

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 24, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- As January is School Board Recognition Month, the CAIU Administration recognized and thanked our Board Members for all the time and effort they dedicate in support of education.
- Tamara Willis, Susquehanna Township SD Superintendent and Patrick Raugh, Susquehanna Township SD Data Supervisor, provided a presentation on Brightbytes Early Warning Dashboard.
- Daren Moran, CAIU Business Manager, provided an overview of the CAIU 2019-20 General Operating Budget. His presentation included: timeline, overview of the proposed budget, issues and concerns, and budget assumptions for 2019-20.
- The Board recognized the following CAIU Retirees: **Kathryn Kelly**, Speech/Language Clinician, retirement after more than 32 years of service and **Janet Howe**, Business Services Coordinator, retirement after more than 42 years of service.
- Alicia McDonald, Director of Student Services, reported that students from Hill Top Academy are here today serving coffee, tea, and muffins in the lobby. Ms. McDonald also reported that the draft school district rates are complete and she has started to hold contract meetings. The Regional Special Ed planning committee is working to develop partnerships in early intervention. Two sub-committees have been set up.
- Theresa Kinsinger, Director of Organizational Services, reported that all employees have transition to the HSA plan as of January 1, 2019. Ms. Kinsinger developed staff metrics for the time period of July 1, 2018 – January 2019. During this period, we on boarded 75 new staff and off boarded 34 staff. She will be comparing metrics with our local districts. We are currently in the process of transitioning the Contract position and duties due to the retirement of Jan Howe.
- Brian Griffith, Director of Educational Services, reported that Jill Neuhard applied for the PA Smart Grant and was awarded a \$35,000 grant to roll out coding for 1st graders and their teachers. She will start with a cohort of ten teachers who will go through training. Each classroom will receive an iPad.
- Dave Martin, Director of Technology Services, reported on the Cybersecurity plan. There has been a significant increase in phishing and they are looking at possible solutions for our districts and the IU.
- Rennie Gibson, Board Secretary, reported that the 2018 Statement of Financial Interest forms were distributed. Please complete the form and return by April 30, 2019.
- Len Kapp, Supervisor of Operations and Transportation, reported that recent legislation is requiring a discussion at the Board Meeting about water quality and lead testing. Legislation is not requiring lead testing – it is optional. All of our locations either are on public water or are new construction post use of lead in plumbing per the public water suppliers comprehensive reports.
- Greg Milbrand, Assistant Executive Director, expressed his gratitude to our Board members. He also reported that the Safe2Say anonymous tip line is active. School districts are training their middle and high school students. Greg attended his first CAIU All Staff Day last week and reported that it was a very positive and upbeat day. He thanked the All-Staff day committee for their work.
- Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Boards review. Dr. Saia thanked the Board for their service. She highlighted the Champions for Children Giving Tree where staff generously provided gifts to children in need. Dr. Saia invited the Board Members to attend the Champions for Children Bingo fundraiser on April 5, 2019.

Executive Session – An executive session was held to provide an information update on negotiations.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 20, 2018.
- Treasurer's Report and Payment of Bills – a total of \$11,213,336.36 in receipts and \$ 7,009,966.69 in expenditures for December 2018.
- Summary of Operations for December 2018 showing revenues of \$42,343,208.22 and expenses of \$31,961,386.86.
- Budget Administration
 - Proposed 2018-19 Original Budget - Andrew's Gift - School Age Autism
 - Proposed 2018-19 Original Budget – Non-Public Professional Development
 - Proposed 2019-20 General Operating Budget (1st Reading)
- Other Business Items
 - Contracts – January 2019
 - Proposed Revision of CAIU By-Laws
- Policies & Programs
 - Second Reading & Approval - Revised Policy #827 - Conflict of Interest
 - Second Reading & Approval - Revised Policy #616.1 - Signature Authority - with suggested revisions
 - First Reading New Policy #823 – Naloxone
 - First Reading Revised Policy # 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - First Reading Revised Policy #906 - Public Complaints
 - First Reading Revised Policy #626 - Federal Fiscal Compliance
 - First Reading Revised Policy #612 - Purchases Not Budgeted
 - First Reading Revised Policy #613 - Cooperative Purchasing
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Curriculum Materials Coordinator
 - Second Reading, Existing Position, Revised Description - Program Assistant Educational Services
 - Second Reading, Existing Position, New Description - Supervisor, Educational Services
 - First Reading, Existing Position, New Description – Educational Consultant
 - First Reading, Existing Position, New Description – Secretary, Ed Services
- 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. She attended and spoke at the CAIU All Staff day and agreed it was an awesome experience. Mrs. Rice and the Board recognized the recent passing of longtime Board Member, Wilbur Wolf, with a moment of silence.

NEXT MEETING: Thursday, February 28, 2019, 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:

ANDREA LAMB, Paraeducator, Deaf/Hard of Hearing Program, effective January 11, 2019.
Reason: Personal.

ANGELA PRESTON, Professional, Autism Support Program, effective February 1, 2019.
Reason: Employee accepted a position outside of Education.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

BETHANY BECK, Paraeducator, base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support Program.

JACLYN BRENNAN, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

LORI CASTLE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number days/hours worked. This is a new position funded through the MAWA budget.

SARAH DUNNE, part-time Paraeducator, 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 with additional new hire days as required. This is a replacement position funded through the Autism Support budget

TRACY GOODHART, Paraeducator, base salary of MHW HS+3, Step 9, \$33,605 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

JANA HOGG, Paraeducator, base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

CASSIE MCCABE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

ERIN MILLER, Temporary Professional, base salary of Masters, Step 3, \$50,738 for 189 days of service will be prorated based on the number of days/hours worked. This is a new position funded through the OT/PT budget.

AMY MOYER, Program Secretary, Early Intervention Program, base salary of Range 4, \$33,150 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the MAWA budget.

SARAH TURNER, Temporary Professional, base salary of Bachelors, Step 2, \$47,211 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the ESL budget.

KAREN WILLIAMS, Professional, base salary of Bachelors, Step 15, \$68,228 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

C. CHANGES OF STATUS:

SALLY FIKE, from Receptionist to Secretary/Receptionist effective January 1, 2019.

Change of status results in a change of salary to \$34,222.50 for 12 months of service and will be prorated for a total of 129 days through June 30, 2019.

BENNETT SMITH, from Paraeducator to Long Term Substitute Teacher, effective January 14, 2019 – June 7, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$46,711 for 189 days of service will be prorated for a total of 90 days. This is a replacement position funded through the MAWA budget.

Executive Director's Report

January 24, 2019

PROGRAM SPOTLIGHT

Champions for Children Annual Giving Tree Project

Champions for Children organizes an annual giving tree project. Any staff can nominate a student that receives CAIU services to receive a holiday gift. Students give us some ideas what they would like. Gift tags with the requested gifts are electronically placed on the "tree." Staff volunteer to purchase the gift(s) by signing up for a tag on the website. Staff bring in the wrapped gifts for distribution to the children to open over the holiday. In 2018, 70 students received gifts through the Giving Tree Project!



NEWS

Student Services

Preschool

- Preschool to school age winter transition meetings began on January 10 and will be completed by the end of February. These meetings are held with families, preschool staff, and school districts to help prepare for the entry into kindergarten.

LYDC

- The population is currently at 81 residents. Eleven of the 81 students had a high school diploma or GED prior to placement at LYDC.
- GED – Two students passed all four exams and earned the GED Diploma.
- The second quarter employability classes will participate in a Mock Interview process on January 29. The Transition office has invited five local employers to interview and provide feedback to students.

School-Age

- Special Education contract meetings are scheduled. Program profiles, budgets, and rates have been revised and are being shared with our member districts.
- The Regional Special Education Planning Committee, comprised of Superintendent and Special Ed Director sub-groups, is kicking off Regional Early Intervention Planning Committees to review current practices and requirements and to look to create collaborative partnerships to support the early learners in our communities as well as increasing understanding, communication, and transparency about the processes, services, and requirements.
- Educational Coaches and Administration in Student Services have begun meeting with curriculum vendors as part of our curriculum review to identify potential revisions in our English/Language Arts and Math core and intervention programs. The team is extremely motivated to get something in place for trainings the summer of 2019 and implementation in 2019-2020.
- We are still looking to fill two psychologist positions. With that in mind, the CAIU is looking at paid internships for psychologists and have interest from local colleges and universities.
- Peg Dawson, author and public speaker, will be presenting this summer on Executive Functioning Skills.
- Hill Top welcomed Cassie McCabe on January 3 as their new Middle School Emotional Support teacher. Ms. McCabe is a recent graduate of Shippensburg University and was recruited by a Student Services team attending a fall job fair on the Shippensburg campus.

- Hill Top students got an advanced look at the Photo Booth technology that will be at All Staff Day. Students had tons of fun with the props, their peers and their teachers.

Education Services

- Three teams of coaches from CAIU presented at the Regional Coaching Conference held at IU 13 in November. Instructional coaches from Dauphin County Technical School, West Shore School District, Susquehanna Township School District, and Lower Dauphin School District represented CAIU at this statewide collaborative effort of IUs 11, 13, 14, 15, and 29.
- Over 90 teachers and administrators from the region attended a 5-part professional development series related to helping students with their analytic writing skills. This series focused on teaching and learning strategies that are necessary for successful analysis of complex texts. The text-dependent analysis prompt is a College and Career Readiness item on the grades 4-8 PSSA and requires students to respond by writing a comprehensive essay that includes analysis and evidence from rich texts. The IU will continue to support more teachers in the region with further trainings.
- On Friday, January 11, representatives from IU 12, IU13 1nd IU 15 worked together to offer a Google for Education event that was specifically designed for district and school administrators. Over 30 administrators participated in this hands-on workshop. LEAs from the Capital Area Region included Central Dauphin School District, the Diocese of Harrisburg, Lower Dauphin School District, Newport School District, and Susquenita School District. Lyn Hilt led the group as they explored a variety of Google for Education tools and ways in which they enhance the lives of busy school leaders. They learned about productivity tips and tricks, strategies to stay organized while communicating effectively and efficiently, and creative ways to share school stories and events with community members. It was a fantastic day of learning and sharing!



Technology Services

Comprehensive Planning Team

- Earlier this month the Comprehensive Planning Team worked with Regional Coordinator, Maria Garcia, to contact the delinquent schools and provide them with directions on submitting their plans.
- Members of the Comprehensive Planning Team were in Pittsburgh January 13-16 for the Title I Improving School Performance Conference. We presented a session that shows Title I schools how the Comprehensive Planning web application could help them create and submit their plans.
- As of 1/7/19, only five schools across the Commonwealth have failed to submit their 3-year Comprehensive Plan. Our team continues to work closely with the Division of Planning to contact the schools and support them in their planning in order to meet compliancy, while also creating a meaningful and purposeful strategic plan.
- Throughout the month of December, our team wrapped up two training sessions with the Bureau of Special Education for Phase 1 and Phase 2 districts. We had well over 200 attendees across both sessions and continue to support schools with questions that have transpired after the training.
- Finally, the CAIU Comprehensive Planning Team continues working individually with Phase 1 districts across the Commonwealth as they prepare to submit the next cycle of their Comprehensive Plan.

Network and Helpdesk Services

The Technology Services staff has been working on multiple projects to enhance the efficiency of the CAIU and its member school districts. Some of the projects include:

- CAIU Technology staff met with district technology leaders for an initial cybersecurity planning meeting. This subcommittee is tasked with developing a Cybersecurity plan template for all the districts in our region.
- The Technology Team conducted a network assessment of Hill Top Academy and presented a technology evaluation report to support Hill Top Academy's 1:1 initiative.

- The Network Services Team met with East Pennsboro School District to perform a network assessment and provide E-rate support.
- The Network Services Team investigated the largest DDoS cyber attack the CAIU has ever encountered. This event filled our Comcast ISP connection, but the protocol that was established last year helped mitigate the incident.
- The Network Services Team performed unplanned maintenance on the FortiGate Next-Generation firewalls in order to prevent potential issues from affecting our districts.
- The Network Services Team re-built servers to remediate a malware incident. We are working with the Multi-State Information Sharing & Analysis Center (MS-ISAC) to determine where the attack originated.
- The helpdesk completed 539 tickets for the month of December with a satisfaction score of 99% and an average of 30 minute first reply time.

AgendaManager

CESA 7 Partnership

- Progress has been made working with our Partners in Wisconsin (CESA 7) as we have presented the capabilities and value of AgendaManager to the following schools:
 1. Wisconsin Dells School District
 2. Green Bay Public School District
 3. Pembine-Beacher-Dunbar School District
- We have another demonstration scheduled in February with Reedsburg School District.
- As a result of our demonstrations, Wisconsin Dells School District has already begun their trial of AgendaManager with training being completed on 1/3/2019. Green Bay Area Public Schools will begin their trial of AgendaManager in February 2019.

PASBO Partnership

- PASBO will be using AgendaManager for their first board meeting in 2019. The Board Meeting will be held on January 25, 2019.
- PASBO has asked us to present at their Annual Conference in March 2019.

NOTIFICATION of ACTIVITIES

- Attended Harrisburg Chamber of Commerce Legislative Breakfast
- Attended DCTS JOC Meeting
- Attended Harrisburg CRO Advisory Committee
- Attended All Staff Day

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

- Speaker Craig Boykin, Excellence in Equity Series - January 25, 2019
- C4C Bingo - April 5, 2019