

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **February 28, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was *Continuum of Emotional Support Services*. Dr. John Thompson, Rachel Montiel, and Keith Watson provided an overview of the Continuum of Emotional Support Services including CATES, CAMhP, Partial and Inpatient, and Clinical Psychological Services.
- Ms. Alicia McDonald, Director of Student Services, congratulated the ELECT program on their recent audit where they received a 100%. Ms. McDonald reported that Ms. Deb Genet's HS Deaf/HH class is planning a trip this spring to visit Washington D.C., to see the government in action, Gallaudet University, founded for the deaf and hard of hearing, where they will experience deaf culture, and visit Chinatown, which connects with a novel they read in Language Arts. They will also stop at a Starbucks, staffed by individuals who are deaf or hard of hearing.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported on the Annual PASPA Conference taking place in Harrisburg, which provides opportunity to network with school district human resources staff. At the conference, PSERS discussed many of the upcoming changes expected to begin July 1, 2019. Ms. Kinsinger also reported that the new Communication Specialist, Amy Beaver, is doing great job promoting jobs as we are still in need of Educational Paraprofessionals. They will be attending two upcoming job fairs at local Universities.
- Mr. Brian Griffith, Director of Educational Services, reported that Tyrone Howard from UCLA would be here to speak as part of Equity Series. Many school district groups will be attending. In addition, Secretary Rivera along with a cohort superintendents group will be attending. The 4th annual Mid-Atlantic Conference on Personalized Learning (MACPL) will be held on March 13-15, 2019 at the Harrah's Resort and Conference Center, Atlantic City, New Jersey. Visit www.macpl.net for more information. About 500 people have registered. 150 of those are from local districts. Those districts that are members of CAOLA, will be attending free of charge.
- Mr. Dave Martin, Director of Technology Services, provided an update on Cyber Security. There has been several recent phishing attacks; two were significant with one successfully obtaining payroll information. AgendaManager continues to grow; approximately 37 school districts are now members.
- Mr. Greg Milbrand, Assistant Executive Director, thanked Len and his team for the snow and ice removal as well as their quick response to a recent pipe burst in the Keystone/Meadow room. We have been working with a restoration company and our insurance company. Mr. Milbrand reported on the Act 44 Competitive Grant process. We submitted a grant for \$75,000 for operational security and for internal and external professional development. Looking into a consortium wide professional development model. In addition, three categories were defined as to who would be allowed to carry firearms. Only SRO and police officers are allowed to carry, not security officers. Received recent update on Safe2Say program where it defined what is reportable at the end of the year.
- Mr. Daren Moran, Business Manager, also reported that the Act 44 process was very different. There were discussions of not making safety competitive next year. The PASBO representative reported that the budget process is going smoothly. The Governor's budget seems to have a lot of positive momentum. Doing analysis of impact of a minimum wage increase, it may cause a ripple effect. Discussion of a potential increase in EI funding. Business managers will be getting together next week at the annual PASBO conference in Hershey.
- Rennie Gibson, Board secretary reminded the Board to complete their Statement of Financial Interest Forms.

- Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Boards review. She highlighted the Positive Behavioral Intervention & Supports at the Hill Top Academy and congratulated them on creating an exceptional program and atmosphere and being recognized by the state as a model program. Many other schools are using our program as a model. Kudos to Len Kapp and Rob Hoover for going above and beyond. Reported on the STEM competition. With the recent increase in attacks, we will be looking at Cyber Security on a much larger scale. Kudos to AgendaManager and CAOLA on their continued growth. Invited the Board members to attend two upcoming Equity Series hosted by the CAIU, as well as Champions for Children's annual Bingo fundraiser.

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

Approved Action Items

- Appointment of Mr. William Swanson, Big Spring SD, to the CAIU Board of Directors to fill an unexpired term of February 28, 2019 - June 30, 2020
- Approval to amend the agenda to add the Proposed 2019-2022 Collective Bargaining Agreement for approval
- Approval of the Proposed 2019-2022 Collective Bargaining Agreement
- Approval to accept the resignation of Ms. Jill Stine, Newport School District, from the CAIU Board of Directors effective January 24, 2019.
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 24, 2019.
- Treasurer's Report and Payment of Bills – a total of \$ 8,775,706.07 in receipts and \$ 8,535,475.79 in expenditures for January 2019.
- Summary of Operations for January 2019 showing revenues of \$54,505,637.19 and expenses of \$41,294,853.33.
- Budget Administration
 - Proposed 2018-19 Budget Revision - English as a Second Language (ESL)
 - Proposed 2018-19 Budget Revision - Gifted Technical Assistance Services
 - Proposed 2018-19 Budget Revision - Professional Services
 - Proposed 2018-19 Budget Revision - Technology Entrepreneurial
 - Proposed 2018-19 Original Budgets-Statewide System of Support
 - Proposed 2019-20 General Operating Budget (2nd Reading)
- Other Business Items
 - Contracts – February 2019
 - Approval of Calendar Modification - ACT 80 day
- Policies & Programs
 - Second Reading New Policy #823 – Naloxone
 - Second Reading Revised Policy #210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - Second Reading Revised Policy #906 - Public Complaints
 - Second Reading Revised Policy #626 - Federal Fiscal Compliance
 - Second Reading Revised Policy #612 - Purchases Not Budgeted
 - Second Reading Revised Policy #613 - Cooperative Purchasing
 - First Reading Revised Policy - #006 – Meetings
 - First Reading, Revised Policy - #818 - Contracted Services Personnel
- Job Descriptions
 - Second Reading, Existing Position, New Description – Educational Consultant
 - Second Reading, Existing Position, New Description – Secretary, Ed Services
 - First Reading, Existing Position, Revised Description - Contracts Administrator
 - First Reading, Existing Position, Revised Description - Educational Consultant, Student Services
 - First Reading, Existing Position, Revised Description - Sign Language Interpreter
 - First Reading, Existing Position, New Description - Educational Coach, Student Services
 - First Reading, New Position, New Description - Transition Coach

- 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. Special thanks to Mr. Dennis Helm and Mr. Eric Samples for participating by phone.

NEXT MEETING: Thursday, March 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:

AMY DRESSLER, Payroll and Data Coordinator, Administrative Team – Human Resources, effective March 13, 2019. Reason: Personal.

LEASUJA TALLIFERRO, Personal Care Assistant, Emotional Support Program, effective February 15, 2019. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

LENA ENGLE, Paraeducator, base salary of HS+30, Step 3, \$19,970 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 budget.

NICOLE FICKES, Paraeducator, base salary of MHW Bachelors, Step 3, \$32,049 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 United Methodist Home for Children budget.

CLAIRE JONES, Temporary Professional, base salary of Masters, Step 6, \$53,733 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 new position funded through the MAWA budget.

JULIA KELLO, part-time Paraeducator, base salary of HS+30, Step 2, \$18,897 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 MAWA budget.

CHRISTA MCMAHON, part-time Paraeducator, base salary of HS+30, Step 4, \$20,681 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 MAWA budget.

KAYLA MOHLER, Paraeducator, base salary of HS, Step 1, \$16,892 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 budget.

EMILY REESE, part-time Long Term Substitute Temporary Professional, base salary of Masters, Step 1, \$49,738 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 OT/PT budget.

CARISSA THROCKMORTON, Temporary Professional, base salary of Masters, Step 2, \$50,238 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 MAWA budget.

C. CHANGES OF STATUS:

ELIZABETH CAPPELLO, from Teacher to Special Projects Coordinator, Educational Services Team, effective February 18, 2019. Change of status results in a change of salary to \$56,650 for 12 months of service and will be prorated for 95 days through June 30, 2019. This is a new position funded through the Professional Services and MACPL budgets.

LISA KLINGLER, from Assistant Supervisor, to Program Supervisor, ANPS Program, effective March 11, 2019. Change of status results in a change of salary to Act 93 Grade 3, \$113,311 for 12 months of service and will be prorated for 80 days through June 30, 2019.

LAUREN ROYER, Professional, from full-time to part-time status, effective February 4, 2019.

LYNNEA SUMMERSCALES, Paraprofessional, from part-time to full-time status, effective February 4, 2019.

D. CHANGES OF SALARY:

ELIZABETH DEAVEN, Hiring and Employment Coordinator, payment of \$200 stipend. With the resignation of the Payroll and Data Coordinator, employee will be processing payroll beginning with the February 28, 2019 pay and will receive the stipend for every payroll she processes.

E. LEAVES OF ABSENCE:

PATRICE BIXLER, Educational Coach, Student Services Team, leave of absence effective December 19, 2018 – February 22, 2019. Leave is requested using accumulated paid leave for a total of 34 days and is in accordance with CAIU and FMLA policies.

BARBARA FREY, Long Term Substitute Professional, leave of absence effective November 19, 2018 – December 4, 2018. Leave is requested using accumulated paid leave time for a total of 4.5 paid days and without pay for a total of 3.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

SHARON KELLO, Professional, leave of absence effective January 3, 2019 – January 14, 2019. Leave is requested using accumulated paid leave for a total of 8 days and is in accordance with CAIU and FMLA policies.

LISA KLINGLER, Assistant Supervisor, ANPS Program, intermittent FMLA leave through February 4, 2020. Leave is requested in accordance with CAIU and FMLA policies.

JENNIFER KRAUS, Paraeducator, leave of absence effective December 6, 2018 – December 21, 2018. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.

MARIA LAZZAREVICH, Speech and Language Clinician, Early Intervention Program, unpaid leave of absence effective through the remainder of the 2018-2019 school year. Leave is requested in accordance with CAIU policy and procedure.

ANGELA PRESTON, Professional, intermittent FMLA leave through February 1, 2019. Leave is requested in accordance with CAIU and FMLA policies.

LINDSEY SCHUE, Maintenance Technician, Administrative Team – Operations, leave of absence effective January 21, 2019 – February 6, 2019. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.

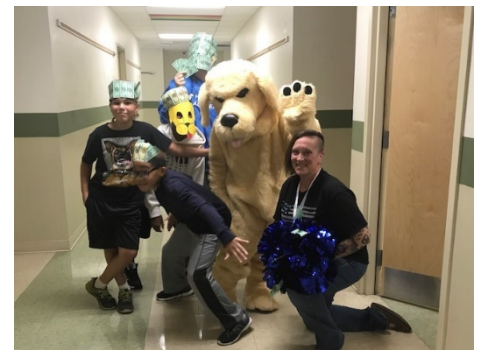
TRACY SHANK, Coordinator, Educational Services Team, leave of absence effective January 2, 2019 – January 23, 2019. Leave is requested using accumulated paid leave for a total of 15 days and is in accordance with CAIU and FMLA policies.

Executive Director's Report

February 28, 2019

PROGRAM SPOTLIGHT

On January 31 Hill Top received a visit from PaTTAN to assess the fidelity of their implementation of Positive Behavioral Intervention & Supports at the school. Hill Top Academy is proud to share that they received a score of 98/100 on the assessment, and are now officially recognized as a Tier I PBIS school. The PaTTAN team was so impressed that they asked to take pictures and artifacts from Hill Top to share with other PBIS candidate schools. Hill Top will be formally recognized at the PAPBS Implementers' Forum with a PBIS banner on May 14 at the Hershey lodge!



NEWS

STUDENT SERVICES

Deaf/HH Class Trip to DC

- Ms. Deb Genet's HS Deaf/HH class is planning a trip this spring to visit Washington D.C. where they will experience deaf culture, see the government in action, and visit Chinatown, which connects with a novel they read in Language Arts. They plan to travel by train and make their first stop at a Starbucks staffed by individuals who are deaf or hard of hearing. They will then travel to Gallaudet University and tour the campus. After eating lunch at the university, the class will tour the U.S. Capitol building and travel to the Archives to view the Declaration of Independence. They will end their trip with a visit to Chinatown to explore the sights and culture of the surrounding neighborhood. This trip will allow our students to get a firsthand look at a business and a university where people who are deaf or hard of hearing are thriving in their positions. Additionally, the class will have the opportunity to learn about traveling in a large city and the various means of transportation that are available. This trip will be a very new experience for our students who have never been to our nation's capital.

Program Director ~ Pupil Services

- School age student services administration and coaches are reviewing English Language Arts and Math curriculum with multiple vendors including; McGraw-Hill, Houghton Mifflin Harcourt and Pearson Scott-Foresman. The plan is to implement a new K-12 curriculum in both ELA and Math for the 2019-2020 school year
- Our summer academy schedule will be complete by the end of February. Guest speakers include Dr. Peg Dawson discussing executive functioning skills and Rosie Mann explaining trauma and restorative practices.
- The CAIU is the host site for a Social Emotional Development and Character Development course on March 6-7, 2019.

ELECT Program

- The CAIU ELECT program recently had a "desk audit" of the program. The desk audit consisted of a Zoom meeting with PDE and Department of Human Services representatives. The result of the audit is that the program is in compliance with all of the requirements of the grant. Over the course of last year (2017-18 school year), we served 109 pregnant and

parenting teens across Cumberland, Dauphin, and Perry counties and Northern York School District. Most of the teens start with the program when they are pregnant and remain in the program until they graduate. While most of the participants are young mothers, we do have fourteen dads in the program this year.

Preschool Early Intervention

- CAIU's Early Intervention Preschool Program staff participated in a professional development day on February 14. Educational para-professionals renewed certifications in first-aid/CPR/AED. Professional staff had a morning program on assessment with sessions particular to Assessment of Dual-Language Learners, Assessment of Preschool Developmental Domains, and Administration and Interpretation of the ADOS-2 (Autism Diagnostic Observation Schedule – 2nd Ed.). Assistive Technology Updates and Exploration was the afternoon topic. Professional staff were introduced to newly obtained assistive technology tools and equipment to use with Early Intervention preschool students.
- Tracey Knauss and Megan Slautterback, Service Coordinators, participated in the Perry County Health Fair on February 19 sponsored by the United Way Ready for School, Ready to Succeed Program in conjunction with Newport and West Perry School Districts. Tracey and Megan conducted developmental screenings on children at the event.
- Winter Transition Meetings with the 24 school districts have been completed. The spring round of transition meetings will take place on 5/1/19 and 5/7/19.

EDUCATION SERVICES

Pennsylvania Governor's STEM Competition

- The Governor's STEM Competition is an annual, themed, academic competition for students in grades 9-12. Students are challenged to research, present, and design a device/project that can improve the life of Pennsylvanians. This year's theme was "Improving Pennsylvania Through STEM."
- The CAIU regional competition was held on February 19, 2019. Teams from six local high schools competed this year: Carlisle HS, Cedar Cliff HS, Cumberland Valley HS, Lower Dauphin HS, Red Land HS, and Shippensburg Area HS.
- The winners were:
 - 1st Place** – Cedar Cliff High School (moving to the State Competition at the Dixon Center in May)
 - 2nd Place** – Lower Dauphin High School
 - 3rd Place** – Cumberland Valley High School
- Cedar Cliff HS's winning project addressed the vaping epidemic across Central PA.
- Special thanks to our guest speaker, Ms. Tanaga Boozer, from the U.S. Patent and Trademark Office in Washington, DC. We also thank our business and industry judges from Gannett Fleming, the PA Army National Guard, and Tadano Americano.



TECHNOLOGY SERVICES

Comprehensive Planning Team

- The Comprehensive Planning team at CAIU is in the midst of tracking the final submissions for Phase 3 Comprehensive Plans and Title I school wide plans. We continue to work closely with the Division of Planning and the Division of Federal Programs at PDE to ensure quality plans are submitted. In January, we traveled to Pittsburgh to offer a session at the Improving School Performance Conference that was targeted towards un-designated Title I school wide buildings. The interactive session focused on best practices for developing a school wide plan based on relevant student achievement and growth data.
- As we prepare for Special Education submissions for Phase 1 and Phase 2 school districts, our team constructed communications to send to the field as a reminder for each submission. Our team sends weekly reports to the Bureau of Special Education so that we are able to

track the submission status for each Phase and send reminders/delinquent notices as needed.

- Our team continues to offer training for our Phase 1 LEAs who are due to submit their comprehensive plans by November 30, 2019. The personalized, virtual sessions with school leaders have received positive feedback and have proven to showcase purposeful plans being created.
- The developers on the project are in the process of preparing the web application for Phase 1 comprehensive plan submissions, Phase 1 Special Education Plans and removing any references to the school improvement designations assigned under the ESEA flexibility waiver.
- The Pennsylvania Department of Education (PDE) announced this past summer that they are proposing to create a new tool/database for Comprehensive Planning. The Request for Quotation (RFQ) was first advertised in November 2018. The RFQ was cancelled in December and has since been re-released with new networking/software requirements. Members of our team responded to the re-released RFQ, alongside the Momentum Group who will serve as the Prime in the RFQ response. We look forward to working on this project to, hopefully help PDE carry out their vision for a user friendly, streamlined application.

AgendaManager

- We attended the AASA (The School Superintendent Association) National Conference for the first time in February 2019
 - Met with approximately 40 viable candidates that showed interest in AgendaManager during the 2-day conference
- Continuing to make progress working with our Partners in Wisconsin (CESA 7) as we have presented the capabilities and value of AgendaManager to the following schools in the past month:
 1. Minocqua School District
 2. Reedsburg School District
 3. Kiel School District
- We have another demonstration scheduled in March with Wrightstown School District.
- As a result of our CESA 7 partnership, Green Bay Public School District is planning to transition to Agenda Manager next school year.

NOTIFICATION of ACTIVITIES

- Attended Dauphin County Alliance meeting, February 5, 2019
- Attended DCTS Board Meeting, February 13, 2019
- Presented at PACTA with Dauphin County Alliance, February 15, 2019

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

- Tyrone Howard, Creating Equity in Schools for All Students, March 1, 2019
- C4C Bingo - April 5, 2019
- Courtney Portlock and John Steele, Navigating the Courageous Conversation: Strengthening Competencies in Diversity, Equity, and Inclusion, April 24, 2019