

---

# CAIU BOARD HIGHLIGHTS

---

The following actions were taken at the **November 17, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- **Program Spotlight:** Keith Imboden, Program Supervisor, Alicia McDonald, Director of Student Services, Ann Vacchiano, Teacher, Pam Wilson, Job Coach, and six student interns provided an overview of the Project SEARCH program located at Penn State Health. The student interns and CAIU staff participated virtually from their classroom at the medical center.
- The Board announced the following retiree: **Ann Bailets**, Program Supervisor, retirement after 36 years of service
- Alicia McDonald, Director of Student Services, shared information about Project Search, American Education Week, and the Trout in the Classroom program at Hill Top Academy. She provided updates on Project MAX in our Autism and Multiple Disabilities Support classrooms. Alicia also shared information about the Employability Class at Loysville Youth Development Center - fifty students dressed up in new clothes from Dress for Success in preparation for interviews.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU is in the Open Enrollment period. The CAIU is hosting several HSA informational meetings. Theresa attended the annual PAIU HR/Business conference in State College. She continues to update the school district HR staff about the new Fair Labor Standards Act that will go into effect on December 1<sup>st</sup>.
- Len Kapp, Supervisor, Operations and Transportation, shared that CAIU exterior projects have been completed. Enola interior updates are nearing completion. The Driver's Education program continues to be in great demand. We continue to maintain a waiting list for Behind the Wheel instruction. CAIU transportation is transporting the largest number of students and greatest number of miles in over 15 years.
- Daren Moran, Business Manager, shared highlights from the local audit presentation. The business office is building the 2017-18 General Operating Budget; and 2016-17 budget revisions will be completed in December through March to accurately reflect budget changes.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that there are two new PIMS data collection reports related to bus evacuation drills and fire drills. CAIU's PAIU Aspiring Leader will host two other Aspiring Leaders from IU 23 and IU 12. She will be part of a presentation on PAIU's two new leadership programs at the upcoming AESA conference.
- David Martin, Directory of Technology Services, shared updates from a recent Request for Proposal (RFP) vendor conference for the regional Wide Area Network WAN for which proposals are due on December 22<sup>nd</sup>. The technology team is preparing district's budget preparation sheets to assist districts in preparing for their 2017-18 budget. The technology team is preparing and hosting trainings to inform districts about future technologies. Equipment upgrades are being made in conference rooms, specifically to projectors and sound systems. He also provided an update on AgendaManager marketing: CAIU will be presenting on AgendaManager at the AESA conference; the new website is experiencing increased hits; two demonstrations are scheduled in New York and Florida; and several IUs have expressed interest.
- Cindy Mortzfeldt, Executive Director, shared that Project SEARCH student interns are corresponding via email with IU employees to assist interns with communication and writing skills. There was a My Bike presentation held at the CAIU on October 31<sup>st</sup>. The fall superintendents' conference was held recently with Liz Weber as a main presenter. The third

South Central Excellence and Equity presentation was held this morning. The Enola preschool playground is nearing completion.

**Executive Session** – No executive session was held.

**Approved Action Items**

- Minutes from the October 27, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$8,707,517.68 in receipts and \$6,671,316.41 in expenditures for October 2016
- Summary of Operations for the 2015-16 fiscal year (as of November 3, 2016) showing revenues of \$85,654,214.89 and expenses of \$85,741,518.45
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$27,504,018.32 and expenses of \$18,721,339.97
- Budget Administration
  - Proposed 2016-2017 Original Budget – Conference Planning in the amount of \$6,090
  - Proposed 2016-2017 Original Budget – Gifted Technical Assistant Services in the amount of \$140,000
  - Proposed 2016-2017 Original Budget – PA Assessment and Accountability in the amount of \$315,610
  - Proposed 2016-2017 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,438,879
- Policies & Programs
  - Second Reading, New Policy #706 – Property Records
  - Second Reading, Revised Policy #826 – Management of Individualized Identifiable Health Information
  - First Reading, Revised Policy #007 – Distribution
  - First Reading, Revised Policy #331 – Job Related Expenses
  - First Reading, Revised Policy #336 – Personal Necessity Leave
- Personnel Items – See Attached Report

**Executive Director's Report**

- See attached written report.

**Board Member Sharing of Information**

- Mrs. Judy Crocenzi, West Shore SD, shared that their district settled their collective bargaining agreement. The West Shore band also placed 1<sup>st</sup> in state competition and 4<sup>th</sup> in national. She also shared her positive experience in being able to attend the "My Bike" presentation.
- Mrs. Judith Quigley, Mechanicsburg SD, announced that this would be her last meeting as she will be resigning from the Board. She expressed her gratitude and that it was an honor and privilege serving on the CAIU Board.

**President's Report**

- Mrs. Jean Rice thanked the board for their attendance and wished everyone a Happy Thanksgiving.

**NEXT MEETING: Thursday, December 22, 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:**

- **PHYLLIS BROWN**, Social Worker, CATES Program, effective November 23, 2016. Reason: Employee accepted a position with Lincoln Intermediate Unit.
- **MARY HARRISON**, Personal Care Assistant, Autism Support Program, effective November 4, 2016. Reason: Personal
- **SHAHARA JOHNSON**, Personal Care Assistant, Emotional Support Program, effective November 18, 2016. Reason: Personal.
- **PAUL ZANGER**, Personal Care Assistant, Autism Support Program, effective November 18, 2016. Reason: Personal.

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

- **LESLIE BARNES**, Access Secretary, Student Services Team, effective November 29, 2016. Range 4 salary of \$33,637.50 for 12 months of service will be prorated for a total of 154 days through June 30, 2017. This is a replacement position funded the Access budget.
- **WHITNEY CONNOLLY**, Business Support Specialist, Administrative Team - Business, effective December 12, 2016. Base salary of \$53,000 for 12 months of service, prorated for a total of 145 days through June 30, 2017. This is a replacement position funded through the General Operating budget.
- **BILLIJO MILLER**, Personal Care Assistant, Emotional Support Program, effective November 15, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 124 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KELSIE PAXTON**, Personal Care Assistant, CATES Program, effective November 29, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a new position funded through the Emotional Support and CATES budgets.
- **NA TERRA TONSEL**, Personal Care Assistant, Emotional Support Program, effective November 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 131 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

### **C. CHANGES OF STATUS:**

- **SHANNON ELLISON**, from Educational Paraprofessional to a Long Term Substitute Teacher, Emotional Support Program, effective August 8, 2016 – December 23, 2016. Change of status results in a change of salary to Bachelors, Step 2, \$44,747 for 189 days of service and will be prorated for 89 days. This is a replacement position funded through the Emotional Support budget.
- **KELLY HERMAN**, Educational Paraprofessional, Autism Support Program, change in leave of absence start date from November 9, 2016 to October 28, 2016. Employee will now be using accumulated paid leave time from October 28, 2016 – November 3, 2016 for a total of 5 paid days and without pay will be from November 4, 2016 – February 3, 2017 for a total of 55 unpaid days. Employee's one-year of child-rearing leave of absence will be from February 4, 2017 until the return from winter break, January 2018.
- **SARAH KNOUSE**, from Educational Paraprofessional to Long Term Substitute Teacher, Diagnostic Program, effective October 24, 2016 – June 2, 2017. Change of status results in a change of salary to Bachelors, Step 1, \$44,247 for 189 days of service and will be prorated for 142 days. This is a replacement position funded through the Diagnostic budget.

- **MICHELE MARSICO**, from part-time to full-time Teacher, ESL Program, effective November 7, 2016.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, Autism Support Program, change in end date of assignment from October 31, 2016 to December 22, 2016, resulting in an increase of days from 53 to 88.
- **DULCE MCNEILLIE**, Secretary, Loysville Youth Development Center, from a 205 day employee to a 260 day employee, effective November 7, 2016.
- **ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, from active to terminated status due to failure to report to work, effective September 23, 2016.
- **TAMMY TRUE**, Program Secretary, Student Services Team, change in leave of absence return to work date from October 31, 2016 to November 1, 2016.

**D. CHANGES OF SALARY:**

- **LYNDI JANNY**, Teacher, Early Intervention Program, change of salary for completion of Master's Degree, effective October 25, 2016. Salary will be based on a Masters, Step 4, \$49,744, for 189 days of service and will be prorated for a total of 145 days.
- **DEBORAH ROSE**, School Psychologist, Pupil Services Program, change of salary for completion of Masters + 45 credits, effective October 25, 2016. Salary will be based on a Masters + 45, Step 9, \$61,099, for 189 days of service and will be prorated for a total of 140 days.
- **HARRY SHIELDS**, Long Term Substitute Teacher, Loysville Youth Development Center, change from Step 5 to Step 14, resulting in salary change to \$64,380, prorated based on the number of days to be worked. Employee provided proof of additional years of teaching service prior to beginning employment.

**E. LEAVES OF ABSENCE:**

- **PETER FIDGETT**, Social Worker, Pupil Services Program, leave of absence September 6, 2016 – October 14, 2016. Leave is requested using accumulated paid leave for a total of 28 days and is in accordance with CAIU and FMLA policies.
- **JANICE SUSI**, Occupational Therapist, OT/PT Program, leave of absence October 19, 2016 – November 11, 2016. Leave is requested using accumulated paid leave for a total of 18 days and is accordance with CAIU and FMLA policies.

# Executive Director's Report

November 17, 2016

## PROGRAM SPOTLIGHT

### Project SEARCH

The CAIU operates a licensed Project SEARCH classroom at Penn State Hershey Medical Center for seniors who are graduating and seeking competitive employment in an integrated setting. This is a partnership program that operates collaboratively with Penn State Hershey Medical Center (PSHMC), Ms. Danielle Iovino, the PA Department of Labor & Industry - Office of Vocational Rehabilitation (OVR), Ms. Janice Mazzitti, and our member School Districts.

Mrs. Ann Vacchiano is the teacher, Ms. Pam Wilson is the job coach, and Mr. Keith Imboden is the program supervisor.

There are six young adults (interns) in the classroom from four school districts. The interns learn relevant, marketable skills through their workplace rotations with PSHMC employee mentors as well as learning employment skills in the classroom (workplace safety, technology, social skills, communication, interviewing, money management, job search skills, transportation and workplace navigation, etc).

The staff and interns will speak to you directly, using Zoom, about their program during the Board meeting.

## NEWS

### "My Bike" Presentation and Parade Event

On Monday, October 31<sup>st</sup>, we had the privilege to again host the "My Bike" event on behalf of Variety - the Children's Charity. Eight children received adaptive bikes and several other children were fitted for adaptive bikes. PA State Senator, Rob Teplitz attended the event. The children and families demonstrated their joy as they rode their bikes in a parade through the lobby amidst cheers from IU staff.



### Fall Superintendents' Conference

The Fall Superintendents' Conference was held on November 2-4, 2016. This year's theme was "Leveraging Your Leadership." Liz Weber, conference presenter, specializes in strategic planning, succession planning and leadership development. Andrew VanWylen, from Eidex Insights, provided an overview and functionality of Eidex Focus, a business analytics tool.

### Curriculum Services

- This month's Curriculum Advisory Council (CAC) meeting will be held at Big Spring SD on November 16<sup>th</sup>. The group will be going to Big Spring SD to learn about their Business Incubator Program. Here's a link to a story about their program: <https://www.psea.org/general.aspx?id=13848>
- On Thursday, Nov. 17<sup>th</sup>, CAIU will be hosting the 3<sup>rd</sup> session of this year's South Central PA Consortium for Excellence and Equity. The title of the session is "Creating Culturally Responsive and Personalized Learning Environments". The presenter is Allison Rodman, Founder of the Learning Loop, LLC from Haddon Twp, NJ.

### Student Services

#### Hill Top Academy

- Hill Top recently sent a team of staff and students to the South Central Pennsylvania Consortium for Excellence & Equity 1st Annual Middle School Forum: "Wise Up to Rise Up:

Climbing Mountains & Tearing Down Barriers". Hill Top students listened to speakers and worked side by side with Middle School students from districts throughout South Central PA.

- Patti Chasteen's classroom will again be working with Trout Unlimited to raise trout in the classroom. Hundreds of trout eggs arrived at Hill Top last week to be raised by students in a classroom aquarium, for release as fingerlings this spring in the Yellow Breeches.
- Hill Top's principal, Dr. John Thompson, was a presenter representing the CAIU at the annual PA Principals' Conference at Penn State this past week. His session was entitled, "Cultivating a SUPER Instructional Culture at Your School."

### **Project SEARCH**

- Ann Vacchiano, teacher of our Project Search program, has begun an email mentoring program in which the interns in her program are paired with a CAIU staff member to share email correspondence. This activity helps the interns practice writing business email with oversight from our staff members. It also helps them learn more about employability skills from professional workers. Thank you to the mentors for their involvement.
- On October 17, Danielle Lovino, was honored at a Business Champions Luncheon for her role in providing support in the hiring of students with disabilities. Ms. Lovino is our business partner at Penn State Health Hershey Medical Center who is part of our Project SEARCH steering committee. We thank Danielle for her dedication to our program.

### **Autism Support (AS)**

- Our AS class at Central Dauphin has connected with Colonial Park Fire department. After taking a tour of their facility, the students are now beginning to do odd jobs at the department in support of the staff there. The fire fighters have been very accepting of having our students be part of their "team".
- Our Project Max team, under the leadership of our internal coach, Lisa Smiley, is expanding its focus on implementing instructional strategies and technological innovations to incorporate grade level standards into our classes for students with complex learning needs. The team has plans to roll out the core tenets of Project Max to all district-based classes throughout CAIU.

### **Loysville Youth Development Center (LYDC)**

- Since the end of October, we have had 10 students released and 13 students enter. We currently have 95 residents.
- Jim Towse from PDE had a walk-through/visit to LYDC on October 18, 2016.
- The employability class had a guest speaker from the Office of Vocational Rehabilitation (OVR) on October 17<sup>th</sup>. She spoke to the groups about services they offer and how to access services. Some students completed applications and will start receiving services when they leave LYDC.
- We had a guest Speaker for an assembly on October 31<sup>st</sup>. Mr. TJ Griffin spoke to the students about being successful, being real, don't "Fake it to make it" and how he turned his life around. It was an excellent positive message for our students.
- The ASVAB test was offered on October 25<sup>th</sup>. Twelve students took the ASVAB.
- Two representatives from the Breaking the Chains organization visited LYDC to help students prepare for Mock Interviews on October 26<sup>th</sup>. All students in the Employability class participated.
- Representatives from OVR, Career Links, and Human Resource personnel from some local companies came on November 4<sup>th</sup> to interview all the students in the Employability Class. Fifty students dressed up in new clothes from Dress for Success in preparation for the interviews.
- Mr. Harper organized the Anti-Bullying series. The series began with an assembly on October 27<sup>th</sup> and data collection from the students.

### **Preschool/Early Intervention**

- Dr. Rhonda Brunner, Assistant Executive Director and Terry Telep, Preschool Supervisor, participated in the PAIU Fall Day on The Hill on October 18<sup>th</sup>. The PAIU Fall Day on the Hill was a day to visit with local legislators in the Capitol and to share with them the important contributions IUs are making in communities across the Commonwealth.
- Preschool Supervisors attended the Early Intervention Fall Leadership Conference: Fostering Leadership Skills for Quality Inclusive Practices on November 2<sup>nd</sup> and 3<sup>rd</sup>.

- Preschool Staff participated in professional development about naïve learners led by Dr. Cathy Scutta.
- Terry Telep, Preschool Supervisor, Lara Borne, Preschool Educational Consultant, and Amy Reed, Early Intervention Coordinator, Cumberland and Perry MH/IDD Program provided an overview of early intervention services to The School Readiness Team sponsored by Success by 6, United Way of Carlisle and Cumberland County.
- As part of the Evidence Based Grant and in collaboration with Follow Me Christian Child Care Center, Jamie Gordon, Preschool Inclusion Consultant, participated in a literacy night at the child care center on November 7<sup>th</sup>. Literacy and hands on activities focused on social-emotional development and the PATH's curriculum (Promoting Alternative Thinking Strategies) were offered to children and families from 6:00-8:00 PM.
- Jean Gray and Lara Borne, Preschool Educational Consultants, provided training and consultation with the preschool staff at Grace Christian Preschool on developmental screenings and the CAIU referral process.
- Karen Wronski, Preschool SLP, is currently working with seven families in the Hanen fall class, "More than Words". Families participate in a total of eight evening classes throughout the course. The program provides parents with the teaching tools and strategies they need to help their children reach their full communication potential.
- The development of the playground located in the back area of the Enola building has begun and was supported by fundraisers and Champions for Children. Preschool staff and children who receive services at the Enola center are looking forward to using the playground upon completion!
- Loretta Connolly, Preschool SLP, completed a series of Parent Fluency training. Several preschool families participated.
- Preschool Parent Orientation meetings have been scheduled with the 24 school districts and the families of the preschool children who will transition into school age program in the 2017-18 school year. Meetings will take place in November and December.

## NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting.
- Visited Lemoyne Preschool Center.
- The CAIU Cabinet members met with East Pennsboro Area School District's administrative team on November 1<sup>st</sup>. 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 Fall Superintendents' Leadership Conference.
- Held two All Staff Communication Meetings on November 8. Virtual participation through Zoom webinar was offered for staff not able to participate in person. We also kicked off our United Way of the Central Region annual campaign.

## SAVE THE DATE

- **Project SEARCH** - An **Open House** will be held on November 15<sup>th</sup> from 6:00-8:00 p.m. at Penn State Health Milton S. Hershey Medical Center. This event gives prospective students and families an opportunity to learn more about this exciting program.
- The **5<sup>th</sup> Annual CAIU iPad Summit** will be held on Friday, December 2<sup>nd</sup>. For more information, please visit the Smore (<https://www.smores.com/eh9u7>) and the Wikispace (<http://cauiupadsummit16.wiki.caiu.org/home>). Register here: <https://goo.gl/eNNQWH>