
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 22, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: **Cynthia Shiraki**, Program Supervisor of preschool and school-age Occupational Therapists and Physical Therapists, retirement after 28 years of service
- Alicia McDonald, Director of Student Services, shared that September is reconciliation time for districts' special education contracts. Hill Top Academy has a team in place to assist with intakes and class placements. The preschool program received an \$18,000 grant from Office of Child Development and Early Learning (OCDEL) in partnership with Follow Me Daycare.
- Theresa Kinsinger, Director of Organizational Services, shared that the recently negotiated contract has been implemented. Information sessions related to implementation of Health Savings Accounts (HSAs) are being planned. An area of focus for districts is about website accessibility per ADA including options for online applications. The IU is staying abreast of the change in Fair Labor Standards Act and the impact on exempt employees. There is information on the CAIU website about a Guest Teacher training planned for October 27th and 28th at CAIU.
- Len Kapp, Supervisor, Operations and Transportation, shared an update on the culvert project. The Hill Top Academy (HTA) parking lot project is nearing completion. In 2015-16, nearly two million miles were provided by the CAIU in transportation for our districts. We currently have over 100 vehicles in service for this school year. The Drivers' Education program is in high demand with approximately 200 students in the queue.
- Brian Griffith, Director of Curriculum Services, introduced Cheryl Rudawski, who provided an overview of Title III and English as a Second Language (ESL) services provided by the CAIU. Student teachers attended their final day of High Impact Strategies training today at the CAIU.
- Daren Moran, Business Manager, shared that the local auditors are at the CAIU. The Board Finance Committee will be contacted in the near future to schedule meetings in preparation for the 2017-2018 budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the *Every Student Succeeds Act* (ESSA) workgroups have the final presentation of recommendations to the Pennsylvania Department of Education (PDE) on October 18th at the Forum. On that same day, the Pennsylvania Association of Intermediate Units (PAIU) will hold their fall Day on the Hill event at the Capitol. On October 19th the PAIU Aspiring Leaders group, comprised of promising educators within Intermediate Units from across the state, will hold their first virtual meeting of the school year.
- Cindy Mortzfeldt, Executive Director, shared that there was a My Bike presentation on August 29th. The 2016-2017 South Central PA Consortium for Excellence and Equity is planned for another year of professional development sessions. Hill Top Academy is once again providing Power Packs to families through New Hope Ministries. She also recognized Linda Wheeler, a CAIU employee who recently passed away, for her service to the IU and shared details about a book drive which is planned in her memory. Linda worked as a Reading Specialist in the Nonpublic School Services program since 2003 and was an active member of the local Capital Reading Council.

Executive Session – No executive session was held.

Approved Action Items

- Minutes from the August 25, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$11,537,619.86 in receipts and \$4,342,548.59 in expenditures for August 2016
- Summary of Operations for the 2015-16 fiscal year (as of September 9, 2016) showing revenues of \$86,574,934.02 and expenses of \$85,603,864.63
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$10,582,906.07 and expenses of \$6,675,253.07
- Budget Administration
 - Proposed 2016-17 Original Budget – Loysville YDC Title I, Part D in the amount of \$300,308
- Other Fiscal Matters
 - 2016-17 Special Education Contract: Harrisburg SD
- Other Business Items
 - PSBA 2017 – Slate of Candidates
- Policies & Programs
 - Second Reading, Revised Policy #004 – Membership
 - First Reading, New Policy #331.1 – Use of Personal Vehicles
 - First Reading, New Policy #707 – Use of Intermediate Unit Facilities
 - First Reading, New Policy #702 – Gifts, Grants, Donations
- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Data Specialist
 - Second Reading, Existing Position, Revised Description – Online Learning Support Administrator
 - First 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 being at this morning's meeting. She appreciated their attendance.

NEXT MEETING: Thursday, October 27, 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:

- **ANN BAILETS**, Program Supervisor, School-Age Speech and Language Program, effective November 11, 2016. Reason: Retirement after more than 36 years of continuous service.
- **STACEY CHYR**, Teacher, Early Intervention Program, effective September 2, 2016. Reason: Accepted a position with Central Dauphin School District.
- **LAURA ASHLEY HEINEMAN**, Business Support Specialist, Administrative Team, effective September 16, 2016. Reason: Personal.
- **ADAM KILLIAN**, Senior Network Administrator, Technology Team, effective October 27, 2016. Reason: Personal.
- **CASSANDRA MIZAK**, Educational Paraprofessional, Autism Support Program, effective September 12, 2016. Reason: Personal.
- **ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, effective September 23, 2016. Reason: Accepted a position outside of the CAIU.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective September 16, 2016. Reason: Employee is moving out of state.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, effective August 30, 2016. Reason: Employee passed away while on sabbatical after 13 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **LAURA CARRELL**, Personal Care Assistant, Autism Support Program, effective September 19, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHELLE CLARK**, School Psychologist, Pupil Services Program, effective September 7, 2016. Base salary of Masters + 30, Step 3, \$51,400 for 189 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **JOCELYN CONFER**, Personal Care Assistant, Emotional Support Program, effective September 19, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **KIERSTEN DIMINICK**, Educational Paraprofessional, Early Intervention Program, effective September 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 160 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **ALISON SCHWARTZ**, Teacher, Early Intervention Program, effective September 6, 2016. Base salary of Bachelors, Step 7, \$50,655 for 189 days of service will be prorated for a total of 164 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective September 19, 2016. Base salary of Masters, Step 2, \$47,774 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **BENNETT SMITH**, Personal Care Assistant, Autism Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 178 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **RONALD TROXELL**, Personal Care Assistant, Emotional Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service

will be prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

- **SPENCER TURNER**, Teacher, Loysville Youth Development Center, effective August 31, 2016. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for a total of 183 days with additional new hire days as required. This is a new position funded through the Loysville Youth Development Center budget.
- **AUDREY WRONSKI**, part-time Educational Paraprofessional, Early Intervention Program, effective August 29, 2016. Employee will be paid at a rate of \$12.88 per hour, based on HS + 30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

C. CHANGES OF STATUS:

- **SARAH BETACK**, Speech and Language Clinician, School-Age Speech Program, increase in number of work days from 113 days to 121 days.
- **JENNIFER LYDEN**, from Speech and Language Clinician to Program Supervisor, Early Intervention Speech and Language Program, effective September 15, 2016. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, Low \$107,956 for 12 months of service. This will be prorated for 205 days through June 30, 2017. This position is funded through the MAWA budget.
- **COLETTE MEDLIN**, Speech and Language Clinician, Early Intervention, decrease in number of work days from 189 days to 174 days.
- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, change in leave of absence return to work date from October 31, 2016 to September 13, 2016.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, rescinding resignation, effective September 16, 2016.

D. CHANGES OF SALARY:

- **STACEY CHYR**, Inclusion Consultant, Early Intervention Program, change of salary due to completion of Masters + 15 credits effective July 25, 2016. Salary will be based on a Masters + 15, Step 13, \$66,385 for 189 days of service and will be prorated for 25 days due to employee's resignation, which was effective September 2, 2016.
- **BRYAN GUERRISI**, Online Learning Support Administrator, CAOLA Program, change of salary due to change in job description and increase in duties related to the growth of the CAOLA Program, effective August 22, 2016. Base salary of \$47,500 for 12 months of service will be prorated for a total of 224 days through June 30, 2017. This position is funded through the CAOLA budget.
- **STEPHANIE JOHNSON**, Teacher, Hospital Program, change of salary for completion of Master's Degree effective for the 2016-2017 school year. Salary will be based on a Masters, Step 6, \$52,239 for 189 days of service.
- **SARAH KELLY**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 9, \$58,244 for 189 days of service.
- **TANYA MORRET**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 15, \$71,028 for 189 days of service.
- **ANNETTE WILSON**, Guidance Counselor, ANPS Program, change of salary for completion of Masters + 30 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 30, Step 12, \$65,580 for 189 days of service.

E. LEAVES OF ABSENCE:

- **KARL MOHLER**, Maintenance Technician, Administrative Team, leave of absence August 29, 2016 – September 12, 2016. Leave is requested using accumulated paid leave for a total of 10 days and is accordance with CAIU and FMLA policies.

Executive Director's Report

September 22, 2016

Program Spotlight

English as a Second Language (ESL) and Title III

The Capital Area Intermediate Unit offers English as a Second Language (ESL) for students limited in English proficiency to school districts, charter school, non-public schools, and Technical Schools. Our highly qualified teachers are assigned to schools on an as-needed basis via the district contact. The ESL Program includes referral/intake, assessment of language proficiency, state test administration, individual or small group direct instruction, push in instruction, staff development, supervision, logistics/scheduling, and curriculum. Our current staff includes 3 full time and 3 part-time ESL teachers and one ESL Consultant. Currently, we are supporting approximately 125 students in 26 schools.

Our CAIU Title III Consortium consists of twenty school district/charter school/AVTS (*Big Spring, Camp Hill, Commonwealth Charter Academy, Cumberland Valley, Dauphin County Technical School, Derry Twp., East Pennsboro Area, Halifax Area, Infinity Charter School, Lower Dauphin, Middletown Area, Millersburg Area, Northern York County, Shippensburg Area, South Middleton, Steelton Highspire, Susquehanna Twp., Susquenita, Upper Dauphin Area, West Perry*).

Title III dollars are used to support the position of an ESL Consultant (Ann Tenan) who works directly with schools to create quality ESL Programs, consult with teachers supporting English Language Learners, provide professional development, provide ESL Networking, and communicate regularly on ESL issues and policies. Monies are used for supplemental supports and materials, professional development, technology and resources (Rosetta Stone, Imagine Learning, iReady).

NEWS

"My Bike" Presentation and Parade Event

On Monday, August 29th, we had the privilege to again host the "My Bike" event on behalf of Variety. Seven children received bikes and at least ten other children were fitted for bikes. Special guests included PA Secretary of Administration, Sharon Minnich, and PA State Senator, Rob Teplitz. The children and families demonstrated their joy as they rode their bikes in a parade through the lobby amidst cheers from IU staff.



Curriculum Services

South Central PA Consortium for Excellence and Equity

The CAIU will offer for a second year, in partnership with the Penn Center for Educational Leadership at the University of Pennsylvania under the direction of Dr. Robert Jarvis, the South Central PA Consortium for Excellence & Equity. This consortium is driven by a mission to positively transform the lives of each and every one of our students by preparing them for success in post-secondary education and in life – especially our diverse children and youth who have traditionally struggled academically in our schools, or who might likely be the first in their family to attend and graduate from college. Six workshops will be offered throughout the 2016-17 school year with a focus on engaging diverse learners, creating family and community partnerships, understanding the effects of poverty on learning, and creating culturally responsive schools. We are offering an additional opportunity this year for middle school students. The Student Leadership Institute is planned for October 26th with a focus to help support the development of the leadership and academic potential of diverse middle level students.

Student Services

The PA Pediatric Physical Therapy Association has announced that Lori Glumac is the recipient of the 2016 Pediatric Special Interest Group Award of Excellence as unanimously voted on by the selection committee. This award will be presented on October 29th at their meeting. Congratulations to Lori!!

The CAIU Project MAX team, Greer Aukstakalnis (OT), Lisa Smiley (Autism Consultant), and Emily Sidelinger (SLP), presented about their work at a poster session during the PaTTAN Low Incidence Conference in August. Project MAX is a PaTTAN initiative to support teams serving students with complex support needs and supporting access to the general curriculum and presuming student competence.

Loysville Youth Development Center (LYDC)

- There are currently 95 residents at the site and school. Fifteen of the 95 residents, 16% of the population, already have their GED or High School Diploma. We will be looking at additional vocational programming to best meet the needs of this population.
- Loysville YDC started the Standardized Program Evaluation Protocol (SPEP) evaluation process on September 1. This is an institution wide effort. The SPEP process will generate a score that rates the effectiveness of the total facility regarding programming, services, education, treatment, recidivism, vocational training, employability, etc. It will take several months before a score is generated. The school provided information about the services we provide.
- There were five teacher openings this year at LYDC. One position is currently vacant (Industrial Technology – Shop).
- State Senator Rob Teplitz toured the facility on September 6th. He spent a good deal of time at the school with many questions about the education program and students we serve. He is the newest member of the LYDC Community Advisory Board.

Pupil Services/ELECT-EFI/CAMhP/Diakon/Educational Coaches

- Diakon/Center Point Day Program opened this year with 22 students ~ 16 of which are district referred students. This is the highest beginning of the year enrollment to date.
- CAMhP ~ the new mental health program continues to look for a new “home” but is at Hill Top Academy for the time being. That program continues to grow with new referrals being submitted.

- With the new coaches on staff, Hill Top Academy and district-based classrooms are streamlining the intake process. This process has the districts following the same procedures for all intakes. We have already received positive feedback from districts.
- ELECT-EFI ~ welcomes Jan Cuva-Primmer as a new case manager. In addition, we now have Perry County as part of our service area. This was previously supervised by Tuscarora IU #11.

Hill Top Academy

- Current Enrollment: 113 with 13 new referrals
- The 2016-2017 school year at Hill Top Academy is off to a great start! In year 2 of Positive Behavior Interventions and Supports (PBIS), we have implemented a School-Wide reinforcement system with our "Labs Loot" currency. Staff and students have embraced this new PBIS system and it has quickly become a part of the culture and identity of the school.
- Hill Top Academy is pleased to be able to continue encouraging positive connections with the Upper Allen Police Department this school year. Officers have already visited classrooms to read to students on Fridays and will continue to be a positive presence in our classrooms and during school-wide celebrations.
- Hill Top Academy again will partner with Messiah College to host interns from their Special Education Teacher Preparation program. This semester we will welcome and support 14 teacher interns into our Hill Top classrooms.
- To start the year, Hill Top Academy has sent home 48 backpacks full of food for our neediest families each weekend. This has been possible through our partnership with New Hope Ministries in Mechanicsburg and their Power Packs program. Power Packs is a food and nutrition program, where students in need receive food in backpacks on Fridays to take home over the weekend.

Preschool/Early Intervention

- Terry (Kennedy) Telep, program supervisor, has been invited to participate on the United Way of Carlisle & Cumberland County Success by 6 Advisory Board.
- We have received an Evidence Based Grant (\$17,937) to support our partnering with Follow Me Childcare Center to ensure that the social emotional development of young children is proceeding at an appropriate pace through the implementation of periodic social emotional screenings while providing trainings and support to early childhood site and families. We will utilize a Professional Learning Community of Social and Emotional development to focus on this as well and PATHS Curriculum (Promoting Alternative Thinking Skills).
- The Preschool Program participated in a focus group with The Perry County Literacy Council and The Foundation for Enhancing Communities on 9/12/16. Discussions centered around conducting an in-depth needs assessment that documents the challenges faced by families with young children accessing early childhood education, including cultural, economic, and geographic barriers.
- Our internal Professional Learning Communities (PLCs) kick off is 10/3/16; we have approximately 15 PLCs for staff to choose from. Groups will share their experiences and what they learned throughout the school year on the final professional development day on May 25, 2017.
- We continue to partner with local colleges and high school students who are interested in early childhood special education. We have three Shippensburg University special education candidates working in the Preschool Program, a student volunteer from Messiah College who is working at our Delbrook Preschool and, in addition we have two senior high school students working at Lemoyne Preschool and Options

Preschool. We continue to partner with Messiah College interns from their Special Education Teacher Preparation program.

Reconciliation of 2015-16 School-age Special Ed Contracts & Services

- Our Regional Special Ed Plan Agreement created a process for reconciliation of any excess revenue or expense shortfall. The 2015-16 school year ended with excess revenue in our special education contract budget of \$940,698.62, which is 5% of our overall special education contracts (\$18,882,449)
- We had 41 school entities contract with us (local and out of area districts, charters, and other entities). Thirty-five of them will be receiving refunds and two will receive invoices.

District Based Classrooms

- We have opened our brand new Autism Support class at Steelton Elementary with much success. The staff and students have been welcomed very well by the faculty within the building.
- Our Project Max initiative has expanded to our High School Multiple Disabilities Support class (Paulette Walker). Collaborative meetings are scheduled throughout the year during which our teams (including speech and OT) will develop an action plan to help the students obtain maximum access to grade level, general education curriculum.
- Staff at East Pennsboro Middle and High Schools have worked very well together throughout the schedule changes needed there. They are sharing rooms and staff in order to keep education going as smoothly as possible. We thank the administration at East Pennsboro Area School District for all of their support during this time.
- Our Autism Support class at Susquehanna Township High School has begun plans to increase pre-vocational and community-based instructional activities. Some of these will occur within the building while others will occur out in the community. These activities will be used to help students improve social skills and build valuable daily living skills.

Hospital Programs & Project SEARCH

- Plans are under way to add an additional class to the in-patient hospital program at the Pennsylvania Psychiatric Institute (PPI). This class is for students ages 4-12 and is anticipated to be open at the end of October.
- A Project Search Open House will be held on November 15 at Penn State Health Medical Center. This event gives prospective students and families an opportunity to learn more about this exciting program.

NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting. The meeting was held at IU 13 and we had the opportunity to tour their onsite medical facility.
- Attended the PAIU Executive Directors' monthly meeting including a meeting with PDE staff.
- Participated in the PAIU Government Relations Committee meeting.
- Attended the Professional Advisory Committee meeting at CPAVTS.
- Attended the monthly Chief Recovery Officer meeting at Harrisburg School District