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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **January 26, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- As January is ***School Board Recognition Month***, the CAIU would like to take this opportunity to thank our nineteen Board Members for devoting their time to support education and serve the local schools and community.
- Keith Imboden, Program Supervisor, and Kimberly Matthews, CAIU Teacher, shared an overview of the Hospital Programs.
- The Board announced the following retirees: ***Debra Paroda***, Secretary, retirement after 16 years of service.
- Alicia McDonald, Director of Student Services, shared that the ELECT program was recently monitored by the Department of Human Services. The rates for 17-18 school-age special education services are being determined. At our recent CAIU All Staff Day, two former CAIU students presented and shared their success stories.
- Len Kapp, Supervisor, Operations and Transportation, shared that spring and summer projects are being planned.
- Brian Griffith, Director of Curriculum Services, shared that five telepresence robots are being used in our schools. He also provided the background and overview of the recent training for incoming student teachers.
- Daren Moran, Business Manager, shared information about school property tax elimination considerations.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she is presenting at the Title I Improving Schools Conference along with David Colestock and a nonpublic school principal. She also shared background information about the Hazing policy that is on the board agenda for a first reading.
- Cindy Mortzfeldt, Executive Director, shared that the WAN Committee met and selected Comcast to continue to be our WAN and Internet provider. The letter of commitment has been sent to our districts and the contract will be presented to the board in February. Additionally, she provided an update on the OCR complaint. The CAIU recently held its annual All Staff Day. Dina Duffy, CAIU Speech and Language Pathologist is the 2016-17 recipient of the Josephine J. Decima award. At the upcoming PETE&C Conference, the CAIU Technology staff and students from local school districts will provide the technology support for the conference.
- Rennie Gibson shared that the Statement of Financial Interest form is at each board member's place and is to be completed and returned by April 21. She also passed around the annual School Board Organization form for each member to verify employment as required by the Auditor General.

## Approved Action Items

- Minutes from the December 22, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,230,932.43 in receipts and \$5,919,377.91 in expenditures for December 2016
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$36,872,860.34 and expenses of \$29,929,439.05
- Budget Administration
  - Proposed 2017-2018 Original Budget – General Operating Budget (2<sup>nd</sup> Reading) in the amount of \$5,831,756

- Other Business Items – Annual Convention/Election of Board Member
- Policies & Programs
  - First Reading, New Policy #247 – Hazing
- Job Descriptions
  - Second 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**

- Mr. Ford Thompson, Central Dauphin SD, and Mrs. Barbara Geistwhite, Cumberland Valley SD, shared their concerns regarding the proposed Property Tax Elimination and the need for Board Members, legislators, and community members to be informed.
- Mr. Wilbur Wolf, Big Spring SD, also added that it is important to keep the need for pension reform and the reasons for the pension crisis as part of the conversation.

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

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She shared her appreciation for their work and dedication as board members.

**NEXT MEETING: Thursday, February 23, 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:**

- **LINDSEY BINKLE**, Teacher, Deaf/Hard of Hearing Program, effective February 17, 2017. Reason: Employee accepted a position with Lancaster-Lebanon Intermediate Unit.
- **TONYA HATTER**, Social Worker, Pupil Services Program, effective February 16, 2017. Reason: Employee accepted a position with Selinsgrove Area School District.

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

- **KATHERINE DERK**, Teacher, Emotional Support Program, effective January 9, 2017. Base salary of Bachelors, Step 1, \$44,247 for 189 days of service will be prorated for a total of 96 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **KALYLA FEIGHT**, Educational Paraprofessional, Dual Diagnosis/Emotional Support Programs, effective January 31, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 81 days with additional new hire days as required. This is a replacement position funded through the Dual Diagnosis/Emotional Support budgets.
- **CIERRIA HARFIELD**, Personal Care Assistant, CATES Program, effective January 9, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 96 days with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **KELLY LEBO**, Clerk, Loysville Youth Development Center, effective January 11, 2017. Base salary of \$31,882.50 for 12 months of service, prorated for a total of 123 days through June 30, 2017. This is a replacement position funded through the Loysville Youth Development Center budget.
- **CASSANDRA ST JUSTE**, Personal Care Assistant, Autism Support Program, effective February 6, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 82 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **BRIELLE WITTLE**, Personal Care Assistant, CATES 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 new position funded through the CATES budget.

**C. CHANGES OF STATUS:**

- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, change in leave of absence return to work date from February 1, 2017 to January 17, 2017.
- **VALERIE GREEN** from part-time Long Term Substitute Educational Paraprofessional to permanent, part-time Educational Paraprofessional, Early Intervention Program, effective January 3, 2017.

**D. CHANGES OF SALARY:**

- **JULIE HARMAN**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective December 22, 2016. Salary will be based on a Masters + 45, Step 15, \$73,873 for 189 days of service and will be prorated for a total of 99 days.
- **TAMMY POFF**, Behavior Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective January 3, 2017. Salary will be based on a Masters + 45, Step 7, \$57,816 for 189 days of service and will be prorated for a total of 100 days.
- **NICOLE SHOWERS**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 45 credits, effective December 22, 2016. Salary will be based on a Masters + 45, Step 15, \$73,873 for 189 days of service and will be prorated for a total of 101 days.

**E. LEAVES OF ABSENCE:**

- **KATHLEEN BEVERIDGE**, Reading Specialist, ANPS Program, intermittent FMLA leave through December 21, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, leave of absence effective February 15, 2017 – May 12, 2017. Leave is requested using remaining FMLA days and accumulated paid leave from February 15, 2017 – the morning of April 21, 2017 for a total of 44.5 paid days. Extended sick leave from the afternoon of April 21, 2017 – May 12, 2017 is requested using accumulated leave time for a total of an additional 15.5 paid days.
- **DEBRA HARRO**, Accounting Clerk, Administration Team - Business, intermittent FMLA leave through December 20, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **KAREN SHENK**, Educational Consultant, Curriculum Team, leave of absence effective January 3, 2017 – February 5, 2017. Leave is requested using accumulated paid leave from January 3, 2017 – January 24, 2017 for a total of 15 full days. Employee will then work half days, also using paid leave from January 25, 2017 – February 5, 2017 for a total of 8 half days. Leave is requested in accordance with CAIU and FMLA policies.

# **Executive Director's Report**

**January 26, 2017**

## **Program Spotlight**

### **Hospital Educational Programming**

Educational services and school programming are provided to school-aged patients admitted to a hospital setting. Different levels of educational interventions are provided to the patients depending on their cognitive and educational status, the reason for their hospital admission, the length of their admission, and the medical unit to which they are admitted. The CAIU currently has classrooms at the following locations: Penn State Hershey Select Medical Rehabilitation, Penn State Hershey Children's Hospital, Penn State Hershey Medical Eating Disorders Clinic, Pennsylvania Psychiatric Institute (PPI) both inpatient and partial, and Roxbury Treatment Center. During the 2015-16 school year, the CAIU staff provided educational programming for 766 students as inpatients, and 226 students received services in the partial hospital setting.

## **NEWS**

### **Annual All Staff Day**

The Annual CAIU All Staff Day was held on Friday, January 13, 2017, at the Best Western Premier Hotel & Conference Center. This annual event brings all CAIU staff together to highlight our accomplishments, review our programs and recognize staff. The morning session concluded with a Keynote Presentation from Ariel Mickey. Ariel was a former CAIU student who has overcome significant challenges and is currently a senior at East Stroudsburg University. She is planning to become a special education teacher when she graduates. We also heard from a current student who is participating in online courses through our Capital Area Online Learning Association (CAOLA). During the afternoon, our staff participated in breakout sessions or service projects. Nearly three hundred staff completed service projects prior to All Staff Day.

### **CAIU Year in Review**

- Early Intervention/Preschool served 1,981 children; 736 preschool children went to Kindergarten; and 16% entered Kindergarten without a need for Special Education Services.
- School-Age Services – there were 294 students enrolled in classroom programs at some point during the year; 783 students in districts received related services and 601 students in districts received evaluation, screening or consultations. Forty-one school entities were served through our school-age services (24 CAIU Districts, 5 CAIU Charter Schools, 3 Statewide Cyber Schools, 6 Out of Area Districts, and 3 Private Schools).
- Loysville YDC Program – 190 students served in the educational programs, 30 students graduated with PA Diplomas, and 8 students earned their GED.
- Center Point @ Diakon – 15 district placed students from 8 districts and 35 adjudicated students from 10 districts received services.

- English as a Second Language – 119 students were served in 9 school districts, 3 charter schools and 2 nonpublic schools.
- Nonpublic School Services – 633 students received reading support, 234 students received math support and 953 students received individual counseling services. 397 students received speech and language services from our Student Services Team.
- Curriculum and Professional Development – 535 Professional Development sessions attended by 8,756 participants and largest professional development activity in 2015-16 was iPad Summit with 219 participants.
- 1<sup>st</sup> Annual Mid Atlantic Conference on Personalized Learning – 365 participants from 21 states with over 60 breakout presentations and multiple keynote speakers.
- Blended Learning Planning Grants – 5 elementary schools were recipients of planning grants.
- South Central PA Consortium on Excellence & Equity – 2<sup>nd</sup> year of multi-part series focused on Excellence & Equity in Education, 721 attendees for 7 sessions in 2015-16, 1<sup>st</sup> Middle School Forum held in October 2016.
- Capital Area Online Learning Association – 36,863 course enrollments, 8 Intermediate Units, 88 school districts and 4,111 students enrolled in the program.
- Technology Services – 15,994 Helpdesk Tickets completed with 99% positive rating, wrote 140,000 lines of code, provided 8,000 Mbps of Internet daily serving almost 70,000 students and provided PowerSchool support for 26 entities with 33,200 students.
- Business Office – manages over 50 budgets, processes 500 purchase orders, 5,600 checks and 1,900 invoices, manages 75 Pcards, and manages group purchasing consortium in addition to yearly audits and reviews.
- Human Resources – posted 95 jobs with more than 600 people accessing the Applicant Portal and on-boarded 90 new staff.
- Transportation – over 700 students transported a total of 1.99 million miles.
- Maintenance & Custodial – used between 6,000 and 8,000 lbs. of salt to keep sidewalks clear.

### **Josephine Decima Award**

We are proud to announce that the 2016-2017 winner of the Josephine J. Decima Award for Excellence in the Field of Special Education was awarded to Dina Duffy, early intervention speech clinician, at the CAIU All Staff Day. Dina was nominated by the parent of a child she had seen for therapy, a classroom teacher and her supervisor. Her passion for communication and the development of children's language and speech is applauded and valued by parents, children and her peers. **Congratulations Dina!**



### **Student Services**

#### **School Health Services**

Vision Screenings – After 15 years, the CAIU is purchasing a new Sure Sight vision tester. It permits us to test our students and to offer the service to our member districts. The Sure Sight makes it possible to complete the required vision screening with students who are not

able to participate in the traditional screening methods because of their disabilities. The new machine is able to screen both eyes simultaneous and registers very quickly!

### **Community Activities**

Mrs. Katherine Gottlieb, program supervisor, will be teaching a special education course for Penn State Capital Campus, called Families and Professionals in Special Education. This course is a semester-long 3 credit course designed for teachers who want to attain their special education certificates.

### **Preschool**

Jean Gray, Educational Consultant in our preschool program, participated in the Carlisle Buck a Book event at the Carlisle EXPO Center. Over 500 children attended with more than 1,000 adults. This event was sponsored by Success by 6, United Way of Carlisle and Cumberland County.

Preschool to school age winter transition meetings began on January 12<sup>th</sup> and will be completed on February 15<sup>th</sup> with all school districts. There is a second round of transition meetings later in the spring but the winter session is when the majority of the transition planning conversations begin.

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

We are anticipating opening a new secondary CAMhP class at Hill Top Academy for the remainder of the 2016-2017 school year. The plan would be to move this class to a local school district for the 2017-2018 school year. We have 5 student referrals waiting for placement in this class.

With a resignation and the opening of a new CAMhP class, 2 new social workers will need to be hired along with a teacher.

Chambersburg School District has requested more school psychologist time. Beginning January 2017, there is a school psychologist from IU 15 providing service 5 days/per week and another school psychologist working at Chambersburg 2 days/week. This will continue for the remainder of the school year.

All classroom teachers (Hill Top Academy and district IU classes) will be doing their next benchmarking assessments in the upcoming weeks.

### **Multiple Disabilities Support (MDS)**

The students in Ms. Walker's MDS class at Steelton Highspire HS are making craft kits for Caitlin's Smiles. This helps support a worthy cause and provides an opportunity for the students to work on vocational skills. They really enjoy this and are now able to complete kits with very little supervision. In the spring they are planning to deliver the kits personally to the Caitlin's Smiles office.

### **Project SEARCH**

One of our interns at Project Search, Tim, will start employment at the Penn State Health Hershey Medical Center on January 23, 2017. The other interns are completing applications and some interviews have been scheduled. The email mentoring project is going very well. Students have progressed in email skills and just recently asked their mentors if they could do a mock phone interview with them. The culminating activity will be a face to face

interview with their mentor at Enola with a pizza lunch provided to say thank you for the mentorship.

### **Hill Top Academy**

Current Enrollment: 121 with 8 active classroom placement referrals

Hill Top CATES middle school teacher, Todd Howell, received a nomination for the Decima Award. As the teacher, Todd leads an outstanding team to support the students in his classroom at Hill Top.

At the mid-point of the school year, seven Hill Top students have begun or have already completed a transition back to a less restrictive placement in their home district.

Zoo America brought their winter animal exhibition to Hill Top right before the holiday break. This was an earned incentive as part of our Positive Behavior & Intervention Supports (PBIS) school-wide system. All students and staff enjoyed this.

## **NOTIFICATION OF ACTIVITIES**

- Attended the monthly PAIU Executive Directors' meeting
- Visited with Project SEARCH Interns and CAIU staff at Hershey Medical Center
- Attended Harrisburg Chief Recovery Officer Committee 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 meeting at West Shore SD to share an overview of CAIU services
- Attended meeting with United Way Education Task Force Transition Team
- Attended PASA Women's Caucus Executive Board Meeting

## **Upcoming Events**

The **2017 Pennsylvania Educational Technology Expo and Conference (PETE&C)** is a statewide event that provides programs focused on technology in the educational field. The conference is being held at the Hershey Lodge and Convention Center on February 12-15. During the conference, companies and educators showcase their latest technology products and services to teachers, administrators, technology directors, school board members and students. The CAIU Technology Team, as well as students from some of our districts, provides support for this conference. This is always a great opportunity for the students as they experience customer service skills and technology skills first hand as well as attend technology session and speak to innovative educators and companies.