
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 27, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** David Colestock, Supervisor, provided an overview of services provided to the students and staff at our nonpublic schools including Titles I and II services.
- The Board announced the following retiree: **Kristi Shireman**, Program Supervisor of Early Intervention Speech and Language, retirement after 18 years of service
- Alicia McDonald, Director of Student Services, shared an update on the preschool grant implementation with Follow Me Childcare Center. The PA Psychiatric Institute is opening more beds for younger students, as a result, CAIU is opening another classroom there. The CAIU operates seven classrooms across the hospital settings in our region.
- Theresa Kinsinger, Director of Organizational Services, shared that there is a Guest Teacher training today for 30 participants. Her staff continues to fill vacant positions. Open Enrollment paperwork will be distributed tomorrow and informational meetings about Health Savings Accounts have been scheduled.
- Len Kapp, Supervisor, Operations and Transportation, shared that the Hill Top Academy parking lot and driveway project has been completed and is providing for a more efficient traffic flow. He provided an update on the culvert repair project at Enola and noted that his staff is preparing for winter weather.
- Daren Moran, Business Manager, shared that the local auditors have completed their work and will present their report at next month's board meeting. His team is working to fill a staff vacancy, and budget preparation for the 2017-18 fiscal year will begin in the near future.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about an upcoming PEMA Chemical Management Clean-up training and that the CAIU 15 PDE Federal Program Regional Coordinator is now holding monthly update meetings at CAIU for the purpose of updating districts on Every Student Succeeds Act (ESSA) implementation and to answer any questions related to Federal Program implementation.
- David Martin, Directory of Technology Services, shared that the Regional Wide Area Network (RWAN) bid went out for a 3-year contract. Joe Gallucci and he are presenting at the Association of Educational Service Agencies (AESAs) annual conference on the AgendaManager product. An E-rate training is scheduled, and his team recently replaced wireless access points at CAIU.
- Cindy Mortzfeldt, Executive Director, shared that we are currently in year two of the Equity and Excellence series implementation. A middle school event was held yesterday. The agenda and session outline are on the Board agenda. We also held a new employee orientation yesterday which was presented by CAIU administrators. There is a Project Search Open House at Hershey Medical Center on November 15th from 6:00-8:00 pm. Our CAIU preschool staff worked with Simpson Library in Mechanicsburg to share information during the Parent and Toddlers Together Workshop. On October 31st at 2:00, the CAIU will host another My Bike event through Variety, the Children's Charity.
- Rennie Gibson, Executive Assistant, shared that our next board meeting will be held on the third Thursday of the month due to the Thanksgiving holiday.

Executive Session – No executive session was held.

Approved Action Items

- Minutes from the September 22, 2016 CAIU Board Meeting

- Treasurer's Report and Payment of Bills – a total of \$9,986,190.01 in receipts and \$9,471,120.00 in expenditures for September 2016
- Summary of Operations for the 2015-16 fiscal year (as of October 13, 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 \$17,998,213.98 and expenses of \$12,142,156.76
- Budget Administration
 - Proposed 2016-2017 Original Budget – Review of Higher Ed Teacher Programs in the amount of \$155,000
 - Proposed 2016-2018 Original Budget – Title I Part D – Neglected and Delinquent Subpart 2 in the amount of \$86,604
 - Proposed 2016-2018 Original Budget – Title III Part A – English Language Acquisition in the amount of \$219,580
- Policies & Programs
 - Second Reading, New Policy #331.1 – Use of Personal Vehicles
 - Second Reading, New Policy #707 – Use of Intermediate Unit Facilities
 - Second Reading, New Policy #702 – Gifts, Grants, Donations
 - First Reading, New Policy #706 – Property Records
 - First Reading, Revised Policy #826 – Management of Individualized Identifiable Health Information
- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Business Support Specialist
- 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 this morning. She was also very appreciative of the work of the CAIU staff as shared through the letters of commendation attached to the Board agenda.

NEXT MEETING: Thursday, November 17, 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:

JULIE BARBER-BRISTOL, Speech and Language Clinician, School-Age Speech Program, effective December 9, 2016. Reason: Moving out of state.

RACHEL BENECKE, Educational Paraprofessional, Diagnostic Program, effective October 6, 2016. Reason: Personal.

KAREEM COTTON, Inclusion Educational Paraprofessional, Early Intervention Program, effective October 14, 2016. Reason: Personal.

FREDERICK GARMAN, Educational Paraprofessional, CATES Program, effective October 6, 2016. Reason: Personal.

SARAH MAZZULLA, Teacher, Emotional Support Program, effective December 2, 2016. Reason: Personal.

RUTH NAZAY, Personal Care Assistant, Autism Support Program, effective October 4, 2016. Reason: Personal.

DEBRA PARODA, Program Secretary, Loysville Youth Development Center, effective January 5, 2017. Reason: Retirement after 17 years of continuous service.

ERIN SAUNDERS, Program Secretary, Pennsylvania Institute for Instructional Coaching (PIIC) Program, effective October 31, 2016. Reason: Personal.

CATHY WRIGHT-DANIELS, Educational Paraprofessional, Autism Support Program, effective October 21, 2016. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

ALYSSA DEGSOSKY, Speech and Language Clinician, Early Intervention Program, effective November 7, 2016. Base salary of Masters, Step 3, \$48,693 for 189 days of service will be prorated for 123 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

JIL DESSO, part-time Teacher, ESL Program, effective September 27, 2016. Employee will be paid at the rate of \$32.96 per hour, based on Bachelors, Step 4, \$46,717 for 189 days of service. This is a replacement position funded through the ESL budget.

TIMOTHY DORSEY, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Range 3, \$112,363 for 12 months of service, prorated based on number of days worked through June 30, 2017. This is a replacement position funded through the CORE budget.

NATHANIEL KREYSAR, Educational Paraprofessional, Autism Support Program, effective September 26, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

JEREMY LOPUS, Personal Care Assistant, Autism Support Program, effective October 10, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

MICHELE MARSICO, part-time Teacher, ESL Program, effective October 10, 2016. Employee will be paid at the rate of \$31.21 per hour, based on Bachelors, Step 1, \$44,247 for 189 days of service. This is a replacement position funded through the ESL budget.

MARVIN MOSES, Personal Care Assistant, Autism Support Program, effective October 31, 2016. Base salary of HS, Step 12, \$26,410 for 189 days of service will be prorated for a total of 140 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

NICHOLAS RUDDLE, Educational Paraprofessional, Emotional Support Program, effective October 24, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be

prorated for a total of 142 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

HARRY SHIELDS, Long Term Substitute Teacher, Loysville Youth Development Center, effective November 7, 2016 – January 27, 2017. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for 48 days of service. This is a replacement position funded through the Loysville Youth Development Center budget.

LINDSEY STAUFFER, Educational Paraprofessional, Diagnostic Program, effective November 14, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 127 days with additional new hire days as required. This is a replacement position funded through the Diagnostic budget.

JENNIFER STURTEVANT, Speech and Language Clinician, Early Intervention Program, effective October 17, 2016. Base salary of Masters, Step 6, \$52,239 for 189 days of service will be prorated for a total of 138 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

C. CHANGES OF STATUS:

KIMARIE BROWN, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

ERIN LAVIA, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

MARYANN MERCER, from part-time to full-time Educational Paraprofessional, Multiple Disabilities Support Program, effective for the 2016-2017 school year.

ANDREW RICHMOND, Educational Paraprofessional, Emotional Support Program, rescinding resignation, effective September 23, 2016. Change from full-time status to part-time status.

TAMMY TRUE, Program Secretary, Student Services Team, change in leave of absence return to work date from September 30, 2016 to October 31, 2016.

D. CHANGES OF SALARY:

CRYSTAL JENKINS, Penn Data Specialist, Student Services Team, change in salary due to change of job description and increase in job duties, effective July 1, 2016. Salary will be \$44,811 and based on 12 months of service.

TRACEY SNYDER, Job Coach, Transitional Support Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

ELENA TAYLOR, Job Coach, Loysville Youth Development Center, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

PAMELA WILSON, Job Coach, Project Search Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

E. LEAVES OF ABSENCE:

FREDERICK GARMAN, Educational Paraprofessional, CATES Program, leave of absence September 12, 2016 – October 6, 2016. Leave is requested using accumulated paid leave from September 12, 2016 – September 14, 2016 for a total of 3 paid days and without pay from September 15, 2016 – October 6, 2016 for a total of 16 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

KAREN LAWSON, Educational Paraprofessional, Early Intervention Program, leave of absence November 18, 2016 – December 16, 2016. Leave is requested using accumulated leave time for a total of 13.5 paid days. The remainder of the leave will be without pay and will result in a total of 1.5 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.

WILLIAM MERCER, Personal Care Assistant, CATES Program, leave of absence September 12, 2016 – September 16, 2016. Leave is requested using accumulated paid leave for a total of 5 days and is accordance with CAIU and FMLA policies.

Executive Director's Report

October 27, 2016

PROGRAM SPOTLIGHT

Nonpublic School Services

Services for nonpublic school students were established in Pennsylvania through Act 89 in 1975. Intermediate Units are required to establish a program of services to provide auxiliary services for students attending nonpublic and private schools. These services are funded through an annual state allocation based on the total nonpublic enrollment within the intermediate unit footprint. Within our CAIU region, services are provided at 42 nonpublic schools by 20 remedial specialists, 14 school counselors, 2 school psychologists, 15 Speech and Language Clinicians and 2 ESL staff. Services provided include:

- **Academic Remediation.** The major objective of teachers who provide remedial assistance is to help students maximize academic strengths while overcoming individual learning needs. Individual and small group instruction is aligned with classroom activities.
- **School Counseling.** School counselors work as a team with teachers, administrators, and parents. Counseling services are provided to elementary and secondary students.
- **Speech and Language Support.** Speech and language assessments are used to identify eligible students. Services are designed and individualized by a speech clinician to provide therapy for students with language difficulties, articulation, fluency, and voice usage.
- **Psychological Evaluation and Consultative Services.** Psycho-educational assessments are completed as a result of school based concerns. Assessments are used to gather additional information about the student in order to help him or her be successful in their present setting. The primary focus of consultative services is to define concerns related to individual student issues.

In addition to the Act 89 program, additional services are provided for staff and students through federal funds such as IDEA, Title IA and Title IIA.

NEWS

Technology Services

Regional Wide Area Network. The CAIU Technology Services team has been working collaboratively with our member school districts to plan the next generation Regional Wide Area Network (RWAN). On Monday, October 17th, the CAIU submitted a Request for Proposal (RFP) through the E-rate portal. Included in the RFP is upgraded fiber connections to all of our 24 school districts, 2 vocational technical schools. We currently have 1 Gbps connection to our schools and as blended learning has increased there is a need for more bandwidth. In addition to the RWAN connections, we included increased Internet bandwidth as well as district requests for their internal needs for a total of 52 separate connections.

Tinker Expo

The CAIU held its First Annual Tinker Expo on October 5, 2016. The Expo was a



success with over 115 attendees partaking in ten breakout sessions and tinkering at twelve different hands-on table displays focusing on the makerspace concept and innovative practice in the classroom. Highlights from the day included being able to experience Virtual Reality with Playstation, getting hands on with Lego Robotics, and creating working circuits with Raspberry Pi integration. Along with the inside events of the day, the day included a food truck rally with three food truck vendors for CAIU employees and attendees of the Tinker Expo. The Tinker Expo Committee is already planning the Second Annual Tinker Expo on October 24, 2017!



Student Services

Deaf/Hard of Hearing Program

- Jennifer McLaughlin, CAIU DHH classroom teacher, and Michele Kurtz, CAIU Educational Interpreter, are offering sign language lessons twice a month to teachers and staff at Conewago Elementary School. Our elementary Deaf and Hard of Hearing class is located in this building.
- At Susquehanna Township Middle School, CAIU Deaf and Hard of Hearing students, assisted by CAIU Educational Interpreter, Laury Walker, presented information on deaf culture on the school's WAVE station to celebrate Deaf Awareness Week, September 26-30. On Tuesdays, beginning the week of October 11th, one student each week will teach a sign language lesson on the television station. Laury has also labeled sign language vocabulary around the school. Students have already begun to try to communicate with the deaf/hard of hearing students during lunch.

School-Age Speech/Language

- The School-Age Speech/Language program will continue to host Speech/Language Networking sessions for Speech/Language Pathologists employed by local school districts. This is a wonderful opportunity for these professionals to discuss issues pertinent to the role of a school-based speech/language pathologist. The first meeting of 2016-17 is scheduled for Friday, October 28th, from 1:00 – 3:30 p.m. in Enola.

Blind/Visually Impaired Support

- On August 11th and 12th, all CAIU teachers of the visually impaired attended the Low Incidence Institute, held in State College. During these two days of training, they learned how to use various iOS devices to support students with visual impairments.

Participation at the 'Fall Parent and Toddlers Together Workshops' at the Simpson Library in Mechanicsburg

- This workshop provides a setting in which parents and children can work and play together. It also brings in resource people from the community for parents to ask questions and gain information on different aspects of parenting and early childhood development.

- **Preschool** - Yvonne Wiley Shreffler, CAIU Preschool Speech Therapist, attended and answered parent questions and concerns about their children's speech development. Jean Gray, CAIU Preschool Educational Consultant, attended and provided information on child development and resources in the community and on the internet.
- **Audiology** - Diane Graybill, CAIU Audiologist, attended to serve as a resource for parents who had questions regarding hearing loss.

Preschool

- Preschool had their kick off for Professional Learning Communities (PLCs) on October 3rd. Approximately 100 preschool staff participated in 14 different PLCs ranging from social-emotional development, motor planning, dual language learners, service delivery collaboration, increasing parental involvement, instruction and coaching in the home, instruction through play, self-regulation, and promoting participation. Staff developed action plans and goals to focus on throughout the year. Staff will share their work with all preschool staff on May 25th as part of a professional development session.
- As part of the Evidence Based Grant, several CAIU preschool staff and staff from Follow Me Child Care participated in training for Promoting Alternative Thinking Strategies (PATHS).
- Donna Weldon, Service Coordinator, participated in a Resource Expo in collaboration with Capital Area Head Start sharing resources and materials about early intervention.
- The educational team (teacher, OT, PT, SLP) in Kristin Leitzel's preschool class, at Options Child Care in Camp Hill, made a special request for an adaptive chair for one of their students. They shared the attached PowerPoint (See attachment in Agendamanager) to help others understand the impact that this purchase had and how it helped the child become more independent.

CAMhP Program (Capital Area Mental health Program)

- CAMhP Program has completed its 2nd round of family/district check-ins to review academics and mental health status. Districts and families are extremely pleased with the outcome of the program and the success of their students. Currently, no students are being discharged and additional referrals are being submitted.

Instructional Coaches

- Coaches are working to support their initiatives in all classrooms and supporting staff and supervisors during the first marking period's data review meetings. Staff is using benchmark data from both academic and behavioral probes for these meetings.

Loysville Youth Development Center

- Eleven students have been released and 11 students have entered since early September. Currently there are 95 residents.
- Fourteen of the 95 students, or 15%, of the population already have their GED or High School Diploma. Two students passed the GED test this month.
- Students donated artwork and pictures to be sold at a silent auction to benefit the Caitlin's Smiles foundation. Students also made cards, in art class, to give to patients through the Caitlin's Smiles. These efforts were coordinated by Elena Taylor and Shane Davis, staff at the LYDC School.

ELECT

- Jody Forney-Cole and Melissa Rosado, two of the ELECT case managers, presented at the 42nd Annual Family Involvement Conference. Their topic is 'My Mom and Dad are Grads!- Teen Parents: Keeping the focus on education to promote success for future generations.'

OT/PT

- Professional Learning Communities (PLCs) began meeting this year. Many of the PTs are investigating how to increase the generalization of participation skills in regular school classes. OTs have chosen to collaborate on the topic of self-regulation with a goal of providing consistency in the types of strategies, vocabulary, and skills being used.

Autism/MDS

- On October 4th, Dina Roseberry, Autism Support teacher at East Pennsboro High School, was honored by Isaac's Deli for being a difference maker. She and the Autism Support classes at EPHS received lunch from Isaac's. The following post describing the event is from Isaac Deli's Facebook page.
 - *At the beginning of September, we asked our fans to tell us about a difference maker they know at work who deserved a catering from Isaac's. In the winning post we picked, Dee Dombach told us about her co-worker Dina Roseberry at the Capital Area Intermediate Unit at East Pennsboro High School. We got to meet both her and Dee today when we dropped off the catering prize...which Dina shared with the students in her class and fellow teachers! What an inspiration and a difference maker...keep up the awesome work you do, Dina! Thanks for letting us make your day.*
- Our Autism Support class at Central Dauphin Middle school has partnered with the Dauphin County Library System to create welcome tote bags for new library patrons. This project began last school year and was very successful. This project gives our students the opportunity to gain vocational skills while at the same time contributing to a worthy organization. We thank the DCLS for allowing our students to have this opportunity.
- Our Autism Support class at Dillsburg Elementary read an article from the News-2-U program in regards to 9/11 and honoring the local heroes in our community. As a result, the students made thank you cards that were sent along with a letter to the local police officers sharing their appreciation for their work in Carroll Township. The police department responded to the class indicating that they will be displaying the cards throughout their police station and also sent some Carroll Township Police Junior Officer stickers for the students.
- Our first collective Project Max meeting was held on October 4th with two of our classes collaborating on instructional strategies and technological innovations to incorporate grade level standards into our classes for students with complex learning needs.

Hospital

- We have worked with Pennsylvania Psychiatric Institute (PPI) to open another class for students ages 4-12. The classroom is nearly complete with an opening date of October 31st. The new area will accommodate 9 students who are in need of in-patient psychiatric care. CAIU staff will provide the educational part of the students' days.

NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting.
- Attended the PAIU Executive Directors' monthly meeting including a meeting with PDE staff.
- Participated in the PAIU Innovations/Entrepreneurial Capacity Committee meeting.
- Visited Hill Top Academy for classroom and student visits.
- Attended the monthly Chief Recovery Officer meeting at Harrisburg School District.
- Began this year's school district administration team visits. The CAIU Cabinet members met with West Perry's administrative team on October 4th. 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. Our second district visit is scheduled with Lower Dauphin SD on October 25th.

- Attended Shippensburg Area SD's board meeting on October 10th to provide an overview of CAIU Programs and Services.
- Attended the PASA-PSBA School Leadership Conference including Women's Caucus Board Meeting.
- Held New Employees Orientation session on October 26th.

SAVE THE DATE

- **Project SEARCH** - An **Open House** will be held on November 15th 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 **5th Annual CAIU iPad Summit** will be held on Friday, December 2nd. Please visit the Smore (<https://www.smores.com/eh9u7>) and the Wikispace (<http://cauiipadsummit16.wiki.caiu.org/home>) for more information.

Register here: <https://goo.gl/eNNQWH>