
CAIU BOARD HIGHLIGHTS

The following information is shared from the **July 27, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** Theresa Kinsinger, Director of Organizational Services, shared an overview of the work of the Human Resources team and employee onboarding process, current summer projects, and future opportunities and challenges.
- The Board announced the following retirees: **Jeanne Morrow**, Speech/Language Clinician, retirement after 24 years of service, **Sharon Farley**, Occupational Therapist, retirement after 19 years of service, **Krista Carr**, Teacher, Preschool, retirement after 13 years of service.
- The Board welcomes the following new Board Member: **Mrs. Brenda Myers**, Susquehanna School District.
- Alicia McDonald, Director of Student Services, shared that her team is busy working to fill staff vacancies. The Preschool sessions and Extended School Year (ESY) end today. There are several new classrooms opening up and several moves throughout the districts. New reinforcement walls are being installed at Hill Top Academy to prevent damage from students and work has begun on the delayed egress doors. Staff are preparing for the start of the school year.
- Len Kapp, Supervisor of Operations and Transportation, shared that the formula for State transportation subsidy will remain stable. His staff is completing improvements and updates at Hill Top Academy. There is a new secure sign-in system at Hill Top Academy.
- Brian Griffith, Director of Curriculum Services, shared that the Guest Teacher program is continuing and will include a principals' panel this afternoon. He is working with PDE to identify a lead person for implementing ESSA College and Career Readiness.
- David Martin, Director of Technology Services, shared that his team is working with districts to implement technology initiatives. He provided an update on the WAN upgrade. Several districts have moved to an Office 365 implementation. He has also worked with a committee of the Technology Advisory Council to identify focus areas for the technology staff in our region.
- Dr. Rhonda Brunner, Assistant Executive Director, highlighted information about this month's policies and shared that there will be a Federal Program Coordinator training at the CAIU on September 21st at 8:30 AM, which will include Every Student Succeeds Act (ESSA), and Uniform Grants Guidance (UGG) updates.
- Daren Moran, Business Manager, provided an update on the State budget and indicated that funds will continue to be received from the state. He highlighted the recent Champions for Children golf tournament and provided an update on the CASA charter school lease.
- Cindy Mortzfeldt, Executive Director, shared that there will be a 2-site Guest Teacher training in October. The CAIU again hosted the My Bike program this week, which, is now in 52 counties; and she provided an update on the United Way efforts.
- Rennie Gibson, Board Secretary, shared that the board photographer will be available following the August board meeting for those board members who need photographs taken.

Executive Session – No Executive Session was held.

Board Committee – The Board Search Committee shared information regarding the proposals submitted by vendors to conduct the Executive Director search. The committee recommended engaging the services of Chester County IU #24.

Approved Action Items

- **Ratification/Approval of the following Action Items of the June 22, 2017 Board Meeting**
(There was not a quorum at the June 22, 2017 meeting of the CAIU Board of Directors; the meeting was therefore cancelled):
 - Minutes from the May 25, 2017 CAIU Board Meeting
 - Treasurer's Report – May 2017
 - Budget Administration
 - Other Fiscal Matters
 - Other Business Items
 - Policies & Programs
 - Job Descriptions
 - Personnel Items
- **Approval of Action Items of the July 27, 2017 Board Meeting**
 - Election of the following CAIU Board Members for a new three-year term from July 1, 2017 – June 30, 2020
 - Mr. Wilbur Wolf, Big Spring SD
 - Mr. Eric Samples, Lower Dauphin SD
 - Dr. Layne Lebo, Mechanicsburg Area SD
 - Dr. Elisabeth McLean, Northern York County SD
 - Mrs. Brenda Myers, Susquenita SD
 - Mrs. Jean Rice, West Perry SD
 - Election of officers as follows: Mrs. Jean Rice, President; Mrs. Judy Crocenzi, Vice-President; Mr. Daren Moran, Treasurer; and Mrs. Rennie Gibson, Secretary
 - Designation of Patriot-News as the newspaper of general circulation
 - Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel
 - Chester County IU #24 as the Search Consultant at \$15,000 plus expenses.
 - Minutes from the June 22, 2017 CAIU Board Meeting
 - Treasurer's Report and Payment of Bills – a total of \$3,866,998.40 in receipts and \$10,260,140.83 in expenditures for June 2017
 - Summary of Operations for the 2016-17 fiscal year showing revenues of \$81,483,375.50 and expenses of \$82,618,751.26
 - Budget Administration
 - Proposed 2017-18 Original Budget – Capital Area School for the Arts Charter School Sublease Agreement in the amount of \$261,900
 - Other Fiscal Matters
 - 2017-18 Special Education Service Contract Summary: Dauphin County Technical School, Donegal SD, East Pennsboro Area SD, Harrisburg City SD, and Shippensburg Area SD
 - Policies & Programs
 - First Reading, Revised Policy #001 – Name and Classification
 - First Reading, Revised Policy #002 – Authority and Powers
 - First Reading, Revised Policy #003 – Functions
 - First Reading, Revised Policy #005 – Organization
 - First Reading, Revised Policy #006 – Meetings
 - First Reading, Revised Policy #011 – Principles for Governance and Leadership
 - First Reading, Revised Policy #203 – Immunization & Communicable Disease
 - First Reading, Revised Policy #204 – Attendance
 - First Reading, Revised Policy #251 – Homeless Students
 - Job Descriptions
 - Second Reading, Existing Position, Revised Description – Food Services Manager

- Second Reading, Existing Position, New Description – Business Services Coordinator
- Second Reading, Existing Position, Revised Description – Assistant Principal
- First Reading, Existing Position, Revised Description – Program Assistant, Online Learning Program
- First Reading, New Position, New Description – Assistant Supervisor, Aid to Nonpublic Schools (ANPS)
- 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. She wished Rhonda well as this was her last meeting. She congratulated Daren on his recent completion of certificate area with PASBO.

Board Member Sharing of Information

- Mr. Samples expressed concern over the recent public discussions about M&H Railroad running the railroad across Route 322 and through Hummelstown and the possible safety hazards for those school bus children and the general public.
- Mr. Wilbur Wolf commented on the recent Champions for Children golf outing that he participated in. He expressed pride and gratitude for the CAIU staff that worked the event. Very well done.
- Mrs. Barbara Geistwhite shared that Cumberland Valley School District now has over 9000 students enrolled for 2017-18.

NEXT MEETING: Thursday, August 24, 2017, 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:

- **SHAWNDI AMSLER**, Educational Paraprofessional, Intervention Team, effective June 2, 2017. Reason: Personal.
- **KATIE BLACK**, Certified Occupational Therapy Assistant, OT/PT Program, effective June 2, 2017. Reason: Personal.
- **DARRYL EISENHAUER**, Technology Support Specialist, Technology Team, effective July 7, 2017. Reason: Employee accepted a position with Palmyra Area School District.
- **KERRY FITCH**, Teacher, Autism Support Program, effective June 2, 2017. Reason: Personal.
- **TRACY GEIST**, Social Worker, Capital Area Mental-health Program, effective June 2, 2017. Reason: Personal.
- **LORRAINE GLUMAC**, Physical Therapist, OT/PT Program, effective September 5, 2017. Reason: Retirement after 26 years of continuous CAIU service.
- **ELIZABETH HALFORD**, Personal Care Assistant, Emotional Support Program, effective June 2, 2017. Reason: Personal.
- **KELLY KEATING**, Educational Paraprofessional, Early Intervention Program, effective September 4, 2017. Reason: Personal.
- **LYNNETTE LEE**, Educational Paraprofessional, Early Intervention Program, effective June 2, 2017. Reason: Personal.

- **ROSANNA LEE**, Teacher, Autism Support Program, effective June 8, 2017. Reason: Personal.
- **ANN MORTON**, Speech and Language Clinician, Early Intervention Program, effective September 15, 2017. Reason: Retirement after more than 40 years of continuous CAIU service.
- **KRISTIN HOOVER**, Teacher, CATES Program, effective June 2, 2017. Reason: Personal.
- **CINDY MORTZFELDT**, Executive Director, Administration Team, effective December 31, 2017. Reason: Retirement after more than 31 years of continuous CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **MEGAN BERNARD**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. 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.
- **JESSICA DERRICKSON**, Teacher, Emotional Support Program, effective August 22, 2017. Base salary of Bachelors, Step 10, \$56,487 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **NICOLE HELLER**, Teacher, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health budget.
- **ROOPALI KAPUR**, part-time Educational Paraprofessional, Early Intervention Program, effective June 26, 2017. 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 with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **NYLA KATER**, Secretary, CAOLA Program, effective July 5, 2017. Range 4 salary of \$28,000 for 12 months of service will be prorated for a total of 259 days through June 30, 2018. This is a replacement position funded through the CAOLA budget.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, CATES Program, effective August 17, 2017 – December 22, 2017. Base salary of HS+30, Step 2, \$18,897 for 189 days of service will be prorated for a total of 85 days. This is a replacement position funded through the CATES budget.
- **MELISSA MESSETT**, Teacher, CATES Program, effective August 22, 2017. Base salary of Masters, Step 9, \$57,676 for 189 days of service with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **ANDREW MCCREA**, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Grade 3 High, \$115,172 for 12 months of service, prorated based on number of days worked through June 30, 2018. This is a replacement position funded through the Core/Student Services budget.
- **AVERIANA NEUDER**, Social Worker, Pupil Services Program, effective August 28, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

C. CHANGES OF STATUS:

- **ARIEL FRANCHAK**, from Long Term Substitute Remedial Specialist to permanent, full-time Remedial Specialist, ANPS Program, effective August 7, 2017.
- **RANDALL JOHNSON**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective July 1, 2017. Change of status results in a change of salary to MHW HS+30, Step 15, \$41,634 for 189 days of service.

- **SHELBY JOSSELYN**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Teacher in the Dual Diagnosis Program, effective August 28, 2017.
- **ROOPALI KAPUR**, from part-time to full-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017.
- **CARLOS MEDINA**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective July 1, 2017. Change of status results in a change of salary to MHW Bachelors, Step 6, \$34,723 for 189 days of service.
- **JENNIFER SIMPSON**, from Cafeteria Worker to Program Secretary, Student Services Team, effective July 17, 2017. Change of status results in a change of salary to Range 4, \$28,275 for 12 months of service and will be prorated for 250 days through June 30, 2018. This is a replacement position funded through the Facilities/Core budget.
- **JOHN WILSHIRE**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Teacher in the Autism Support Program, effective August 28, 2017.

D. CHANGES OF SALARY:

- **SUZANNE KNOUSE**, Teacher, CATES Program, change of salary due to verification of previous completion of Masters + 15 credits, effective July 1, 2017. Salary will be based on a Masters + 15, Step 15, \$71,739 for 189 days of service.

E. LEAVES OF ABSENCE:

- **SARAH HOFFEE**, Speech and Language Clinician, Early Intervention Program, leave of absence effective June 26, 2017 – September 15, 2017. Leave is requested using accumulated paid leave from June 26, 2017 – July 27, 2017 for a total of 19 paid days and without pay from August 21, 2017 – September 15, 2017 for a total of 19 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **TRACEY KNAUSS**, Service Coordinator, Early Intervention Program, leave of absence effective April 25, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from April 25, 2017 – May 2, 2017 for a total of 6 paid days and without pay from May 3, 2017 – June 2, 2017 for a total of 22 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KAREN RUDDLE**, Supervisor, Training and Consultation Program, leave of absence effective June 8, 2017 – December 22, 2017. Extended sick leave is requested using accumulated paid leave for a total of 131 days.

Executive Director's Report

July 27, 2017

PROGRAM SPOTLIGHT

CAIU Human Resources Team

Our Human Resources Team, led by Theresa Kinsinger, Director of Organizational Services, provides a variety of human resources services to both internal and external clients. In addition to managing the daily HR needs of the CAIU staff, the team handles on-boarding and off-boarding employees, managing absences/substitute needs, retirement and benefits, and works directly with our districts to compile the annual salary and benefits survey. In collaboration with the CAIU Curriculum Services Team, the HR team plans and conducts the Guest Teacher Program where participants are trained to be substitutes in both CAIU and school district classes. Additionally, Theresa leads the HR Advisory Council with quarterly meetings for our districts' HR personnel to share pertinent HR issues and information from the Pennsylvania Department of Education and other agencies, organizations, and individuals in an effort to keep our school districts informed. Theresa also works closely with the CAIU administrators to monitor and review contracts with other agencies so that we are able to provide a variety of services through the CAIU.

NEWS

Student Services

Speech and Language

- A representative from Andrew's Gift recently contacted the IU requesting that one of our speech clinicians review training materials that they provide to approve them for American Speech-Language Hearing Association (ASHA) credits. This type of request from a private agency is relatively new, but we will look for further opportunities to provide this service.

Staffing and Scheduling

- Our administrators are continuing their efforts to screen and interview applicants to fill vacant positions including; teachers, social workers, speech/language, OT/PT, a teacher of the visually impaired, job coaches and paraprofessionals.
- We are also conducting interviews for program supervisor (vacant from Mr. Imboden's upcoming retirement) and data systems supervisor (vacant from Mrs. Gavazzi's resignation).
- Dr. Dorsey is working with the administration at Susquehanna Township middle and high schools to complete student schedules for our students in those classrooms. Once schedules are complete, Dr. Dorsey will be able to finalize support staff assignments between those two buildings. Both teachers are assigned, but, at this point, the communication facilitators, paraprofessionals, and interpreters are all more dependent on the specific schedules of the students.

School-age Classroom Programs

- Program Supervisors are working with district principals to finalize building agreements for the classes housed in districts.
- We are working closely with districts to begin the intake process/meetings for the 2017-2018 school year. Meeting dates have been selected in August so that students can begin immediately when the school year opens.
- Due to additional requests for service, we are opening an elementary Emotional Support (ES) class in Halifax Area SD at Enders-Fisherville Elementary as well as two new CAMhP (Capital Area Mental Health Program) emotional support classes, one of which will be located in South Middleton School District at Iron Forge Elementary and the other location is still pending.

Hill Top Academy

- The summer professional development Academy of Continuing Education (ACE) has been exceptionally well-received. Hill Top Academy staff has received training in the new IEP Software system, Behavior Management, Para-educators as Instructional Partners,

Confidentiality and Boundaries, the Impact of Childhood Trauma and Trauma Sensitive Schools. This has all been in addition to Safe Crisis Management certification, which most staff were able to complete outside of summer academy days. Trauma informed care will be a continued focus at Hill Top this school year; acknowledging that a significant percentage of our students have experienced trauma in their lives outside of school.

- Summer construction projects at Hill Top continue, with significant progress already made. To date, the HVAC system has been updated and the process to reinforce and aesthetically improve the first floor walls is nearing completion.

Extended School Year (ESY)

- Our Extended School Year program operated from July 5th – July 27th. This program provides continuity of services for students with IEPs who would otherwise regress over the summer break. The culmination of ESY is the Fishing Derby, supported and hosted by the Yellow Breeches Anglers Association, on July 27th.

“My Bike” Presentation and Parade Event

- On Monday, July 24th, we had the privilege to; once again, host the *adaptive equipment giveaway* event on behalf of Variety - the Children’s Charity. Nine children received adaptive bikes and four children were fitted for new bikes. The children and families demonstrated their joy as they rode their bikes or strollers in a parade through the lobby amidst cheers from IU staff.

NOTIFICATION OF ACTIVITIES

- Attended Education Core Solution Partners meeting with United Way Capital Region.
- Participated in a book study, “The Five Dysfunctions of a Team”, with Cabinet members as part of our annual Cabinet Retreat. In addition, other topics included Comprehensive Planning and Goals creation, and policy and procedures review.
- Assisted in interview process for new supervisor hiring.
- Participated in virtual meeting with Executive Directors and representatives from IUs 12 and 13 to review and plan for services through the 2017-18 Statewide System of Support.