

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 27, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was an introduction of Dr. Thomas Calvecchio, New CAIU Assistant Executive Director. Dr. Saia introduced Dr. Calvecchio to the Board and provided an overview of his experience, achievements, and his educational background and certifications. Dr. Calvecchio thanked the Board for this opportunity.
- The Board would like to recognize the following departing Board Members: Melanie Gurgiolo, Camp Hill SD and David Barder, Upper Dauphin SD
- Mr. Dave Martin, Director of Technology Services, reported that three new technology interns from DCTS & CPAVTS have started working with the team. They have already been assigned tickets and are getting comfortable with the working environment. Installation of the new wireless network system at Hill Top Academy is complete and currently we are in the implementation phase of wireless upgrade at Loysville. We recently performed a firmware upgrade on our FortiDDoS appliance. The FortiDDoS appliance mitigates cyber-attacks.
- Mr. Daren Moran, Director of Business & Operations, reported that with the recent departure of Greg and Theresa, he has been very involved with the contract process and safety and security. Daren recognized Nyla Katar and Len Kapp for all of their hard work behind the scenes. We are looking to implement the new contract management system in the near future to make the process more efficient. The local auditors were here for pre-planning and will return in September or October for a final audit. The summer is an extremely busy time for the business office. Daren reported that we cleared over \$5,000 from the Champions for Children Bingo fundraiser.
- Brian Griffith, Director of Educational Services reported that the CAIU Summer camps started this week. The CAIU has partnered with teachers from around the region to offer over 20 different camps this summer with over 300 students attending, a big increase from the three camps run last year. The ISTE conference, a global edtech conference, is being held in Philadelphia this year. This conference is very large with over 20,000 educators attending. One of our team members, who is attending, is the President of the state association and had the opportunity to welcome Secretary Rivera.
- Rennie Gibson, Board secretary, reported that the professional photographer will be here next month to take Board photos for the new members and anyone that still needs one. The Board photos will be moved to a digital format and placed on our website.
- Andria Saia, Executive Director, reported on Early Intervention in Alicia's absence. She reported that the summer session is always a busy time as we are preparing for incoming children who are turning three as well as the children who will be transitioning to Kindergarten in the fall. We have worked with families and districts to transition 845 children to school age programming and we anticipate that 58 children will remain in early intervention for the 2019-20 school year. Dr. Janilyn Elias, Program Director, has resigned to accept a position in Chambersburg School District. She thanked the board for all of their support over the past six years. Dr. Saia and Jean Rice recently attended a memorial service for Wilbur Wolf at Big Spring SD. He was recognized and honored by several organizations including the CAIU and CPAVTS. She recently attended and spoke at the Loysville graduation. Two graduates are moving on to Shippensburg University. We will try to plan a Board visit to Loysville in October. All are invited to attend the Champions for Children Golf outing on July 23.

Executive Session – An executive session was held to discuss safety, personnel, and legal matters.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 23, 2019.
- Treasurer's Report and Payment of Bills for May 2019 showing a total of \$9,169,453.60 in receipts and \$7,847,401.89 in expenditures
- Summary of Operations for May 2019 showing revenues of \$78,498,325.33 and \$73,487,184.39 in expenditures
- Budget Administration
 - Proposed 2018-2019 Budget Revision – EARLY INTERVENTION - ACCESS
 - Proposed 2018-2019 Budget Revision – STATE EARLY INTERVENTION
 - Proposed 2019-2020 Budget Revision – COMPREHENSIVE PLANNING
 - Proposed 2019-20 Original Budget - ADMINISTRATIVE TIME STUDY (ATS) ACCESS PROGRAM
 - Proposed 2019-20 Original Budget - ACT 89 (NONPUBLIC SCHOOLS)
 - Proposed 2019-20 Original Budget - CAFETERIA SERVICES
 - Proposed 2019-20 Original Budget - CAPITAL AREA MENTAL HEALTH PROGRAM
 - Proposed 2019-20 Original Budget - DIAKON CENTER POINT PROGRAM
 - Proposed 2019-20 Original Budget - EARLY INTERVENTION - ACCESS PROGRAM
 - Proposed 2019-20 Original Budget - IDEA SECTION 611 - EARLY INTERVENTION
 - Proposed 2019-20 Original Budget - IDEA SECTION 619 - EARLY INTERVENTION
 - Proposed 2019-20 Original Budget - EDUCATION LEADING TO EMPLOYMENT AND CAREER TRAINING (ELECT)
 - Proposed 2019-20 Original Budget - ENGLISH AS A SECOND LANGUAGE (ESL)
 - Proposed 2019-20 Original Budget - FINANCIAL SOFTWARE APPLICATION
 - Proposed 2019-20 Original Budget - REVIEW OF HIGHER ED TEACHER PROGRAMS
 - Proposed 2019-20 Original Budget - HOSPITAL EDUCATION PROGRAM
 - Proposed 2019-20 Original Budget - INSTITUTIONALIZED CHILDREN'S PROGRAM
 - Proposed 2019-20 Original Budget - IDEA SECTION 611 - SCHOOL AGE
 - Proposed 2019-20 Original Budget - LOYSVILLE YOUTH DEVELOPMENT CENTER
 - Proposed 2019-20 Original Budget - TITLE I, PART D-LOYSVILLE YOUTH DEVELOPMENT CENTER
 - Proposed 2019-20 Original Budget - ENTREPRENEURIAL TRANSPORTATION
 - Proposed 2019-20 Original Budget - NON-PUBLIC AUXILIARY PROGRAMS
 - Proposed 2019-20 Original Budget - NON-PUBLIC PROFESSIONAL DEVELOPMENT BUDGET
 - Proposed 2019-20 Original Budget - ONLINE LEARNING ASSOCIATION
 - Proposed 2019-20 Original Budget - PROFESSIONAL SERVICES
 - Proposed 2019-20 Original Budget - SCHOOL-AGE ACCESS PROGRAM
 - Proposed 2019-20 Original Budget - EARLY INTERVENTION
 - Proposed 2019-20 Original Budget - STUDENT SERVICES
 - Proposed 2019-20 Original Budget - TECHNOLOGY ENTREPRENEURIAL
 - Proposed 2019-20 Original Budget - TRANSPORTATION
- Other Fiscal Items
 - Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel
- Other Business Items
 - Contracts – June 2019
 - Revised 2019-20 Board Meeting Dates
- Policies & Programs
 - Second Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments
 - First Reading, Revised Policy #247 - Hazing
 - First Reading, Revised Policy #249 - Bullying/Cyberbullying
- Job Descriptions
 - Second Reading, Existing Position, New Description - Human Resources Manager

- Second Reading, Existing Position, New Description - Human Resources Generalist
 - Second Reading, Existing Position, New Description - Human Resources Coordinator
 - Second Reading, Existing Position, New Description - Assistant Business Manager
 - Second Reading, Existing Position, New Description - Floater Teacher
 - Second Reading, Existing Position, New Description - Data Coordinator EI
 - Second Reading, Existing Position, New Description - ANPS Program Coordinator
 - Second Reading, Existing Position, Revised Description - Supervisor of Operations, Safety, & Transportation
 - Second Reading, Existing Position, Revised Description - Transportation Specialist
 - Second Reading, New Position, New Description - Clerical & File Worker
 - First Reading, Existing Position, Revised Description - Duplicating/Mail Room Clerk/Receptionist
- 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, July 25, 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:

DENNIS ABDUL-JIHAD, Teacher, Loysville Youth Development Center, effective June 21, 2019. Reason: Personal.

SAMANTHA ALDERFER, Teacher, Autism Support Program, effective June 11, 2019. Reason: Personal.

MICHELE DEMPSEY, Speech and Language Clinician, Early Intervention Program, effective August 1, 2019. Reason: Personal.

JOHN EDLER, Teacher, Early Intervention Program, effective July 12, 2019. Reason: Personal.

JANILYN ELIAS, Program Director, Student Services Team, effective July 5, 2019. Reason: Personal.

KRISTIN GARDNER, School Counselor, ANPS Program, effective June 30, 2019. Reason: Personal.

JAIDYN JACKSON, Co-operative Student, Technology Team, effective May 30, 2019. Reason: Personal.

MEGAN LEIBY, Educational Paraprofessional, Early Intervention Program, effective August 2, 2019. Reason: Personal.

KAYLA MCARTHUR, Speech and Language Clinician, Early Intervention Program, effective June 7, 2019. Reason: Personal.

CHANDA TELLEEN, Educational Consultant, Training and Consultation Program, effective June 20, 2019. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

AUBREY BARNES, Temporary Professional, effective July 15, 2019. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$51,087 for 190 days of service will be prorated for a total of 182 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

KEISHA CREE, Program Assistant, CAOLA Program, base salary of Range 2, \$35,100 for 260 days of service will be prorated for a total of 5 days through June 30, 2019. This is a new position funded through the CAOLA budget.

EMILY SWANIC, part-time Clerical and File Worker, Student Services Team, effective June 10, 2019. Employee will be paid at the Range 5 rate of \$12.61 per hour. This is a new position funded through the CORE budget.

C. CHANGES OF STATUS:

ERICA COOK, from Teacher, to Floater Teacher, effective for the 2019-2020 school year. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,060 for 190 days of service. This is a replacement position funded through the Floater budget.

DORI DORRITIE, from Transportation Clerk to Transportation Specialist, Administrative Services – Business and Operations, effective July 1, 2019. Change of status results in a change of salary to \$48,750 for 260 days of service.

KRISTEN GROSS, from Program Coordinator to Online Learning Support Administrator, CAOLA Program, effective July 1, 2019. Change of status results in a change of salary to \$46,000 for 260 days of service. This is a new position funded through the CAOLA budget.

ROBERT HOOVER, from Lead Custodian to Lead Receiver/Warehouseman, Administrative Services – Business and Operations, effective July 1, 2019. Change of status results in a change of salary to \$37,050 for 260 days of service.

REBECCA LAIRD, from Educational Paraprofessional to Teacher, Early Intervention Program, effective July 1, 2019. Change of status results in a change of salary to Masters, Step 1, \$50,587 for 190 days of service. This is a new position funded through the MAWA budget.

MARY MARONIC, from Program Assistant to Program Coordinator, ANPS Program, effective July 1, 2019. Change of status results in a change of salary to \$43,630 for 260 days of service.

AMY MOYER, from Program Secretary to Data Coordinator, Early Intervention Program, effective June 3, 2019. Change of status results in a change of salary to \$38,025 for 12 months of service and will be prorated for a total of 20 days through June 30, 2019. This is a new position funded through the MAWA budget.

D. CHANGES OF SALARY:

SUZANNE DRDA, Physical Therapist, change of salary for completion of Masters + 60/PhD effective July 1, 2019. Salary will be based on a Masters + 60/PhD, Step 15, \$77,639 for 190 days of service.

JUDITH DUNKLE, Social Worker, change of salary for completion of Masters + 30 credits effective July 1, 2019. Salary will be based on a Masters + 30, Step 15, \$74,793 for 190 days of service.

STEPHANIE JOHNSON, Teacher, change of salary for completion of Masters + 30 credits effective July 1, 2019. Salary will be based on a Masters + 30, Step 9, \$62,015 for 190 days of service.

TAMMY POFF, Behavior Consultant, change of salary for completion of Masters +60 credits effective July 1, 2019. Salary will be based on a Masters + 60, Step 10, \$66,707 for 190 days of service.

MEREDITH SEIDEL, Teacher, change of salary for completion of Masters + 15 credits effective July 1, 2019. Salary will be based on a Masters + 15, Step 3, \$52,866 for 190 days of service.

MEGAN SLAUTTERBACK, Service Coordinator, change of salary for completion of Master's Degree effective July 1, 2019. Salary will be based on a Masters, Step 6, \$54,582 for 190 days of service.

E. LEAVES OF ABSENCE:

SARAH BETACK, Speech and Language Clinician, child-rearing leave of absence May 2, 2019 – May 23, 2019. Leave is requested in accordance with CAIU practice and procedure.

F. ISSUANCE OF TENURE:

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 27, 2019:

Colette Medlin
Danielle Norris
Erica Overbaugh
Jennifer Sciacca

Executive Director's Report

June 27, 2019

PROGRAM SPOTLIGHT

Dr. Thomas M. Calvecchio joins the CAIU as Assistant Executive Director on July 1, 2019. Previously, Tom was employed by the Chester County Intermediate Unit ("CCIU") serving various school districts in southeastern Pennsylvania as Director of Special Education, Director of Student Services, CSI School Improvement Facilitator, and Special Education Consultant. Tom also utilized his knowledge and expertise to support initiatives related to equity, significant disproportionality, multi-tiered systems of support, PDE's Electronic Resource Center, and athletic leadership development. Prior to CCIU, Tom served as the Director of Pupil Services and



Special Education at Chester Upland School District, where he supervised a diverse group of staff and supported a variety of initiatives. He began his career in educational leadership as Principal of The County Alternative High School, a program run by the Delaware County Intermediate Unit. Dr. Calvecchio received his Pennsylvania teaching certification in Special Education and Secondary English from Lock Haven University of Pennsylvania in 2006. He holds PDE Certificates for Supervisor of Curriculum and Instruction, Principal, and Supervisor of Special Education from St. Joseph's University in Philadelphia, Pennsylvania. He completed his doctoral work and Superintendent's Letter of Eligibility at Neumann University.

Dr. Calvecchio was the 2010 overall winner of the Citadel Heart of Learning Award, and presented as the closing keynote speaker at the 2016 National Autism Conference. Dr. Calvecchio is a passionate educator focused on the art of leadership, the development of culture and the greatness of people. We are so glad that he chose the CAIU for his next challenge!

Student Services

Preschool

- On June 4, 487 children, families, and community agency members participated in the Early Intervention Connections (EIC) Carnival, held at Adventure Zone in Mechanicsburg. This annual event is organized by the EIC committee and invites families who have children with disabilities from birth through five years old. The families and children have opportunities for networking, resources, games, food, and fun. It was a fabulous evening! Local 21 WHP News was present for the event and a segment was shared on the news.
- Preschool will be in session July 1 through July 31. Summer session is always a busy time as we are preparing for incoming children who are turning three as well as the children who will be transitioning to Kindergarten in the fall. We have worked with families and districts to transition 845 children to school age programming and we anticipate that 58 children will remain in early intervention for the 2019-20 school year.

Student Services Staffing

- Dr. Janylyn Elias, Program Director, has resigned to accept a position in Chambersburg School District and sends this message, "I would like to thank the board for all of their support over the past six years. I've been encouraged and supported to propose new ideas to provide better service for our districts, their students and families. It has been a sincere pleasure."
- Alicia McDonald, Director of Student Services, is working with her team and cabinet to review and revise the job description for the now vacant Program Director position. The position is posted and interviews will occur in July.
- We are continuing to interview for teachers and paraeducators.

ESY

- Our ESY Program begins on July 8. We are running 15 classrooms for 73 students at Hill Top Academy and Steelton-Highspire. We also provide individualized ESY instruction to four other students.

- The ESY highlight is the Annual Fishing Derby, held at South Middleton Park, on July 24 from 9:00 am - 11:30 am. This event is sponsored by the Boiling Springs Anglers Association and gives the students the opportunity to fish in a stocked pool and enjoy other community events.

Education Services

Summer camps started this week. The CAIU in partnership with teachers from around the region, is offering over 20 different camps this summer with over 300 students attending, a big increase from the three camps run last year.

Technology Services

Comprehensive Planning Team

The PA Planning Team recently wrapped up two webinars for the Commonwealth. The first webinar covered information regarding the Title I Schoolwide Plans for non-designated Title I school-wide buildings and the second webinar was designed for Charter Schools to walk them through the process of completing their Charter Annual Report, which is due to the state by August 1, 2019. Developers have completed enhancements and text changes to the Charter Annual Report to prepare for submission. Development has also included an enhancement to the Special Education Plan. As the Department of Education prepares to roll out the new Future Ready Comprehensive Planning Portal, members of our team will attend two stakeholder sessions to get a first glimpse of the new system and offer feedback alongside select LEAs in the Commonwealth. Our team is looking forward to continuing the professional development and helpdesk support for the new tool.

Network and Helpdesk Services

Technology Services staff continue to work on multiple tasks to enhance the operations of the CAIU and its member districts. The team has started working on the following summer projects:

- Completed the installation of the new wireless network system at Hill Top Academy. The system went live on June 5 so we could monitor the system while students were still in school. We will be monitoring and testing the system during the summer to make sure it is working optimally for the start of school in the fall.
- Three new technology interns from DCTS & CPAVTS have started working with the team. They have already been assigned tickets and are getting comfortable with the working environment.
- Finalizing plans with Fortinet to implement the new FortiSIEM solution in July. FortiSIEM is a security information and event management software product that provides real-time analysis of security alerts generated by applications and network hardware.
- Performed a firmware upgrade on our FortiDDoS appliance. The FortiDDoS appliance mitigates cyber-attacks. Cyber-attacks are used to make online services unavailable by overwhelming it with traffic from multiple sources.
- Currently in the implementation phase of upgrading the wireless network system at the Loysville Youth Development Center.
- Preparing to install a new core Layer 3 switch at Camp Hill SD.
- Working with Millersburg Area SD to reorganize their Active Directory structure.
- Working with Newport SD to finalize deployment images for their computers.
- Upgrading the Destiny Library serve at Halifax Area SD.
- Working with Derry Township SD to upgrade their Certificate of Authority server.

AgendaManager

As we approach the end of the school year with AgendaManager Sales Activity, we are closing out the year on a very high note with the following statistics:

- Current Opportunity Pipeline: 94 Identified Leads. 82 out of the 94 leads are to be followed up with by the end of June 2019
- Demonstrations on the Calendar: IU 21 scheduled for June 12. Education Service District in Washington State (ESD)-112 scheduled for June 17
- Signed Agreements going into 2019/20 School Year: IU 7, Cocalico SD, Everett SD, Connellsville SD, and Southern Tioga SD
- Wisconsin Trials: Green Bay SD, Minocqua J1 SD, Kiel SD, and Wisconsin Dells SD
- Current Trials: Dallastown SD and Eastern York SD

NOTIFICATION of ACTIVITIES

- Attended DCTS Board Meeting, June 12
- Attended PAIU conference, May 28-30
- Attended Loysville Graduation Ceremony, June 7
- Attended Wilbur Wolf memorial, June 17

UPCOMING ACTIVITIES **Date Savers** - *Board members are invited to attend*

- C4C Golf Outing – July 23, 2019