

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 25, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The October Board Spotlight was on AgendaManager. Dave Martin introduced Rocky Brent, Account Manager, and Joe Gallucci, Technology Applications Supervisor, who presented an overview of AgendaManager. AgendaManager was developed in-house and is a paperless, web-based meeting management solution to streamline communication and collaboration. Joe Gallucci spoke about the “flipping the meeting” concept and incorporating this concept into AgendaManager for more productive meetings. Rocky Brent provided a revenue summary and shared that this year there was an increase in revenue. He also spoke about the many new partnerships that have been established over this past year.
- Alicia McDonald, Director of Student Services, reported that Dr. John Thompson, Eric Bostick, and Terry Telep participated in PAIU Fall Day on the Hill on October 16. They met with legislators to share the important contributions IU’s are making in the communities across the Commonwealth. Over 100 people attended Hill Top’s Back to School Night. As part of an innovation grant and a parent-engagement grant, Hill Top Academy is now offering sessions to parents to help them communicate and engage more effectively during parent conferences and at other parent-school meetings. The first session was a great success. The CAIU will host 100 students across the 24 districts to take part in Aevidium, which means, “I’ve got your back.” Aevidium was created by students after the loss of a classmate to suicide. Hill Top’s Emotional Support high school class visited The Caring Place for a tour of the facility and a luncheon. The purpose of the visit was to allow students and teachers to learn firsthand about the organization.
- Theresa Kinsinger, Director of Organizational Services, reported that we are still down staff and are in need of thirteen paraprofessionals. Recent changes to Act 82 were passed, updating teacher’s certifications. We are hopeful that these changes will bring more special education teachers in. The changes will not go into effect until 2020.
- Brian Griffith, Director of Educational Services, reported on the 3<sup>rd</sup> Annual Tinker Expo held this week. The focus was on STEM activities and drones. Just a reminder that the PA Future Ready Index Dashboard will go live to the public in mid-November. The Dashboard will bring all data together and be made available for the community, public and school districts to review. The next step is to identify schools for school improvement.
- Dave Martin, Director of Technology, provided the Board Spotlight on AgendaManager.
- Daren Moran, Business Manager, reported that the business office is finishing the 2017-18 Audit. The Audit presentation will be held in November or December. Preparation for the 2019-20 budget will begin and Daren will schedule a meeting with The Board Finance Committee sometime in the near future.
- Greg Milbrand, Assistant Executive Director, reported that the CAIU submitted the ACT 44 grant. Grant funds are due to be released by December. Greg and Theresa held first round interviews this week for the Marketing/Communication position. Attended the Curriculum conference last week; kudos to Brian’s Curriculum team for a job well done. SPP Act 82 scores will be made public but should just be for school staff. Created a Safety Network group to meet and discuss safety issues across the region.
- Andria Saia, Executive Director, reported that several Board members have requested to visit Loysville. We would like to coordinate a trip for Board members to tour Loysville following our November Board meeting. If you are interested, please let Rennie know. There are many exciting things happening across the IU. This month’s Executive Director Spotlight was on employee engagement. Dr. Saia has been working with a committee of volunteers to plan events for staff. Our first event, Paint Pallet Afternoon, is coming up November 15, 2018, starting at 4 pm. We will be recycling wood pallets to create wood sign art. Board Members are cordially invited to participate. Please take a moment to read the Staff Recognitions.

- Rennie Gibson, Board Secretary, reminded the Board that the November Board meeting will be held on the 3<sup>rd</sup> Thursday, November 15, due to the holiday.
- Len Kapp, Supervisor of Operations and Transportation, provided a transportation update. The local work alike group for transportation has been meeting for over 30 years on a quarterly basis. At their recent meeting, the extreme driver shortage was discussed. A recent communication was released by the Auditor General on his findings of potential issues with transportation inefficiencies.

### **Approved Action Items**

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 27, 2018.
- Treasurer's Report and Payment of Bills – a total of \$ 5,021,438.85 in receipts and \$ 8,653,000.84 in expenditures for September 2018.
- Summary of Operations for June 2018 (as of October 10, 2018) showing revenues of \$92,885,464.77 and expenses of \$92, 369, 793, 64.
- Summary of Operations for September 2018 showing revenues of \$16,570,828.46 and expenses of \$12,764,634.10.
- Budget Administration
  - Proposed 2018-19 Original Budget - Preschool Fiscal Management Grant Planning
  - Proposed 2018-19 Original Budget - United Way Education Initiative
- Other Business Items
  - Contracts - October 2018
  - Lease Agreement between CAIU and South Central Work Force Investment Board
- Job Descriptions
  - Second Reading, Existing Position, Revised Description - Program Secretary - Data Team
  - Second Reading, New Position, New Description - Data Coordinator
  - First Reading, Existing Position, Revised Description - Contracts Specialist
  - First Reading, Existing Position, Revised Description - Director of Educational Services
  - First Reading, Existing Position, Revised Description - Special Projects Coordinator
- 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 at this morning's meeting.

**NEXT MEETING: Thursday, November 15, 2018, 8:00 a.m., Board Room, CAIU Enola Office**

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***Personnel and Policies/Programs Highlights from the  
Capital Area Intermediate Unit Board of Directors' Meeting  
October 25, 2018 Personnel Items***

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**RESIGNATIONS:**

- **ROBIN BAKER**, Professional, Loysville Youth Development Center, effective September 28, 2018. Reason: Personal.
- **MICHAEL BAER**, Paraeducator, Autism Support Program, effective October 19, 2018. Reason: Personal.
- **KATHRYN KELLY**, Professional, Speech and Language Clinician, Early Intervention Program, effective January 4, 2019. Reason: Retirement after more than 32 years of continuous CAIU service.
- **DIANE WILSON**, Paraeducator, Emotional Support Program, effective December 21, 2018. Reason: Retirement after more than 28 years of continuous CAIU service.

**RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

- **KORRYN BOGDAN**, Professional, effective October 22, 2018 – June 7, 2019. Assignment: Long Term Substitute Teacher, Deaf/Hard of Hearing Program with base salary of Masters, Step 6, \$53,733 for 189 days of service which will be prorated for a total of 145 days. This is a new position funded through the Deaf/Hard of Hearing budget.
- **MATTHEW GERKIN**, Paraeducator, effective October 22, 2018. Assignment: Job Coach, Transition Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service which will be prorated for a total of 148 days with additional new hire days as required. This is a replacement position funded through the Transition budget.
- **BRIAN STAMBAUGH**, Paraeducator, effective October 22, 2018. Assignment: Educational Paraprofessional, Loysville Youth Development Center with base salary of HS, Step 1, \$16,892 for 189 days of service which will be prorated for a total of 148 days with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.
- **ANGEL WILLIAMS**, Paraeducator, effective October 11, 2018. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 140 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**CHANGES OF STATUS:**

- **BRANDON DEBOW**, Paraeducator, change in start date of employment from August 27, 2018 to October 1, 2018.
- **DINA DUFFY**, Professional, from part-time to full-time status, effective December 17, 2018.
- **SHARON KELLO**, Professional, change in leave of absence return to work date from October 11, 2018 to October 15, 2018.
- **TODD WITTERS**, Professional, change from part-time Floater Teacher to full-time Teacher, Capital Area Mental-health Program, effective October 22, 2018. This change in status results in a change of salary to 100% of the Masters, Step 8 salary of \$56,752 for 189 days of service.

**LEAVES OF ABSENCE:**

- **PATRICIA SADLOCK**, Paraeducator, intermittent FMLA leave through October 22, 2019. Leave is requested in accordance with CAIU and FMLA policies.

# Executive Director's Report

## October 25, 2018

### PROGRAM SPOTLIGHT



Research demonstrates a positive relationship between employee engagement, job satisfaction, productivity, and ultimately organizational outcomes. A big piece of engagement is building strong relationships with co-workers, specifically, making opportunities for employees to get to know one another, build relatedness and camaraderie. It is a critical investment in building a relationship-centric, positive culture. After a survey was sent to determine interest, a group of employees volunteered to form a Craft committee whose purpose is to plan events for any/all employees to engage in. Our first event, Paint Pallet Afternoon, is coming up November 15, 2018, starting at 4 pm. We will be recycling wood pallets to create wood sign art.

The Board is cordially invited to participate. A flyer is attached.

Link to sign up:

<https://goo.gl/forms/UWQeViprHPwxOQej2>

### NEWS

#### ADMINISTRATION

- CAIU submitted an application for the Pennsylvania Commission on Crime and Delinquency grant, requesting funds to provide comprehensive support to school districts through social functioning, mental health services, and applicable professional development as well as to increase the safety and security functions for our students and staff members in our facilities.
- We have received forty-four applications for our new marketing and communication specialist position. Most of the applicants possess degrees in marketing and/or communications, as well as extensive experience and expertise in these disciplines.

#### STUDENT SERVICES

- **Variety, a Children's Charity - My Bike, My Voice, My Stroller Program**  
Variety and its partners have raised more than \$176,100 to provide the equipment that has been donated to children and families in our region. The CAIU has been pleased to help communicate and support these valuable programs that lead towards independence of children and families in our community.
  - Cumberland County - 17 bikes, 1 stroller, 1 iPad
  - Dauphin County - 54 bikes, 16 strollers, 15 iPads
  - Perry County - 2 bikes
- **Program Director** - Pupil Services - Keith Watson officially started on October 2, 2018 as the program supervisor for CAMhP, Diakon, United Methodist Home for Children and Social Workers in these locations, as well as, those at Hill Top Academy.
- The CAIU will host 100 students across the 24 districts to take part in **Aavidum**, which means, "I've got your back." Aavidum was created by students after the loss of a classmate to suicide.

- The Mechanicsburg School District administrative team will take part in a teambuilding training led by CAIU staff on October 24.
- **Hill Top Academy** - On Thursday, Oct 11 Rita Harvey, CAIU social worker, took Ms. Owings' emotional support high school class to The Caring Place for a tour of the facility and a luncheon. The purpose of the visit was to allow students and teachers to learn firsthand about the organization. The visit included a tour of the facility and a presentation by an 11<sup>th</sup> grade student who has been through the program.
- Laurie Scherer from Highmark's Caring Place was at Hill Top on Friday, October 19 for a brief presentation to students and staff from ES High School as well as some CATES students and staff. Many of our students have experienced loss in their young lives. The purpose of her visit was to talk about grief and how we can respond to others who are experiencing loss/grief.
- Hill Top Academy held their 2nd annual Back-to-School Night on October 4. Over 100 Hill Top family members came out to meet the staff and visit classrooms. Thank you to Board President Jean Rice for coming again this year to visit!
- This year, at Hill Top Academy, we will be introducing a Workshop for Parents, based on the Harvard study: *Partnering with Parents to Ask the Right Questions: A Powerful Strategy for Strengthening School-Family Partnerships*. Our first Workshop for families was held at Hill Top Academy on October 16 with light refreshments and childcare provided. We firmly believe that as we empower our parents and build trusting relationships, student achievement is sure to be accelerated.
- October is Breast Cancer Awareness Month and Hill Top Academy Staff are wearing their awareness on their sleeves, t-shirt sleeves that is! A staff member at Hill Top Academy organized the fundraiser for the "Feel your Boobies" campaign for the Pennsylvania chapter of the organization with a t-shirt sale. The staff member's mother is a Breast Cancer Survivor so October is an important month in their household. Over 50 staff supported the cause by ordering a pink "Hill Top Academy Cares" shirt and wearing them on Wednesday's during the month to bring about more awareness and support for Breast Cancer. Hill Top Academy made a substantial donation of \$700.00 to the foundation! Don't forget to wear your pink in October!
- Dr. John Thompson, Eric Bostick, and Terry Telep participated in PAIU Fall Day on the Hill on October 16. They met with legislators to share the important contributions IU's are making in the communities across the Commonwealth. Eric and Terry specifically thanked them for supporting Preschool Early Intervention. Dr. Thompson discussed the resources and expertise that the program staff at Hill Top Academy provide for students across the 24 school districts. Additionally, information on how trauma and mental health impacts students' ability and availability to learn and how schools are being tasked with addressing these issues when outside agencies fall short was discussed.
- **Preschool Parent Orientation Meetings** will take place with the 24 school districts in November and December. Families who have eligible children to transition into Kindergarten in the 2019-2020 school year will participate in these meetings. Formal transition meetings will take place in January and February 2019. Last school year, 799 preschool children went through the transition process in preparation for the 2018-19 school year. Ten percent of these children remained in early intervention this school year, 3% of the children enrolled in a private school, 10% of these students exited EI prior to transitioning and it is



anticipated that 14% of the children who entered kindergarten this year will not be in need of special education services.

## **TECHNOLOGY SERVICES**

- **Comprehensive Planning Team** - As PDE is looking to streamline the process of Comprehensive Planning for next year, we will respond to the Request for Quotation (RFQ), which encapsulates creating a “one-stop-shop” for schools to integrate data, access resources and toolkits and ultimately generate and submit required plans using an outcome-based planning process. By creating a new tool, the hope is that schools can focus more on creating plans that best support the needs of their schools/districts based on their current data.
- **Programs of Study Tracker (PoST)** - As a result of Joe Gallucci (CAIU Technology Supervisor) and Priscilla Rodriguez (DCTS Technology Director) presenting at the Pennsylvania Association of Career & Technical Administrators (PACTA) conference, three Vocational Technical schools have reached out to the CAIU Technology Services Team to learn more about PoST. Vocational technical schools are required to track Programs of Study (POS) for all students during their tenure at the school. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires the development and implementation of career and technical programs of study. DCTS requested that the CAIU assist in the development of a web based application that will track all DCTS students and their corresponding POS throughout their term at DCTS. DCTS went live with our first release of PoST in the spring of 2018 and successfully started the 2018-2019 school year using it to track student’s POS.

## **EDUCATION SERVICES**



The poster features a blue background with an orange banner at the top right that says "Let's talk Competitions!" in white cursive. On the left, the text "2018-19 School Year CAIU Student Competitions" is displayed in bold white font. Below this, four competition categories are listed: Cyber Robotics Coding Competition, Governor's STEM Competition, Media and Design Competition (former Computer Fair), and Sea, Air, Land Challenge. Each category includes a link, grade levels, and dates. A central white box with a black border contains the text "Save the dates!". At the bottom right, contact information for the Student Competition Coordinator and Supervisors is provided, along with a note to stay tuned for more events.

**2018-19 School Year  
CAIU Student  
Competitions**

**Cyber Robotics Coding Competition**  
<https://crrc.io/pennsylvania/>  
Who: Grades 9-12  
When & Where:  
Oct. 15-Nov. 1, 2018 - Student bootcamp, Lincoln IU 12, New Oxford, PA  
Nov. 5-14, 2018 - Qualifying rounds, Lincoln IU 12  
Dec. 4, 2018 - Finals, Harrisburg University

**Governor's STEM Competition**  
<https://www.education.pa.gov/K-12/STEM>  
Who: Grades 9-12  
When & Where:  
Feb. 19, 2019 - CAIU Regionals (snow make-up Feb. 26)  
May 2019 - State Finals - Exact dates and location TBD

**Media and Design Competition (former Computer Fair)**  
<http://dev.pacomputerfair.org>  
Who: Grades 6-12  
When & Where:  
March 26, 2019 - CAIU Regionals  
May 22, 2019 - High School State Finals - Dickinson College  
May 23, 2019 - Middle School State Finals - Dickinson College  
More information to be released Nov. 2018

**Sea, Air, Land Challenge**  
<http://seairland.psu.edu/>  
Who: Grades 9-12  
When & Where: April 16, 2019 -  
Lancaster-Lebanon IU13

**24 Challenge**  
Who: Grades 4-8  
When & Where: May 13-14, 2019 - CAIU  
More information to be released Nov. 2018

**Save the dates!**

**Student Competition Coordinator:**  
Hillary Williams - hwilliams@caiu.org

**Student Competition Supervisors:**  
Jill Neuhard - jneuhard@caiu.org  
Sue Voigt - svoigt@caiu.org

*Stay tuned - more events may be added throughout the year!*

## **NOTIFICATION of ACTIVITIES**

- Attended Apprenticeship Program, Harrisburg PA
- Attended National Conference on Career Pathways, Louisville Ky
- Attended PASA-PSBA School Leadership Conference, Hershey, PA
- Attended CPATVS Board meeting
- Attended DCTS LAC and Board meeting

## **UPCOMING ACTIVITIES:** Date Savers (all Board members are invited to attend)

- Preschool 2<sup>nd</sup> Annual Social Emotional Literacy Night for CAIU Preschool Families – Monday, November 5 @ 4:00 p.m. – 7:00 pm.
- Hill Top Academy’s Thanksgiving Meal – Friday, November 16 @ 11:00 a.m.
- CAIU Paint Pallet Afternoon – Friday, November 15 @ 4:00 p.m.