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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **December 22, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board announced the following retirees: **Marita Lautsch**, Program Secretary, retirement after 10 years of service and **William Mercer**, Personal Care Assistant – CATES Program, retirement at 7 years of service.
- Alicia McDonald, Director of Student Services, shared information that the CAIU now has three adaptive bikes and staff is able to complete the bike fittings for the My Bike program.
- Theresa Kinsinger, Director of Organizational Services, shared that she has discussed Fair Labor Standards Act implications and changes to emergency certification requirements with Human Resources district staff and information about the Decima award which honors a staff member for their dedication to children with special needs.
- Len Kapp, Supervisor, Operations and Transportation, shared that his team is ready for winter weather.
- Brian Griffith, Director of Curriculum Services, shared that PDE is creating a plan to implement Every Students Succeeds Act (ESSA), which involves recommendations to shorten assessments by one day per assessment area and for eighth graders to only take one assessment in math.
- Daren Moran, Business Manager, shared an overview of the CAIU Finances and the 2017-2018 General Operating Budget.
- David Martin, Directory of Technology Services, shared that the WAN and Internet bid presentations will be held after the holiday break. He also shared a video clip from ABC27 and East Pennsboro School District related to their use of the CAIU's telepresence robot with a homebound student.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about leadership initiatives and CAIU staff service projects.
- Cindy Mortzfeldt, Executive Director, shared that she visited the My Bike program presentation at AFSCME headquarters in Harrisburg. She also had an opportunity to visit the CAIU classes at Pennsylvania Psychiatric Institute (PPI) and helped the students with building their gingerbread house. She congratulated Rhonda on her completion of the yearlong Executive in Residence program through the Association of Educational Service Agencies (AESAs).

**Executive Session** – Executive session was held to review legal and personnel matters.

**Board Committee Report** – The Board Finance Committee met on December 7, 2016 to review the 2017-18 General Operating Budget.

## Approved Action Items

- Resignation from Mrs. Judith Quigley, Mechanicsburg Area SD, effective December 9, 2016
- Appointment of new Board Member: Dr. Layne Lebo, Mechanicsburg Area SD, to fill an unexpired term of December 22, 2016 – June 30, 2017.
- Election of Vice President: Mr. Jay Franklin, Derry Township SD was elected as Vice President to fill the vacancy created when Mrs. Quigley resigned.
- Minutes from the November 17, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,086,866.55 in receipts and \$4,550,978.29 in expenditures for November 2016

- Summary of Operations for the 2016-17 fiscal year showing revenues of \$33,689,872.93 and expenses of \$24,500,800.84
- Budget Administration
  - Proposed 2017-2018 Original Budget – General Operating Budget (1<sup>st</sup> Reading) in the amount of \$5,831,756
- Policies & Programs
  - Second Reading, Revised Policy #007 – Distribution
  - Second Reading, Revised Policy #331 – Job Related Expenses
  - Second Reading, Revised Policy #336 – Personal Necessity Leave
- Job Descriptions
  - First Reading, New Position, New Description – Account Manager
- Personnel Items – See Attached Report

#### **Executive Director's Report**

- See attached written report.

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

- Mrs. Barbara Geistwhite, Cumberland Valley SD, reported that they have received bids for their new elementary and middle schools.
- Mr. Jay Franklin, Derry Township SD, wished everyone a Merry Christmas.

#### **President's Report**

- Mrs. Jean Rice thanked the board for their attendance and wished everyone a Merry Christmas and safe travels.

**NEXT MEETING: Thursday, January 26, 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:**

- **MARITA LAUTSCH**, Program Secretary, Early Intervention Program, effective December 30, 2016. Reason: Retirement after more than 10 years of continuous service.
- **WILLIAM MERCER**, Personal Care Assistant, CATES Program, effective December 30, 2016. Reason: Retirement after more than 7 years of continuous service.
- **KELSIE PAXTON**, Educational Paraprofessional, Dual Diagnosis/Emotional Support Programs, effective December 5, 2016. Reason: Personal.
- **MICHAEL ZIMMERMAN**, Educational Paraprofessional, Multiple Disabilities Support Program, effective December 5, 2016. Reason: Employee accepted a position with Harrisburg School District.

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

- **SHAWN BENNAGE-GREGORY**, part time Floater Educational Paraprofessional, Student Services Team, effective December 9, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on number of days worked and with additional new hire days as required. This is a replacement position funded through the Classroom budget.
- **PATSY CONFER**, Educational Paraprofessional, CATES Program, effective November 21, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 122 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **SAMANTHA GRUBBS**, Educational Paraprofessional, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH HALFORD**, Personal Care Assistant, Autism Support Program, effective November 29, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **STACY IRVIN**, Personal Care Assistant, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH JENSEN**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **BRIDGET MADDEN**, Social Worker, CATES/Pupil Services Program, effective January 3, 2017. Base salary of Masters, Step 4, \$49,744 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the CATES/Pupil Services budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective January 5, 2017 – June 9, 2017. Base salary of Masters + 60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days worked. This is a new position funded through the Pupil Services budget.
- **GRETCHEN SHIELDS**, Educational Paraprofessional, Emotional Support Program, effective December 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 110 days with additional new hire days as

required. This is a replacement position funded through the Emotional Support budget.

- **BARBARA SWENSON**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 1, \$44,247 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **GILLIAN WITHERS**, Nurse, Pupil Services Program, effective December 12, 2016. Base salary of 90% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 110 days with additional new hire days as required. This is a new position funded through the Pupil Services budget.

**C. CHANGES OF STATUS:**

- **SHANNON ELLISON**, from Long Term Substitute Teacher, Emotional Support Program to full-time permanent Floater Teacher effective January 3, 2017. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$44,747 for 189 days of service which will be prorated for a total of 100 days. This is a new position funded through the Classroom budget.
- **RENNIE GIBSON**, Administrative Assistant, Administration Team, change from Exempt status to Non-Exempt status based on review of Fair Labor Standards Act (FLSA) rules, effective December 1, 2016.
- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, rescinding leave of absence request, effective December 5, 2016.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, Autism Support Program, change in end date of assignment from December 22, 2016 to June 2, 2017, resulting in an increase of days from 88 to 188.

**D. CHANGES OF SALARY:**

**E. LEAVES OF ABSENCE:**

- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, leave of absence December 13, 2016 – January 31, 2017. Leave is requested using accumulated paid leave for a total of 27 days.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective October 5, 2016 through December 23, 2016. Leave is requested using accumulated paid leave for a total of 50 days and is in accordance with CAIU and FMLA policies.
- **JILL JOHNSON**, Communications Facilitator, Deaf/Hard of Hearing Program, intermittent FMLA leave through December 4, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **ANN VACCHIANO**, Teacher, Project Search Program, leave of absence November 22, 2016 – December 22, 2016. Leave is requested using accumulated paid leave for a total of 17 days and is in accordance with CAIU and FMLA policies.

**F. ISSUANCE OF TENURE:**

- The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 22, 2016:  
Kelly Evans

# Executive Director's Report

December 22, 2016

## NEWS

### 5<sup>th</sup> Annual iPad Summit

On December 2, 2016, the Capital Area Intermediate Unit hosted the 5th Annual CAIU iPad Summit. The summit brought together over 140 educators, tech directors, principals and school leaders for a day full of presentations, workshops, and hands-on sessions. The Summit offered over 20 sessions that focused on ways to integrate using iPads seamlessly and transparently in the classroom. Our wonderful presenters shared their ideas and experiences to engage and motivate students of all age levels.



Some topics that were presented included content creation, flipping the classroom, coding, gaming, and digital storytelling.

Dr. Randy Ziegenfuss and Mrs. Lynn Fuini-Hetten from Salisbury Township School District kicked off this year's Summit with a keynote presentation entitled, "Elevating Our Vision for the Future." The day ended with an App Smackdown in which educators shared their favorite apps and how they used them in their learning environment. Participants walked away with a wealth of ideas for ways to utilize their iPads effectively in the classroom.

### Student Services

#### **OT/PT, Nurses, Social Work**

- Mrs. Gottlieb, program supervisor, has been spending her first months at our various sites observing therapists and getting better acquainted with the classroom teams in general. Her observations have validated the comments that she heard regarding the expertise of our related services staff! They are truly child-centered practitioners who work collaboratively with classroom teams.
- Lori Glumac attended the American Physical Therapy Association's Academy of Pediatric Physical Therapy Annual conference. She will create a list of the practice changes that she plans to implement as a result of the new information learned at the conference and will share this information with the IU Physical Therapists.

#### **Autism/Hospital Programs**

- Samantha Forsythe's Autism Support class at Central Dauphin Middle School has connected with the school district's NutriPacks program. Every week the students help fill bags with groceries in preparation for disbursement to students at various schools within the district. This activity helps promote vocational skills while at the same time providing a service to the community.
- Enrollment in our Autism Support classes is increasing with 6 new students enrolling within the past month across all grade levels.
- On December 1, our new class opened at the Pennsylvania Psychiatric Institute (PPI) for students ages 4-12. This new area accommodates 9 students who are in need of in-patient psychiatric care. CAIU staff will provide the educational part of the students' days.

## **Loysville Youth Development Center**

- Loysville currently has 104 residents. Over the past month, 13 students have been released and 17 new students entered. Eighteen of the 104 students, or 17%, of the population already have their GED or High School Diploma.
- There are seven students that will complete their high school experience by mid-January and earn their high school diploma. Most will be leaving before the end of the second marking period so there is no commencement ceremony planned.
- Mr. Dave Harper organized an Anti-Bullying initiative that culminated with an assembly on November 22. Students took a survey, talked about bullying behavior in class, and wrote about past experiences. The results were shared at an assembly along with a movie. A few students read their class writings in front of the student body. It was well received by students.
- Elena Taylor was nominated by Department of Human Services (DHS) Loysville for Employee of the Month for her extra efforts in helping the students at Loysville with Transitional services and other support. We congratulate her on the nomination and offer best wishes in the final selection.

## **Hill Top Academy**

- The Pennsylvania Child Welfare Resource Center operated by The University of Pittsburgh (located next door to Hill Top) has reached out and offered to provide Christmas gifts for the students most in need at Hill Top Academy. The Hill Top social workers will work with Pitt staff to identify and distribute the gifts anonymously to students.
- Hill Top Academy will be collaborating with Elizabethtown University to complete an exciting research study titled: Interoception, the 8th Sense: A Pilot Intervention Efficacy Study for School Age with Autism Spectrum Disorder. This study's purpose is to determine if intervening to improve interoceptive awareness will help school-aged children with autism increase interoception capability which may allow improved self-regulation and performance at school.
- Hill Top Academy and Messiah College have engaged in planning to expand their partnership for the 2017-2018 school year. Tentative arrangements have been made for Hill Top Academy to host 10-15 Level I interns from Messiah's new OT/PT graduate program.

## **Pupil Services/CAMhP/Diakon/Educational Coaches**

- Diakon/Center Point Day program has 30 students with 23 of them district referred students receiving Drug and Alcohol, Anger Management and Social Anxiety counseling.
- The Capital Area Mental-health Program (CAMhP) continues to receive referrals; however, we are running out of space. Our original plan was to open two classes but due to space constraints only one was opened at the start of the school year. We are investigating other options to open a second class.
- Data coaching meetings are happening classroom wide on a weekly basis. The administrative staff meets monthly with the coaches to review the data and provide appropriate professional development.

## **Preschool Updates**

- We will have 3 graduate students working with us for their internships in speech/language pathology in the Spring 2017 semester. Two of the interns will split their experience between preschool and school-age speech language. One of the students will complete her internship just with a preschool speech language therapist. The graduate programs represented will be: Misericordia, Edinboro and James Madison.

- Preschool supervisors and the preschool service coordinators attended a discussion led by Colleen Wislor, Lincoln Intermediate Unit at the CAIU regarding Pennsylvania Migrant Education Program.
- January will kick off school age transition meetings for approximately 570 families.

## **NOTIFICATION OF ACTIVITIES**

- Attended the monthly Central Region Executive Directors' meeting.
- The CAIU Cabinet members met with Millersburg Area School District's administrative team. 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.
- Attended school board meetings at Middletown Area SD, Mechanicsburg Area SD and Carlisle Area SD to share an overview of CAIU services.
- Attended Association of Education Service Agencies (AESA) Annual Conference in Savannah, GA.

## **Upcoming CAIU Events**

**All Staff Day** – January 13, 2017 – All CAIU employees will attend the All Staff Day at the Best Western Premier Hotel and Conference Center, Harrisburg. A variety of activities and presentations is planned for the morning, and staff will participate in workshop sessions or service projects during the afternoon.