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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **February 22, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- Sue Voigt, CAIU Program Evaluation and Data Specialist, provided an overview of her work with PreK Counts. She shared information on the funding of the PreK programs across the Commonwealth and provided data for eligible students per county within the CAIU. She shared who sits on the Regional Consortium Development committee, the purpose of that committee and provided a list of participating districts.
- The Board announced the following retirees: **Barbara Fidler**, Physical Therapist, retirement with more than 27 years of service. **Cheryl Noll**, EPP, Autism Support Program, retirement with more than 16 years of service.
- Daren Moran, Business Manager, reported that he has recently been working with the Principal at the CASA Charter School regarding the possibility of the CAIU getting out of the last year of our existing lease, as they will be leasing directly with Strawberry Square. Daren has also inquired about the possibility of paying off a loan that we currently have with PNC without suffering penalty and is weighing the pros and cons.
- Alicia McDonald, Director of Student Services, shared that her team is finalizing summer professional development sessions (ACE days) for staff. Sessions will include Excellence and Equity presentations, Suicide Prevention training, Mandated Reporter, and School Wide Positive Behavior Support. School District requests are being received for the CAIU to do threat assessments and clinical evaluations on students. Alicia will be holding contract meetings with administrators to speak about the Special Education Plan, Early Intervention and transition.
- Theresa Kinsinger, Director of Organizational Services, shared that we will be focusing on Mandated Training for all staff this coming year due to all of the recent changes. The Perry county doctoral consortium through Immaculata University invited Theresa to speak to their group about human resources and education; they had a great discussion. As the 2017-18 President of the PA Association of School Personnel Administrators (PASPA), Theresa has been busy planning the annual conference to be held in Harrisburg next week on 2/28/18 – 3/2/18. Many of the district human resource and business staff will be attending this conference.
- Dave Martin, Director of Technology, shared that the 2017 PA Education Technology Expo and Conference (PETE&C) recently took place. Each year, staff from the CAIU Technology and Curriculum teams provide coordination and technical support for this conference. In addition to the CAIU staff, students from West Shore, Derry Township, and Susquenita School Districts provided support to all the presenters in the breakout rooms and had an opportunity to interact with the vendors. Dave also spoke about the new Regional Cyber Security system that is now in place and working well. On March 16, the CAIU will be hosting a legal briefing by Mark Walz, an attorney with Sweet, Stevens, Katz and Williams, regarding Cybersecurity as part of the 3-year goals for the CAIU Regional Cybersecurity. All Board members are invited to the Computer Fair to be held at the CAIU Enola Offices on March 27.
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She spotlighted a recent “Active Shooter” training held for CAIU staff on February 8 at the Enola offices. The training was provided by Rick Capozzi of the Capozzi Group located in Hollidaysburg, PA. The training was very timely and included a variety of simulations designed to prepare staff to respond to such an event. In addition, Dr. Saia provided various program highlights and shared her monthly activities including an activity in gratitude for staff and students and a food drive during the month of February. She also invited the Board members to attend several upcoming events.

- Rennie Gibson shared that the Statement of Financial Interest forms are to be completed and returned by April 20.

### **Approved Action Items**

- Minutes from the January 25, 2018 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$5,148,091.65 in receipts and \$9,694,823.76 in expenditures for January 2018
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$50,471,665.12 and expenses of \$41,892,276.68
- Budget Administration
  - Proposed 2018-2019 Original Budget – General Operating Budget (2<sup>nd</sup> Reading & Final approval) in the amount of \$6,390,000
- Other Business Items
  - Revised CAIU Board Committees
- Policies & Programs
  - Second Reading, Revised Policy #249 – Bullying/Cyberbullying
  - Second Reading, Revised Policy #808 – Food Service
- Job Descriptions
  - First Reading, Existing Position, Revised Description – Human Resources Data Clerk
- Personnel Items – See Attached Report

### **Executive Director's Report**

- See attached written report.

### **Board Member Sharing of Information**

- There was a discussion about the Student March on Washington on March 24.

### **President's Report**

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

**NEXT MEETING: Thursday, March 22, 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***

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### **RESIGNATIONS:**

- **ERIN COHAN**, Personal Care Assistant, Autism Support Program, effective March 2, 2018. Reason: Personal.
- **ROOPALI KAPUR**, Educational Paraprofessional, Early Intervention Program, effective February 14, 2018. Reason: Personal.
- **RONNA MASON**, Educational Paraprofessional, Emotional Support Program, effective February 23, 2018. Reason: Personal.
- **CHERYL NOLL**, Educational Paraprofessional, Autism Support Program, effective February 9, 2018. Reason: Retirement after more than 16 years of continuous CAIU service.

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

- **ERIN ELLISON**, part-time Long Term Substitute Teacher, Deaf/Hard of Hearing Program, effective February 14, 2018 – June 8, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a new position funded through the Deaf/Hard of Hearing budget.
- **KERRY FITCH**, Educational Consultant, Student Services Team, effective March 6, 2018. Base salary of Bachelors, Step 15, \$67,445 for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a replacement position funded through the Educational Consultant/Pupil Services budgets.

- **MADISON GRIMM**, Personal Care Assistant, Autism Support Program, effective February 13, 2018. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 79 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **AMANDA PETERS**, Physical Therapist, OT/PT Program, effective March 5, 2018. Base salary of Masters + 60, Step 8, \$61,530 for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

**CHANGES OF STATUS:**

- **DANIEL CONWAY**, from Application Support Specialist II, Technology Team to Program Assistant, Curriculum Team, effective February 12, 2018. Change of status results in a change of salary to \$40,159.95 for 12 months of service and will be prorated for a total of 100 days through June 30, 2018.
- **KELLY FORTNEY**, from Bargaining Unit Educational Consultant on the Curriculum Team to Administrative Support Statewide Comprehensive Planning Program Supervisor, Technology Team, effective March 19, 2018. Change of status results in a change of salary to \$84,568 for 12 months of service and will be prorated for a total of 75 days through June 30, 2018
- **MITZI MCKENZIE**, from Long Term Substitute Educational Paraprofessional, CATES Program to permanent, full-time Educational Paraprofessional, Autism Support Program, effective February 1, 2018.
- **DAWN SAGER**, from Accountant to Business Operations Supervisor, Administrative Team - Business, effective February 6, 2018. Change of status results in a change of salary to \$62,000 for 12 months of service and will be prorated for a total of 104 days through June 30, 2018.
- **ANDREA SCHWARTZ**, Educational Paraprofessional, Emotional Support Program, from administrative paid leave to active status effective February 16, 2018.

**LEAVES OF ABSENCE:**

- **KAREN RUDDLE**, Supervisor, Training and Consultation Program, continued leave of absence effective January 2, 2018 – April 6, 2018. Additional leave is requested using accumulated paid leave for a total of 65 days.
- **MICHELLE SHOLDER**, Social Worker, Capital Area Mental-health Program, leave of absence effective December 4, 2017 – February 2, 2018. Leave is requested using accumulated paid leave from December 4, 2017 – the morning of December 13, 2017 for a total of 7.5 paid days and days from the CAEA sick bank from the afternoon of December 13, 2017 – February 2, 2018 for an additional 27.5 paid days. This leave is in accordance with CAIU and FMLA policies.

# Executive Director's Report

## February 22, 2018

### PROGRAM SPOTLIGHT

#### Curriculum and Instruction

An "Active Shooter" training was held for CAIU staff on February 8 at the Enola offices. Rick Capozzi of the Capozzi Group provided the training from Hollidaysburg, PA. The training included a variety of simulations designed to prepare staff to respond to such an event.

The objectives for this training were to:

- review strategies recommended by Homeland Security
- move from condition of white (oblivious) to condition yellow (aware)
- discuss numerous response considerations and how to choose the most appropriate for the scenario
- review FBI statistics and why they should be a concern
- participate in building response preparation
- develop a survival mindset by practicing drills to build muscle memory



### NEWS

#### Curriculum Services

- The Pennsylvania Governor's STEM Competition was held at CAIU on February 14. The Governor's STEM Competition is an annual, themed, academic competition for students in grades 9-12. Students are challenged to research, present, and design a device/project that can improve the life of Pennsylvanians. This year's theme was "Improving Pennsylvania Through STEM." Teams from five local high schools competed this year: Cedar Cliff HS, Lower Dauphin HS, Red Land HS, SciTech HS, and Shippensburg Area Senior HS. Lower Dauphin HS took first place with their biodegradable soda ring holder, and will move on to the State Competition at Thaddeus Stevens in May (see picture).

The winners were:

**1<sup>st</sup> Place** – Lower Dauphin HS (moving to)

**2<sup>nd</sup> Place** – Shippensburg Area Senior HS

**3<sup>rd</sup> Place** – Cedar Cliff HS

Special thanks to our business and industry judges from the Foundry Makerspace, Gannett Fleming, and Tadano.



- On February 22, Dr. Tyrone Howard from UCLA will present on "**Why Race and Culture Matter in Schools: Closing the Achievement Gap in America's Classrooms**" as part the Equity and Excellence series.

While race and culture remain important variables in how young people experience schools, they are often misunderstood by educators and school personnel. Building on three studies that investigated schools successful in closing the achievement gap, Tyrone Howard shows how adopting greater awareness and comprehensive understanding of race and culture can improve educational outcomes.

Important for anyone who is genuinely committed to promoting educational equity and excellence for all children, this presentation, based on the book of the same name:

- Outlines the changing racial, ethnic, and cultural demographics in U.S. schools.
- Calls for educators to pay serious attention to how race and culture play out in school settings.

- Presents empirical data from schools that have improved achievement outcomes for racially and culturally diverse students.
- Focuses on ways in which educators can partner with parents and communities.

## **Student Services**

### **Program Elect**

The ELECT program received feedback from the recent state monitoring and our program is meeting expectations in all monitored areas. The monitors complimented our program on its strong services to students and our connections with other community resources. Big thanks to our Project Elect Staff for their exceptional work!

### **Preschool – Early Intervention**

- Eric Bostick participates on the Foundation for Enhancing Communities' Early Childhood Education Initiative Advisory Committee and attended an early childhood engagement meeting on February 8. Discussions focused on creating a P-3 community in Lebanon, Dauphin, Cumberland, Perry, and Franklin counties.
- We have speech/language students from University of South Carolina, Loyola University (MD), Western Kentucky University and East Carolina University. These students are doing their internships in our program and working closely with our Preschool Speech and Language Pathologists.
- Jamie Gordon, Inclusion Consultant, provided a workshop entitled "Designing Classrooms for the Best Social-Emotional Setting" at the Transition to Kindergarten Conference. This event was sponsored by The Foundation for Enhancing Communities, South Middletown School District, Success by 6, and United Way of Carlisle and Cumberland Counties.

### **Pupil Services**

- We were able to secure an Organizational Membership for PAPSA (PA Pupil Services Association). Several administrators were added to this membership to begin receiving information.
- Social workers in the Capital Area Therapeutic Emotional Support (CATES) department are working with PDE to pilot a Behavioral Health Survey to our students. The pilot will begin during the fourth marking period.

### **Hill Top Academy**

- Hill Top Academy will host 14 Messiah College interns during the spring semester. In addition, Hill Top and CAIU staff will provide a series of five seminars to the Messiah students, which will spotlight various services provided by the CAIU.
- Dr. Janilyn Elias will be presenting at the PAEEF Conference in March. Her topic is, 'The Benefits of Online Learning for Students with Disabilities.'

### **Transition Services**

Project Search Interviews and Assessments were held, on February 15, to determine the class of 2019. The team from Hershey Medical Center, OVR, and CAIU met to review the results (scored rubrics) and will be offering spots for next year. We have 15 applicants this year, which is the largest applicant pool that this program has experienced so far.

### **Occupational Therapy**

As of February 1, we have five Messiah graduate students in occupational therapy doing their Level 1 Field Placements at Hill Top Academy. The level one placement is designed to acquaint the students with the educational environment and students with disabilities. One student will be placed with a therapist and the other students are placed with various teachers. The internship is once per week for the entire semester.

### **Deaf and Hard of Hearing Classrooms**

On Feb 3, the middle school and high school Deaf and Hard of Hearing classes went to TGI Fridays for lunch and then to the Central PA Food Bank to volunteer.



Prior to the experience, students practiced reading the menu, budgeting for the meal, communication skills to order independently, and how to use appropriate social language and behavior in a public setting.

The classes also went to the Central PA Food Bank to volunteer. This activity was part of the formal transition planning that secondary classes often do and the goal was to have the students learn about volunteering, warehouse jobs, and different resources available in the community. One group opened boxes of packaged food and put them into a large container so they can be easily accessed later for other projects while another group scooped 1-pound bags of pasta. They had to scoop, weigh (adjust the weight

as necessary) and tie the bags. The students were given compliments by Food Bank staff on their good work and their teachers were proud of how they conducted themselves. The students enjoyed the experience and even asked if they could return in the future.

### **Technology Services**

#### **2017 Pennsylvania Education Technology Expo and Conference (PETE&C)**

PETE&C is a statewide conference that focuses on the creative use of technology in schools. The technology demonstrated is a wide range from instructional to technical solutions. Each year, staff from the CAIU Technology and Curriculum teams provide coordination and technical support to the conference. In addition to the CAIU staff, students from West Shore, Derry Township, and Susquenita School Districts provided support to all the presenters in the breakout rooms and had an opportunity to interact with the vendors. The students all did a fantastic job. Thank you to our districts who permitted students to attend and gain real hands-on experience in technology support.

#### **Technology Training**

The Technology Advisory Council (TAC) has continued with its training and collaboration initiative this year so that district's technology staff are prepared to support the staff and students in their classrooms. On Thursday, February 8, the Technology Advisory Council hosted a Microsoft Deployment Toolkit (MDT) training at the CAIU. MDT is a unified collection of tools for automating computer and server deployments. Districts have been increasing their use of MDT and this training centered on setup, configuration and deployment of MDT in their environment. The session was led by CAIU Technology staff and was a collaborative and informative session for all attendees.

#### **Cyber Security Seminar**

On March 16, 2018, the CAIU is hosting a legal briefing being led by Mark Walz, an attorney with Sweet, Stevens, Katz and Williams, regarding Cybersecurity. The intent of this session is to inform district staff of the important aspects and rationale of a Cybersecurity plan. This seminar will set the stage as we establish 3-year goals for CAIU regional Cybersecurity.

## **NOTIFICATION of ACTIVITIES**

- Attended Harrisburg SD CRO Advisory Council meeting
- Active Shooter training, Enola Office
- Toured Loysville YDC
- Governor's "Cabinet in your Community" , Greenwood School District
- The CAIU Wellness Committee is sponsoring a food drive to benefit the Central PA Food Bank this month.
- CAIU Practice Gratitude Activity during the month of February

## **UPCOMING ACTIVITIES: Date Savers**

*(All Board members are invited to attend any and all)*

- March 21-23: PA Excellence in E-Learning Forum, Pocono Manor, PA
- CAIU Regional Computer Fair, Tuesday March 27, Enola Pa
- April 6: Champions for Children Spring Bingo, CAIU Enola, PA