

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **August 23, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, provided this month's Board Spotlight on 2018-19 Student Services Programs. She presented an overview of Preschool-Early Intervention and School Age Services as well as the Loysville Youth Development Center.
- Theresa Kinsinger, Director of Organizational Services, reported that human resources is still busy with hiring new staff. Thirty-five staff have been hired since June. Currently, we still have 14 EPP vacancies. All staff are going through Act168 training.
- Brian Griffith, Director of Educational Services, shared a flyer of an upcoming session on Suicide Prevention by Dr. Scott Poland. The session will be held at the CAIU on September 28, 8:30am – 3:30pm. Please let Rennie Gibson or Brian Griffith know if you would like to attend. Department of Education is switching to new dashboard, Future Ready Index, for school districts to record data. Act 44, safety and security, was recently passed. One component of the Act is that all districts must identify a Safety Coordinator and provide that individual's name to PDE.
- Dave Martin, Director of Technology, reported that his team is busy getting everything up and ready for the 2018-19 school year. Currently, we are working with schools to install Office 365 Threat protection, which is a cloud-based service that scans emails. Our Firewall continues to be upgraded on a regular basis. Dave provided an update on the interns from Cumberland and Dauphin technical schools who have been working with our tech team this summer. The internships went very well and the tech team has decided to hire three of the interns for 2018-19.
- Daren Moran, Business Manager, reported that the Champion for Children Golf Tournament has been rescheduled for Friday, September 14, 2018, with a 1:00pm start. He received really positive feedback from all vendors.
- Dr. Andria Saia, Executive Director, congratulated and welcomed Greg Milbrand on being hired as the CAIU's new Assistant Executive Director. Dr. Saia reported on a recent visit she took to the Caring Place and suggested that a future Board meeting be schedule there. The Caring Place provides support, at no cost, to families who are grieving due to death or loss. It provides many services such as peer support programs, education, consultation, and referral services. The Caring Place could be a remarkable resource for our local districts.
- Rennie Gibson, Board Secretary, shared that the Board photographer has been rescheduled for September due to several new Board members being absent this month.

Approved Action Items

- Ratification/Approval of action items of the 7/26/18 CAIU Board Meeting
- Election of the following slate of 2018-19 Officers for a one-year term:
 - Mrs. Jean Rice is elected as President
 - Mrs. Judy Crocenzi is elected as Vice-President
 - Mr. Daren Moran is elected as Treasurer
 - Mrs. Rennie Gibson is elected as Secretary
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of July 26, 2018
- Treasurer's Report and Payment of Bills – a total of \$9,494,518.53 in receipts and \$12,375,710.30 in expenditures for July 2018
- Summary of Operations for June 2018 as of as of August 13, 2018 showing revenues of \$91,960,305.62 and expenses of \$89,577,433.56
- Summary of Operations for July 2018 showing revenues of \$2,633,703.98 and expenses of \$3,672,053.57
- Budget Administration
 - Proposed 2018-19 Original Budget - PA Institute for Instructional Coaching

- Other Business Items
 - 2017-18 Contracts – July 2018
 - Approval of Mr. Gregory Milbrand's Employment Contract – Assistant Executive Director
- Policies & Programs
 - Second Reading, Revised Policy #311 - Suspensions/Furloughs
 - Second Reading, Revised Policy #810 - Transportation
 - First Reading Revised Policy #210 - Use of Medication-Procedures School Age K-12
 - Revised 2018-19 Student Services Master Calendar
- Job Descriptions
 - First Reading, Existing Position, New Description - School Psychologist
 - First Reading, Existing Position, New Description - Principal
- 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, September 27, 2018, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting August 23, 2018 Personnel Items

RESIGNATIONS:

- **BRANDON BARNHART**, Professional, Social Worker, CATES Program, effective August 29, 2018. Reason: Employee accepted a position with Chambersburg Area School District.
- **JOCELYN CONFER**, Paraeducator, Emotional Support Program, effective July 23, 2018. Reason: Personal.
- **JESSICA DERRICKSON**, Professional, Emotional Support Program, effective June 4, 2018. Reason: Personal
- **EMILY HUDOCK**, Application Developer II, Technology Team, effective August 14, 2018. Reason: Personal.
- **SAMUEL MARLIN**, Paraeducator, Emotional Support Program, effective June 4, 2018. Reason: Personal.
- **LESLIE RHOADES**, Cafeteria Worker, Student Services Team, effective June 4, 2018. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ROBIN BAKER**, Professional, effective August 22, 2018. Assignment: Teacher, Loysville Youth Development Center with base salary of Masters, Step 6, \$53,733 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.
- **TAMARA BECKENBAUGH**, Professional, effective August 20, 2018. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Masters+30, Step 15, \$73,944 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Program budget.
- **MACKENZIE BRADY**, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES Program with base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.
- **MELISSA BROWN**, Paraeducator, effective August 28, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **VALERIE BYERLY**, Paraeducator, effective September 4, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 184 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MELISSA COUSIN**, Professional, effective August 20, 2018. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 11, \$62,267 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **CHRISTIE ESWORTHY**, Professional, effective August 6, 2018 – June 10, 2019. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters, Step 15, \$71,247 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **KRISTIE FOLCKEMER**, Paraeducator, effective August 20, 2018. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

- **KAREN GEORGE**, Professional, effective August 27, 2018. Assignment: Part-time Speech and Language Clinician, School-Age Speech and Language Program with base salary of Masters, Step 14, \$68,899 for 189 days of service with additional new hire days as required. This is a new position funded through the School-Age Speech and Language budget.
- **SHELBY HAWK**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services Program with base salary of Masters, Step 5, \$52,420 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and Emotional Support budgets.
- **HALEY HOOVER**, Paraeducator, effective August 27, 2018. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 6, \$34,723 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **JESSE KILLINGER**, Lead Custodian, Administrative Team - Operations, effective August 23, 2018. Range 5 salary of \$27,878.50 for 12 months of service will be prorated for a total of 222 days through June 30, 2019. This is a replacement position funded through the Hill Top Academy Operations budget.
- **ANDREA LAMB**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Deaf/Hard of Hearing Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Deaf/Hard of Hearing budget.
- **SHANNON MELLOTT**, Paraeducator, effective August 27, 2018. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+3, Step 13, \$38,202 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **GREGORY MILBRAND**, Assistant Executive Director, effective on or about October 22, 2018 or on his physical start date with the Intermediate Unit should Mr. Milbrand be released early from his contract with his current employer. Salary will be set at \$134,000 for 12 months of service. This is a replacement position funded through the General Operating Budget.
- **MARILYN MILLER**, Temporary Professional, effective August 27, 2018. Assignment: Teacher, Student Services Team with base salary of Bachelors, Step 2, \$47,211 for 189 days of service with additional new hire days as required. This is a new position funded through the United Methodist Home for Children budget.
- **TRAN OWENS**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KRISTEN SCHREIBER**, Temporary Professional, effective August 20, 2018 – June 7, 2019. Assignment: Long Term Substitute Occupational Therapist, OT/PT Program with base salary of Masters, Step 10, \$60,297 for 189 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **KELLY SNELL**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 1, \$49,738 for 189 days of service with additional new hire days as required. This is a new position funded through Capital Area Mental-health budget.
- **MYISHA TYMES**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services/CATES Program with base salary of Masters, Step 9, \$58,459 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and CATES budgets.
- **DAVID VAN DELL**, Temporary Professional, effective August 16, 2018. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+60, Step 15, \$76,790 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

CHANGES OF STATUS:

- **KAREN CONWAY**, from part-time Paraeducator in the Extended School Year (ESY) Program to full-time Paraeducator effective August 27, 2018. Assignment: Educational

Paraprofessional, Emotional Support Program with base salary of HS, Step 2, \$17,533 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **AMY COOK**, Professional, from part-time to full-time status, effective August 20, 2018.
- **JAN CUVA-PRIMMER**, from Paraeducator, Mental Health Worker to Professional, Social Worker, Student Services Team, effective August 13, 2018. Change of status results in a change of salary to Masters, Step 15, \$71,247 for 189 days of service.
- **BRANDON DEBOW**, Paraeducator, from full-time to part-time status, effective August 27, 2018.
- **ERIN ELLSION**, part-time Professional, change in end date of Long Term Substitute Teacher assignment from June 8, 2018 until the end of the 2018-2019 school year.
- **ELIZABETH KERR**, Professional, change from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective August 27, 2018 – December 21, 2018.
- **DENISE KRAMER**, Professional, change in leave of absence return to work date from May 16, 2018 to June 11, 2018.
- **TRACY LENTZ**, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, ELECT Program, effective August 2, 2018. Change of status results in a change of salary to MHW Bachelors, Step 7, \$36,552 for 189 days of service.
- **KELLIE OWENS**, Accountant, Administrative Team – Business, change in leave of absence return to work date from August 30, 2018 to August 27, 2018.
- **SHAQUANA ROBINSON**, Paraeducator, from part-time to full-time status, effective August 20, 2018.

CHANGES OF SALARY:

- **JULIA KEPLER**, Professional, change in salary from \$44,247 to \$46,711, effective August 28, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.
- **CARRIE LERSCH**, Professional, change in salary from \$69,753 to \$71,247, effective August 1, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.

LEAVES OF ABSENCE:

- **SARAH ALTMAN-KOPKO**, Professional, Early Intervention Program, leave of absence August 20, 2018 – November 12, 2018. Leave is requested using accumulated paid leave from August 20, 2018 – August 24, 2018 for a total of 5 paid days. Employee will then take child-rearing leave of absence from August 27, 2018 – November 12, 2018. Leave is requested in accordance with CAIU policy.
- **ERICA COOK**, Paraeducator, unpaid leave of absence effective August 27, 2018 – October 4, 2018. Leave is requested in order to complete her education and is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **KRISTIN GARDNER**, Professional, ANPS Program, child-rearing leave of absence for the 2018-2019 school year. Leave is requested in accordance with CAIU policy.
- **JESSICA MCCOOL**, Professional, School-Age Speech Program, leave of absence July 31, 2018 – October 5, 2018. Leave is requested using accumulated paid leave for a total of 5 paid days. The remainder of the leave will be without pay and will result in 29 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NICOLE MILLER**, Program Assistant, Technology Team, leave of absence effective August 17, 2018 – August 31, 2018. Leave is requested using accumulated paid leave for a total of 11 days and is in accordance with CAIU and FMLA policies.

Executive Director's Report

August 23, 2018

PROGRAM SPOTLIGHT

Introduction of new Assistant Executive Director.

NEWS

Student Services

Staffing

- We are close to being fully staffed for professionals. We have two recent teacher vacancies due to a resignation and a move to a different program; these positions have been posted.
- We are continuing to experience significant shortages and vacancies in our paraeducator and PCA positions. There are approximately fourteen open positions for the start of the 2018-19 school year. This is very challenging as our paraeducators are a critical part of our classroom teams and provide many supports to the students throughout the day.
- We have hired eight new Pupil Services staff (school psychologists, social and mental health workers)
- Kynisha Cloud, Speech & Language Clinician in our Preschool program, has completed her CLM (Competent Learner Module) work and received her CLM Certification. **Congratulations Kynisha!**

Hill Top Academy

- Hill Top Academy will open its doors to 110 students on Monday August 27 for the start of the 2018-2019 school year.
- This year, Hill Top Academy is adopting Restorative Practices as another resource for working with students who have a high risk of trauma and mental health needs. We are excited about this opportunity to further support students and a positive school culture. To kick-off this initiative, William Zee of Barley Snyder provided an overview of Restorative Practices to staff on Hill Top's Program Day on August 16. All Hill Top staff will then engage in a book study on implementing Restorative Practices in a school/classroom setting.
- Hill Top has tentatively scheduled its Back-to-School Night for Thursday October 4 at 5:30 pm.

Diakon/CenterPoint

- Diakon Wilderness Center will no longer provide transportation to district-placed students. Districts were contacted in July. This change will result in increased educational time and more potential for work-based learning.
- Diakon is working alongside of Hill Top to adopt a Restorative Practices model at that site. Professional Development and book studies will be introduced at Opening Day next week.

Preschool Parent Note

Dear Eric,

My son just finished his third and final year with the CAIU preschool program, and I wanted to reach out to you to let you know just how happy my husband and I are with the entire team who worked with our son over the last three years. Megan and her team helped him grow in ways we did not think would be possible three years ago.

Kynisha, Melissa, Megan, and Joey (and Ms. Val) were always so patient and caring. I reached out to them quite a bit, and they always responded quickly and enthusiastically to any ideas and changes, we suggested that might help our son. Whether it was addressing behavioral issues, (he has a tendency to pinch) or switching from PECS and sign language to the Proloquo2go speech app, they were always willing to work with us and address our needs as a family.

I just wanted you to be aware of just how special this team is. My husband and I entered the world of autism a very scared, depressed, and confused family. We were grieving the loss of the life we had envisioned for our only child, and we were unsure of the future. We are still unsure of what the future holds for him, but because of this special team of ladies, we

understand so much more and we can see the potential. He can achieve so much with the help of teachers and therapists like them. Please listen to them and help them with whatever they need, because they TRULY understand what our kids need, and they provide the structure and guidance that children with autism need, all in a kind and compassionate atmosphere.

It is because of them that Logan has the foundation and the skills to be able to successfully transition to his next phase of learning. We are forever grateful for them and for everything; they have done for our family.

*Sincerely, Mrs. ****

Education Services

- The Educational Services team hosted a **Curriculum Software Showcase** on July 31, 2018 for any district or IU leader interested in learning more about software used for curriculum collaboration, access, alignment and data analysis. The four vendor partners who participated in this day were: Chalk, EduPlanet21, Rubicon Atlas and EdInsight/OnHands Schools, Inc. Twenty-two educational leaders from our region representing nine LEAs were in attendance. A survey was disseminated to attendees to gather feedback on the day to drive further discussions and negotiations with the vendors.
- Planning is underway for the **Third Annual Tinker Expo** on October 23, 2018. The Tinker Expo will offer over ten concurrent sessions related to STEAM, the 4 C's, and the maker movement. Sessions will include interactive sessions in robotics, engineering, coding, design thinking and more. Along with an optional half-day **BREAKOUT EDU** session, this year the Tinker Expo will include a new half-day **DRONES IN EDUCATION** session! Registration is \$100 a person, which will include a \$10 food truck voucher for each attendee. An additional fee for the Drones in Education session of \$150 will apply (includes session, Drone, and Drones in Education book) and an additional fee for the Breakout EDU session is \$75 (includes session and Breakout EDU box and materials). **Register is now open:** <https://tinyurl.com/tinkerexpo18>
- **Open Educational Resources (OER)** training for teachers in Cohort 1 was held at the CAIU on August 9. Teachers from West Shore SD and Shippensburg Area SD curated and evaluated resources aligned to their curriculum while using the OER statewide hub. A copy of the presentation can be found here: <https://goo.gl/yFhF6p>
- A full day workshop on **Text Dependent Analysis** was conducted by the Educational Services team on July 31. This was the first day of a series of workshops examining the components of the Text Dependent Analysis (TDA) prompt for grades 4-8 PSSA's. The training provided attendees with a high-level overview of the components of the TDA. Teachers worked collaboratively on close reading and text selection, learned the difference between summarizing and analysis, identified explicit and implicit evidence, and wrote examples of both fiction and non-fiction prompts. Attendees were encouraged to attend additional half-day workshops offered by the CAIU that dive deeper into each of the components.
- A half-day **Save Your Wikispaces** workshop was conducted by the Educational Services team on August 8. This training guided participants through the process of creating and setting up a new Google Site before being shown how to move content from Wikispaces to their new site. With the upcoming shutdown of our CAIU Private Label Wikispace in January, participants learned how to rescue their content and place it on a Google Site. Another workshop similar to this will be offered to CAIU staff on October 16.
- Sixteen regional teachers attended **the Integrating the 4Cs: Taking Teaching and Learning to the Next Level** workshop on August 2. This highly engaging and very interactive workshop explored ways to integrate the 4Cs (Communication, Collaboration, Critical Thinking and Creativity) into classrooms effectively. Educators explored no-tech, low-tech and high-tech methods and strategies that they can take back to use in their elementary/middle school classrooms. There was a heavy focus on STEM education, coding, design challenges, robotics, Makerspace activities, and BreakoutEDU in this workshop.
- District and school administrators from the several LEAs have been collaborating with Jill Neuhard and her team on delivering a personalized professional development package in the areas of instructional technology and coaching. Camp Hill SD, Cumberland Valley SD,

Middletown, Millersburg SD, Newport SD, Seven Sorrows, West Perry SD, and St. Stephen's Episcopal School have all committed to a comprehensive package to assist them in growing their capacity internally, increasing rigor in instruction, and ultimately, making students successful in their educational endeavors. More than \$104,000 in revenue will come from these agreements.

Technology Services

Comprehensive Planning Team

- The PA Planning Team concluded the Phase 1 face-to-face Comprehensive Planning (CP) training for the summer. We had approximately 100 attendees from around the state participate in a half day training. The training was geared toward new leaders and new members leading the planning process. During the afternoon, our team spent time working individually with school leaders to personalize their planning efforts while supporting them through the CP process.
- As we wrap up the submissions for School Improvement Plans and the Charter School Annual Report, The PA Planning Team has been communicating with the Department of Education as well as the field to ensure all plans are submitted and approved in a timely manner.
- The CAIU application developers recently completed a new submission workflow for all Title I Schoolwide schools to ensure plans were submitted and approved for federal accountability purposes. The PA Planning Team has been working closely with Regional Coordinator, Maria Garcia, as we finalized the process and now as the review process is taking place.
- As we near the submission date for Phase 3 LEA Comprehensive Plans, our team will conduct a final webinar and several email reminders to guarantee schools are informed and prepared for their November 30, 2018 submission date.
- Starting in the fall, the PA Planning Team will kick off the planning year for Phase 1 LEAs. Opportunities will include webinars, personalized sessions and communications with best practices for moving through the CP process.

NOTIFICATION of ACTIVITIES

- Met with Dr. Donna Dunar, East Penn SD
- Attended Program day events for a variety of IU programs
- Attended DCTS Local Advisory Committee and Board meeting
- Met with the Highmark Caring Place Director, Terese Vorsheck
- Attended Variety Presentation

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

- Rescheduled Champions for Children Golf Tournament, Friday, September 14, 2018