
CAIU BOARD HIGHLIGHTS

The following information is shared from the **June 22, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mark Hennes, Supervisor of Special Projects, presented an overview of the Elementary Blended Learning Planning Grants. Five elementary school teams have worked this past year to plan and to implement a blended/personalized learning environment with their buildings.
- The Board announced the following retirees: **Joy Murlatt**, Program Secretary, retirement after 33 years of service, **Marianne Smith**, Teacher, Vision Program, retirement after 35 years of service, **Cathy Tweet**, EPP/Communications Facilitator, retirement after 34 years of service, **Paulette Walker**, Teacher, MDS Program, retirement after 31 years of service, and **Joanne Blessing**, Program Secretary, retirement after 31 years of service.
- The Board would like to recognize the following departing Board Member: **Mr. Terry Cameron**, Greenwood School District.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU recently held its first Career Open House. Several interested applicants were selected for interviews. The Human Resources team continues to work to fill vacant positions.
- Len Kapp, Supervisor of Operations and Transportation, shared facilities updates including an update on the delayed egress door project at Hill Top Academy.
- Dr. Rhonda Brunner, Assistant Executive Director, shared updates regarding eGrants, an opportunity for Consolidated Application consultation on July 5th, and the potential changes with Title II A funds used to provide professional development for nonpublic school staff. She also shared information about the CAIU Wellness initiatives. Next month, there will be three Student Services' policies for first reading as well as some policies from the Board section with very minimal changes.
- Daren Moran, Business Manager, shared that there are 23 original budgets for 2017-18 fiscal year on the board agenda for approval. He provided an update on the Partnership for Career Development loan agreement. He shared information about the 21st Annual Champions for Children Golf Tournament that will be held on July 25th, and he invited board members to participate on a team.
- Cindy Mortzfeldt, Executive Director, shared that the CAIU is hosting a PowerSchool Academy this week in partnership with Montgomery County IU and Carbon Lehigh IU. The Nonpublic Academy was held recently at CAIU with the workshops planned and led by curriculum and professional services staff. Plans are being made for our 3rd South Central Consortium for Excellence and Equity series. The Extended School Year will begin on July 5th and conclude with the annual Fishing Derby on July 27th.
- Rennie Gibson, Board Secretary, shared that board member photos will be taken following the August board meeting for those who have not had their photo taken. The Board election ballots are due on July 7th.

Executive Session – Executive session was held to discuss a personnel matter.

Board Committee – The election of CAIU Board officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking any Board members that are interested in serving as President or Vice President.

Agenda Items

- There was not a quorum; therefore, the June 22, 2017 meeting of the CAIU Board of Directors was cancelled. **The following Action Items are subject to ratification at the July 27, 2017 CAIU Board of Directors' meeting:**
- Minutes from the May 25, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$\$10,954,432.58 in receipts and \$7,041,536.13 in expenditures for May 2017
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$74,244,766.12 and expenses of \$70,380,279.33
- Budget Administration
 - Proposed 2017-18 Original Budget – Act 89 (Non-Public Schools) in the amount of \$5,080,306
 - Proposed 2017-18 Original Budget – Cafeteria Services in the amount of \$202,925
 - Proposed 2017-18 Original Budget – Capital Area Mental health Program (CAMhP) in the amount of \$671,075
 - Proposed 2017-18 Original Budget – Capital Area Online Learning Initiative (CAOLA) in the amount of \$5,487,476
 - Proposed 2017-18 Original Budget – Diakon Center Point Program in the amount of \$503,925
 - Proposed 2017-18 Original Budget – Driver Education in the amount of \$237,900
 - Proposed 2017-18 Original Budget – Education Leading to Employment and Career Training (ELECT) in the amount of \$346,331
 - Proposed 2017-18 Original Budget – English as a Second Language (ESL) in the amount of \$547,390
 - Proposed 2017-18 Original Budget – Entrepreneurial Transportation in the amount of \$103,175
 - Proposed 2017-18 Original Budget – Financial Software Application in the amount of \$238,702
 - Proposed 2017-18 Original Budget – Gifted Technical Assistance Services in the amount of \$140,000
 - Proposed 2017-18 Original Budget – Review of Higher Ed Teacher Programs in the amount of \$150,000
 - Proposed 2017-18 Original Budget – Hospital Education Program in the amount of \$388,425
 - Proposed 2017-18 Original Budget – IDEA Section 611 – School Age in the amount of \$18,142,929
 - Proposed 2017-18 Original Budget – Institutionalized Children's Program in the amount of \$611,900
 - Proposed 2017-18 Original Budget – Title I, Part D – Loysville Youth Development Center in the amount of \$300,308
 - Proposed 2017-18 Original Budget – Loysville Youth Development Center in the amount of \$2,564,406
 - Proposed 2017-18 Original Budget – Non-Public Auxiliary Title Programs in the amount of \$463,241
 - Proposed 2017-18 Original Budget – PA Assessment and Accountability in the amount of \$318,610
 - Proposed 2017-18 Original Budget – Professional Services in the amount of \$1,584,031
 - Proposed 2017-18 Original Budget – Student Services in the amount of \$19,797,400
 - Proposed 2017-18 Original Budget – Technology Entrepreneurial in the amount of \$3,763,327
 - Proposed 2017-18 Original Budget – Transportation in the amount of \$4,028,950
- Other Fiscal Matters

- 2017-18 Special Education Service Contract Summary: Central Dauphin SD, Chambersburg Area SD, Commonwealth Charter Academy, Juniata County SD, Lower Dauphin SD, Mechanicsburg Area SD, Middletown Area SD, Millersburg Area SD, Pennsylvania Cyber CS, South Middleton SD, Steelton-Highspire SD, Upper Dauphin Area SD, and West Shore SD
- Other Business Items
 - 2017-18 Proposed Board Meeting Dates
 - Proposed Amended Agreement – Capital Region Partnership for Career Development (PCD)
- Policies & Programs
 - Second Reading, New Policy #209.2 – Diabetes
 - Second Reading, Revised Policy #808 – Food Services
 - Second Reading, Revised Policy #882 – Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
 - 2017-19 Loysville Youth Development Center Proposed Education Program (PEP)
- Job Descriptions
 - Second Reading, Existing Position, New Description – Application Support Specialist I
 - Second Reading, Existing Position, New Description – Application Support Specialist II
 - Second Reading, Existing Position, New Description – Application Support Specialist III
 - Second Reading, Existing Position, New Description – Senior Application Support Specialist
 - First Reading, Existing Position, Revised Description – Food Services Manager
 - First Reading, Existing Position, New Description – Business Services Coordinator
 - First Reading, Existing Position, Revised Description – Assistant Principal
- 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 at today’s meeting.

NEXT MEETING: Thursday, July 27, 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:

- **JULIE DALY**, Substitute Receptionist, Administrative Team, effective August 19, 2016. Reason: Personal.
- **JESSICA GUNTZ**, Teacher, Emotional Support Program, effective July 27, 2017. Reason: Personal.
- **TANYA HALLER**, Teacher, Student Services Team, effective June 2, 2017. Reason: Personal.
- **DEAN PORR**, Custodian, Administrative Team, effective June 30, 2017. Reason: Personal.
- **IMANI ROBERTS**, Personal Care Assistant, Emotional Support Program, effective June 2, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **SAMANTHA ALDERFER**, Teacher, Dual Diagnosis Program, effective July 17, 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 Dual Diagnosis budget.
- **TAYLOR ANDRESS**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **LYNN BARRICK**, part-time Secretary, Early Intervention Program, effective June 5, 2017. Employee will be paid at the Range 4 rate of \$19.00 per hour and will work 12 months. This is a replacement position funded through the MAWA budget.
- **BETHANY CHASTEEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **EVAN GABLER**, Speech and Language Clinician, Early Intervention Program, effective July 3, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KAITLYN GOOD**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **NANCY HINCHEY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SETH IMBODEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SHELBY JOSSELYN**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

- **MARJORIE LEAVER**, Educational Paraprofessional, Early Intervention Program, effective July 3, 2017. Base salary of HS+30, Step 8, \$24,250 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **KATELYN MAY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **MEREDITH SEIDEL**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **JOHN WILSHIRE**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

C. CHANGES OF STATUS:

- **KELLY GETHOUAS**, Food Services Manager, Student Services Team, from a 229 day employee working 7.5 hours per day, to a 215 day employee working 8 hours per day, effective July 1, 2017. This is due to a change in employee's job description.
- **DENNIS MORGAN**, from Technology Support Specialist to Network Administrator I, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$51,000 for 12 months of service. This is a new position funded through the Network Services budget.

D. CHANGES OF SALARY:

- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, change of salary for completion of Master's Degree effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters, Step 6, \$52,950, for 189 days of service.
- **RACHEL GONZALEZ-MONTIEL**, Assistant Principal, Student Services Team, change in salary due to an increase in number of days from 215 days to 260 days. Salary will be \$102,446 and based on 12 months of service.
- **CAITLIN HARMAN**, part-time Teacher, Extended School Year (ESY) Program, change of salary for completion of Master's Degree effective July 5, 2017. Salary will be based on a Masters, Step 1, \$48,404 for 189 days of service and will be prorated based on number days/hours worked.
- **MEGHAN HARVEY**, Educational Consultant, Early Intervention Program, change of salary for completion of Masters + 15 credits effective July 1, 2017. Salary will be based on a Masters + 15, Step 10, \$60,794, for 189 days of service.
- **JOANNE RUCHINSKI**, Service Coordinator, Early Intervention Program, change of salary for completion of Masters + 45 credits effective July 1, 2017. Salary will be based on a Masters + 45, Step 15, \$74,584, for 189 days of service.
- **ADAM SHICKLEY**, Teacher, Center Point Program, change of salary for completion of Masters +15 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters +15, Step 7, \$55,673, for 189 days of service.
- **LISA SLOVER**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 30 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters + 30, Step 10, \$62,221, for 189 days of service.

E. LEAVES OF ABSENCE:

- **SARAH BETACK**, Speech and Language Clinician, School-Age Program, child-rearing leave of absence August 16, 2017 – October 20, 2017. This will be unpaid leave and is requested in accordance with CAIU and the Collective Bargaining Agreement.
- **MELINDA BIGGS**, Educational Paraprofessional, Early Intervention Program, leave of absence effective May 16, 2017 – June 2, 2017. This will be unpaid leave for a total of 13 days and is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Personal Care Assistant, CATES Program, leave of absence effective May 15, 2017 – June 2, 2017. This will be unpaid leave for a total of 14 days and is requested in accordance with CAIU and FMLA policies.
- **TRACY GEIST**, Social Worker, Capital Area Mental-health Program, leave of absence effective May 19, 2017 – May 31, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective May 3, 2017 – June 15, 2017. Leave is requested using remaining FMLA days and accumulated paid leave from May 3, 2017 – May 18, 2017 for a total of 11 paid days. Extended sick leave from May 19, 2017 – June 15, 2017 is requested using accumulated leave time for a total of an additional 18 paid days.
- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, leave of absence effective June 26, 2017 – October 6, 2017. This will be unpaid leave for a total of 56 days and is requested 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 June 22, 2017:

Ashley Beccone
Melissa Bialas
Carla Fontanella
Kelly Fortney
Lyndi Janny
Tara Jones
Stephanie Kleese
Kristin Leitzel
Amy Long
Jennifer McLaughlin
Megan Slautterback
Sarah Trovato
Megan Wallace
Laura Wanenchak

Executive Director's Report June 22, 2017

PROGRAM SPOTLIGHT

Regional Blended Learning Challenge Grant Update

Blended learning is a combination of learning modalities involving face-to-face instruction and web-based learning delivery. When carefully designed, it uses a customized instructional strategy that leverages the strengths of each. Blended Learning includes different learning or instructional methods (lecture, discussion, guided practice, reading, games, case study, simulation), different delivery methods (live classroom or computer mediated), different scheduling (synchronous or asynchronous) and different levels of guidance (individual, instructor or expert led, or group/social learning).

The CAIU's goal is to continue to emerge as a leader in blended and online learning strategies. The goals for this Challenge Grant were to directly assist selected schools in planning and implementing a blended/personalized learning environment, indirectly assist other schools through information sharing and school visits, and enhance the CAIU's capacity to support other schools.

Last spring, five planning grants were awarded to Oak Flat Elementary School in Big Spring SD, Hershey Elementary School in Derry Township SD, Halifax Elementary School in Halifax Area SD, Lenkerville Elementary School in Millersburg Area SD, and Paxtonia Elementary in Central Dauphin SD. The schools used the grants to continue their planning on how to implement Blended Learning in each of their schools this past school year.

NEWS

21st Annual Champions for Children Golf Tournament

For twenty years, the Capital Area Intermediate Unit's non-profit partner, **Champions for Children**, has sponsored an annual golf tournament fundraiser in support of children faced with unique challenges and special needs. The tournament is scheduled for **Tuesday, July 25, 2017**.

TIME: 12:00 Noon Shotgun Start (Registration begins at 11:00 a.m.)

PLACE: Cumberland Golf Club, 2395 Ritner Highway, Carlisle, PA 17015.

COST: \$65.00/person (includes green fee, cart, golf shirt, refreshments, dinner, and other prizes.)

"My Bike", "My Stroller", and "My Voice" Presentation and Parade Event

On Wednesday, May 31st, we had the privilege to again host the *adaptive equipment giveaway* event on behalf of Variety - the Children's Charity. The children and families demonstrated their joy as they rode their bikes or strollers in a parade through the lobby amidst cheers from IU staff.

Nonpublic School Services

The Nonpublic Professional Development Academy was held June 12 – 14, 2017. The focus of this year's academy was on the 4 C's (Communication, Collaboration, Critical Thinking and Creativity) of STEM, differentiating instruction in the math classroom, and small group reading instruction. Lisa



Klingler and Karen Ditzler, CAIU Professional Services Staff, and Mark Weakland presented the session content to the nonpublic teachers and administrators over the three days. In the 4 C's of STEM sessions, Karen led the participants in exploring no-tech, low-tech, and high-tech methods and strategies to use in the classroom. She also focused on STEM activities, coding, design challenges, and other innovative ways to encourage and motivate students while meeting educational objectives. Lisa's sessions, *Differentiating in the Math Classroom*, addressed how to differentiate during an instructional math block and how to keep students engaged in meaningful and rigorous tasks. Lisa led the participants in learning the benefits of pre-assessing, grouping and providing targeted instruction to meet the varying needs of their students. The Small Group Reading Instruction sessions by Mark Weakland focused on using assessment and managing schedules, routines, and materials so instruction flows, student engagement is maximized, and teacher stress is minimized. Over 230 nonpublic teachers and administrators from 16 nonpublic schools attended the seven sessions offered. The Nonpublic Academy is a cooperative effort of CAIU Aid to Nonpublic Schools and the Curriculum teams. Workshops and materials were funded with Title IIA funds.

Curriculum Services

During 2016-17, CAIU collaborated with the University of Pennsylvania to provide an ongoing professional development series called the **South Central PA Consortium for Excellence & Equity**.

This series was attended by teams of school district administrators, counselors and teacher leaders and included the following topics/presenters:

- ***“The Cultural Proficiency Journey: Co-Creating Culturally Responsive Schools”*** Drs. Franklin and Brenda CampellJones, Towson University College of Education (Towson, MD)
- ***“Creating Culturally Responsive and Personalized Learning Environments”*** Allison Rodman, Founder and Educational Consultant, The Learning Loop, LLC (Haddon Twp., NJ)
- ***“Brain-Based Strategies to Promote Student Engagement in the Classroom”*** Shauna F. King, Executive Director, King Professional Development Services (Bowie, MD)
- ***“Reaching and Engaging Students In Poverty and Their Families: An Equity Literacy Approach”*** Dr. Paul Gorski, George Mason University (Fairfax, VA)
- ***“Student-Centered Classrooms for Today’s Students: Engaging All Learners Through Choice, Technology, and Innovative Practices”*** A.J. Juliani, Centennial School District (Jenkintown, PA)
- ***“Learner-Active, Technology-Infused Classrooms: Building Executive Function”*** Dr. Nancy Sulla, President, Innovative Designs for Education, (Naples, FL)

As a part of the year-long focus on Equity, CAIU also sponsored a Forum for Middle School Students called ***“Wise Up to Rise Up: Climbing Mountains & Tearing Down Barriers”***.

This event was held at the Park Inn, Mechanicsburg, PA and was attended by over 200 middle school students from within the CAIU region. Students heard from a variety of keynote speakers and had opportunities to attend breakout sessions of their choice.

A highlight of the day was a presentation by Actress April Hernandez-Castillo, (TV: ER, Law & Order, 30 Rock, Dexter, Movie: Freedom Writers). Nearly every student in attendance had an opportunity to meet and get their photo taken with April before leaving for the day.

Graduations

- On May 24th, we celebrated the graduation and employment of our Project Search student interns. These graduates were from Derry Township SD, Lower Dauphin SD, Middletown Area SD, and Steelton-Highspire SD. These graduates are now employees of the Animal Hospital of Dauphin County, God's Little Rainbow Child Care Center, Penn State Health Milton S. Hershey Medical Center, the Nutrition Group, and Hershey Tanger Outlets.
- On May 30th, we celebrated seven graduates from CAIU classrooms. These graduates were from Central Dauphin SD, Carlisle Area SD, East Pennsboro Area SD, Northern York County SD, and West Perry SD. There were many family members, friends, classmates, district and IU staff in attendance for this momentous occasion.
- On June 9th, we celebrated nine students from Loysville YDC. Two of these young men have successfully earned their GED certificates and seven young men have earned their high school diplomas from the Commonwealth of PA. This is a wonderful accomplishment and will serve them well when they return to their hometowns.

Preschool/Early Intervention

- Our preschool program is on their June break and returns on June 26th for their summer session. Summer is a very busy time in our preschool program as we have incoming students who are turning three as well as all the children who will be transitioning to Kindergarten in the Fall.
- On June 6th, over 600 families, children, and community agency members participated in the EIC (Early Intervention Connections) Carnival, held at Adventure Zone in Mechanicsburg. This annual event is organized by the EIC committee and invites families who have children with disabilities (from birth through five years old). The families and children have opportunities for networking, resources, games, food, and fun. It was a fabulous evening!

ESY

Our Extended School Year program will be operating from July 5th – July 27th. This program provides continuity of services for students with IEPs who would otherwise regress over the summer break. The culmination of ESY is the Fishing Derby, supported and hosted by the Yellow Breeches Anglers Association, on July 27th.

Student Services Staffing

Our administration is working to screen, interview, and hire for vacancies for the upcoming school year. We are hiring teachers, social workers, job coaches, and paraeducators in order to be able to involve our new staff in the summer Academy of Continuing Education (ACE) professional development sessions.

NOTIFICATION OF ACTIVITIES

- Attended annual PAIU Conference in Seven Springs.
- Attended Education Pilot Project Meetings with United Way Capital Region.
- Attended CAIU Graduation Event.
- Attended CPAVTS and DCTS Senior Awards events.