

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **May 24, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- This month's Board Spotlight was on the BrainSTEPS program. Arlene Moll, CAIU BrainSTEPS Team Leader, provided an overview of the BrainSTEPS program, which was created to connect the medical, rehabilitation, education sectors, and families following student (K-12) acquired brain injury (ABI). BrainSTEPS consulting teams support school district teams in the development and implementation of educational plans following student ABI. In 2017, BrainSTEPS was recognized by the Centers for Disease Control (CDC) as a national model for educational consultation supporting students and school teams in the development and implementation of educational supports and services following an acquired brain injury.
- Alicia McDonald, Director of Student Services, reported that approximately 140 preschool staff are participating in a professional development session today. Hill Top students will be attending an Educational Day with the Senators today. Hill Top is holding a Reading and Math-a-thon Parent Night tonight and Project Search Graduation is this evening. The CAIU Graduation Ceremony will be held on May 30 at CAIU, Enola (Susquehanna Room)
- Len Kapp, Supervisor of Operations and Transportation, reported that his staff is working on end of the year moves and changes and facility work.
- Theresa Kinsinger, Director of Organizational Services, reported that an HR Advisory Committee Meeting was held last week. One of the main topics was on new PDE emergency permit regulations. HR staff have been busy providing support in end of the year activities. The CAIU contract process has been busy as we receive approximately 3 - 4 external contracts weekly.
- Brian Griffith, Director of Curriculum Services, shared information and the results of the 2018 Math 24 Competition and State Quiz Bowl Championship.
- Dave Martin, Director of Technology, shared results from this year's Computer Fair. He also shared information on a new Antivirus Software and that we recently implemented an IT document management and collaboration solution called ITGlue, a web based application that allows the CAIU to create technical documentation.
- Daren Moran, Business Manager, reported that this is a busy time for the business office as we are entering into the budget season (May – July). His office is busy prepping for the annual audit, which will take place in September and October.
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She highlighted the BrainSTEPS program. She also encouraged the Board Members to attend any one of the many wonderful competitions and events that we host. She recently attended an award ceremony in honor of CAIU nurse, Betsy Seidel. Dr. Saia mentioned that she is seeing a growing focus on Career Readiness. Administration will be busy working on the Comprehensive Plan and Organizational Goals for 2018-19. Dr. Saia extended a "Thank you" to our HR staff for pulling together the CAIU All Staff Social.
- Rennie Gibson, Board Secretary, shared the CAIU annual board ballots were sent to the local school district boards for voting. All ballots are to be returned by July 6.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of April 26, 2018
- Treasurer's Report and Payment of Bills – a total of \$5,179,506.67 in receipts and \$7,566,209.38 in expenditures for April 2018
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$66,379,077.72 and expenses of \$63,041,043.67
- Budget Administration
 - Proposed 2017- 2018 Budget Revision – Act 89 ANPS

- Proposed 2017- 2018 Budget Revision – Non-Public Auxiliary Title I
- Proposed 2017- 2018 Budget Revision – State Early Intervention
- Proposed 2018 - 2019 Original Budget – Capital Area Online Learning Association
- Proposed 2018 - 2019 Original Budget - ESL
- Proposed 2018 - 2019 Original Budget - Professional Services
- Proposed 2018 - 2019 Original Budget - Technology Entrepreneurial
- Other Fiscal Matters
 - Termination of Strawberry Square Lease
- Other Business Items
 - 2017-18 Contracts – May 2018
 - PSBA Voting Delegate
- Policies & Programs
 - 2018-19 Curriculum Services Calendar Approval of Calendar Revisions
 - 2018-19 Proposed 2018-19 Board Meeting Dates
- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Assistant Executive Director
- 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 recently attended the CAIU Deaf and Hard of Hearing Award Ceremony and expressed how rewarding and amazing the experience was. She also plans to attend the Project Search Graduation this evening.

NEXT MEETING: Thursday, June 28, 2018, 8:00 a.m., Board Room, CAIU Enola Office

***Personnel and Policies/Programs Highlights from the
Capital Area Intermediate Unit Board of Directors' Meeting
May 24, 2018 Personnel Items***

RESIGNATIONS:

- **LAUREN CLEAVER**, Personal Care Assistant, Emotional Support Program, effective May 2, 2018. Reason: Personal.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, effective June 15, 2018. Reason: Retirement after 8 years of continuous CAIU service.
- **NICOLE HELLER**, Teacher, Capital Area Mental-health Program, effective May 1, 2018. Reason: Personal.
- **SANDRA KIRCHNER**, Educational Paraprofessional, Early Intervention Program, effective July 12, 2018. Reason: Retirement after more than 39 years of continuous CAIU service.
- **DIANE KOVAC**, Service Coordinator, Early Intervention Program, effective July 5, 2018. Reason: Retirement after more than 19 years of continuous CAIU service.
- **SUSAN LUHN**, Educational Paraprofessional, Early Intervention Program, effective July 26, 2018. Reason: Retirement after more than 28 years of continuous CAIU service.
- **ARLENE MOLL**, Administrative Support Supervisor, Student Services Team, effective August 31, 2018. Reason: Retirement after more than 17 years of continuous CAIU service.
- **DAVINA PUCETA**, Personal Care Assistant, Autism Support Program, effective May 11, 2018. Reason: Personal.
- **REBECCA SAVIDGE**, Behind-the-Wheel Instructor, Driver's Education Program, effective June 29, 2018. Reason: Personal.
- **ELENA TAYLOR**, Job Coach, Loysville Youth Development Center, effective May 18, 2018. Reason: Personal.
- **LAURA WANENCHAK**, Speech and Language Clinician, School-Age Speech Program, effective June 8, 2018. Reason: Personal.
- **SHARON YOUNES**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective June 15, 2018. Reason: Retirement after more than 11 years of continuous CAIU service.
- **SUSAN YOUTZ**, Teacher, Deaf/Hard of Hearing Program, effective June 7, 2018. Reason: Retirement after 39 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **MICHELLE DAVIS**, Program Secretary, Curriculum Team, effective May 16, 2018. Base salary of \$34,000 for 12 months of service, prorated for a total of 33 days through June 30, 2018. This is a replacement position funded through the ESL and Professional Services budgets.
- **AARON FILIP**, Intern, Technology Team, effective May 9, 2018 - August 29, 2018. Hourly rate will be \$15.00. This is a temporary intern position funded through the Network Services budget.
- **MEGAN LEIBY**, Substitute Receptionist, Administration Team, effective June 24, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.
- **JANE ZICARELLI-KNAUB**, part-time Access Secretary, Student Services Team, effective May 21, 2018. Employee will be paid at the Range 4 rate of \$15.50 per hour and will work 12 months. This is a replacement position funded through the Access budget.

CHANGES OF STATUS:

- **KORRYN BOGDAN**, Long Term Substitute Teacher, Deaf/Hard of Hearing Program, change in end date of assignment from May 16, 2018 to May 31, 2018. Employee will work 2.5 additional days resulting in an increase of total days from 45 to 47.5.

- **CHARLES BOWEN**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).
- **ELIZABETH KERR**, from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective May 2, 2018 – June 4, 2018. This is a replacement position funded through the Capital Area Mental-health Program budget.
- **CARLOS MEDINA**, Mental Health Worker, Intervention Program, from administrative paid leave to active status effective May 7, 2018.
- **CAROLINE OWINGS**, from Long Term Substitute Teacher to permanent Teacher, Emotional Support Program, effective April 30, 2018. This is a replacement position funded through the Emotional Support budget.
- **DAVID PARRY**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).
- **BRUCE SHEAFFER**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).

LEAVES OF ABSENCE:

- **LAURA CARRELL**, Educational Paraprofessional, Intervention Program, leave of absence effective March 12, 2018 – April 9, 2018. Leave is requested using accumulated paid leave time from March 12, 2018 – the morning of March 13, 2018 for a total of 1.5 paid days and without pay from the afternoon of March 13, 2018 – April 9, 2018 for a total of 16.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **RACHEL DIEM**, Speech and Language Clinician, Early Intervention Program, leave of absence effective January 22, 2018 – May 3, 2018. Leave is requested using accumulated paid leave time from January 22, 2018 – the morning of February 13, 2018 for a total of 15.5 paid days and without pay from the afternoon of February 13, 2018 – May 3, 2018 for a total of 44.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **DENISE KRAMER**, Teacher, Hospital Program, leave of absence effective March 22, 2018 – May 16, 2018. Leave is requested using accumulated paid leave for a total of 38 days and is in accordance with CAIU and FMLA policies.
- **JESSICA PACE**, Physical Therapist, OT/PT Program, leave of absence effective May 2, 2018 – September 14, 2018. Leave is requested using accumulated paid leave for a total of 14 days and without pay for the remainder of the leave. This is in accordance with CAIU and FMLA policies.
- **LAURA WANENCHAK**, Speech and Language Clinician, School-Age Speech Program, leave of absence effective May 14, 2018 – June 8, 2018. Leave is requested using accumulated paid leave time from May 14, 2018 – the morning of June 1, 2018 for a total of 13.5 paid days and without pay from the afternoon of June 1, 2018 – June 8, 2018 for a total of 5.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

May 24, 2018

PROGRAM SPOTLIGHT

BrainSTEPS

The BrainSTEPS Program was created to build a bridge connecting the medical, rehabilitation, education sectors and families following student (K-12) acquired brain injury (ABI). ABIs can cause cognitive, physical, socio-emotional, and behavioral impairments that impact classroom performance and learning. Established in Pa in 2007, BrainSTEPS consulting teams support school teams in the development and implementation of educational plans following student ABI. In 2017, BrainSTEPS was recognized by the Centers for Disease Control (CDC) as a national model for educational consultation supporting students and school teams in the development and implementation of educational supports and services following an acquired brain injury.

NEWS

Student Services

Pupil Services

- Based on district contract requests and resignations, there are multiple vacancies in our Pupil Services program. Positions are posted for Mental Health Worker, School Psychologist and Social Worker.
- Referrals continue to come in from districts for student placements and evaluations. Intake meetings will be held next week for the remaining three weeks of school.

Transition Programming

As we continue to review our transition planning and how it relates to student progress and IEP goals, a team of professionals and paraprofessionals will be meeting this summer to work on curriculum aligned to standards and transition policy to be rolled out in the 2018-2019 school year.

Professional Development

Our Summer Academy trainings are close to capacity. These trainings include topics such as diversity, student social skills, suicide prevention, play therapy, reading interventions, transition, goal setting/rubrics and grief counseling.

Equitable Participation

Meg Taylor-Makuch, Coordinator of Equitable Participation and Educational Consultant, was recently trained as a trainer in Dr. Michael Heggerty's Phonemic Awareness Curriculum. The two best predictors of early reading success are alphabet recognition and phonemic awareness, and this curriculum is used in preschool, kindergarten, and first grade as a whole class lesson. Intervention groups can use Heggerty curriculum starting in 2nd grade. Meg is currently implementing Heggerty in several non-public schools.

Hill Top Academy

- The Mobile Dentist was on-site at Hill Top for a second time this year on May 17. The dentist saw 29 students for anything from routine cleanings to cavity fillings. Between the two visits, the dentist will have seen 60 students at Hill Top this year. All services are provided to students at no cost to their families.
- Two seniors, who attend Hill Top Academy, were recognized at the Buskey Awards on May 17, for their progress and achievements as they work toward their post-secondary lives.
- Last day for students is Friday, June 1.

Student Services Events

Optimist Olympics -The 25th Annual Optimist Olympics, for deaf/hard of hearing and blind/visually impaired students, was held on Friday May 12 at the York City Ice Arena. The event is coordinated by the Optimist Clubs of York, Adams, and Lancaster counties and representatives from Capital Area Intermediate Unit and Lincoln Intermediate Unit, including our own Mary Daubenspeck and Deb Genet. It is a wonderful opportunity for our students with sensory impairments to interact, socialize, and participate in a variety of sports activities that are modified for them, including guide ropes for running, sound-producing sports equipment, Braille and large print certificates, and sign

language interpreters. Many of our Capital Area Intermediate Unit students and teachers attended this successful event.

DHH Awards - The Annual CAIU Deaf and Hard of Hearing Awards program was held on Thursday, May 17. This event gives all of the students, teachers, and families an opportunity to be recognized for all of their hard work and success. In addition, all graduates and retirees are acknowledged. The evening also features a basket raffle, a summary video of events from throughout the year, but perhaps the most enjoyable part is that each teacher stands and recognizes students for specific achievements that were made throughout the year.

Educational Day with the Harrisburg Senators - CAIU Classroom students from Hill Top Academy and our district-based classes attended the Educational Day at Harrisburg Senators game on May 24. This event is sponsored by the MLB Foundation and provides tickets, t-shirts and lunches for students.

Hill Top Academy Reading & Math-a-thon Parent Night will be held on May 24 at 5:30PM

CAIU Graduation - CAIU/Hill Top Academy Graduation Ceremony will be held on May 30 at 6:30 pm, Enola

CURRICULUM SERVICES

STATE QUIZ BOWL CHAMPIONSHIPS

On Friday April 27, Trinity High School's Quiz Bowl team participated in the Pennsylvania State Academic Competition at the State Capitol Building in Harrisburg. Twenty-Two high school teams from across the state competed in matches that tested their knowledge of history, arts, literature, geography, science, and current events. The matches took place in the Chambers of the State Senate and House of Representatives.

After the initial rounds of competition, Trinity was tied 4th place and qualified for afternoon playoff matches. In the semi-finals, our team narrowly outscored Allentown Central Catholic to gain one of three spots in the finals. The championship match slated Trinity against Great Valley High School from Chester County and Friends Select from Philadelphia. The contest remained close throughout, but Great Valley pulled away at the end. Our team finished in 2nd place as the State runner-up.



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Please join in congratulating senior Andrew Bowman, and sophomores Connor Coyle, Luke Capper, Michael Staiger, and Greyson Sheller. What a great accomplishment for these young men!

24 Challenge - 2018 CAIU Regional Competition

On May 7 and 8, 2018, over 200 students from grades 4-8 competed in the 24 Challenge Competition held at CAIU. The students represented 14 school districts and 5 non-public schools. Thank you to all of the advisors from the schools who served as coaches and judges and to all of the CAIU employees who helped with the coordination!



Congratulations to the following winners!

Grades 4-5

Teams

1. Hershey Elementary School, Derry Township SD
2. Cumberland Valley SD Team 1 (aggregate district team)
3. (tie) Linglestown Elementary School, Central Dauphin SD
3. (tie) Cumberland Valley SD Team 3 (aggregate district team)

Individuals

1. Christine Tang, Hershey Elementary
2. Pranav Anbalagan, Cumberland Valley SD Team 3

3. Jason Lyn-Sue, Hershey Elementary
4. Anish Koka, Cumberland Valley SD Team 1

Grade 6

Teams

1. Good Hope Middle School, Cumberland Valley SD
2. Central Dauphin Middle School, Central Dauphin SD
3. Eagle View Middle School, Cumberland Valley SD

Individuals

1. Hitesh Yadlapalli, Good Hope Middle School
2. Pranav Vaddadi, Good Hope Middle School
3. Vraj Patel, Camp Hill Middle School
4. Arnav Chauhan, Good Hope Middle School

Grades 7-8

Teams

1. Good Hope Middle School, Cumberland Valley SD
2. Eagle View Middle School, Cumberland Valley SD
3. Lower Dauphin Middle School, Lower Dauphin SD

Individuals

1. Vedesh Yadlapalli, Good Hope Middle School
2. Saketh Gopu, Good Hope Middle School
3. Rajesh Muduganti, Good Hope Middle School
4. Sarvesh Gopalakrishnan, Eagle View Middle School

ESL Student Trip to Lake Tobias Wildlife Park

ESL teacher Mari Bender coordinated a trip to Lake Tobias Wildlife Park for her students who are developing their English language skills.



Sea, Air, Land Challenge

On Tuesday, April 24, three districts from CAIU participated in the Sea, Air, Land Challenge at Lancaster-Lebanon IU 13. This high school engineering and robotics event is a joint venture between Penn State's Electro-Optics Center and the U.S. Office of Naval Research. Our regional event is co-sponsored by Lancaster-Lebanon IU 13, Lincoln IU 12, and CAIU. High school teams create vehicles that compete in challenges that mimic missions faced by the military, national security agencies, and first responders.



Congratulations to Big Spring High School, Red Land High School, and Susquehanna Township High School! **Big Spring and Susquehanna Township students listening to the morning keynote speaker, U.S. Navy Petty Officer Stephen Bugaj, speak about nuclear engineering on aircraft carriers.**



Assistive Technology Conference

Geri Schaffer and Shana Montgomery recently presented a session called "A Practical Model for Building Capacity in Assistive Technology" at the Assistive Technology conference in San Diego, CA. Geri and Shana are Educational Consultants on the Curriculum Services team at CAIU.

TECHNOLOGY SERVICES

Technology Solution - ITGlue Documentation

The CAIU Technology Services Team implemented an IT document management and collaboration solution called ITGlue. ITGlue is a web based application that allows the CAIU to create technical documentation, to include (but not limited to) network designs, process management, passwords, and documentation in one seamless experience. The CAIU partnered with ITGlue to offer an IT documentation software to our school districts called MYGlue.

Technology Solution – FortiClient Antivirus Software

The CAIU Technology Services Team has been working with school districts to evaluate different antivirus software. After completing a proof of concept with several solutions, the consortium chose Fortinet FortiClient Endpoint Security Suite (FortiClient EMS). With today's sophisticated cyber threats (targeted attacks, socially engineered phishing, malware, etc.) and the increase of devices on your network, it is important to have a current enterprise class solution to protect the data and devices. This solution ties in to our cyber security planning and integrates with our Fortinet Next Generation Firewall protection.

NOTIFICATION OF ACTIVITIES

- Attended Highmark Presentation of Nurse Award to Betsy Seidel, CAIU School Nurse
- Attended PAIU Monthly meeting
- Attended CAIU Staff Social
- Met with Hans Meeder, National Center for College and Career Transitions
- Attended DCTS JOC and Board meetings
- Attended CPAVTS PAC meeting
- Held SAC meeting and retirement breakfast
- Attended Buskey Student Achievement Luncheon

UPCOMING ACTIVITIES:

- May 30 @ 6:30pm, Enola - CAIU/Hill Top Academy Senior Graduation
- May 30 – June 1, 2018 - CEA (Corrections Education Association) Region I Conference. Loysville staff attend.
- June 5 from 5:00pm – 8:00 pm at Adventure Zone Playground in Mechanicsburg - Annual Early Intervention Family Carnival sponsored by Early Intervention Connections
- June 6 - Graduation at Diakon CenterPoint Program
- June 8 @ 2pm - Loysville Graduation
- June 26 from 8:30 – 3:30pm - The **CAIU's First Annual Unconference** will be held at the Conference Center at Central Penn College. For registration and additional information, go to [HTTPS://TINYURL.COM/ABOUTCAUEDTECH](https://tinyurl.com/aboutcauedtech).