
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **July 28, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** David Martin, Director of Technology Services, and Joe Gallucci, Technology Applications Supervisor, highlighted AgendaManager and demonstrated the functionality for this paperless meeting solution.
- The Board announced the following retirees:
 - **Kathy Mancuso**, Speech/Language Clinician, Early Intervention Program, retirement after 19 years of service
 - **Jacqueline Fischer**, Educational Consultant, retirement after 9 years of service
- Alicia McDonald, Director of Student Services, shared that her team is working diligently to fill vacant positions. A new intensive emotional support program, Capital Area Mental Health Program (CAMhP), has been created and will be located at Diakon. The program will employ a full-time social worker and full-time teacher in each classroom. Our preschool classes and extended school year (ESY) classes are ending this week. The ESY Fishing Derby was held yesterday sponsored by the Yellow Breeches Anglers Association.
- Theresa Kinsinger, Director of Organizational Services, shared that there are still vacant positions to be filled. She continues to work with Source for Teachers to enhance our substitute fill rate as last year's rate was less than 50%.
- Daren Moran, Business Manager, shared that the Uniform Grants Guidance Conflict of Interest forms need completed as part of our policy. The 20th Annual Champions for Children Golf Tournament was held this week, during which they recognized Capital Business Systems for their ongoing support.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she is working with Susquehanna Township School District Middle and High Schools through the PDE School Climate initiative. The CAIU is planning to utilize Navigate Prepared as a school safety platform for sharing of information. Districts are in the process of signing agreements with CAIU to provide reading to non-public school students.
- Cindy Mortzfeldt, Executive Director, shared that she attended the annual Fishing Derby yesterday and shared photos of the event. The preschool class at Carroll Elementary held their preschool graduation this week. The United Way of the Capital Region's Task Force for Education is looking to do community impact work through the CAIU and school districts to assist students as they transition from early childcare to K-12 environments. She welcomed our two new board members, Mr. David Barder from Upper Dauphin Area SD and Ms. Gwen Browning from Camp Hill SD. Many of our districts are part of the IU's Title III consortium, and all of our Title III districts met their Annual Measurable Achievement Objectives (AMAOs) for 2013-2014.

Executive Session – An executive session was held to provide an information update about negotiations.

Approved Action Items

- **Ratification/Approval of the following Action Items of the June 23, 2016 Board Meeting** *(There was not a quorum at the June 23, 2016 meeting of the CAIU Board of Directors; the meeting was therefore cancelled. All documents/attachments and details can be found in the June 23, 2016 meeting agenda and board highlights):*

- Minutes from the May 26, 2016 CAIU Board Meeting
- Treasurer's Report – May 2016
- Budget Administration
- Other Fiscal Matters
- Policies & Programs
- Job Descriptions
- Personnel Items
- **Approval of Action Items of the July 28, 2016 Board Meeting**
 - Election of the following CAIU Board Members for a new three-year term from July 1, 2016 – June 30, 2019:
 - Ms. Gwendolyn Browning, Camp Hill School District
 - Mr. Robert Copeland, East Pennsboro Area School District
 - Ms. Ausha Green, Harrisburg School District
 - Mr. Clifton Edwards, Susquehanna Township School District
 - Mr. David Barder, Upper Dauphin Area School District
 - Mrs. Judy Crocenzi, West Shore School District
 - Election of the following CAIU Board Members to fill an unexpired term:
 - Mr. Jay Franklin, Derry Township School District, beginning December 17, 2015 and ending June 30, 2018
 - Mr. Robert Copeland, East Pennsboro Area School District, beginning January 28, 2016 and ending June 30, 2016
 - Mr. Eric Samples, Lower Dauphin School District, beginning December 17, 2015 and ending June 30, 2017
 - Mrs. Judy Crocenzi, West Shore School District, beginning June 25, 2015 and ending June 30, 2016
 - Mr. Kenneth Ewing, Newport School District, beginning September 24, 2015 and ending June 30, 2018
 - Mr. Ford Thompson, Central Dauphin School District, beginning November 1, 2015 and ending June 30, 2018
 - Election of officers as follows: Mrs. Jean Rice, President; Mrs. Judith Quigley, Vice-President; Mr. Daren Moran, Treasurer, and Mrs. Rennie Gibson, Secretary
 - Appointment of Mr. Eric Samples, Lower Dauphin SD, as PSBA Voting Delegate to the Legislative Policy Council for the CAIU
 - Selection of Patriot-News as newspaper of general circulation
 - Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel
 - Minutes from the June 23, 2016 CAIU Board Meeting
 - Treasurer's Report and Payment of Bills – a total of \$8,980,162.20 in receipts and \$11,154,358.28 in expenditures for June 2016
 - Summary of Operations for the 2015-16 fiscal year showing revenues of \$76,531,689.28 and expenses of \$75,603,272.43
 - Budget Administration – No Budgets this Month
 - Other Fiscal Matters
 - 2016-17 Special Education Contracts: Capital Area School for the Arts CS, Dauphin County Technical School, Greenwood SD, Millersburg Area SD, Shippensburg Area SD, Steelton-Highspire SD, Sylvan Heights Science CS, Upper Dauphin Area SD
 - Other Business Items
 - 2016-17 Capital Region Partnership for Career Development Board of Directors
 - Policies & Programs
 - First Reading, New Policy #224 – Care of IU Property
 - First Reading, New Policy #238 – Releasing Students to Agencies
 - First Reading, New Policy #804 – School Day
 - First Reading, New Policy #810 – Transportation

- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Technology Support Specialist I
 - Second Reading, Existing Position, New Description – Technology Support Specialist II
 - Second Reading, Existing Position, New Description – Technology Support Specialist III
 - Second Reading, Existing Position, Revised Description – Technology Support Supervisor
- 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. She appreciates their time as all have a very busy schedule.

Board Members Sharing of Information

- Mrs. Judy Crocenzi, West Shore SD, shared that Cheryl Giles-Rudawski, CAIU Curriculum Specialist and Supervisor, presented on the topic of Professional Learning Communities at West Shore's Administrator Academy this week. The presentation was well received by their administrators.

NEXT MEETING: Thursday, August 25, 2016, 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:

- **LISA AMMON**, Psychologist, Pupil Services Program, effective June 3, 2016. Reason: Accepted a position with Lincoln Intermediate Unit.
- **LAURA BLANCHFIELD**, Inclusion Consultant, Early Intervention Program, effective August 26, 2016. Reason: Accepted a position outside of the CAIU.
- **NATAUSHA BULGRIEN**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Accepted a position with Lower Dauphin School District.
- **JACQUELINE FISCHER**, Educational Consultant, Autism Support Program, effective June 2, 2016. Reason: Retirement after 9 years of service.
- **KIMBERLY HARFORD**, Floater Educational Paraprofessional, Student Services Team, effective June 3, 2016. Reason: To pursue her Master's Degree in Social Work.
- **LISA HARTWELL**, Personal Care Assistant, Autism Support Program, effective June 3, 2016. Reason: To complete an internship for graduate courses.
- **KAITLIN JAMESON**, Psychologist, Pupil Services Program, effective June 30, 2016. Reason: Personal.
- **TANA KORDAS**, Speech and Language Clinician, Early Intervention Program, effective July 28, 2016. Reason: Moving out of state.
- **ERIN LAVIA**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal.
- **MARY RANNEY**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal.
- **ANDREW RICHMOND**, Educational Paraprofessional, CATES Program, effective June 3, 2016. Reason: Personal.
- **KRISTI SHIREMAN**, Supervisor, Early Intervention Speech and Language Program, effective October 21, 2016. Reason: Retirement after 18 years of continuous service.
- **KATHY SMITH**, Secretary, Student Services Team, effective August 5, 2016. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **KERRY FITCH**, Teacher, Autism Support Program, effective for the 2016-2017 school year. Base salary of Bachelors, Step 15, \$66,097 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **KATHERINE GOTTLIEB**, Program Supervisor, Student Services Team, effective September 20, 2016. Salary will be based on Act 93, Range 3, \$112,363 for 12 months of service, prorated for a total of 204 days through June 30, 2017. This is a replacement position funded through the Core and Early Intervention budget.
- **RACHEL GONZALEZ-MONTIEL**, Assistant Principal, Student Services Team, effective July 14, 2016. Salary will be based on Act 93, Range 4, \$82,649 for 215 days of service. This is a new position funded through the Classroom budget.
- **SCOTT KENNEDY**, Technology Support Specialist, Technology Team, effective July 19, 2016. Base salary of \$35,000 for 12 months of service, prorated for a total of 249 days through June 30, 2017. This is a replacement position funded through the IMS budget.
- **ANGELA PRESTON**, Teacher, Emotional Support Program, effective for the 2016/2017 school year. Base salary of Masters, Step 1, \$46,350 for 189 days of

service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **LEIGH SHANNON**, Remedial Specialist, ANPS Program, effective for the 2016/2017 school year. Base salary of Masters, Step 5, \$50,289 for 189 days of service with additional new hire days as required. This is a new position funded through the ANPS/Act 89 budget.
- **NATALIE STUTZMAN**, Guidance Counselor, ANPS Program, effective for the 2016/2017 school year. Base salary of Masters, Step 12, \$62,237 for 189 days of service with additional new hire days as required. This is a new position funded through the ANPS/Act 89 budget.

C. CHANGES OF STATUS:

- **SARAH ALTMAN-KOPKO**, part-time Speech and Language Clinician, Early Intervention Program, reduction in number of days worked from 122 days to 93 days, effective for the 2016/2017 school year.
- **MARI BENDER**, from Long Term Substitute Teacher to permanent, full-time Teacher, ESL Program, effective at the start of the 2016-2017 school year.
- **AMY COOK**, part-time Occupational Therapist, OT/PT Program, reduction in number of days worked from 110 days to 100 days, effective for the 2016/2017 school year.
- **RACHEL DIEM**, from part-time to full-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year.
- **HEATHER DONOVAN**, Teacher, Early Intervention Program, rescinding resignation, effective July 10, 2016.
- **DINA DUFFY**, part-time Speech and Language Clinician, Early Intervention Program, increase in number of days worked from 105 days to 121 days, effective for the 2016/2017 school year.
- **HEIDI HAAS**, from part-time to full-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year.
- **TARA KEINER**, part-time Speech and Language Clinician, Early Intervention Program, reduction in number of days worked from 118 days to 106 days, effective for the 2016/2017 school year.
- **MARITA LAUTSCH**, Secretary, Early Intervention Program, change in leave of absence return to work date from July 14, 2016 to July 25, 2016.
- **MARIA LAZZAREVICH**, part-time Speech and Language Clinician, Early Intervention Program, increase in number of days worked from 40 days to 48 days, effective for the 2016/2017 school year.
- **AMY LONG**, from full-time to part-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year. Salary will be prorated for a total of 121 days.
- **ERICA OVERBAUGH**, from part-time Educational Paraprofessional to full-time Teacher, Early Intervention Program, effective August 22, 2016. Change of status results in a change of salary to Masters, Step 1, \$46,350 for 189 days of service prorated for 174 days. This is a replacement position funded through the MAWA budget.
- **DEBORAH ROSE**, from Long Term Substitute Psychologist to permanent, full-time Psychologist, Pupil Services Program, effective for the 2016/2017 school year.
- **TAMARA SCHULZ**, from Long Term Substitute COTA (Certified Occupational Therapist Assistant) to permanent, part-time COTA, OT/PT Program, effective at the start of the 2016-2017 school year.
- **LYNN SHAFER**, part-time Occupational Therapist, OT/PT Program, reduction in number of days worked from 85 days to 72 days, effective for the 2016/2017 school year.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, change in end date of sabbatical leave from June 9, 2016 to January 31, 2017. This is a continuation of sabbatical leave for restoration of health as provided for under the PA School Code.

D. CHANGES OF SALARY:

- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, change of salary for completion of Masters +15 credits effective July 1, 2016. Salary will be based on a Masters +15, Step 4, \$50,386, for 189 days of service.

E. LEAVES OF ABSENCE:

- **ALISHA FOSTER**, Speech and Language Clinician, School-Age Speech Program, leave of absence August 1, 2016 – September 30, 2016. Leave is requested using accumulated paid leave from August 1, 2016 – August 31, 2016 for a total of 11 paid days and without pay from September 1, 2016 – September 30, 2016 for a total of 19 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLY HERMAN**, Educational Paraprofessional, Autism Support Program, leave of absence November 9, 2016 – February 14, 2017. Leave is requested using accumulated paid leave from November 9, 2016 – November 30, 2016 for a total of 13 paid days and without pay from December 1, 2016 – February 14, 2017 for a total of 47 unpaid days. Employee will then take child-rearing leave of absence beginning February 15, 2017 until the return from winter break, January 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **JESSICA SHAKELY**, Speech and Language Clinician, School-Age Speech and Language Program, leave of absence August 1, 2016 – September 30, 2016. Leave is requested in accordance with CAIU and FMLA policies.
- **JOYCE SHELLEM**, Teacher, Early Intervention Program, intermittent FMLA leave through July 13, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, leave of absence July 20, 2016 – October 31, 2016. Leave is requested using accumulated paid leave from July 20, 2016 – July 28, 2016 for a total of 6 paid days and without pay from August 22, 2016 – October 31, 2016 for a total of 47 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

July 28, 2016

MONTHLY SPOTLIGHT

AgendaManager

AgendaManager is an online meeting management solution developed by the staff at the CAIU. It is designed to be flexible and intuitive to efficiently create and disseminate agendas and minutes.

All meetings and agendas are in a central management system so everyone can easily find the most current agenda or minutes. The most popular use is for board meetings. However, this solution works perfectly with all meetings such as faculty meetings, department meetings, athletic meetings, etc. Integrating a paperless solution will enable your organization to increase collaboration and communication.

Some of the key features are:

- Ability to easily add supporting documents as an attachment to agenda items
- Meeting agenda templates for meetings that have the same agenda items
- Easily reorganize agenda items and sub-items with drag and drop and auto-renumbering
- Specify time that an agenda becomes visible to the public – such as 24 hours before a meeting
- Group creation so members only see agendas within their own group
- Highly skilled helpdesk support
- Annual training to ensure success of implementation
- Confidentiality of data on our high-speed network
- Control your own user and group creation
- Private notes for meeting attendees
- Online minute taking

NEWS

Curriculum Services

The CAIU Title III Consortium again met all three AMAOs (Annual Measurable Achievement Objective) for the 2013-2014 school year based on the scores from the ACCESS for English Language Learners. AMAO 1 is annual increase in the number or percentage of children making progress toward learning English; AMAO 2 is annual increase in the number or percentage of children attaining English proficiency, as determined by a valid and reliable assessment of English proficiency; and AMAO 3 is making annual measurable objectives for limited English proficient children.

The school districts/charter schools in this consortium are:

Big Spring	Northern York County
Camp Hill	South Middleton
Commonwealth Connections	Steelton Highspire
Cumberland Valley	Susquehanna Township
Dauphin County Technical School	Susquenita
Derry Township	Sylvan Heights SCS



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Student Services

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

- We are interviewing several candidates to fill three social worker positions and a mental health worker position.
- The ELECT grant is now fully federally funded with new guidelines being released regarding use of funds.
- CAMhP ~ Capital Area Mental health Program, an intensive, therapeutic, emotional support program, will be “housed” at Diakon Wilderness Center for the 2016-17 school year.
- Pennsylvania Psychiatric Institute (PPI) plans to have the Children’s Unit open for the beginning of the 2016-17 school year. This will include additional teaching staff to cover that unit.
- Hill Top Academy will “roll-out” their new streamlined intake meetings beginning early August to ensure a more seamless transition for districts enrolling new students.

Preschool/Early Intervention

- Several preschool staff participated in the 1st Annual Preschool Family Carnival Event on July 9th, at the Elizabethville Library. The event was hosted by Dauphin County Commissioners, Northern Dauphin Human Services Center and Dauphin County Library System. It was a fun filled day of crafts, music, carnival games and story time stations.

Autism/Deaf-HH/ESY

- Due to increased referrals, we are opening a new elementary Autism Support (AS) class at Steelton Elementary.
- Our middle school AS class is moving from Derry Twp to Central Dauphin Middle School.
- Our elementary DHH class is moving from East Hanover Elementary to Conewago Elementary.
- Extended School Year (ESY) programs are up and running at Hill Top Academy and Hershey Middle School. We will have our annual ESY Fishing Derby on Wednesday, July 27th from 8:30 to 11:30 at South Middleton Township Park in Boiling Springs. This is always a wonderful experience for students and staff.

Hill Top Academy

- Earlier this month ground was broken on the lower parking lot at Hill Top Academy. The scheduled improvements to the lot are anticipated to result in increased efficiency during student drop-off/dismissal and an overall increase in instructional and planning time.
- This summer Hill Top Academy is again hosting five classrooms for ESY program for approximately 20 students.

OT/PT

- Dr. Lori Glumac, PT, and Sharon Farley, OT, co-authored an article (“Virtual Sensorimotor Training for Balance: Pilot Study Results for Children with Fetal Alcohol Spectrum Disorders”) that was recently accepted for publication in the journal of Pediatric Physical Therapy. Congratulations to these ladies.

School-Age Speech/Language

- On August 2, 2016, the School-Age Speech/Language Staff will be hosting “Using Core Language in the Classroom”. American Speech-Language-Hearing Association continuing education credit will be available for all speech/language pathologists. The first half of this session will focus on the importance of core vocabulary and the implementation of generative language in the classroom. The second half of this session will be a Make-N-Take using core vocabulary and generative language principals. As a small group, participants will begin to map out a plan for the introduction of core vocabulary and make materials to support their plans.

Blind/Visually Impaired Staff

- CAIU Teachers of the Blind and Visually Impaired will be attending the Low Incidence Institute “High Expectations for Achievement” at Penn State University, August 9 – 12, 2016. Sessions will focus on a common sense approach to accessing iOS devices throughout the school day and beyond. Teachers of students with visual impairments (TVIs) will be immersed in hands-on experiences with magnification, VoiceOver, switch access, and other features to learn strategies to maximize device capabilities and access textbooks and other materials in a variety of formats. Assessment issues, integration plans, document preparation/distribution, effective collaboration, and problem solving with school personnel will also be discussed.

NOTIFICATION OF ACTIVITIES

- Attended United Way Capital Region Education Task Force meeting.
- Attended Association of Education Service Agencies (AESA) Summer Leadership Conference
- Met with BLaST IU 17 administrator to review the work of CAIU as part of the PAIU Aspiring Leaders program
- Met with new CAIU Board members, Gwen Browning and David Barder, for New Board Member Orientation