

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 28, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- This month's Board Spotlight was an Overview of Technology Services. Dave Martin, CAIU Technology Director, provided an overview of the Consortium Advantage, Application Development and Research, Training and Information.
- The Board of Directors announced the following June 2018 CAIU Retirees:
  - **James Gump**, Teacher – Loysville Youth Development Center, retirement after 8 years of service
  - **Nancy Hagerty**, Remedial Specialist – ANPS Program, retirement after 9 years of service
  - **Eve Kermit**, PCA – Autism Program, retirement after 15 years of service
  - **Rob Weezorak**, *Educational Consultant – Early Intervention*, retirement after 38 years of service
  - **Sharon Younes**, EPP – Deaf/Hard of Hearing Program, retirement after 11 years of service
  - **Susan Youtz**, Teacher – Deaf/Hard of Hearing Program, retirement after 39 years of service
- Alicia McDonald, Director of Student Services, reported that summer is a very busy time as Preschool Summer session is happening. Alicia extended an invitation for Board Members to attend our Annual ESY Fishing Derby held on July 25.
- Len Kapp, Supervisor of Operations and Transportation, reported that summer is the busiest time of year for moves and upgrades. There are several large projects happening at Hill Top.
- Theresa Kinsinger, Director of Organizational Services, reported that on Wednesday, the US Supreme Court ruled, effective immediately, public nonunion members cannot be forced to pay a "fair-share", as doing so is a violation of the First Amendment. Therefore, we are required to reimburse the fair-share payroll withholding for the June 30 pay. She also reported that June is a large contract month as it is the end of a fiscal year.
- Brian Griffith, Director of Curriculum Services, shared the 2017-18 CAOLA Consortium year-end report, which reflected tremendous growth and a very strong completion rate over the years. He attributed much of the success to the use of assessment tools to ensure proper placement and school district advisors. Keystone Exams will be a graduate requirement in 2021. Brian reported on the great summer camp opportunities that we are offering. ANPS has been moved under the Curriculum team. In addition, the Curriculum team will be changing their name to Educational Services to better reflect the scope of services they provide. This change will result in multiple revised job descriptions for the July Board meeting.
- Dave Martin, Director of Technology, shared that the CAIU Technology Services Team worked with Cumberland Perry Vocational Technical School and Dauphin County Technical School to start a student cooperative work experience program. They interviewed 13 students and 4 students were selected from Big Spring, Mechanicsburg, Middletown and Susquehanna Twp. to pilot the program. The hope is to expand this program in the future if it goes well.
- Daren Moran, Business Manager, reported that the State Budget has passed so there is no need for a Revenue Anticipation Note.
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She highlighted the Watershed Summer Camp, happening right now, and gave a shout out to Sue Voigt for pulling it all together with several local organizations. In addition, Halifax SD purchased our STEAM Summer Camp. Dr. Saia recently moved to Duncannon, PA. She invited all to attend the Annual Champions for Children Golf Tournament in July. Dr. Saia reported on the status of the Assistant Executive Director's position. Over 30 applications

were received, six candidates were selected for first round interviews, and three were selected for second round interviews to be held on July 9.

- Rennie Gibson, Board Secretary, reported that a new board member orientation session will be scheduled for July or August following our re-organization meeting.
- Bob Frankhouser, Solicitor, thanked the Board for their continued support.
- The Board recognized the following departing Board Members:
  - Ms. Gwen Soult, Newport SD
  - Ms. Natalie Bowman, Steelton-Highspire SD

### **Approved Action Items**

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 24, 2018
- Treasurer's Report and Payment of Bills – a total of \$5,075,572.35 in receipts and \$5,813,154.31 in expenditures for May 2018
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$72,752,831.50 and expenses of \$69,679,672.02
- Budget Administration
  - Proposed 2017-18 Budget Revision - PA Assessment & Accountability Workshop
  - Proposed 2017-18 Budget Revision - PA Institute for Instructional Coaching
  - Proposed 2018-19 Original Budget - Act 89 ANPS
  - Proposed 2018-19 Original Budget - Administrative Time Study (ATS) Access
  - Proposed 2018-19 Original Budget - Cafeteria
  - Proposed 2018-19 Original Budget - CAMhP
  - Proposed 2018-19 Original Budget - Diakon Center Point
  - Proposed 2018-19 Original Budget - Early Intervention - Access
  - Proposed 2018-19 Original Budget - Early Intervention IDEA 611
  - Proposed 2018-19 Original Budget - Early Intervention IDEA 619
  - Proposed 2018-19 Original Budget - ELECT
  - Proposed 2018-19 Original Budget - Entrepreneurial Transportation
  - Proposed 2018-19 Original Budget - Financial Software Application
  - Proposed 2018-19 Original Budget - Higher Education Review
  - Proposed 2018-19 Original Budget - Hospital Education
  - Proposed 2018-19 Original Budget - School Age IDEA 611
  - Proposed 2018-19 Original Budget - Institutionalized Children's Program
  - Proposed 2018-19 Original Budget - Loysville Title ID
  - Proposed 2018-19 Original Budget - Loysville YDC
  - Proposed 2018-19 Original Budget - Nonpublic Auxiliary Title I
  - Proposed 2018-19 Original Budget - School-Age ACCESS
  - Proposed 2018-19 Original Budget - State Early Intervention
  - Proposed 2018-19 Original Budget - Student Services
  - Proposed 2018-19 Original Budget - Transportation
- Other Fiscal Matters
  - Proposed 2018-19 Cafeteria Rates
  - 2017-18 Audit Engagement Letter
  - Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel for 2018-19 school year
- Other Business Items

- Contracts - June 2018
- Policies & Programs
  - 2018-19 Student Services Master Calendar Revisions
  - CAIU/LEA Adoption of PDE Policies & Procedures for IDEA-Part B
  - First Reading, Revised Policy #138 - Language Instruction Education Program
- Job Descriptions
  - First Reading Existing Position, Revised Description - Technology Support Special I
  - First Reading, Existing Position, Revised Description - Technology Support Specialist II
  - First Reading, Existing Position, Revised Description - Technology Support Specialist III
- Personnel Items – See Attached Report

**Executive Director's Report**

- See attached written report.

**President's Report**

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Mrs. Rice reported that she attended several CAIU Graduations ceremonies.

**NEXT MEETING: Thursday, July 26, 2018, 8:00 a.m., Board Room, CAIU Enola Office**

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**Personnel and Policies/Programs Highlights from the  
Capital Area Intermediate Unit Board of Directors' Meeting  
June 28, 2018 Personnel Items**

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**A. RESIGNATIONS:**

- **JASON HALLER**, Technology Support Specialist, Technology Team, effective July 6, 2018. Reason: Personal.
- **GERALD SWIFT**, Lead Custodian, Administrative Team - Operations, effective June 8, 2018. Reason: Personal.
- **ROBERT WEEZORAK**, Professional, Educational Consultant, Early Intervention Program, effective June 28, 2018. Reason: Retirement after 38 years of continuous CAIU service.
- **JANE ZICARELLI-KNAUB**, Access Secretary, Student Services Team, effective May 23, 2018. Reason: Personal.

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

- **KAREN CONWAY**, part-time Paraeducator, Extended School Year (ESY) Program, effective June 25, 2018 – July 31, 2018. Base salary of HS, Step 2, \$17,533 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **LAUREN DELELLIS**, Professional, effective August 22, 2018. Assignment: Educational Consultant, Training and Consultation Program with base salary of Masters, Step 12, \$64,368 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Comprehensive System of Personnel Development and the Individual with Disability Education Act budgets.
- **NATHAN FOSTER**, Intern, Technology Team, effective June 26, 2018 – August 29, 2018. Hourly rate will be \$12.00. This is a temporary intern position funded through the Dauphin County Technical School and Application Development budgets.
- **STEPHEN HALBRUNER**, Intern, Technology Team, effective June 25, 2018 – August 29, 2018. Hourly rate will be \$12.00. This is a temporary intern position funded through the Cumberland Perry Area Vocational Technical School and Application Development budgets.
- **ALICIA HARRIS** part-time Professional, Extended School Year (ESY) Program, effective June 25, 2018 – July 31, 2018. Base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **JAIDYN JACKSON**, Intern, Technology Team, effective June 25, 2018 – August 29, 2018. Hourly rate will be \$12.00. This is a temporary intern position funded through the Dauphin County Technical School and Network budgets.
- **DALTON KINER**, Intern, Technology Team, effective June 19, 2018 – August 29, 2018. Hourly rate will be \$12.00. This is a temporary intern position funded through the Cumberland Perry Area Vocational Technical School and Network budgets.
- **MICHELLE MARSHALL**, part-time Access Secretary, Student Services Team, effective June 14, 2018. Employee will be paid at the Range 4 rate of \$16.00 per hour and will work 12 months. This is a replacement position funded through the Access budget.
- **MACKENZIE MORRET**, part-time Paraeducator, Extended School Year (ESY) Program, effective June 25, 2018 – July 31, 2018. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **KALEY WILLIAMS**, part-time Paraeducator, Extended School Year (ESY) Program, effective June 25, 2018 – July 31, 2018. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

- **ERIN WOMER**, part-time Professional, Extended School Year (ESY) Program, effective June 25, 2018 – July 31, 2018. Base salary of Bachelors, Step 2, \$47,211 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

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

- **AIMEE BUSZKA**, from Long Term Substitute Professional to Temporary Professional, Early Intervention Program, effective June 25, 2018. This is a replacement position funded through the MAWA budget.
- **ERICA COOK**, Paraeducator, from part-time to full-time status, effective August 27, 2018.
- **SHANNON GERHARDS**, Professional, from part-time to full-time status, effective August 20, 2018.
- **DIANE GRAYBILL**, Professional, from full-time to part-time status, effective for the 2018-2019 school year.
- **JASON HALLER**, from Technology Support Specialist I to Technology Support Specialist II, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$40,160 for 12 months of service.
- **SARAH HOFFEE**, Professional, change in leave of absence return to work date from June 25, 2018 to July 12, 2018. Change from full-time to part-time status upon return to work.
- **SCOTT KENNEDY**, from Technology Support Specialist I to Technology Support Specialist II, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$40,160 for 12 months of service.
- **SALLY MENTZER**, from Program Secretary to Program Assistant, Educational Services Team, effective July 1, 2018. Change of status results in a change of salary to \$38,135 for 12 months of service. This is a revised job description due to increased responsibilities and funded through the Special Projects budget.
- **TYLOR MILLER**, from Application Support Specialist I to Technology Support Specialist II, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$40,160 for 12 months of service.
- **KARL MOHLER**, from Maintenance Technician to Lead Maintenance Technician, Administrative Team - Operations, effective July 1, 2018. Change of status results in a change of salary to \$40,950 for 12 months of service.
- **HOLLY O'NEILL**, from Professional, to Floater Professional effective August 27, 2018. Change of status results in a change of salary to 80% of Bachelors, Step 9, \$55,432 for 189 days of service. This is a new position funded through the Floater budget.
- **ANDREW RHOADS**, from Application Support Specialist II to Application Support Specialist III, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$43,448 for 12 months of service.
- **APRIL RIVES**, Paraeducator, from part-time to full-time status, effective August 27, 2018.
- **REBECCA SAVIDGE**, Professional, change in resignation date from June 29, 2018 to June 14, 2018.

#### **D. CHANGES OF SALARY:**

- **VICKIE BERN GUION**, Professional, change of salary for completion of Masters + 30 credits effective July 1, 2018. Salary will be based on a Masters + 30, Step 14, \$71,602 for 189 days of service.
- **TINA CASSEL HASTIE**, Professional, change of salary for completion of Masters + 45 credits effective July 1, 2018. Salary will be based on a Masters + 45, Step 15, \$75,367 for 189 days of service.
- **JOHN EDLER** Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 7, \$56,456 for 189 days of service.

- **STEPHANIE JOHNSON**, Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 8, \$58,032 for 189 days of service.
- **BARBARA KLINE**, Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 15, \$72,522 for 189 days of service.
- **SHANA MONTGOMERY**, Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 12, \$65,647 for 189 days of service.
- **TANYA MORRET**, Professional, change of salary for completion of Masters + 45 credits effective July 1, 2018. Salary will be based on a Masters + 45, Step 15, \$75,367 for 189 days of service.
- **SUSAN ROTH**, Professional, change of salary for completion of Masters + 30 credits effective July 1, 2018. Salary will be based on a Masters + 30, Step 14, \$71,602 for 189 days of service.
- **WENDY SHAVER**, Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 13, \$67,879 189 days of service.
- **ROBERT STENGLE**, Professional, change of salary for completion of Master's Degree effective July 1, 2018. Salary will be based on a Masters, Step 12, \$64,368 for 189 days of service.
- **ERIKA STIFFLER**, Professional, change of salary for completion of Masters + 15 credits effective July 1, 2018. Salary will be based on a Masters + 15, Step 8, \$58,032 for 189 days of service.
- **PETE STRACK**, Professional, change of salary for completion of Masters + 30 credits effective July 1, 2018. Salary will be based on a Masters + 30, Step 13, \$69,306 for 189 days of service.
- **CHANDA TELLEEN**, Professional, change of salary for completion of Masters + 45 credits effective July 1, 2018. Salary will be based on a Masters + 45, Step 10, \$64,431 for 189 days of service.
- **JOHN WILSHIRE**, Professional, change of salary for completion of Master's Degree effective July 1, 2018. Salary will be based on a Masters, Step 2, \$50,238 for 189 days of service.
- **RIMA WILSON**, Professional, change of salary for completion of Master's Degree effective July 1, 2018. Salary will be based on a Masters, Step 7, \$55,177 for 189 days of service.

**E. LEAVES OF ABSENCE:**

- **KELLIE OWENS**, Accountant, Administrative Team – Business, leave of absence effective May 29, 2018 – August 29, 2018. Leave is requested using accumulated paid leave for a total of 3 days and without pay for the remainder of the leave. Leave is requested in accordance with CAIU and FMLA policies.

**F. ISSUANCE OF TENURE:**

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 28, 2018:

- Michele Dempsey
- Jennifer Plant
- Jessica Shakely

# Executive Director's Report

June 28, 2018

## PROGRAM SPOTLIGHT

The CAIU Technology Team provides a full range of innovative technology services to member and non-member stakeholders. The vision of the Technology Team at the Capital Area Intermediate Unit is to provide technology services that support educational excellence through leadership, partnership and innovation.

The team, led by David Martin, has approximately 30 members that support Application Development & Project Management, Application Support, Help Desk Support, Instructional Technology and Network Administration.

## NEWS

### Student Services

#### ***Director and Program Director of Student Services (Alicia McDonald and Dr. Janilyn Elias)***

Mr. Clyde Caldwell, principal at Loysville Youth Development Center, received an Award of Service, recognition and plaque, from the Corrections Education Association (CEA) at their annual conference! **CONGRATULATIONS** to **Mr. Caldwell** for his service, dedication, and passion for the work and students at LYDC.

#### ***Preschool/Early Intervention (Eric Bostick, Kathy Gottlieb, Jennifer Lyden, Terry Telep, program supervisors)***

- On June 5, 624 children, families, and community agency members participated in the EIC (Early Intervention Connections) Carnival, held at Adventure Zone in Mechanicsburg. This annual event is organized by the EIC committee and invites families who have children with disabilities (from birth through five years old). The families and children have opportunities for networking, resources, games, food, and fun. It was a fabulous evening despite some of the rain showers. WGAL Channel 8 News was present for the event and a segment was shared on the news that evening and the next day.
- Preschool will be in session June 25 through July 26. Summer session is always a busy time as we are preparing for incoming children who are turning three as well as the children who will be transitioning to Kindergarten in the fall. This past year, we provided services to 787 children who are eligible to transition to school age programming next school year. Currently we anticipate that 66 children will remain in early intervention for the 2018-19 school year.

#### ***LYDC (Clyde Caldwell, principal)***

- The staff attended the Correctional Education Association (CEA) Region I conference in Lancaster in May and participated in training, networking, and exhibit hall experiences.
- Graduation, for five graduates and one GED candidate, took place on June 8. Dr. Saia spoke at the ceremony. Other honored guests include Jean Rice, CAIU Board President, and Paula Stiffler, from Representative Mark Keller's office. Representative Keller's office provided a citation for each graduate.
- During the 2017-2018 school year, 20 students earned diplomas and 16 students matriculated with their GED certificates.

#### ***Transition (Dr. Andy McCrea, program supervisor)***

Staff across programs are gathering for two days in June to help move our transition program forward. The staff will work and focus on mapping programs and assessments across our middle and high school settings. The focus will be on transition goals and activities including independent life skills, competitive employment, and postsecondary training.

### ***ELECT (Kathy Gottlieb, program supervisor)***

- On June 13, the ELECT program held an end of year celebration, honoring their twenty-seven high school graduates. Community agencies attended the event, providing information about their services to the students.
- Over the school year, students earned Baby Bucks for regular school attendance, good grades, meeting ELECT goals, and participating in ELECT educational programs. All of the students were able to “spend” their earned Baby Bucks at the Baby Bucks store, which offered baby clothes, toys, and other baby supplies such as strollers, swings, diaper genies, bottles, etc. The incentive program motivates the students to participate and then offers them items needed to provide for their children.
- Jody Forney-Cole, Melissa Rosado, and Jan Cuva-Primmer are the case managers who work with students in districts and cyber schools in our CAIU area. The program has about fifty-five active cases per month and runs year round.

### ***Hill Top Academy (Dr. John Thompson, principal, & Rachel Montiel, assistant principal)***

- Earlier this year Hill Top Elementary ES Teacher Jen Sciacca became a Keystone Technology Innovator (KTI), after a nomination by her principal Dr. Thompson. With this status, she was eligible to compete to become a Keystone STAR Teacher. Hill Top Academy is proud to share that Ms. Sciacca is one of only 100 educators in the Commonwealth named a Keystone STAR Teacher! With this distinction, she will be attending a summer conference with her fellow STAR teachers at Shippensburg University. Dr. Thompson and other administrator from throughout Pennsylvania will join the STAR Teachers for administrators’ day at the conference on July 24.
- See Hill Top newsletter (Paws for the News) for pictures and highlights of our many spring events and activities.

### **Education Services**

Education Services is offering two **summer camp** options:

- **STEAM Camp** – for students grades 5-8 interested in coding, game development, robotics, engineering, photography and design (see flyer)
- **Watershed Camp** - for students grades 5-8 interested in environmental sciences (see flyer)



### **Technology Services**

#### ***Technology Solution – PowerSchool Academy***

The CAIU Technology Services Team worked collaboratively with MCIU and CLIU PowerSchool support teams to deliver our annual PowerSchool Academy. The training was conducted from June 18 – June 22 and covers topics that mirror PowerSchool’s weeklong training that is spread across the country. This year, approximately 150 district staff attended. The training is always well received and is a significant savings to the districts who send staff to PowerSchool University.

#### ***Technology Solution – Student Cooperative Work Experience***

The CAIU Technology Services Team worked with Cumberland Perry Vocational Technical School and Dauphin County Technical School to start a student cooperative work experience program. Thirteen students from the two schools were interviewed for four positions in the fields of Network Administration/Helpdesk and Application Development. This experience will provide opportunities for these students to have real world exposure to enterprise class technology. As we work collaboratively with CPAVTS and DCTS, we hope to expand this opportunity to more students as the program evolves. Currently two students from each of the vocational technical schools were



selected and the following districts are represented: Big Spring, Mechanicsburg, Middletown and Susquehanna Township.

### ***Technology Solution – AgendaManager Partnerships***

The CAIU Technology Services team has established two partnerships over this past month to help market and sell AgendaManager. The first partnership is with the Pennsylvania Association of School Business Officials (PASBO). PASBO will represent our Pennsylvania market and will assist in getting the word out on the benefits of AgendaManager. The second partnership is with Cooperative Educational Service Agency 7 (CESA 7) located in Green Bay, Wisconsin and will represent our Wisconsin market. Both of these organizations believe in using AgendaManager and its mission of increasing communication and collaboration by effectively using a meeting management system. We are excited about the potential growth of AgendaManager through these partnerships over the course of the next few years.

### **NOTIFICATION of ACTIVITIES**

- Attended project Search Graduation at Hershey Med Center
- Attended CAIU graduation at Enola
- Attended DCTS JOC and Board meetings
- Attended CPAVTS LOC and Board meeting
- Moved to Duncannon PA!



### **UPCOMING ACTIVITIES**

- STEAM Summer Camps
  - Enola location, week of July 23
  - Halifax location, week of July 16
- Watershed Summer Camp – Enola office, week of June 23
- 22<sup>nd</sup> Annual CAIU Champions for Children Golf Tournament, Tuesday, July 24, 2018