
CAIU BOARD HIGHLIGHTS

The following information is shared from the **September 28, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates.

- The Board announced the following retirees: **Lorraine Glumac**, Physician Therapist, retirement after 26 years of service; **Loretta Connolly**, S/L Clinician, retirement after 15 years of service; **Kathryn Perta**, PCA, retirement after 4 years of service; **Robert Heffner**, Lead Driver/Warehouseman, retirement after 40 years of service; **Ann Morton**, S/L Clinician, retirement after 40 years of service; and **Jill Henig**, Physical Therapist, retirement after 18 years of service.
- Alicia McDonald, Director of Student Services, shared that reconciliation for 2016-17 is complete. There was a 2% variance in excess revenue. Thirty-two of the thirty-nine entities that contracted for services will receive a refund.
- Theresa Kinsinger, Director of Organizational Services, shared that the HR team is currently planning the implementation of the High Deductible Health Plan with a Health Savings Account. The staff recently met with a representative from the South Central Trust to review the use of Benefit Wallet. The staff is also beginning the process to transition to electronic timesheets. Ms. Kinsinger reminded the Board members about the Right to Know request regarding emails received by the Board members from PSBA.
- Len Kapp, Supervisor of Operations and Transportation, reported that he is preparing for the upcoming fall and winter seasons. In addition, there will be some minor remodeling done internally and some landscape updates and improvements over the next 6-12 months at the Enola office.
- Brian Griffith, Director of Curriculum Services, shared information about the initial planning for a regional approach to Pre-K Counts. Data indicates that children in our region lack access for early learning opportunities. The CAIU is working closely with our districts to plan for and submit a Pre-K Count application in the Spring 2018. The Capital Area Online Learning Association currently has 3,000 students enrolled with about 1,500 enrolled as full-time students. Planning continues for the 3rd Annual Mid-Atlantic Conference on Personalized Learning to be held in Pittsburgh this February. We are collaborating with Allegheny IU #3 to assist with planning the conference.
- David Martin, Director of Technology Services, provided an update about the intermittent internet issues that happened at the beginning of the school year. The CAIU is currently piloting a Proof of Concept device to help mitigate DDoS attacks. The CAIU in collaboration with district technology directors will review the needs of the region before purchasing a solution. During the upcoming TAC meetings, training will take place on how to manage Apple devices and Chromebooks. Office 365 training will be held in December.
- Daren Moran, Business Manager, shared that the local auditors will begin the 2016-17 audit work next week. Preparation has begun for the 2018-19 General Operating Budget.
- Rennie Gibson, Board Secretary, shared information about the PSBA election that is on today's agenda. She will be submitting the Board's selections today.
- Cindy Mortzfeldt, Executive Director, shared several dates for upcoming CAIU events. She provided a thorough review of the CAIU Comprehensive Plan and focused on the 2017 – 2021 organizational goals that will be submitted as part of the Plan.

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

Board Committee – Chester County IU #24 met with the Board to discuss goals relating to the Executive Director search.

Approved Action Items

- **Ratification/Approval of the following Action Items of the August 24, 2017 Board Meeting** (*There was not a quorum at the August 24, 2017 meeting of the CAIU Board of Directors; the meeting was therefore cancelled*):
 - Minutes from the July 27, 2017 CAIU Board Meeting
 - Treasurer's Report – July 2017
 - Budget Administration
 - Other Fiscal Matters
 - Other Business Items
 - Policies & Programs
 - Job Descriptions
 - Personnel Items
- **Approval of Action Items of the September 28, 2017 Board Meeting**
 - Approval of the Act 93 MOU as amended pending legal counsel's review
 - Minutes from the August 24, 2017 CAIU Board Meeting
 - Treasurer's Report and Payment of Bills – a total of \$6,287,484.37 in receipts and \$5,967,891.40 in expenditures for August 2017
 - Summary of Operations for the 2016-17 fiscal year (as of September 14) showing revenues of \$89,709,830.71 and expenses of \$90,267,746.60
 - Summary of Operations for the 2017-18 fiscal year showing revenues of \$6,763,785.19 and expenses of \$6,794,432.92
 - Budget Administration
 - Proposed 2017-18 Original Budget – Early Intervention Evidence Based Grant in the amount of \$7,811
 - Proposed 2017-18 Original Budget – LLIU-PaTTAN Subcontract in the amount of \$4,460
 - Proposed 2017-18 Original Budget – Master Plan Project for PA State Board of Education in the amount of \$54,000
 - Proposed 2017-18 Original Budget – Title I, Part D – Neglected and Delinquent Subpart 2 in the amount of \$418,430
 - Proposed 2017-18 Original Budget – United Way Education Initiative in the amount of \$178,200
 - Proposed 2017-18 Original Budget – Title III, Part A – English Language Acquisition in the amount of \$198,315
 - Other Business Items
 - PSBA 2018 Election – Slate of Candidates
 - 2017-18 Capital Region Partnership for Career Development Board of Directors
 - Policies & Programs – No new policies
 - Job Descriptions
 - Second Reading, Existing Position, Revised Description – Supervisor, Aid to Nonpublic Schools (ANPS)
 - Second Reading, New Position, Revised Description – Account Manager
 - First Reading, Existing Position, New Description – Business Analyst 1
 - First Reading, New Position, New Description – Business Analyst 2
 - First Reading, New Position, New Description – Business Analyst 3
 - First Reading, Existing Position, Revised Description – Project Administrator
 - First Reading, Existing Position, Revised Description – Special Projects Coordinator
 - First Reading, Existing Position, Revised Description – Business Operations Supervisor

- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board for being at the Board meeting. She shared her appreciation for their attendance.

NEXT MEETING: Thursday, October 26, 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:

- **MARJORY DOMBACH**, Teacher, Autism Support Program, effective November 17, 2017. Reason: Retirement after more than 16 years of continuous CAIU service.
- **BOBBI JO ELY**, Lead Accountant, Administrative Team - Business, effective September 22, 2017. Reason: Employee accepted a position with Danville Area School District.
- **JILL HENIG**, Physical Therapist, OT/PT Program, effective September 29, 2017. Reason: Retirement after 18 years of continuous CAIU service.
- **NANCY MAUST**, Educational Coach, Student Services Team, effective April 12, 2017. Reason: Retirement after more than 14 years of continuous CAIU service.
- **KATHRYN PERTA**, Personal Care Assistant, Emotional Support Program, effective September 8, 2017. Reason: Retirement after more than 4 years of continuous CAIU service.
- **SANDRA POTTIEGER**, Educational Paraprofessional, Autism Support Program, effective September 29, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ELIZABETH ADGIE**, part-time Educational Paraprofessional, Early Intervention Program, effective September 18, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of day/hours worked. This is a replacement position funded through the MAWA budget.
- **SARAH BARNABAS**, Physical Therapist, OT/PT Program, effective September 18, 2017. Base salary of Masters + 60, Step 10, \$65,075 for 189 days of service will be prorated for a total of 154 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **MELISSA COUSIN**, Long Term Substitute Remedial Specialist, ANPS Program, effective October 6, 2017 – March 2, 2018. Base salary of Masters, Step 10, \$59,514 for 189 days of service will be prorated for a total of 93 days. This is a replacement position funded through the ANPS budget.
- **STEPHANIE CRATER**, Long Term Substitute Remedial Specialist, ANPS Program, effective September 18, 2017 – December 21, 2017. Base salary of Masters, Step 3, \$49,404 for 189 days of service will be prorated for a total of 65 days. This is a replacement position funded through the ANPS budget.
- **DANIELLE DESANTIS**, School Counselor, ANPS Program, effective September 5, 2017. Base salary of Masters+15, Step 5, \$52,916 for 189 days of service will be prorated for a total of 175 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.

- **SARAH DIEHL**, part-time Educational Paraprofessional, Early Intervention Program, effective August 31, 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 MAWA budget.
- **RACHEL GUERRA**, Teacher, Emotional Support Program, effective August 28, 2017. Base salary of Masters+15, Step 4, \$51,734 for 189 days of service will be prorated for a total of 182 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JUDY HOFFMAN**, Teacher, Capital Area Mental-health Program, effective September 25, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated for a total of 162 days with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **SETH IMBODEN**, Educational Paraprofessional, Autism Support Program, effective September 14, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 172 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **SHANE LENTZ**, Data Systems Supervisor, Student Services Team, effective September 11, 2017. Base salary of \$78,500 for 12 months of service, prorated for a total of 210 days through June 30, 2018. This is a replacement position funded through the CORE budget.
- **MARISA MAGARO**, part-time Physical Therapist, OT/PT Program, effective August 21, 2017. Base salary of Masters+60, Step 3, \$54,965 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 OT/PT budget.
- **GLENN MAZZEI**, Technology Support Specialist, Technology Team, effective September 25, 2017. Base salary of \$36,476 for 12 months of service, prorated for a total of 200 days through June 30, 2018. This is a replacement position funded through the General Operating budget.
- **SUANN MCAFEE**, Educational Paraprofessional, Emotional Support Program, effective September 13, 2017. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **APRIL RIVES**, part-time Job Coach, Transition Services Program, effective September 5, 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 new position funded through the Transition Services budget.

C. CHANGES OF STATUS:

- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, change in leave of absence start date from September 5, 2017 to August 28, 2017. Employee will now be using accumulated paid leave time from August 28, 2017 – the morning of September 26, 2017 for a total of 20.5 paid days and without pay will be from the afternoon of September 26, 2017 – December 1, 2017 for a total of 39.5 unpaid days. Employee's child-rearing leave will now be from December 2, 2017 – June 28, 2018.
- **SARAH HOFFEE** Speech and Language Clinician, Early Intervention Program, change in leave of absence return to work date from September 18, 2017 to January 2, 2018. Employee's accumulated paid leave time will not change, but her without pay will now be from August 21, 2017 – October 20, 2017 for a total of 41 unpaid days. Employee's child-rearing leave will then be from October 23, 2017 – December 15, 2017.
- **LISA SLOVER**, Teacher, Autism Support Program, change in resignation effective date from October 19, 2017 to August 31, 2017.

- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, change in leave of absence return to work date from October 9, 2017 to September 25, 2017.

D. CHANGES OF SALARY:

- **LISA KLINGLER**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective July 1, 2017. Salary will be based on a Masters + 15, Step 10, \$60,794, for 189 days of service.

E. LEAVES OF ABSENCE:

- **JOANNE KLISS**, Occupational Therapist, OT/PT Program, leave of absence effective September 25, 2017 – September 29, 2017. Leave is requested using accumulated paid leave for a total of 5 days and is in accordance with CAIU and FMLA policies.
- **CHERYL RUDAWSKI**, Curriculum Specialist, Curriculum Team, leave of absence effective September 19, 2017 – October 31, 2017. Leave is requested using accumulated paid leave for a total of 31 days and is in accordance with CAIU and FMLA policies.
- **LEIGH SHANNON**, Remedial Specialist, ANPS Program, leave of absence effective September 19, 2017 – December 22, 2017. Leave is requested using accumulated paid leave from September 19, 2017 – October 11, 2017 for a total of 16 paid days and without pay from October 12, 2017 – December 15, 2017 for a total of 44 unpaid days. Employee will then take child-rearing leave of absence from December 18, 2017 – December 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **CYNTHIA WALKER**, Access Program Coordinator, Student Services Team, leave of absence effective August 16, 2017 – September 1, 2017. Leave is requested using accumulated paid leave from August 16, 2017 – August 28, 2017 for a total of 9 full days. Employee will then work half days, also using paid leave from August 29, 2017-September 1, 2017 for a total of 4 half days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report September 28, 2017

NEWS

2017 PAIU Student Services Conference

This is a new professional development opportunity geared toward Special Education and Pupil/Student Services administrators in districts and IUs across the state. The conference will be held November 1-3, 2017 in Pittsburgh. As part of our value-added Student Services offerings, the CAIU has offered to sponsor up to 20 LEA attendees by covering the registration costs.

Student Services

Reconciliation

- The school-age, special education, contracted service budgets reconcile at the end of every fiscal year. If an individual program budget had excess revenue, we reconcile the cost down and return funds and if there were any revenue shortfalls, we reconcile the cost up and send additional detailed bills.
- In reviewing the fiscal items for the year, we had a variance of \$390,063.01 across all of our special education contracts and programs (39 districts/charters/agencies). That variance is 2% of our total expenditures for these programs (\$19,034,777.24). The primary causes of the variance were increased student enrollments in class placements and increased contracts for some itinerant services.
- Of the 39 districts/entities that contracted for special education services, 32 will receive a refund and 7 will not receive a refund or invoice. Of the entities receiving a refund, the largest refund was \$49,257.03 and the smallest refund was \$43.87.

School-age Programs

- We begin this year with \$12.1 million in school-age service contracts.
 - \$5.7 million of that is special ed classroom placements and the remainder is itinerant and consultative services.
- The non-class placement services that are purchased most frequently are: Autism Support, Deaf/HH, Vision/O&M, OT, PCAs in district and in IU classrooms, Psychological Services, Speech & Language, and Sign Language Interpreters for students in IU classes.
- We have 38 school-age, special education classrooms this year.
 - 19 are at Hill Top Academy, 14 are in school district locations, 1 is at Penn State Health Hershey Med, and 4 are at Diakon.
 - 93 students are currently at Hill Top Academy and 91 students are in the other locations.

Loysville Youth Development Center

- There have been 15 new residents since August 9, 2017. LYDC currently has 96 residents, up from 86 last month. Eighteen of the 96 students, or 18%, of the population already had their GED or High School Diploma when they arrived at LYDC, but will continue to attend school.
- We added an Industrial Technology teacher and now can run one group for the graduated students. This group has all vocational programming and one period of Computers/ Employability class.

Pupil Services/Classroom Programs

- The staff in the Autism, MDS, Transition, Direct Ed, & Consultative Support programs have worked very closely with Dr. Elias during the transition gap from Keith Imboden to Dr. McCrea. We appreciate the staffs' professionalism and communication during this time.
- Several districts are continuing to need psychological support and services. We recently had two school psychologist resignations. We plan to hire two full time psychologists and one full time LTS psychologist.
- Our RISK team will be trained and ready to support districts again this year with any sudden tragedies where districts may need mental health/counseling support.

ELECT

- The Foundation for Enhancing Communities (TFEC) has a grant to provide programs and materials to our ELECT students. Our first program, "How to Choose Good Day Care," presented by Jeanne Predmore and Leslie Fick, was held on August 22nd. Each student packed a diaper bag with items such as wipes, a blanket, a bottle or sippy cup, a toy, and a book to take to day care with her child. We had 16 students, as well as their children and a few grandmothers, attend the program.

Speech

- A number of requests, to increase the contracted service days, have come in recently from three of our districts. Dr. Dorsey is working with his staff to provide as much help as possible although, with additions to the contracts after the summer, it is challenging to squeeze the caseloads.

Deaf/Hard of Hearing

- The classes at Susquehanna Middle School, Susquehanna High School, and Conewago Elementary are off to a great start. Deb Genet and Ashley Adams have decided to collaborate during Susquehanna Township's monthly early dismissal, when our classes are in session, and join forces to focus on transition skills and job readiness.

Hill Top Academy

- SAVE THE DATE: Hill Top Academy staff invite you to attend their Back-to-School Night on October 5th. Additional information is available on the flyer attached to the Board Agenda.
- In addition to creating supportive classrooms and engaging instruction, new and returning Hill Top staff have already participated in multiple professional development opportunities in the opening weeks of school. This has included IEP Software Training, Curriculum Coaching and Safe Crisis Management (SCM) certification training.
- Hill Top Academy is pleased to be able to continue encouraging positive connections with the Upper Allen Police Department this school year. Officers have already visited classrooms to read to students on Fridays and will continue to be a positive presence in our classrooms and during PBIS school-wide celebrations.
- Hill Top Academy kicked off the fall semester with Messiah College on August 31st, with the first on many seminars for the students from their Special Education Teacher Preparation program. In addition, the Messiah students will be assigned teacher supervisors from Hill Top and spend 2 days per week in Hill Top and CAIU classrooms this semester.

Preschool Transition to Kindergarten

- Last year, we had 728 children who were eligible to transition to school age programming for the 2017-18 school year.

- 6% of these children remained in Early Intervention for an additional year at parental choice.
- 11% of these children were expected to enter kindergarten not needing any special education services.
- 6% of these children were dismissed from services prior to transitioning.
- Looking ahead to 2018-19 school year, there are currently 616 children who are eligible to go through the transition process this winter. Parent Orientation Meetings with the 24 school districts will take place in November and December with district representatives and families. Formal transition meetings are scheduled across six days in January and February, and two additional days in April and May for children who are newly evaluated and found to be eligible for early intervention.

Preschool & Andrew's Gift Partnership

- The Andrew's Gift Foundation and the CAIU Early Intervention Program are again partnering to develop a literacy-focused preschool program for children with autism. The challenges that accompany autism put this group of children at risk for poor literacy outcomes. The literacy project successfully brought evidence-based practices to support the development of early literacy to this population of children.
- Andrew's Gift awarded the EI Program a \$20,000 grant this year to extend this model into another class at Delbrook Preschool to provide hardware, software and staff training for the site. In addition, the 24 children in this class are eligible for an individual grant to obtain an iPad with a package of Apps selected by the staff to support their learning at preschool and at home. Champions for Children contributed another \$2000 to enable the purchase of all the items requested in the grant proposal.

Preschool Speech & Language

- Preschool SLP's professional development day began with a webinar from American Speech & Hearing Association (ASHA) - "A Roadmap to Integrating AAC (Augmentative and Alternative Communication) into the Classroom". School-age SLPs were also invited to this portion of the day since both Preschool and SA programs are extending their learning on AAC and use of core vocabulary with students. Other activities included a "speed-dating" experience to share current implementation ideas for AAC and core vocabulary with caseloads, a "Make and Take" time for creating materials to follow program-wide speech sound pictures and cues, and also work on the Preschool Speech Wiki. The wiki will provide a great amount of resources for our SLPs through collaboration and sharing of ideas and materials.

Preschool Professional Development

- Preschool staff participated in a training presented by Jamie Gordon, CAIU Inclusion Consultant, and Lisa Murray who is an Education Consultant and Trainer in the field of effective communication and emotional intelligence. Staff reviewed and discussed how to integrate social and emotional development into instruction.

PIIC

The **PIIC (Pennsylvania Institute for Instructional Coaching) Network** welcomed coaches and building and district administrators to its annual Action Planning and Goal Setting Meeting. Building and District level teams focused on how to effectively work together, identified issues they are facing in buildings and districts, and created plans for addressing the issues. Thirty-two coaches and administrators representing twelve buildings and five districts attended this half-day workshop.

Technology Services

PowerSchool User Group - PSUG

PowerSchool User Group Meeting will be held on September 25th. Currently, eleven Intermediate Units participate in this consortium. Each Intermediate unit provides a room for

their districts and the CAIU conducts a video conference, so districts across the state can communicate with each other.

Technology Law Presentation

On September 13th, the CAIU hosted a technology law session titled “Privacy and Technology in Education.” Mark Walz, an attorney with Sweet, Stevens, Katz and Williams, led the presentation. The focus of the content was around the 4th Amendment and privacy from searches. Over twenty district staff members attended the session.

Wide Area Network (WAN) and Internet Update

During the month of September, the CAIU cutover to the new 10 Gbps Internet connection. This Internet connection serves the CAIU and the majority of our school districts. Additionally, the connection to Hill Top and Loysville were upgraded to accommodate their increased use of technology. The district WAN upgrade is being completed over the next month as we work with the school districts, Comcast and Content Keeper to coordinate the cutovers.

NOTIFICATION OF ACTIVITIES

- Attended the PAIU Central Region Executive Directors’ meeting
- Attended the monthly PAIU Executive Directors’ meeting
- Met with Superintendents’ Conference Committee to plan the Fall Superintendents’ Conference
- Attended Harrisburg SD Chief Recovery Officer Meeting and Academic, Instruction, and Student Services Board Committee Meeting
- Met with CAEA Executive Committee along with Alicia McDonald and Theresa Kinsinger for our quarterly Meet and Discuss
- Attended United Way quarterly Board Meeting

SAVE THE DATE:

- The **2nd Annual Tinker Expo** will be held at the CAIU on Tuesday, October 17, 2017, and will feature the latest in maker-movement inspired products and projects supporting the 4 C’s in education: creativity, communication, collaboration, and critical thinking. Similar to a Maker Faire, the day will be full of opportunities for conversations with educators and organizations to inspire attendees to become an innovative practitioner.
 - *****SPECIAL BREAKOUT EDU** afternoon workshop available between 1:00-3:30 p.m. This specialized workshop is an additional \$100, which includes a Breakout EDU kit. Pre-registration is required. This introductory workshop focuses on problem-solving and engaging students, of any age, in their learning. Register today at the following link: <https://goo.gl/tfXAhW>
- The **6th Annual iPad Summit** will be held on **Friday, December 1, 2017**. Along with our keynote and traditional presentations, we will be adding an Exploration Station that will focus on Coding in the Classroom. For additional information, including registration and call for proposals, please visit <https://goo.gl/gttHwj>.