

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 25, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board Spotlight was on Project Search. Ann Vacchiano, Pam Wilson, Tracey Snyder and several students from Project Search provided an overview on how the program works. They spoke about the application process and orientation. The program offers 20 different departments for the students to choose from. Students attend three 10-week long internships. The students run bi-monthly progress meetings, which provides an opportunity to brainstorm and discuss their interest in job development. Mentors are assigned to each student. A large part of the program is finding competitive employment and assisting the students through the interview process. Seven out of nine students are currently employed. Board Members are invited to attend the Project Search Graduation on May 23.
- Ms. Alicia McDonald, Director of Student Services reported on the 2019-20 Special Education plan. The CAIU works in conjunction with its member districts to operate a regional special education strategic plan. The plan details how the Core money is used and the requirements around these funds. The plan also includes Program Profiles, which provides details about our classrooms.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we are hosting several school safety trainings. Michael Dorn will be providing a training on May 28. All school districts have been invited at no cost. They are encouraged to send their administration teams, safety coordinators and school safety teams. Len provided an update on transportation. We are working hard to meet all of the school district requests. There is a driver shortage in our region. He provided a facilities update. His staff are in the midst of preparing for summer classroom moves and maintenance updates/repairs. Len shared his appreciation for those school districts that provide classroom space, which helps to keep the cost down.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported on some of the changes happening in Human Resources with her departure. The Board wished Theresa well in her new position.
- Dr. Andria Saia reported for Brian Griffith, Director of Educational Services. She provided a report on the Mid-Atlantic Conference on Personalized Learning and the CAOLA conference. The conferences were very well attended and they received positive feedback. There will be an upcoming conference held in Georgia and Canada has requested that we bring the conference to their area. CAOLA continues to grow, currently over 120 schools are using CAOLA. Summer Camps are highlighted on our website.
- Mr. Dave Martin, Director of Technology Services, provided an update on AgendaManager. We are seeing a gradual increase. This year we've provided 40 demos, 12 trials and 9 have signed up. Five more have signed up for a trial account in the near future. As part of our Cyber Security plan, we recently held a Microsoft inTune training. It was very well attended by the districts. A regional training model has been developed to educate the end users on cyber security.
- Mr. Daren Moran, Business Manager, reported on the recent meeting of the Champions for Children Foundation Board. This 501c3 allows us to accept charitable donations. Upcoming fundraisers to support Champions for Children: May 17 - Bingo Fundraiser and July 23 - Golf Outing. The business manager's job alike group met yesterday and collaborated well on current issues. The Business Office is ramping up to close the year and have begun to prepare for the auditors.
- Ms. Rennie Gibson, Board secretary, reported that the annual CAIU board ballots will be sent out within the next week, we are waiting on one school district appointment.
- Dr. Andria Saia, Executive Director, highlighted the Project Search program and encouraged all to attend their upcoming graduation.

**Executive Session** – An executive session was held to discuss personnel matters.

**Approved Action Items**

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of March 28, 2019.
- Treasurer's Report and Payment of Bills for March 2019 showing a total of \$6,053,310.27 in receipts and \$8,282,311.67 in expenditures
- Summary of Operations for March 2019 showing revenues of \$64,477,376.75 and \$56,943,879.80 in expenditures
- Budget Administration
  - Proposed 2018-2019 Budget Revision - CAMhP
  - Proposed 2018-2019 Budget Revision - Diakon Center Point
  - Proposed 2018-2019 Budget Revision - ELECT
  - Proposed 2018-2019 Budget Revision - Hospital Partial Program
  - Proposed 2018-2019 Budget Revision - Institutionalized Childrens Program
  - Proposed 2018-2019 Budget Revision - IDEA Section 611 - School Age
  - Proposed 2018-2019 Budget Revision - School-Age ACCESS
  - Proposed 2018-2019 Budget Revision - Student Services
- Other Fiscal Items
  - Proposed 2019-20 Student Services Fixed Rates
- Other Business Items
  - Contracts – April 2019
- Policies & Programs
  - Second Reading, Revised Policy #222 - Tobacco Use
  - Second Reading, Revised Policy #323 – Tobacco
  - First Reading, Revised Policy #810.1 - Drug & Alcohol Testing
  - First Reading, Revised Policy #707 - Use of IU Facilities
  - First Reading, Revised Policy #904 - Public Attendance at IU Event
  - First Reading, Revised Policy #104 - Nondiscrimination in Employment Practices
  - First Reading, Revised Policy #808 - Food Services
  - First Reading, Revised Policy #619 - Intermediate Unit Audit
  - First Reading, New Policy #810.2 - Transportation Video & Audio Recording
  - First Reading, New Policy #810.3 - School Vehicle Drivers
  - First Reading, Retirement of Policy #248
  - Proposed 2019-20 Student Services Master Calendar
  - Proposed 2019-20 Educational Services Consultant Calendar
  - Proposed 2019-20 Special Ed Plan
  - Proposed 2018-19 Calendar changes for ACT 80 days
- Job Descriptions
  - First Reading, Existing Position, Revised Description - Assistant Executive Director/Assistant to the Executive Director
  - First Reading, Existing Position, Revised Description - Human Resources Clerk
  - First Reading, Existing Position, New Description - Director of Business and Operations
  - First Reading, New Position, New Description - Instructional Technology Coach
  - First Reading, New Position, New Description - ANPS Social Worker
- 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 wished Theresa well in her next adventure. Mrs. Rice reminded the Board that the Executive Director evaluation is coming up soon.

**Board Member Sharing of Information**

- Dr. John Mallonee reported that the Newport SD recently held an open house for their cyber program. It was very well attended.

**NEXT MEETING: Thursday, May 23, 2019, 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***

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**A. RESIGNATIONS:**

- **CARLOS MEDINA**, Mental Health Worker, Student Services Team, effective May 3, 2019. Reason: Personal.
- **GREGORY MILBRAND**, Assistant Executive Director, Administrative Team, effective April 19, 2019. Reason: Accepted a position with Cumberland Valley School District.
- **SUSAN ROTH**, Long Term Substitute Assistant Supervisor, Student Services Team, effective April 30, 2019. Reason: Accepted a position with Sylvan Heights Science Charter School.

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

- **ASHLEY HOFFER**, Program Secretary, Student Services Team, base salary of Range 4, \$32,000 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 CORE budget.
- **TIMOTHY KOHLER**, Technology Support Specialist I, Technology Team, base salary of Range 1, \$37,479.35 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 Data Processing/General Operating budgets.
- **GABRIELLE SEIDEL**, 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 Deaf/Hard of Hearing budget.
- **CASEY STEPP**, Program Secretary, CAOLA 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 CAOLA budget.

**C. CHANGES OF STATUS:**

- **LORI CASTLE**, from Long Term Substitute Teacher to Temporary Professional, Early Intervention Program, effective April 24, 2019. This is a new position funded through the MAWA budget.
- **CRYSTAL JENKINS**, from Penn Data Specialist, Student Services Team to Transportation Specialist, Administrative Team - Operations, effective July 1, 2019.
- **SHELLY RILAND**, Paraeducator, from active to inactive status due to her rescinding of acceptance of employment offer.

**D. CHANGES OF SALARY:**

**E. LEAVES OF ABSENCE:**

# Executive Director's Report

April 25, 2019

## PROGRAM SPOTLIGHT

Project Search prepares our students with disabilities for success in integrated, competitive employment. It's created through a partnership between the Office for Vocational Rehabilitation (OVR), CAIU, and Penn State Health Hershey Medical Center. Students participate in the program during their senior year with the expected outcome of year-round, non-

seasonal employment of at least 16 hours per week or more at the prevailing wage for the area/job.



## NEWS

### STUDENT SERVICES

#### Preschool

- April is Occupational Therapy Awareness Month. We are honoring our 26 occupational therapists for the excellent work they do with our preschooler and school age student in developing fine motor, daily living, and self-regulation skills.
- A Potty Training event sponsored by Early Intervention Connections, a partnership of Early Intervention Programs in Dauphin, Cumberland, and Perry counties and the CAIU took place on April 10 at the CAIU. Alison Mellott from JG Early Intervention Specialists led the discussion and shared techniques for 18 families.
- Terry Telep, Early Intervention Services, attended the Spring Leadership Meeting, in early April, focusing on current research and best practices to improve the quality of our early childhood services and experiences through the promotion of positive social-emotional development for all children and their families.
- On April 11, Terry Telep, attended a preschool networking session hosted by West Perry School District. Local preschool and daycare programs located in West Perry School District were in attendance.
- Barb Kline, Occupational Therapist, did a presentation for Newport Head Start parents. The topics were related to fine motor skills and the use of everyday items for practicing at home. There were nine parents and two administrators present.

#### School-Age

- Due to the level of district need, we are in the process of expanding classroom programs in Autism Support and CAMhP (Capital Area Mental Health Program) for the upcoming school year.
- Student enrollment at Diakon Center Point also continues to increase.
- Dr. Janilyn Elias is President-Elect for the Pennsylvania Association for Pupil Services Administrators (PAPSA) for the upcoming year.
- Administrators have conducting first and second round interviews for Teachers, Behavior Consultants, and Instructional Coaches. We have had a strong candidate pool and are looking forward to welcoming our new staff.
- We are in the process of finalizing our training plan for our trainers to rollout the English/Language Arts and Math curriculum for the 2019-2020 school year.

#### Student Services Upcoming Events

- May is Better Speech and Hearing Month. We will coordinate efforts to honor our speech language pathologists and audiologist with our school-age program.
- Spring Transition Meetings for children who transitioning into Kindergarten will occur on May 1 & 7 for children who are exiting preschool and entering school-age programming.

- May 3 @ 6-8 p.m. - Literacy Night Under The Stars at the John H. Frederick Field, Memorial Park, Mechanicsburg sponsored by Mechanicsburg School District.
- May 22 - Early Intervention Professional Development. Preschool staff will share the special projects that they worked on throughout the year as part of their professional learning communities.
- June 4 @ 5-8 p.m. - annual Early Intervention Family Carnival sponsored by Early Intervention Connections at Adventure Zone Playground in Mechanicsburg.

## **EDUCATION SERVICES**

- On April 4, PA Intermediate Units 12, 13, and 15 hosted their **Third Annual Google Summit**. The summit was held at the Lincoln Intermediate Unit in New Oxford, PA and drew together nearly 100 enthusiastic educators. The daylong event featured Google Apps for Education promoting K-12 student learning. Participants were able to choose from a variety of sessions provided by classroom educators, instructional coaches/integrators, and administrators. There was also a Google Level 1 Certification session to prepare participants for the exam. The featured Keynote was Phil Vinogradov, Google EDU Professional Development Partner.
- On April 1-3, 28 educational leaders from the CAIU region were in Knoxville, TN to further their professional learning journey on **Micro-Credentialing and Digital Badging**. The group, led by Jill Neuhard, had an amazing learning experience with their new Tennessee friends from ten districts and the TN Department of Education! The collaboration sparked many critical conversations and laid the groundwork for future regional plans! This trip was made possible via one of *CAIU's Innovation Grants*.
- **Drone Education** - How do we prepare our students and expose them to using drones for data collection, geographic analysis, flight path planning, field operations, image analysis, 3-D model construction, & more. 21 educators came out to the Day of Drones held on April 10 at CAIU. Participants learned the basic operations of a Mambo Mission drone, drone safety and uses, components of the SOAR implementation model, and examples of how you can integrate drones into the curriculum. After taking flight, educators worked on creating projects and lessons that will motivate & engage students and to integrate STEM to solve real world problems.
- **CAOLA**
  - The Mid-Atlantic Conference on Personalized Learning was held on March 13-15, 2019 in Atlantic City, NJ. 173 people from CAOLA districts attended. They had access to over 25 CAOLA specific sessions but also an additional 75 Personalized Learning sessions. Feedback from the attendees was very positive. IU10 and IU19 each brought a non-member district to the conference as guests. After the conference, both districts have decided to join CAOLA.
  - CAOLA Advising - All six districts that used our advising services this year have agreed to renew for next year. One district is increasing their advising contract from one day a week to three days.
- Congratulations to the winners of our **Regional Media & Design Competition** who will advance to the State Media & Design Competition in May at Dickinson College.



### **High School**

**Animation-** Katherine Tootchen and Lisa Wang, Hershey High School

**Graphic Design & Logo-** Tiffany Mai and Thasya Duong, Central Dauphin High School

**Digital Movie-** Owen Klinger, Carson Buffington, and Matt Reigle, Halifax High School

**Web Page Design-** Madison Richwine, Madelyn Hosey, and Jasmine Chan, Hershey High School

**Programming-** Chris Martin, Carlisle High School

### **Middle School**

**Animation-** Tyler Kerstetter, St. Joseph School

**Graphic Design & Logo-** Adeline Woodward and Alexis Kuntz, St. Joseph School

**Digital Movie-** Ling Wu, Hershey Middle School

**3D Design-** Cohen Manges, Ethan Walter, and John Cicero, Mechanicsburg Middle School

**Web Page Design-** Faizaan Aziz and Taimur Ibrahim, Hershey Middle School

**Programming-** Viraj Singh, Eagle View Middle School

## **TECHNOLOGY SERVICES**

- **Comprehensive Planning Team** - The Comprehensive Planning Team is preparing for three important submissions. By May 1, Phase 1 school districts will be submitting their Special Education Plans, by August 1, Charter schools will be submitting their Annual Reports and by September 1, non-designated Title I school-wide buildings will be submitting their School-wide Plans. The application developers are busy preparing the web application and trainers are communicating with the field and partnering with PDE to offer training for each of these plans. Our Google Site is updated frequently to reflect training opportunities, recorded training sessions, and resources for the field. Our team continues to send monthly newsletters through our Listserv to offer reminders, best practices, and tips and tricks for planning.
- **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:
  - Met with Susquenita SD to discuss our regional VoIP (Voice over IP phone system) solution. Their current system is nearing end-of-support.
  - Met with PASA (Pennsylvania Association of School Administrators) to discuss our Managed Services solution and see if we can meet their needs.
  - Received training along with the district cybersecurity planning team on CIS (Center for Internet Security) controls. These controls will be the guideline for our cybersecurity plan.
  - Moved the internal helpdesk to their new location and configured new network closets for changes in facilities at the Enola office.
  - Created a wireless site survey for the Simpson Library in Mechanicsburg. The team is now preparing a multi-floor plan for the library.
  - Identified and resolved technology authentications issues for LYDC students logging into the computers.
  - Provided training on April 16 on Microsoft Intune, which is a mobile device management solution. This type of solution allows district technology staff to manage computer devices on their network. Over 50 district technology staff members were present for this training.

## **NOTIFICATION of ACTIVITIES**

- Attended Superintendent's conference, April 3-5, 2019
- Attended DCTS Board Meeting, April 10, 2019
- Attended Capital Areas Alliance meeting, April 12, 2019
- Attended meeting with David Volkman, PDE, April 17, 2019

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

- April 29 – full day of safety training: Act 44 updates, tabletop exercises from Navigate Prepare
- May 8 - West Shore Consortium Prom at the West Shore Evangelical Free Church
- May 15 - Annual Major League Baseball Senators Event for CAIU School-age Classes
- May 16 - Tom Buskey Luncheon ~ Harmony Hall
- May 16 - Deaf/Hard of Hearing Graduation ~ Enola
- May 17 - Champions for Children Bingo ~ Enola
- May 23 - Project Search Graduation ~ Hershey Medical Center
- May 28 - Safety presentation by expert Michael Dorn
- May 30 - Hill Top and District-based Classroom Graduation ~ Enola
- July 23 - C4C Golf Outing