

---

# CAIU BOARD HIGHLIGHTS

---

The following actions were taken at the **October 26, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## **Reports/Updates.**

- Dr. Janylyn Elias, Program Director and Ms. Rachel Montiel, Assistant Principal, provided an overview of the Diagnostic Classroom at Hill Top Academy. The Diagnostic Classroom is a short-term and temporary education placement of 45 days. The class size is limited to 8 students across all grade levels. The primary purpose is an intensive and comprehensive evaluation from multiple disciplines assisting in optimizing individualized educational programming. At the conclusion of the placement, a comprehensive report is created on the student, providing general recommendations for the school district and family, for consideration in their decision for the student's educational placement and programming.
- David Martin, Director of Technology Services, shared that the CAIU is working closely with the districts on a training initiative with the district technical staff. On Thursday, October 12<sup>th</sup>, the Technology Advisory Council (TAC) hosted their first training on JAMF at the CAIU. Cumberland Valley and Greenwood School Districts led the training and discussed different configurations and best practices. The session was very collaborative and went well. The next training session on December 14<sup>th</sup> is on Office 365. Technology staff members are at the Curriculum Advisory Council (CAC) conference to learn what we can do to support the current initiatives that will best support the staff and students.
- Daren Moran, Business Manager, shared the most recent update about the state budget bill. At this time, funding has continued to flow to the IU. The local auditors have completed the 2016-17 fiscal year review. They will be presenting the audit report at the November Board meeting.
- Rennie Gibson, Board Secretary, shared that the voting receipt for the 2018 PSBA Officers is attached for the Board members' review.
- Cindy Mortzfeldt, Executive Director, shared that her report was available for review. She highlighted the Tinker Expo held at the CAIU, the Back to School Night at Hill Top Academy, the grant award for Hill Top Academy to establish parent and community partnerships, and the work by CAIU with the nonpublic schools through Equitable Participation funding. She invited the Board members to attend the Preschool Program's first Social Emotional Literacy Night on November 8<sup>th</sup> and the Thanksgiving Luncheon at Hill Top Academy on November 16<sup>th</sup>.

**Executive Session** – No executive session was held.

**Board Committee** – The Board Search Committee has reviewed applications and 1<sup>st</sup> round interviews are taking place. Focus group meetings continue to be held with staff, parents, and district stakeholders.

## **Approved Action Items**

- Minutes from the September 28, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$8,604,660.89 in receipts and \$9,413,466.98 in expenditures for September 2017
- Summary of Operations for the 2016-17 fiscal year (as of October 12) showing revenues of \$89,847,178.89 and expenses of \$90,291,962.10
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$13,762,061.05 and expenses of \$11,835,384.28

- Other Business Items
  - 2018 - 2021 CAIU Comprehensive Plan
  - Ratification of Act 93 Plan
- Policies & Programs
  - Calendar Modification – Act 80 Days
  - First Reading, Revised Policy #103 – Nondiscrimination in Educational Programs/Services
  - First Reading, Revised Policy #104 – Nondiscrimination in Employment Practices
  - First Reading, Revised Policy #819 – Suicide Awareness, Prevention and Response
- Job Descriptions
  - Second Reading, Existing Position, New Description – Business Analyst 1
  - Second Reading, New Position, New Description – Business Analyst 2
  - Second Reading, New Position, New Description – Business Analyst 3
  - Second Reading, Existing Position, Revised Description – Project Administrator
  - Second Reading, Existing Position, Revised Description – Special Projects Coordinator
  - Second Reading, Existing Position, Revised Description – Business Operations Supervisor
  - First Reading, New Position, New Description – Online Learning Program Account Manager
  - First 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 members for their attendance. She attended the Hill Top Academy Open House and shared how she enjoyed her visit.

**NEXT MEETING: Thursday, November 16, 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:**

- **CARLY COALSON**, Remedial Specialist, ANPS Program, effective November 22, 2017. Reason: Employee is moving out of the area.
- **SUSAN LAIRD**, School Counselor, ANPS Program, effective December 22, 2017. Reason: Retirement after more than 15 years of continuous CAIU service.
- **KAREN SHENK**, Educational Consultant, Training and Consultation Program, effective December 21, 2017. Reason: Personal.  
**TAMARA SCHULZ**, Certified Occupational Therapist Assistant, OT/PT Program, effective October 27, 2017. Reason: Personal.
- **BARBARA SWENSON**, Floater Teacher, Student Services Team, effective October 12, 2017. Reason: Personal.

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

- **BETHANY CHASTEEN**, Personal Care Assistant, Autism Support Program, effective October 2, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 157 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **JACKIE CHERRYBON**, part-time Secretary, Early Intervention Program, effective October 23, 2017. Employee will be paid at the Range 4 rate of \$18.00 per hour and will work 12 months. This is a replacement position funded through the MAWA budget.
- **SAMUEL MARLIN**, Personal Care Assistant, Emotional Support Program, effective October 9, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 153 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **DONNA MOLL**, Teacher, Autism Support Program, effective October 24, 2017. Base salary of Masters + 30, Step 5, \$54,343 for 189 days of service will be prorated for a total of 144 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

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

- **MELISSA COUSIN**, Long Term Substitute Remedial Specialist, ANPS Program, change in start date of assignment from October 6, 2017 to October 3, 2017, resulting in an increase of days from 93 to 96.

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

### **E. LEAVES OF ABSENCE:**

- **PATRICIA BENNER**, Remedial Specialist, ANPS Program, leave of absence October 11, 2017 – February 28, 2018. Leave is requested using accumulated paid leave from October 11, 2017 – October 24, 2017 for a total of 10 paid days and without pay from October 25, 2017 – January 18, 2018 for a total of 50 unpaid days. Employee will then take child-rearing leave of absence from January 19, 2018 – February 28, 2018 for an additional 28 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **DAVE HARPER**, Teacher, Loysville Youth Development Center, leave of absence effective August 17, 2017 – October 13, 2017. Leave is requested using accumulated paid leave for a total of 35 days and is in accordance with CAIU and FMLA policies.
- **THERESA KINSINGER**, Director of Organizational Services, Administrative Team, leave of absence effective October 20, 2017, on an intermittent basis through November 2, 2017. Leave is requested using accumulated paid leave and is in accordance with CAIU sick and FMLA policies.

# Executive Director's Report

## October 26, 2017

### PROGRAM SPOTLIGHT

#### Diagnostic Class

Located at the Hill Top Academy, this K-12, short-term (45 day), comprehensive program is designed to assess students' needs in a wide range of areas in order to determine the most appropriate longer-term placement that best suits each student. During this placement, students receive academic, psychological, physical and social assessments to best determine future placement. Upon completion of this intensive program, an extensive evaluation/reevaluation report, including recommendations for IEP development and an appropriate school placement, are provided to the district and family.

### NEWS

#### Curriculum Services

##### Tinker Expo

Over 100 individuals gathered at the CAIU on October 17, 2017 to learn about the latest in maker movement inspired products and projects supporting the 4 C's in education: creativity, communication, collaboration, and critical thinking.

The 2017 Tinker Expo offered attendees ten breakout sessions to include the following:

- Bicycle-Electric Generator Demo by Reach Charter School
- Digital Manipulatives with STMath
- STEM on Wheels
- Mobile STEM Labs for All Ages – and All Teachers
- Invention land & IU 1's Fab Lab
- Building a Backup Shuttle Climate Control Unit with Lunar Dynamics
- Create Digital Media and Art with Canva
- Making a MakeBox with Katapult Labs
- How Sweet It Is! Flying Drones by Coding
- Raspberry Pi and Electronics – Internet of Things thru making
- Google Cardboards with an introduction to Virtual Reality
- BreakoutEDU



Along with the breakout sessions, an exploration area featured eleven stations where participants could learn more about tools to support effective instruction. In addition to the indoor events of the day, four food truck vendors were available outside for both CAIU employees and attendees of the Tinker Expo.

#### Student Services

##### Hill Top Academy

- Hill Top Academy (HTA) hosted their first ever Back-to-School Night on October 5<sup>th</sup>. Over 90 family members enjoyed the evening by touring the building and meeting with classroom staff.

- Through the efforts of HTA Physical Education teacher, Cheryl Park, HTA students logged enough miles to become a “Billion Mile Grant” winner. Grant money will go to support walking and running physical education activities at HTA.
- On October 11<sup>th</sup>, HTA hosted the Student Services Director and Principal from Westmoreland IU #7. Discussion topics included PBIS best practices, effective use of CAOLA online courses and the continuum of Emotional Support (ES) classrooms at HTA.
- Hill Top Academy applied and won the highly competitive Department of Education’s Bureau of Special Education Performance Grant. The 2017-2018 grant award of \$7,500 will go toward the establishment of parent and community partnerships.
- The addition of the delayed egress doors has had a positive impact on the school environment and safety, greatly reducing student elopement and providing staff with an extra few seconds to be able to implement interventions with students.
- All Hill Top Academy staff participated in teambuilding activities, as part of School-wide Positive Behavior Support, at Pinchot Park for the first Act 80 ½-day event this year.
- During the first month of school, HTA students collectively earned over 16,000 LABS loot bucks. LABS loot is Hill Top’s PBIS currency, earned for showing **L** (Learn First), **A** (Act responsibly), **B** (Be your best self), **S** (Show safe actions) behaviors. LABS loot earns students classroom incentives, school-wide assemblies and random Friday prize drawings.

### **Loysville Youth Development Center**

- The current population is 105 residents, which includes 24 new residents admitted in September and 10 who were released. Nineteen of the 105 students, 18% of the population, already have their GED or High School Diploma when they arrived but will attend school. Two more students passed the GED in September.
- Jim Towse, PDE advisor, was at Loysville to visit and see the program on September 22<sup>nd</sup>.
- Teachers have been trained and are using the Collins Writing model to encourage writing and help students with recall. They were invited to participate in the new and improved version of Collins Writing that is focused on Vocational schools. John Collins along with his team of trainers conducted a two-day training for staff. Staff will receive ongoing support and data collection on student growth throughout the school year. Two trainers will return in January to work with teachers individually.
- NetSupport software was added to the network system at Loysville. This will help keep track of student activity on the network and provide staff with specific oversight tools to ensure safety and restrict internet access.

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

- CAMhP is looking to extend its classroom capacity for elementary school level students. Currently, we have grades 3-5 at Iron Forge Elementary but want to continue those services K-5 with the students who need additional services at Hill Top Academy.

### **Educational Coaches**

- The coaches are in the planning process to offer continued professional development in the following areas:
  - Transition assessments for students beyond graduation
  - Communication approaches with districts, families, and agencies
  - Use of data (academic and behavior) to impact better instruction and behavioral approaches
  - Functional curriculum to support our standards-based curriculum

## **Preschool Early Intervention**

- Karen Wronski, Preschool SLP, is conducting a Hanen fall parent class, "More than Words". Families participate in eight evening classes in addition to some home visits. More Than Words provides parent training for parents of children diagnosed with Autism Spectrum Disorder. Four families are participating in the Parent Fluency Training group with Sharon Kello, Preschool SLP. This group provides training for parents in the nature of stuttering, risk factors, and strategies that can be used to promote more fluent speech at home. Four evening parent sessions are offered in this training. These programs provides parents with the teaching tools and strategies they need to help their children reach their full communication potential.
- Earlier this month, Preschool staff began their Professional Learning Communities. Approximately 50 preschool staff participated in seven different PLCs ranging from social-emotional development, community outreach and training, increasing parental involvement, participation, competent learner model, feeding and self-regulation. Staff developed action plans and goals to focus on throughout the year. Staff will share their work with all preschool staff on May 24<sup>th</sup> as part of their professional development.

## **Occupational Therapy (OT)**

- The OT/PT department hosted a daylong seminar on Interoception, the eighth sensory system. Interoception is an important sensory system that helps us to "feel" body signals like tense muscles, speeding heart, hot cheeks, and growling stomachs. Many individuals with autism have difficulty accurately identifying these cues and therefore have difficulty controlling how they feel, but we can support their skill development through our educational programming. This seminar is open to all educational staff and parents in our area.
- Sue West MS, OTR/L collaborated with Elizabethtown College professors and occupational therapy students on a research project at Hill Top Academy last spring. The goal of the research study was to collect information on strategies that can successfully help students to understand their internal senses called interoception. Because of the project, Ms. West has expanded her repertoire of strategies to teach students at Hill Top self-regulation skills. Ms. West also co-presented about the study with the researchers from Elizabethtown College at the recent POTA conference in State College. The presentation was called: "Interoception, the Eighth Sense: Pilot Intervention Efficacy Study for School-Aged Children with Autism."

## **Speech**

The speech clinicians in the school age department have experienced a very busy beginning of the year. The department received a number of late requests to cover longer term leaves for district speech clinicians, so the IU team pulled together to rearrange schedules and provide the additional support to the districts. This effort was challenging, but we believe that the districts were very grateful for the effort.

## **Deaf and Hard of Hearing**

- The classrooms at Susquehanna Township high school, middle school, and the elementary class at Conewago are teaming up to have their students collaborate on various activities. The idea helps students of varying ages with hearing impairments to meet and work together on team building activities and mentorship. The idea was developed by classroom teachers Ashley Adams, Deb Genet, and Jennifer McLaughlin. In addition, the classes are planning a number of educational trip experiences that will focus on both curricular connections at the elementary and transition opportunities for our secondary students.

## **Equitable Participation**

- Meg Makuch is planning to meet with the principals of the non-public schools that we serve through equitable participation on November 2<sup>nd</sup> to discuss the services that we provide. One major change that they will learn about is that recently the Diocese agreed to give professional development credit to private school teachers for participating in the training opportunities that we provide to them through workshops, learning networks, and training sessions that are frequently presented in the schools. We hope that this helps us reach more teachers with presentations about the best practices in teaching.

## **Technology Services**

The Technology Advisory Council (TAC) has embarked on a training and collaboration initiative this year so that districts are successful. On Thursday, October 12<sup>th</sup>, the Technology Advisory Council hosted a JAMF training at the CAIU. JAMF is a management system for supporting Apple devices. Districts have environments with multiple types of technology devices and the proper management system is critical to ensure the devices are successful in the classroom. Cumberland Valley and Greenwood School District led the training and discussed different configurations and best practices. Districts were very collaborative and learned a lot from the presenters as well as from each other.

## **NOTIFICATION OF ACTIVITIES**

- Attended the PAIU Central Region Executive Directors' meeting
- Attended the monthly PAIU Executive Directors' meeting
- Attended the Back to School Night at Hill Top Academy
- Attended Harrisburg SD Chief Recovery Officer Meeting and Academic, Instruction, and Student Services Board Committee Meeting
- Attended United Way Core Solutions Partners Meeting
- Attended the Regional Federal Programs Meeting conducted by the PDE Division of Federal Programs
- Visited staff and students at Hill Top Academy

## **SAVE THE DATE:**

- On November 8<sup>th</sup>, the Preschool Program will be hosting its first **Social Emotional Literacy Night** at the CAIU from **4:30 – 7:00 p.m.** Children will have opportunities to engage in hands-on activities related to social-emotional development and families will be provided with additional extension activities to take home. A Scholastic Book Fair with a focus on social-emotional books will also be provided. Community partners such as Capital Area Head Start and Pinnacle Health's Infant Development Program will also participate in this event. All CAIU preschool children, staff, and their families as well as children receiving early intervention services in the Infant/Toddler program and at Capital Area Head Start are invited.