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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **November 16, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates.

- **Program Spotlight:** Kathy Gottlieb, Program Supervisor, Tracey Knauss, OT, Emily Robenolt, PT, and Barb Kline, OT provided an overview of the CAIU's Occupational Therapy and Physical Therapy Program. The CAIU therapists have provided services to over 1,200 preschool and school-age children this year. In addition to providing direct services for children, our therapists also provide training and support field experiences for students attending local colleges.
- John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2016-17 CAIU Annual Audit Report.
- The Board announced the following retiree: **Majory Dombach**, Teacher, Autism Support Program, and previously an Educational Consultant in the MDS program, retirement after 16 years of service.
- Several Board Members will be leaving the CAIU Board. Mrs. Rice recognized and thanked the following Board Members for their dedicated service and commitment:
  - Ms. Gwen Browning, Camp Hill SD
  - Mr. Ken Ewing, Newport SD
  - Mr. Jay Franklin, Derry Township SD
  - Ms. Ausha Green, Harrisburg SD
  - Mr. John Salov, Steelton-Highspire SD
- Alicia McDonald, Director of Student Services, shared information about the recent "My Bike" event. At this event, nine adaptive bikes, one stroller, and two communication devices were given to children through Variety, the Children's Charity. Mr. LaVallee, CEO of Variety, shared that they have many more devices and equipment to give to children with disabilities and has asked us to get the word out. There is an application on the CAIU website for families to complete. Our Preschool Program hosted a Social Emotional Literacy Night. About 50 participants attended and engaged in hands-on activities at the Literacy Tables and there was a Scholastic Book Fair set up for parents to purchase books. The CAIU Student Services Team sponsored attendance for eleven administrators from eight school districts at the recent PAIU Student Services Conference held in Pittsburgh.
- Theresa Kinsinger, Director of Organizational Services, shared that we are just finishing Open Enrollment period. This year we used a video to share information about open enrollment. She recently attended the PAIU HR/Business Directors Conference. At the PDE presentation, they had shared that there is a shortage of about 300 special education teachers in Pennsylvania. PDE has begun discussions about changing certification grade level areas back to the K-12 certification.
- David Martin, Director of Technology Services, indicated that at recent TAC meetings, there have been opportunities for discussions through the Collaborative Spaces. Recently, discussions took place as a follow up to the JAMF training in October. Many of our districts subscribe to the Microsoft Enrollment for Education Solutions and are beginning to take advantage of the Office 365 option. Further training will take place at the December TAC meeting. He also shared information about district's use of Student Technicians. This learning experience provides real life experiences in the technology field. Discussions continue about Cyber Security and the increase of potential cyber threats.
- Daren Moran, Business Manager, shared additional information relating to the local audit. The CAIU has experienced growth over the last five consecutive years. With the net income,

we have been able to designate the fund balance for future facility upgrades, pension costs, and health care costs.

- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director's report. The Middle School Forum was held recently with over 200 in attendance. The goal for this forum was to help support the development of the leadership and academic potential of diverse middle school students. Several CAIU staff attended the PAIU Day on the Hill. The group visited with Rep. Patty Kim and Rep. Ron Marsico. Mrs. Mortzfeldt and other Executive Directors visited Senator Eichelberger. The Fall Superintendents' Conference was held earlier this month. Karen Ditzler, CAIU Instructional Technology Specialist, led the presentation on how to integrate the 4C's (Communication, Collaboration, Critical Thinking, and Creativity) into classroom instruction.

**Executive Session** – Executive session was held to discuss personnel issues.

### **Approved Action Items**

- Minutes from the October 26, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$13,929,313.11 in receipts and \$4,598,020.65 in expenditures for October 2017
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$26,374,385.89 and expenses of \$18,200,802.71
- Budget Administration
  - Proposed 2017-18 Budget Revision – Early Intervention – ACCESS Program in the amount of \$638,692
  - Proposed 2017-18 Budget Revision – Title I, Part D – Neglected and Delinquent Subpart 2 in the amount of \$393,680
- Other Business Items
  - Board Member Resignation: Mr. Ken Ewing, Newport SD and Ms. Ausha Green, Harrisburg SD
- Policies & Programs
  - Second Reading, Revised Policy #103 – Nondiscrimination in Educational Programs/Services
  - Second Reading, Revised Policy #104 – Nondiscrimination in Employment Practices
  - Second Reading, Revised Policy #819 – Suicide Awareness, Prevention and Response
  - Deletion of Policy #211 – Student Accident Insurance
- Job Descriptions
  - Second Reading, New Position, New Description – Online Learning Program Account Manager
  - Second Reading, Existing Position, Revised Description – Lead Custodian
- Personnel Items – See Attached Report

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

- See attached written report.

### **President's Report**

- Mrs. Jean Rice thanked the Board for their attendance. She shared that the hope is to have a candidate for the Executive Director position within the coming weeks. She wished everyone a Happy Thanksgiving.

**NEXT MEETING: Thursday, December 21, 2017, 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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**A. RESIGNATIONS:**

**BETHANY BORNAK**, Speech and Language Clinician, Early Intervention Program, effective January 22, 2018. Reason: Personal.

**BRIELLE DELELLIS**, Educational Paraprofessional, CATES Program, effective November 9, 2017. Reason: Personal.

**RACHEL GUERRA**, Teacher, Emotional Support Program, effective November 22, 2017. Reason: Personal.

**TARA SHOPE**, Educational Paraprofessional, Early Intervention Program, effective November 10, 2017. Reason: Personal.

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

**ERICA COOK**, part-time Educational Paraprofessional, Autism Support Program, effective November 14, 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 and with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

**ZACHARY COOPER**, Personal Care Assistant, CATES Program, effective October 31, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 137 days with additional new hire days as required. This is a new position funded through the CATES budget.

**MARY ANN HARTLEY**, Job Coach, Transition Services Program, effective November 13, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 130 days with additional new hire days as required. This is a new position funded through the Transition Services budget.

**LESLIE RHOADES**, part-time Cafeteria Worker, Student Services Team, effective October 30, 2017. Employee will be paid at the Range 5 rate of \$13.50 per hour and will work 180 days. This is a replacement position funded through the Cafeteria budget.

**KRISTIN WILSON**, part-time Teacher, ESL Program, effective November 21, 2017. Base salary of Masters, Step 5, \$51,637 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a new position funded through the ESL budget.

**BROOKE YELLETS**, Long Term Substitute School Psychologist, Pupil Services Program, effective November 6, 2017 – June 15, 2018. Base salary of Masters + 60, Step 12, \$69,145 for 189 days of service will be prorated for a total of 145 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

**C. CHANGES OF STATUS:**

**LISA KLINGLER**, from Educational Consultant, Training and Consultation Program to Assistant Supervisor, ANPS Program effective January 2, 2018. Salary will be based on Act 93, Range 4, \$80,774.73 for 205 days of service and will be prorated for a total of 116 days through June 30, 2018. This is a new position funded through the ANPS budget.

**D. CHANGES OF SALARY: None**

**E. LEAVES OF ABSENCE:**

**MATTHEW BRIGHTBILL**, Application Support Specialist, Technology Team, leave of absence effective October 9, 2017 – October 20, 2017. Leave is requested using accumulated paid leave time from October 9, 2017 – October 12, 2017 for a total of 4 paid days and without pay from October 13, 2017 – October 20, 2017 for a total of 6 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**MICHELLE CLARK**, Psychologist, Pupil Services Program, intermittent FMLA leave through November 8, 2018. Leave is requested in accordance with CAIU and FMLA policies.

**KIMBERLEE CLAYPOOLE**, Educational Paraprofessional, Early Intervention Program, intermittent FMLA leave through October 30, 2018. Leave is requested in accordance with CAIU and FMLA policies.

**SANDRA KIRCHNER**, Educational Paraprofessional, Early Intervention Program, leave of absence effective November 2, 2017 – December 15, 2017. Leave is requested using accumulated paid leave from November 2, 2017 – the morning of December 4, 2017 for a total of 16.5 paid days and without pay from the afternoon of December 4, 2017 – December 15, 2017 for a total of 9.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**IRENE MCKENNA-REEDY**, Educational Consultant, Training and Consultation Program, leave of absence effective November 9, 2017 – December 21, 2017. Leave is requested using accumulated paid leave for a total of 27 days and is in accordance with CAIU policies.

**MARYANN MERCER**, Personal Care Assistant, Multiple Disabilities Support Program, intermittent FMLA leave through October 31, 2018. Leave is requested in accordance with CAIU and FMLA policies.

**SHANNON MURPHY**, Educational Consultant, Student Services Team, leave of absence effective October 31, 2017 – December 22, 2017. Leave is requested using accumulated paid leave for a total of 36 days and is in accordance with CAIU and FMLA policies.

**CHERYL NOLL**, Personal Care Assistant, Autism Support Program, leave of absence effective September 11, 2017 – November 1, 2017. Leave is requested using accumulated paid leave time from September 11, 2017 – the morning of October 2, 2017 for a total of 15.5 paid days and without pay from the afternoon of October 2, 2017 – November 1, 2017 for a total of 21.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**CHERYL RUDAWSKI**, Curriculum Specialist, Curriculum Team, leave of absence effective September 19, 2017, on an intermittent basis through October 31, 2017. Leave is requested using accumulated paid leave and is in accordance with CAIU sick and FMLA policies.

# Executive Director's Report

## November 16, 2017

### **PROGRAM SPOTLIGHT**

#### **Occupational and Physical Therapy (OT/PT)**

Occupational and physical therapy are related services that are provided to students as identified on an IEP or services agreement. The primary focus of this program is to provide services that will help the student benefit from an appropriate special education program or regular education program through compensations for sensory and gross or fine motor deficits. The therapist evaluates the student within the school setting or typical environment and develops recommendations combining the OT or PT concerns with the school program. Services promote the development of fine motor dexterity and coordination, visual motor skills, self-regulation, gross motor skills balance, strength and coordination, postural stability and control, appropriate positioning and mobility, independence in daily activities, and improved quality of movement.

Program features may include:

- Individual or small group therapy
- Ongoing support for students through OT/PT service integrated into their educational programs
- Consultative services to teachers, classroom aides and parents
- In-service training for staff
- Preparation of specialized materials for student's use

### **NEWS**

#### **South Central PA Consortium for Excellence & Equity: 2<sup>nd</sup> Annual Middle School Forum**

*"Wise Up to Rise Up: Climbing Up Mountains & Tearing Down Barriers"* was the theme of this year's Middle School Forum. Two hundred forty students and 30 adults from 24 schools (both public and private) schools attended the event on October 31<sup>st</sup>. The goal for this one-day Forum was to help support the development of the leadership and academic potential of diverse middle level students. This learning experience was designed

to inspire emerging student leaders to seek high levels of personal and academic success and accept leadership responsibilities for making positive contributions to their families, schools, and society, to develop a network of students that supports possible future collaboration among these emerging leaders, and to engage students in activities that will foster personal leadership development, build a diverse community, and assist in establishing meaningful leadership activities back in their home district. Key presenters included Zach Gowen, professional wrestler and youth empowerment speaker, and Carlos Ojeda, Jr., CEO of CoolSpeak and youth empowerment speaker.

#### **Legislative Event**

CAIU was represented at the PAIU Day on the Hill. Holly Brzycki, Supervisor of Online Learning, Dr. Janilyn Elias, Program Director, and Eric Bostick, Preschool Supervisor, attended with me. The House recently cancelled their session day, but we were able to visit



the offices of Patty Kim and Ron Marsico. We shared information about the work of Intermediate Units in general and the CAIU in particular.

### **Fall Superintendents' Conference**

The Fall Superintendents' Conference was held on November 1-3, 2017. This year's theme was "Integrating the 4Cs: Taking Teaching and Learning to the Next Level." We began the conference with a team building event, BreakoutEDU. Karen Ditzler, CAIU Instructional Technology Specialist, led the superintendents through an engaging and interactive session on ways to integrate the 4Cs (Communication, Collaboration, Critical Thinking and Creativity) into classroom instruction. Karen helped the superintendents to explore no-tech, low tech and high tech methods and strategies that can be used to meet students' learning needs. Ken Kay, CEO of EdLeader21, and Karen Garza, President and CEO, Battelle for Kids, talked with the superintendents about "The Why, What, and How of 21<sup>st</sup> Century Education."



### **Student Services**

#### **PAIU 1st Annual Student Services Conference: 'Stand Up for Children'**

- The PAIU (PA Association of Intermediate Units) organized the first annual Student Services conference for district and IU staff across the state. The conference was held on November 1-3 in Pittsburgh with approximately 250 attendees. CAIU Student Services underwrote the conference registration costs for the districts in IU15. Our area had good representation and reported positive feedback about the conference. There were 10 District administrators (from 7 districts) as well as additional CAIU administrators attending and CAIU TaC staff who presented.

#### **Hill Top Academy Canine Committee**

- Dr. Janilyn Elias, Program Director, has re-convened the CAIU Canine Committee to review our therapy dog procedures and practices. The committee is also reviewing various therapy dog providers and trainers in order to update our partnership agreements and internal procedures. Many of the therapy dogs who had been assigned to Hill Top Academy have retired and we are seeking to continue this very valuable program.

#### **Suicide Prevention Training**

- We have staff who have been trained in QPR (Question, Persuade, and Refer) Suicide Prevention, and we are working with PDE to receive funding for Train the Trainer resources.

#### **Capital Area Mental health Program (CAMhP)**

- Due to additional student referrals, we are planning to open an additional CAMhP class this December.

#### **Coaches & Initiatives**

- As part of our IEP Compliance initiative and professional development, we are focusing on improving connections between executive functioning and transition planning documentation in both IEP development and progress monitoring.

## **Hill Top Academy**

- On the November 1<sup>st</sup> Act 80 afternoon at Hill Top Academy, staff participated in a variety of differentiated professional development activities. These trainings included: Breakout Edu, Mental Health Diagnosis and Educational Identification, Google Classroom and PCA ACCESS Billing.
- HTA hosted a school-wide PBIS event on October 31<sup>st</sup>. Each classroom had the opportunity to build a catapult and compete against the other classrooms to see which one could launch a pumpkin the furthest. The classrooms also made scarecrows demonstrating LABS behaviors. High school classrooms created and ran fall themed carnival games for the younger students. To wrap up the event everyone enjoyed cupcakes donated by Giant.
- Students continue to track their miles each day for the Billion Mile Race. Through the support of Physical Education teacher, Cheryl Park, Hill Top students have logged 1,266 miles to date!
- On Friday, October 27<sup>th</sup>, Hill Top K-8 students enjoyed Trick or Treating at our neighboring building (The University of Pittsburgh Child Welfare Training Development Center).
- On Tuesday, October 24<sup>th</sup>, HTA participated in Apple Crunch Day, a Penn State Health and Wellness initiative. Students were able to sample and learn about a variety of apples.

## **Interagency & Social Workers**

- Two administrators and two social workers have been trained in Mental Health First Aid. The training is provided through PaTTAN and designed to help people, who work with teens, recognize potential mental health concerns and then to provide support and resources to the teen to deal with the problem.

## **Preschool/Early Intervention**

- The preschool staff's professional development this month focused on Adverse Childhood Experiences (ACES) and Trauma Informed Approach as well as increasing participation in naïve learners.
- Preschool Parent Orientation Meetings have been scheduled with the 24 school districts and families of children who will transition into school age program in the 2018-19 school year. Meetings will take place in November and December.
- Early Intervention Connections hosted a parent panel at the CAIU for Infant Toddler families receiving early intervention services that will be transitioning into the Preschool Program. Four preschool families shared their experience about early intervention. In addition, Heather Donovan shared her role as an Inclusion Consultant to the participants and Kathleen Blazey, Preschool Director at Aldersgate Preschool discussed her experiences with the CAIU Preschool Program. Mary Mahoney-Ferster, Include Me From the Start Consultant, discussed the importance of including children with disabilities in general education classrooms.
- The Preschool Program hosted a Social Emotional Literacy Night at the CAIU. Approximately 50 participants attended and engaged in hands-on activities focusing on social-emotional books. Families who are currently receiving early intervention services in the Infant/Toddler Program and the CAIU Preschool Program were in attendance.
- **Community Outreach**
  - Jean Gray, Lara Borne and Barb Stolz conducted a CARA's Kit Training at The Joy Center on November 2<sup>nd</sup>. There were 22 participants.

- Lara Borne and Jean Gray provided a hands-on training focusing on visual supports and social-emotional development for the preschool staff at Grace Christian Preschool on November 7<sup>th</sup>.

### Deaf/Hard of Hearing/DHH

- As part of the ongoing collaboration between our DHH classrooms, the students from Deb Genet's DHH class visited, the students in Jennifer McLaughlin's class at Conewago Elementary (see photos). The afternoon was a Monster theme and the older students read monster books to the younger students and then made paper monsters. Perhaps the best part for the students was the monster snacks that they made and shared together. Both teachers and students enjoyed the time together and look forward to more opportunities to bond throughout the year.



### Speech

- Speech pathology requires a very wide range of skills in order to best serve a wide range of potential populations. Because of that, it can be challenging for clinicians to continue to develop their skills in all areas of the field, Dr. Dorsey has asked the clinicians to build off of our internal expertise and engage in co-observations throughout the year. He strategically paired clinicians in environments that are quite different from their current caseload. This exercise will continue to keep our clinicians abreast of the many aspects of their job that include private school settings, center based schools, public schools, and involve needs such as articulation, fluency, social language, assistive technology, feeding and swallowing, among others. These observations will occur throughout the year and the clinicians will share their learning at an end-of-the-year department meeting.

### Vision

- Roseanna Stillwagon and Stephanie Casey will be representing the vision staff at the HELIX conference on November 13-15. The IU vision team will meet as a group after their return to discuss what the staff can learn from the conference.

### Equitable Participation

- On Thursday, November 2<sup>nd</sup>, Meg Taylor-Makuch participated in the Fall Meeting of Nonpublic Administrators hosted by David Colestock and his team. As a lead for our equitable participation team, Meg spoke to the private school administrators about the services available to private schools for the 17-18 school year. We hope to continue to see an increase in the number of requests that we receive for our coaching services.

### November 2017 Data Governance Update

- The Data Quality Network (DQN) continues to meet monthly by connecting via video conference to other IUs. Presenters from PDE reviewed the Special Education December child count, Act 16 collection, and various resources for PIMS administrators. For more information on the Data Quality Network including session recordings and resources, please visit [www.dataqualitynetwork.net](http://www.dataqualitynetwork.net).

### Loysville Youth Development Center

- Twenty-one of the 105 students enrolled already had their GED or High School Diploma when they arrived but will attend school.



- One student passed the GED and eleven students took the ASVAB test in October.
- Two trainers from Collins Writing worked with the staff and will return to work with teachers in the classroom in January.
- LYDC administrators and staff are working with Holly Brzycki to develop CAOLA courses more suited to LYDC needs. These courses will have limited need for external links and more use of printed supporting materials. Keeping appropriate links open while blocking all other links is an issue of security at the Loysville site.

### **NOTIFICATION OF ACTIVITIES**

- **“My Bike” Presentation and Parade Event:** On Tuesday, November 14<sup>th</sup>, we had the privilege to, once again, host the **“My Bike”** event on behalf of Variety - the Children’s Charity.
- Held New Employee Orientation for 20 employees who have started since the beginning of the school year.
- Attended Advocacy Day training provided by PASA and PASBO.
- Participated in the Instructional Rounds visit at Big Spring SD.