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# CAIU BOARD HIGHLIGHTS

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The following information is shared from the **August 24, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Chester County IU #24 Executive Director Search Team met with the Board to review the confidential search process and answer questions from the Board members about the timeline, screening, interview and selection procedures.
- The Board announced the following retirees: **Keith Imboden**, Program Supervisor, retirement after more than 5 years of service.
- Alicia McDonald, Director of Student Services, shared that Early Intervention program was awarded an evidence-based implementation state grant. The goals for the grant are to identify children who are at risk or who demonstrate delays in social/emotional development and to increase the knowledge of the CAIU preschool staff, community providers and families in understanding the importance of determining the social emotional development of identified children. Participants will learn how to implement consistent intentional instruction of social/emotional skills through programming and instruction. Also, the school nurses are working closely with families to make sure students are in compliance with the new immunization requirements.
- Theresa Kinsinger, Director of Organizational Services, shared that New Employee Orientation took place last Friday with close to 40 in attendance. The HR team continues their work to fill the several vacant positions. We received notice from the Office of Civil Rights (OCR) that the claim filed last year about the CAIU website non-compliance issues has been closed. The Technology Team continues to work with our local districts to assist them with website accessibility and compliance.
- Daren Moran, Business Manager, shared that the business office is completing the fiscal year end process to close the books for 2016-17. He explained the public surplus auction process where the CAIU recently placed items for sale.
- Cindy Mortzfeldt, Executive Director, shared that her monthly report was available for the board members' review. She highlighted the sessions that will be offered during the 3<sup>rd</sup> annual series of workshops offered through the South Central PA Consortium for Excellence & Equity (SCPCEE). All the CAIU programs have begun their new school year. School-age staff returned the week of August 14<sup>th</sup> and Early Intervention/Preschool staff returned the week of August 21<sup>st</sup>. She was able to visit each program meeting to welcome staff back to a new school year.

**Executive Session** – No Executive Session was held.

**Board Committee** – Mrs. Rice indicated that the Board Executive Director Search Committee had met with the Chester County IU #24 Search Team and introduced the CCIU members present at the meeting.

## Agenda Items

- There was not a quorum; therefore, the August 24, 2017 meeting of the CAIU Board of Directors was cancelled. **The following Action Items are subject to ratification at the September 28, 2017 CAIU Board of Directors' meeting:**
  - Minutes from the July 27, 2017 CAIU Board Meeting
  - Treasurer's Report and Payment of Bills – a total of \$5,695,676.43 in receipts and \$4,969,609.04 in expenditures for July 2017

- Summary of Operations for the 2016-17 fiscal year (as of August 14) showing revenues of \$83,912,647.04 and expenses of \$83,270,006.76
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$5,315,627.31 and expenses of \$2,959,315.40
- Budget Administration
  - Proposed 2017-18 Original Budget – Early Intervention – ACCESS Program in the amount of \$493,448
  - Proposed 2017-18 Original Budget – IDEA Section 611 – Early Intervention in the amount of \$1,235,536
  - Proposed 2017-18 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$383,401
- Other Fiscal Matters
  - 2017-18 Special Education Service Contract Summary: Susquehanna Township SD
  - Surplus Auction Items
- Other Business Items
  - 2017-18 CAIU Board Committees
- Policies & Programs
  - Second Reading, Revised Policy #001 – Name and Classification
  - Second Reading, Revised Policy #002 – Authority and Powers
  - Second Reading, Revised Policy #003 – Functions
  - Second Reading, Revised Policy #005 – Organization
  - Second Reading, Revised Policy #006 – Meetings
  - Second Reading, Revised Policy #011 – Principles for Governance and Leadership
  - Second Reading, Revised Policy #203 – Immunization & Communicable Disease
  - Second Reading, Revised Policy #204 – Attendance
  - Second Reading, Revised Policy #251 – Homeless Students
- Job Descriptions
  - Second Reading, Existing Position, Revised Description – Program Assistant, Online Learning Program
  - Second Reading, New Position, New Description – Assistant Supervisor, Aid to Nonpublic Schools (ANPS)
  - First Reading, Existing Position, Revised Description – Supervisor, Aid to Nonpublic Schools (ANPS)
  - First Reading, New Position, Revised Description – Account Manager
- 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.

**NEXT MEETING: Thursday, September 28, 2017, 8:00 a.m., Board Room, CAIU Enola Office**

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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:**

- **ZAIRE BROWN**, Personal Care Assistant, CATES Program, effective June 2, 2017. Reason: Personal.
- **NELSON DIAZ**, Personal Care Assistant, Autism Support Program, effective June 2, 2017. Reason: Personal.
- **DANIEL FRANCIS**, School Psychologist, Pupil Services Program, effective October 20, 2017. Reason: Employee accepted a position with Harrisburg School District.
- **ARAINA OSBORNE**, Personal Care Assistant, Dual Diagnosis Program, effective June 2, 2017. Reason: Personal.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective October 19, 2017. Reason: Personal.
- **LISA SLOVER**, Teacher, Autism Support Program, effective October 19, 2017. Reason: Personal.
- **AUDREY WRONSKI**, Educational Paraprofessional, Early Intervention Program, effective July 27, 2017. Reason: Personal.

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

- **ROCKY BRENT**, Account Manager, Technology Team, effective August 14, 2017. Base salary of \$52,500 for 12 months of service, prorated for a total of 230 days through June 30, 2018. This is a new position funded through the Agenda Manager budget.
- **ELIZABETH BRYER**, Long Term Substitute Speech and Language Clinician, Early Intervention Program, effective August 21, 2017 – June 30, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EILEEN GRAY**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 3, \$18,424 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN KEYSER**, Occupational Therapist, OT/PT Program, effective August 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **JENNA LANDIS**, Teacher, Emotional Support Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **ELIZABETH LAPLANTE**, Personal Care Assistant, Multiple Disabilities Support Program, effective August 22, 2017. Base salary of HS+30, Step 3, \$19,790 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.
- **LYNONNE LEMING**, part-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017. Base salary of HS+30, Step 12, \$27,801 for 189

days of service will be prorated based on the number of day/hours worked. This is a replacement position funded through the MAWA budget.

- **TRACY LENTZ**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN HART**, Inclusion Consultant, Early Intervention Program, effective August 21, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KATHRYN MANLEY**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters+15, Step 1, \$49,684 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, Personal Care Assistant, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATELYN MAY**, Teacher, Autism Support Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **JULIE MESTEMAKER**, Social Worker, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **CAROLINE OWINGS**, Long Term Substitute Teacher, Emotional Support Program, effective August 22, 2017 – June 4, 2018. Base salary of Bachelors, Step 13, \$62,789 for 189 days of service. This is a new position funded through the Emotional Support budget.
- **SARAH REITNOUR**, Teacher, CATES Program, effective August 22, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **KERRIE RICHARDSON**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters, Step 15, \$70,464 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EMILY ROBENOLT**, Physical Therapist, OT/PT Program, effective August 21, 2017. Base salary of Masters+60, Step 1, \$53,965 for 189 days of service will be prorated for a total of 186 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective August 2, 2017 – June 4, 2018. Base salary of Masters+60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days/hours worked. This is a new position funded through the Pupil Services budget.
- **JAIME ROYER**, Teacher, CATES Program, effective August 22, 2017. Base salary of Masters+60, Step 10, \$65,075 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.

- **MARGARET STOMS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.
- **GERALD SWIFT**, Lead Custodian, Administrative Team, effective August 14, 2017. Range 5 salary of \$29,500 for 12 months of service will be prorated for a total of 230 days through June 30, 2018. This is a replacement position funded through the Business and Operations budget.
- **ANTHONY TALIANI**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATIE ULRICH**, Teacher, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters+15, Step 12, \$64,864 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **ELIZABETH WALDEN**, Social Worker, Pupil Services Program, effective August 28, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **CATHY WRIGHT-DANIELS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 2, \$18,897 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.

**C. CHANGES OF STATUS:**

- **SHAWN BENNAGE-GREGORY**, from part-time Floater Educational Paraprofessional to full-time Personal Care Assistant, Emotional Support Program, effective August 22, 2017.
- **VALERIE GREEN**, from part-time to full-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017.
- **NYLA KATER**, from Secretary to Long Term Substitute Program Assistant, CAOLA Program, effective August 1, 2017 – May 31, 2018. Change of status results in a change of salary to Range 2, \$32,097. As of June 1, 2018, Employee will return to Secretary, CAOLA Program, Range 4 at the Secretary salary at which she was hired.
- **ERIN KELLEY**, from Educational Paraprofessional to Teacher, Autism Support Program, effective August 23, 2017. Change of status results in a change of salary to Bachelors, Step 1, \$45,377 for 189 days of service.
- **ANDREW MCCREA**, Program Supervisor, Student Services Team, from an effective employment date that was to be determined to an effective employment date of September 1, 2017.
- **MEREDITH SEIDEL**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Long Term Substitute Teacher in the CATES Program, effective August 22, 2017 – December 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 87 days. This is a new position funded through the CATES budget.
- **PAMELA TOPPER**, Teacher, Early Intervention Program, change in leave of absence return to work date from August 21, 2017 to September 5, 2017.

**D. CHANGES OF SALARY:**

**E. LEAVES OF ABSENCE:**

- **MIREK CHMIELEWSKI**, Educational Paraprofessional, Hospital Program, leave of absence effective August 21, 2017 – October 13, 2017. Leave is requested using

accumulated paid leave from August 21, 2017 – August 25, 2017 for a total of 5 paid days and without pay from August 28, 2017 – October 13, 2017 for a total of 33 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

- **KRISTEN GROSS**, Program Assistant, CAOLA Program, child-rearing leave of absence August 10, 2017 – May 4, 2018. Leave is requested in accordance with CAIU practice and procedure.
- **KELLY EVANS**, School Counselor, ANPS Program, leave of absence August 22, 2017 – December 22, 2017. Leave is requested using accumulated paid leave from August 22, 2017 – September 1, 2017 for a total of 9 paid days and without pay from September 5, 2017 – November 14, 2017 for a total of 51 unpaid days. Employee will then take child-rearing leave of absence from November 15, 2017 – December 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, leave of absence September 5, 2017 – June 28, 2018. Leave is requested using accumulated paid leave from September 5, 2017 – October 13, 2017 for a total of 26 paid days and without pay from October 16, 2017 – December 8, 2017 for a total of 34 unpaid days. Employee will then take child-rearing leave of absence from December 11, 2017 – June 28, 2018. Leave is requested in accordance with CAIU and FMLA policies.

# Executive Director's Report

## August 24, 2017

### PROGRAM SPOTLIGHT

#### South Central PA Consortium for Excellence & Equity

In September, we will begin our 3<sup>rd</sup> annual series of workshops focused on a mission to positively transform the lives of each and every one of our students by preparing them for success in post-secondary education and in life – especially our diverse children and youth who have traditionally struggled academically in our systems, or who might likely be the first in their family to attend and graduate from college. The Consortium serves as a valuable resource for district leaders to effectively address their local challenges of securing and sustaining high level student achievement for all.

The series planned for this school year includes the following topics/presenters:

- *“Beyond Poverty: Brain Inspired Ways to Understand and Respond to Our Students coming from Economic Disadvantage”* – September 20, 2017 **Presenter: Shauna F. King**
- *“Middle School Forum”* – October 31, 2017
- *“Going Beyond Instruction: Motivating Diverse Middle & High School Students: Strategies for Building a Successful Classroom and Nurturing a Positive Learning Environment”* – November 16, 2017 **Presenter: Jonice Arthur**
- *“Cultivating Equity Mindedness for Leaders, Teams, and Decision-Making”* – December 19, 2017 **Presenter: Dr. Sharon Radd**
- *“Creating School Cultures That Nurture Our Diverse Learners’ Optimism and Engagement”* – January 10, 2018 **Presenter: Dr. Megan Tschannen-Moran**
- *“Why Race and Culture Matter in Schools: Closing the Achievement Gap in America’s Classrooms”* – February 22, 2018 **Presenter: Dr. Tyrone Howard**
- *“The Foundations for Advancing Diversity, Equity, and Inclusion in Your District”* – March 15, 2018 **Presenter: Courtney Portlock**

### NEWS

#### CAIU Opening Week

It is an exciting time of the year as we welcome our staff for the 2017-18 school year. Our staff providing school age services returned during the week of August 14, and staff providing services for our preschool children returned on August 21. Program meetings are held at various times during this two-week period. I had the opportunity to visit the program meetings to welcome staff to the new school year. It is always great to see and hear the excitement as staff begins their work for the new year.

We welcome many new staff, including teachers, paraeducators, personal care assistants, secretaries, physical therapist, psychologist, speech and language clinicians, social workers, and technology staff, to the CAIU. We held New Staff Orientation on Friday, August 18, for 42 new employees.

#### Student Services

##### **Preschool**

- The Preschool Program received \$7,511.00 for the 2017-18 Evidence Based Implementation Grant. Jamie Gordon, Inclusion Consultant, was instrumental in writing this grant. The focus of this grant will be on identifying children who are at risk or who demonstrate delays in social-emotional development. As a result, preschool

teaching staff will provide identified children with instructional strategies and coaching to develop these critical skills. In addition, preschool staff will participate in professional development trainings throughout the year to increase their knowledge and understanding of social-emotional development while enhancing their skills in implementing consistent intentional instruction of social-emotional skills through programming and instruction.

- Mr. Bostick, Mrs. Telep, and Mrs. Gottlieb have visited some preschool sites to discuss emergency preparedness. They provided information to the staff about drills and the new Navigate system and also collected information that will be used to update the administrative regulations regarding AED/First Aid/CPR readiness in their buildings.

### **School Health Services**

- Intake forms have been revised to accommodate the new immunization requirements. Mrs. Betsy Seidel, School Nurse, has proactively reviewed the health records of our students and notified parents/guardians of missing/new immunizations. Fortunately, only a few of our students needed additional immunizations to be compliant with the new regulations.

### **Speech**

- Orit Porter will be completing her required internship with the CAIU this fall. Orit is working on her degree from Western Kentucky University and she will be working with a CAIU clinician in a school aged setting in a public school.

### **Vision**

- Dr. Dorsey is working in collaboration with Schuylkill Intermediate Unit #29 who has agreed to provide vision services for students in the Halifax and Upper Dauphin Area School Districts. This arrangement was necessary due to the lack of a viable candidate to replace a recent retiree. Additionally, Dr. Dorsey is working with Sunbelt Solutions as a contracted services while he continues to search for a permanent replacement.

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

- Ashley Adams, the DHH teacher at Susquehanna High School is working with the building administration to create schedules for her students. The building is excited to have our IU class back after a brief hiatus.

### **Emotional Support**

- Dr. Dorsey met with the Jenna Landis, IU teacher, Carla Sauer, building principal at Enders-Fisherville, and Matt Czaplicki, supervisor of special education, in early August to discuss the opening of the new CAIU, district-based, emotional support class. The building administration staff has been very supportive as the team works through the details necessary to open the class. The IU educational consultant and coaches have also been a tremendous support to the team by ensuring that all of the details have been considered.

### **Hill Top Academy**

- Another successful Extended School Year (ESY) program at Hill Top concluded on July 27<sup>th</sup>. The culminating activity was again the tremendously popular Fishing Derby hosted by the Yellow Breaches Anglers Association.
- Hill Top Academy welcomed back teachers and staff on August 17<sup>th</sup> for Program Day including six new teachers and five new paraprofessionals.
- The 2017-2018 school year begins for students at Hill Top on Tuesday August 22<sup>nd</sup>. This year students will be welcomed to a building with aesthetic and physical updates (walls and HVAC). Staff had very productive Summer Academy professional development opportunities to help equip them for the needs of their students.

## **Loysville Youth Development Center**

- There have been 37 new residents so far this summer. The population has remained steady and is currently at 86 residents. We expect about ½ of the population will turn over from last school year.
  - Fourteen of the 86 students, or 16%, of the population already have their GED or High School Diploma but will attend school.
  - Six students passed the GED test this summer.
- We operated a limited summer school program with Title I funds
  - Eight students took a business class with the goal of earning a certificate from International Computer Driver's License (ICDL).
  - Eight students took an Employability class. These students did not have the course last school year and should be released prior to having the course this fall.
  - Nine students participated in a pilot program to take CAOLA courses for credit recovery. These courses were offered to underclassman.
- LYDC School will participate in Special Education compliance monitoring this spring. Nikki Wertz, LYDC teacher, and Arlene Moll, projects administrator, participated in training on August 8 at PATTAN to help us prepare.

## **CAMhP and Diakon**

- CAMhP (Capital Area Mental-health Program) has expanded to three classes (Iron Forge Elementary grades 3-5, Hill Top Academy ~ Middle School, Central Dauphin East ~ High School).
- Center Point at Diakon currently has an academic track and is working on a rehabilitation track for severe drug and alcohol cases.

## **NOTIFICATION OF ACTIVITIES**

- Attended Education Core Solution Partners meeting with United Way Capital Region.
- Met with Ms. Christina Spielbauer, Acting Superintendent at Carlisle Area SD, and Dr. Tamara Willis, Superintendent at Susquehanna Township SD.
- Held meeting with All Staff Day Committee to organize and plan for the CAIU All Staff Day planned for Friday, January 12, 2018.