
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **May 25, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Jill Neuhard, CAIU Supervisor of Instructional Technology, presented an overview of the Tinker Expo that was held at the CAIU in the fall and announced that the 2017 Tinker Expo event will be held on October 17th. She also provided an overview of the recent State Computer Fair held at Dickinson College.
- Alicia McDonald, Director of Student Services, shared that Alison Howard recently won the State Corrections Teacher of the Year Award. We continue to plan for expansion of mental health service's classrooms. There are several staff vacancies as a result of retirements, resignations, and new programming. Two classrooms are moving from East Pennsboro Area School District; one classroom will move to Yellow Breeches MS and the other class location has yet to be determined.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU will begin to use Substitute Teacher Service (STS) and Aesop for absence management. A new fingerprint vendor has been selected for PA; we will begin the transition over the next several months. The first annual Career Open House will be held today. The Human Resources office is preparing to meet the hiring challenges ahead as 15% of our staff are retirement eligible or will be within 3 years.
- David Martin, Director of Technology Services, shared information about recent intermittent internet issues. These issues were caused by a hardware problem and Comcast had completed an update that resulted in some problems. All access has been moved to the failover internet provider. Mark Walz provided a recent presentation on Technology Case Law and updates. The Technology Team is preparing for summer projects.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about three policies on the agenda related to Diabetes, Food Services and local meal charge policies, and Automated External Defibrillator and Cardiopulmonary Resuscitation.
- Daren Moran, Business Manager, shared information about a PDE audit of IDEA fiscal review. He also provided a positive update on the Steelton-Highspire School District payment plan. He highlighted the Summary of Operations format change.
- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director report. May is Better Hearing and Speech month. She provided highlights from the recent 19th Annual Tom Buskey Student Achievement Awards Celebration and the ProjectSEARCH graduation. She invited the Board members to attend a My Bike, My Stroller and My Voice Charity event on May 31st at 2 pm here at CAIU. The CAIU graduation will be held on May 30th at 7:00 p.m. at the CAIU; six students are graduating. She also shared an update on the United Way and their upcoming school readiness pilot project with three area schools.
- Rennie Gibson, Board Secretary, shared an update of the 2017-18 CAIU Board ballots/election. To date, she has received ballots from fifteen school districts. They are due by July 7th.

Executive Session – Executive session was held to discuss personnel matters.

Approved Action Items

- Minutes from the April 27, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$\$4,814,984.72 in receipts and \$7,210,564.90 in expenditures for April 2017

- Summary of Operations for the 2016-17 fiscal year showing revenues of \$65,021,019.73 and expenses of \$62,029,177.38
- Budget Administration
 - Proposed 2016-17 Budget Revision – Act 89 (Non-Public Schools) in the amount of \$4,921,412
 - Proposed 2016-17 Budget Revision – Diakon Center Point Program in the amount of \$537,030
 - Proposed 2016-17 Budget Revision – IDEA Section 611 – School Age in the amount of \$17,796,242
 - Proposed 2016-17 Budget Revision – Institutionalized Children’s Program in the amount of \$633,470
 - Proposed 2016-17 Budget Revision – Non-Public Auxiliary Title Programs in the amount of \$438,913
 - Proposed 2016-17 Budget Revision – Professional Services in the amount of \$1,528,901
 - Proposed 2016-17 Budget Revision – Student Services in the amount of \$19,336,375
 - Proposed 2016-17 Budget Revision – Title I, Part D – Neglected and Delinquent, Subpart 2 Program in the amount of \$484,443
 - Proposed 2016-17 Budget Revision – Title II, Part A – Improving Teacher Quality in the amount of \$44,333
 - Proposed 2016-18 Original Budget – Title I, Part A – Improving Basic Programs in the amount of \$6,000
- Other Fiscal Matters
 - 2017-18 Special Education Service Contract Summary
 - 2017-18 Cafeteria Rates
- Other Business Items
 - Calendar Modification – Act 80 Days
- Policies & Programs
 - Second Reading, Revised Policy #113.2 – Behavior Support
 - Second Reading, Revised Policy #246 – School Wellness
 - Second Reading, Revised Policy #334 – Sick Leave
 - First Reading, New Policy #209.2 – Diabetes
 - First Reading, Revised Policy #808 – Food Services
 - First Reading, Revised Policy #882 – Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
- Job Descriptions
 - Second Reading, New Position, New Description – Application Developer I
 - First Reading, Existing Position, New Description – Application Support Specialist I
 - First Reading, Existing Position, New Description – Application Support Specialist II
 - First Reading, Existing Position, New Description – Application Support Specialist III
 - First Reading, Existing Position, New Description – Senior Application Support Specialist
- Personnel Items – See Attached Report
- Resignation of the Assistant Executive Director effective August 18, 2017.

Executive Director’s Report

- See attached written report.

Board Member Sharing of Information

- Dr. Fred Baldwin, Carlisle Area School District, shared information about Fair Districting PA group. The group is focusing on the impact of gerrymandering. If interested in additional information, please contact Dr. Baldwin.
- Mr. Bruce Walter, Millersburg Area School District, shared that a terminally ill student asked the Make a Wish Foundation for a weight room at the high school and it will be granted.

- Mr. Jay Franklin, Derry Township School District, asked for input from the other board members on if their districts substitute sports participation for a PE course.

President's Report

- Mrs. Jean Rice shared that she had the opportunity to attend a recent event at Hill Top Academy, the Deaf/Hard of Hearing Awards Ceremony, and the Project SEARCH graduation. These events showcased our IU student's accomplishments. The CAIU staff beamed with pride when speaking about their achievements. She encouraged the Board members to attend these worthy events if their schedule permits.

NEXT MEETING: Thursday, June 22, 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:

- **KRISTA CARR**, Teacher, Early Intervention Program, effective July 27, 2017. Reason: Retirement after more than 13 years of continuous service.
- **SHARON FARLEY**, Occupational Therapist, OT/PT Program, effective July 27, 2017. Reason: Retirement after more than 18 years of continuous service.
- **CYNTHIA GAVAZZI**, Data Systems Supervisor, Student Services Team, effective June 6, 2017. Reason: Employee accepted a position with Harrisburg Area Community College.
- **KEITH IMBODEN**, Program Supervisor, Student Services Team, effective August 31, 2017. Reason: Retirement after more than 4 years of continuous service.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective July 27, 2017. Reason: Employee is moving out of the area.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **AARON FILIP**, Intern, Technology Team, effective May 1, 2017 – August 25, 2017. Employee will be paid \$13.00 per hour. This is a temporary intern position funded through the Network Services budget.
- **EMILY HUDOCK**, Application Developer I, Technology Team, effective June 1, 2017. Base salary of \$60,000 for 12 months of service, prorated for a total of 22 days through June 30, 2017. This is a replacement position funded through the Application Development budget.
- **NOELLE MILLER**, Personal Care Assistant, CATES Program, effective May 1, 2017. Base salary of HS+30, Step 1, \$18,253, for 189 days of service will be prorated for a total of 22 days with additional new hire days as required. This is a new position funded through the CATES budget.

C. CHANGES OF STATUS:

- **LYNETTE LEE**, Educational Paraprofessional, Early Intervention Program, change in leave of absence effective dates from June 26, 2017 – July 26, 2017 to June 26, 2017 - July 27, 2017.

D. CHANGES OF SALARY: NONE

E. LEAVES OF ABSENCE:

- **KATIE BLACK**, Certified Occupational Therapy Assistant, OT/PT Program, leave of absence effective May 16, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from May 16, 2017 – the morning of June 2, 2017 for a total

of 12.5 paid days and without pay the afternoon of June 2, 2017 for a total of .5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

- **SHANNON ELLISON**, Floater Teacher, Student Services Team, leave of absence 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.
- **BOBBI JO ELY**, Lead Accountant, Administrative Team, intermittent FMLA leave through April 25, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Personal Care Assistant, CATES Program, unpaid leave is requested for May 8, 2017 due to exceeding 10 days of leave without pay. This will be employee's 14th day without pay. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **KRISTEN GROSS**, Program Assistant, CAOLA Program, leave of absence effective May 8, 2017 – August 9, 2017. Leave is requested using accumulated paid leave from May 8, 2017 – May 19, 2017 and June 19, 2017 – June 27, 2017 for a total of 17 paid days. Employee will be without pay from May 22, 2017 – June 16, 2017 and from June 28, 2017 – August 9, 2017 for a total of 24 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **CHERYL NOLL**, Educational Paraprofessional, Hospital Program, leave of absence effective May 8, 2017 – June 1, 2017. Leave is requested using accumulated paid leave for a total of 18 days and is in accordance with CAIU and FMLA policies.
- **THERESA SHROYER**, Social Worker, CATES Program, leave of absence effective May 11, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from May 11, 2017 – May 24, 2017 for a total of 10 paid days and without pay from May 25, 2017 – June 2, 2017 for a total of 6 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **PAMELA TOPPER**, Teacher, Early Intervention Program, leave of absence effective May 12, 2017 – July 27, 2017. Leave is requested using accumulated paid leave from May 12, 2017 – May 23, 2017 for a total of 8 paid days and without pay from May 24, 2017 – July 27, 2017 for a total of 26 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

May 25, 2017

PROGRAM SPOTLIGHT

May is Better Hearing and Speech Month! For 2017, the theme is "Communication: The Key to Connection."



The CAIU's youngest children, ages 3-5 in our Early Intervention program, receive speech and language services to increase their language skills and to expand their speech skills, such as articulation, voice volume and pitch, and fluency. Since July 2016, the Early Intervention SLPs provided speech and language therapy to over 1,800 children.

In addition to the Early Intervention Speech and Language services, the school-age speech and language pathologists provide assessment and intervention for students in our area's public and nonpublic schools. Therapy focuses on disabilities of language, articulation, voice and fluency that are present to such a degree that educational performance is affected.

The CAIU also provides Audiology services. Audiologists are licensed professionals who evaluate and treat hearing loss. Services may include assessments, audiometer calibration, FM Listening System evaluations, hearing screening follow-ups and direct and consultative services for students and staff in IU classrooms and school districts.

NEWS

19th Annual Tom Buskey Student Achievement Awards Celebration

The annual Tom Buskey Student Achievement Awards Celebration was held on Thursday, May 18, 2017. This event, sponsored by the Capital Area Intermediate Unit Transition Council, recognizes graduating seniors who have demonstrated progress in overcoming personal challenges and are realizing potential by building bridges toward successful post school transition. Several IU students were nominated for the Tom Buskey award.

In addition to honoring 25 students from our IU region, the event also featured Adam Blank, a motivational speaker who shared his personal story of overcoming adversity and self-acceptance. Adam is a young man with challenges of visual impairment, albinism and autism. As a young child, Adam received services from Intermediate Unit #1.

PA Corrections Education Association's (CEA) Teacher of the Year Award

Congratulations to Alison Howard, special education and math teacher at Loysville Youth Development Center, was the recipient of the PA Corrections Education Association's (CEA) Teacher of the Year Award!

This was presented at the annual state CEA conference earlier this month.



Art and Achievement Night

Hill Top Academy staff welcomed family and friends to the 3rd Annual Art & Achievement Night on Tuesday, May 16th. Students worked hard on their art, academic projects and food menu items highlighted at the event.



Student Services

- Curriculum Coaches are meeting with Supervisors and the Curriculum Team to plan the Functional Math Curriculum for the 2017-2018 school year.
- Summer Academy (professional development) training days are scheduled for school-age staff. We are focusing on the following topics; trauma, confidentiality, new IEP writing software and use of paraprofessionals as instructional partners.

Year in Review Data

- **School-age Evaluations and Re-evaluations (ER/RR)**
 - Equitable Participation - we conducted 99 ER/RRs in 33 non-public schools.
 - School Psychological Evaluations - we conducted 211 ER/RRs in IU programs.
 - Clinical Psychological Evaluations - 12 evaluations.
 - Psychiatric Evaluations - 2 evaluations.
 - District ER/RRs - 26 ER/RR for preschool to school-age transitions, 66 ER/RRs, 4 ADOS (Autism Diagnostic Observation Scale).
- **Hill Top Academy**
 - During the 2016-2017 school year, Hill Top Academy served 23 districts.
 - Cumulative enrollment was 178 students, with a current enrollment of 118.
 - As of May 4, 2017, 340 IEPs were processed (113 annuals and 227 revisions).
 - Sixteen students began a full-time or part-time transition to district.
 - Approximately 40 backpacks full of food are sent to our neediest families each weekend. This has been possible through our partnership with New Hope Ministries in Mechanicsburg and their Power Packs program, and HTA staff that volunteer to stuff the backpacks and bring them back to HTA. Power Packs is a food and nutrition program where students in need receive food in backpacks on Fridays to take home over the weekend.
- **Loysville Youth Development Center (LYDC)**
 - Two hundred sixty-seven students attended at least one day of school at LYDC so far this year. The number of new intakes is at 170 and continues to grow.
 - Current enrollment is 96 students.
 - Eighteen students graduated with Commonwealth of PA High School Diplomas.
 - Sixteen students received GED Diplomas.
 - Nine students have taken one or more CAOLA courses.
- **Preschool**
 - The Office of Child Development and Early Learning (OCDEL)-Bureau of Early Intervention Services administers an annual family survey to parents inquiring about their satisfaction with Preschool Early Intervention Programs. The CAIU received an overall satisfaction rating of 89% (statewide average is 88%).
 - Family satisfaction for children receiving speech and language services was 4.5 out of a 5.0 rating.

CAMhP (Capital Area Mental Health Program)

- CAMhP Program is growing and the plan for 2017-2018 is to open 1-2 more classes. We are currently looking for district settings to “house” this program. This will require a need to hire teachers and social workers for each new class.

Center Point at Diakon

- Currently 65% of student enrollment at Diakon Wilderness Center/Center Point Day Program is district referrals.

Hill Top Academy

- On May 10th, all Hill Top Academy students and staff attended Education Day at the Harrisburg Senators ballpark. Tickets, lunch and t-shirts were donated by the Butler Foundation.
- Hill Top Academy High School students began taking the Keystones online on May 15th. This is the first year Hill Top Academy will administer 100% of the exams online.
- To provide an additional layer of security, Hill Top has started an electronic visitor sign-in trial with Raptor Security Systems. All visitors must present identification that runs through a database to check for offenders. All visitors then receive a visitor's badge with a printed picture.
- On May 5th, Hill Top Academy received a visit from the newest litter of future service dogs from Susquehanna Service Dogs. Staff, students and visitors delighted in interacting with the puppies that will soon serve a tremendous purpose.
- Hill Top Academy Student Council is encouraging staff and students to increase recycling at the school. Additional recycling bins were added to the classrooms and office. Student Council has also started a food drive to benefit the Pennsylvania Food Bank.
- On May 31st, Hill Top Academy will hold its annual end-of-year school carnival event. Secondary students will create and run carnival booths to engage and excite the elementary students. Prizes and picnic food served by the cafeteria will be the highlights of the day!

Multiple Disabilities Support (MDS)

- Our MDS class participated in the West Shore Consortium Prom held on May 3rd at the West Shore Evangelical Free Church. This year's theme was "A Day in Candyland" and everyone had a wonderful time.
- The students in Ms. Walker's MDS class at Steelton-Highspire HS made 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 enjoyed this and are now able to complete kits with very little supervision. They made close to 600 craft kits and delivered them to the Caitlin's Smiles office.

Hospital Programs

- We have partnered with Pennsylvania Psychiatric Institute (PPI) In-Patient program to introduce a therapy dog, Stanley, to help support students with their emotional regulation. This has been a very positive experience for students and hospital staff as well. The team is collecting data to see what improvements have occurred with respect to attendance and social interactions.

Preschool

- Terry Telep, program supervisor, participated in an event called Book Your Child's Future sponsored by Success by 6, United Way on May 2nd at the Bosler Memorial Library in Carlisle. CAIU resources were shared with families and children.
- On May 5th, Mechanicsburg Area School District sponsored a Literacy Night Under the Lights for the community. Becky Boone (Preschool Teacher), Donna Weldon (Preschool Service Coordinator) and Sallyan Thomas (Vision Teacher) participated in the event. Hands-on activities were available for children with a focus on building literacy education in the community for parents and children from birth through Kindergarten.
- Spring Transition Meetings, for children who will be entering Kindergarten, were completed this month with the 24 school districts.
- This school year we had 14 Professional Learning Committees that preschool staff joined as part of their professional development. Staff met throughout the year working on identified goals and activities and shared their knowledge with the Preschool staff at their Professional Exchange Professional Development day.

OT/PT

- On April 24th, the OT Network meeting was held at Hill Top and the Messiah College Building on Winding Hill Road. Brittany Duling provided a tour of Hill Top and Danielle Seibert, the Academic Fieldwork Coordinator, provided a tour of Messiah's new facility and explained the new Occupational Therapy Master's program.

NOTIFICATION OF ACTIVITIES

- Attended the PAIU Executive Directors' monthly meeting.
- Attended PASA Women's Caucus Conference.
- Attended Education Transition Team Meetings with United Way Capital Region.
- The CAIU Cabinet members met with South Middleton SD's administrative team. We also had the opportunity to tour the newly renovated Iron Forge Elementary School and Administrative Offices.
- Attended Hill Top Academy's Art & Achievement Night.
- Attended Susquehanna Township SD's and Susquenita SD's Board meetings to share overview of CAIU services.
- Attended the 19th Annual Tom Buskey Student Achievement Awards Luncheon.
- Attended the annual Deaf/Hard of Hearing Awards Program.

SAVE THE DATE:

- **Variety - the Children's Charity:** My Bike, My Stroller and My Voice presentation on Wednesday, May 31, 2017 at 2:00 p.m. in the Susquehanna Room
- **CAIU Graduation:** Tuesday, May 30, 2017 at 7:00 p.m. in the Susquehanna Room. We will be honoring six graduates this year.
- **Early Intervention Family Carnival** will be held on June 6 from 5-8 p.m. at the Adventure Zone Playground in Mechanicsburg (rain or shine). This is a free event open to families of children involved in Early Intervention or Head Start programs 0-5 years of age in Dauphin, Cumberland, Perry and northern York counties.