hershey HS, Cumberland-Perry AVTS, Halifax HS, Hershey HS, and Dauphin County Technical School as they advance to the State Computer Fair Competition.

2017 Superintendents' Spring Leadership Conference

The Superintendents' Spring Leadership Conference was held on April 5-7. The conference featured speakers, educational sessions, and many opportunities for networking. The speakers and presentations included:

- *PASA Update* – Dr. Mark DiRocco, Executive Director, PASA
- *Federal Advocacy Update* – Noelle Ellerson-Ng, Associate Executive Director, Policy & Advocacy, AASA

- *Traumatic or Acquired Brain Injury-PA's Concussion Return to Learn Management Program* – Brenda Eagan-Brown, BrainSTEPS State Program Coordinator, Brain Injury Association of PA
- *BrainSTEPS (Strategies Teaching Educators, Parents, & Students)* – Arlene Moll, CAIU BrainSTEPS Team Leader and Kathy Bagian, School Nurse, and Dale Reeder, Guidance Counselor, both from Northern York County SD
- *The Impact of Childhood Trauma on Learning: Student Services Implication* – William Zee, Esq., Barley Snyder

Student Services

- All of the individual contract and service feedback meetings with our school districts and charter schools have been completed and contract packets have been distributed to all the superintendents/CEOs and special education points of contact. The projections for next year are already closely aligned with the services that we are currently providing. Since our annual average growth has been 26% over the last few years, we will be looking to staff programs accordingly in order to be prepared for additional needs and referrals.
- The annual LRP National Institute, focusing on trends in special education law, was held this month in National Harbor, Maryland. As part of our support for the region and administrative professional development, a team of administrators, from eight districts, went to the conference as a result of some level of IU support and sponsorship. This conference has provided a great deal of information that will be used for regional development and training.

Pupil Services/CAMhP/Diakon/Educational Coaches

- Our new CAMhP (Capital Area Mental health Program) has been operating at capacity for most of the year. The plan is to open an upper elementary and high school program next year, making the current classroom a middle school program.
- Student Services educational coaches and supervisors met with the Curriculum team to work on filling in gaps in the math curriculum. We are in need of functional math curriculum and supplemental interventions to assist those students who have missed increments of math during the course of their educational career.
- Sharing a “shout-out” to Dr. Elias' team and colleagues as many shared their experiences and stories of successes and challenges from their early teaching careers to her college class of undergraduate seniors at Shippensburg University. As we work on building capacity within our IU and finding those “right fits” as new teachers, having these students hear from some of our talented staff really bridged gaps and opened doors of opportunity for collaboration and hopefully new employees.

Social Work/ELECT/School Health/OT/PT

- Beth-Ann McConnell, Social Worker, and Kathy Gottlieb, Supervisor, presented to Millersburg Area School District's secondary special education teachers and their special education director about our Interagency Coordination services.
- The three ELECT case managers, Jody Forney-Cole, Melissa Rosado, and Jan Cuva-Primmer, and Kathy Gottlieb, Supervisor, attended the ELECT conference. They had the opportunity to network with other programs and gain programming and funding ideas. There were three keynote speakers, a brief speech from Mr. Pedro Rivera, Secretary of Education, as well as breakout sessions.

Preschool/Early Intervention

- Eric Bostick and Terry Telep, Preschool Supervisors, attended a 2-day Data Literacy Academy, sponsored by Office of Child Development and Early Learning (OCDEL), focusing on gaining better understanding of the effective use of data to improve the management and quality of Early Intervention Programs.
- Jean Gray, Educational Consultant, participated in a story time activity for children and families sponsored by the Simpson Library Story Time.
- Several preschool staff (Erica Overbaugh, Teacher, Jean Gray, Educational Consultant, and Terry Telep, Supervisor) participated in a Pre-K Fun Night Station at New Bloomfield Elementary. The evening was filled with games and activities for preschool children and their

families in the West Perry School District. Information and resources on the CAIU Preschool Program were shared with all of the families.

- Cindy Mortzfeldt, Dr. Rhonda Brunner, Daren Moran, Eric Bostick and Terry Telep participated in "PAIU Day on the Hill". They were accompanied by a family whose child receives CAIU services. The team met with Representative Mark Keller and Senator John DiSanto to educate them about the work we do and the need for an increase in early intervention funding. The team also shared materials with staff of Representative Steve Bloom's and Representative Sheryl DeLozier's offices.
- Preschool staff is participating in a professional development training on April 27. Topics focus on increasing parent involvement, shaping participation, building a cohesive team, First Aide/CPR re-certification, and a presentation from Parent to Parent.
- The outside play area at the Enola building has been assembled with fun play equipment for our preschool children!

Hill Top Academy

- All Hill Top Academy students in grades 3-8 participated in the Language Arts PSSAs the week of April 3rd. Every student present tested and put forth their best effort!
- At the most recent Act 80 day half day on April 12th, all Hill Top Academy staff participated in team building activities on the Enola low ropes course.

MDS/Autism Support/Transition Services/Project Search

- Our MDS classes have been invited to participate in the West Shore Consortium Prom to be held on May 3rd. This year's theme is "A Day in Candyland".
- Several IU students have been nominated for the Tom Buskey award and will receive recognition for their achievements at the 19th annual luncheon to be held on May 18th at Karen's Catering of Harmony Hall. This award is to honor students who have demonstrated progress in overcoming personal challenges and are realizing future potential by building bridges toward successful post school transition.
- Ms. Klinedinst and her staff (AS class at Dillsburg) continue to work through the Competent Learner Model Courses of Study to help support the daily activities of their students.

DHH/BVIS/School-age Speech

- A number of our speech clinicians recently provided training to Susquehanna Township SD speech and language practitioners on a variety of topics such as English Language Learners (ELL), student enrollment, assessment, goal writing, and dismissal from services. Additionally, CAIU Speech and Language Pathologists (SLP) formed a network meeting with area SLPs in the districts that we support. The group has met a number of times this year to discuss a variety of topics such as ELL, assessments, and case studies to brainstorm goals and possible therapy techniques.
- Ms. Colleen Deignan is currently completing her graduate student externship in Speech-Language Pathology with a combined placement in the CAIU pre-school and school aged programs. In addition, her experience within the CAIU - DHH program has enabled her to become more proficient in her development and use of ASL (American Sign Language) while providing instruction to her students.
- The 25th Annual Optimist Olympics, for deaf/hard of hearing and blind/visually impaired students, will be held on May 12th at the York City Ice Arena. The event is coordinated by the Optimist Clubs of York, Adams, and Lancaster counties and representatives from Capital Area Intermediate Unit and Lincoln Intermediate Unit, including CAIU staff, Mary Daubenspeck and Deb Genet. It is a wonderful opportunity for our students with sensory impairments to interact, socialize, and participate in a variety of sports activities that are modified for them, including guide ropes for running, sound-producing sports equipment, Braille and large print certificates, and sign language interpreters. Many of our Capital Area Intermediate Unit students and teachers will be attending and we anticipate yet another successful event.

NOTIFICATION OF ACTIVITIES

- Attended the PAIU Central Region Executive Directors' meeting

- Attended PAIU Day on the Hill and met with Representative Mark Keller and Senator DiSanto
- Met with Representative Dawn Keefer
- Attended Shippensburg University School Study Council's Annual Law Review
- Held CAIU Staff Communications Meetings
- Attended the PDE IDEA Fiscal Review for CAIU
- Attended Education Transition Team Meetings with United Way Capital Region
- Attended Dauphin County Technical School's Local Advisory and Perkins Planning Meeting
- The CAIU Cabinet members met with Northern York County SD's and Big Spring SD's administrative teams. These meetings provide an opportunity for districts to share feedback about CAIU services and for the CAIU team to learn about the needs of our districts.

SAVE THE DATE:

- Graduation for the 2017 interns at Project Search will be held on May 24th at Penn State Health Hershey Medical Center. All six interns will be honored for their accomplishments this year.