

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **May 23, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on the Technology Services Co-Op and Internship Program. Dave Martin shared a PowerPoint overview of the program and introduced the Cooperative Education Coordinators, Mrs. Joanne Custer, Dauphin County Technical School and Mr. Hal Berstresser, Cumberland-Perry Area Vocational Technical School. He also introduced our current interns, Jaidyn Jackson, Dalton Kiner, and Nate Foster who shared their experiences and future plans. The program has been highly successful. Interviews for 2018-19 summer co-ops were just completed and three new student co-ops will begin this summer working in Network Administration/Helpdesk area.
- Ms. Alicia McDonald, Director of Student Services reported that Hill Top Academy and Messiah College are collaborating to create teacher intern opportunities for seniors with education and special education majors. The teacher interns will be selected and matched after an application and interview process. The teacher interns will work within a classroom for a complete school year and will develop and refine instructional, assessment, and management skills as they work closely with their CAIU partner teacher.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported on the May 7 TMI training and tabletop discussion. The IU applied for the Act 44 Safety Grant but was not awarded any funds.
- Mr. Dave Martin, Director of Technology Services, thanked the Board for their support of our interns. We hope to continue to expand this program. Mr. Martin reported on security upgrades and his staff are ramping up for summer projects such as implementing one to one at Hill Top Academy for the 2019-20 school year.
- Mr. Daren Moran, Business Manager, gave kudos to Len for taking on additional job duties such as safety and security, facility upgrades, and re-staffing due to retirements. We are working with Crabtree and Rohrbaugh on a facility analysis of the Enola building to see if we are utilizing the space in the most efficient way. We collected data from multiple surveys and are working closely with Crabtree on the results. We are focusing on conference space and building safety and security. We are knee deep in implementing a new system and process for our contracts. Implementation is expected for July 1.
- Brian Griffith, Director of Educational Services provided an updates on the Regional Math 24 Competition held earlier this month. Please refer to the Executive Director Report for details. Sarah Kelly is doing a great job leading the summer camps. Almost 300 students have registered. Lamar Advertising has sponsored several billboards for advertising of the camps. Sarah will be appearing on Good Day Today about the summer camps. CAOLA has served approximately 7000 students this year with over 3000 being full-time.
- Rennie Gibson, Board secretary, reported that the CAIU Annual Ballots were distributed to the school boards for voting for election at our July Reorganization Meeting.
- Andria Saia, Executive Director, highlighted the Technology Services Co-Op and Internship Opportunities. Dr. Saia reported on the Annual Champions for Children Bingo Fundraiser held last week. The event was a success and brought in over \$7500 in revenue. She shared her gratitude for all of the donations of food and prizes from staff and local businesses. The Champions for Children Golf fundraiser will be held on July 23. She also reported on a meeting she attended with the China office of AESA on May 6. They are inviting teachers and administrators to visit. We are also looking at how CAOLA could be used internationally.
- Bob Frankhouser, Solicitor, reported that if your home school district is running any fundraisers and wants to raise money, please pay attention to the statutes in PA as the rules can differ depending on what game of chance and whom you are.

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 April 25, 2019.
- Treasurer's Report and Payment of Bills for April 2019 showing a total of \$ 6,550,361.44 in receipts and \$6,327,004.63 in expenditures
- Summary of Operations for April 2019 showing revenues of \$71,794,520.13 and \$64,433,119.37 in expenditures
- Budget Administration
 - Proposed 2018-2019 Budget Revision – Act 89 (Nonpublic Schools)
 - Proposed 2018-2019 Budget Revision – Nonpublic Auxiliary Title I
 - Proposed 2018-2019 Budget Revision – Statewide System of Support
- Other Fiscal Items
 - 2018-19 Audit Engagement Letter
 - Proposed 2019-20 Cafeteria Rates
 - Proposed Hill Top Academy Lease Extension
- Other Business Items
 - Contracts – May 2019
 - Appointment of Voting Delegates for the PSBA Delegate Assembly
 - Proposed 2019-20 Board Meeting Dates
- Policies & Programs
 - Second Reading, Revised Policy #810.1 - Drug & Alcohol Testing
 - Second Reading, Revised Policy #707 - Use of IU Facilities
 - Second Reading, Revised Policy #904 - Public Attendance at IU Event
 - Second Reading, Revised Policy #104 - Nondiscrimination in Employment Practices
 - Second Reading, Revised Policy #808 - Food Services
 - Second Reading, Revised Policy #619 - Intermediate Unit Audit
 - Second Reading, New Policy #810.2 - Transportation Video & Audio Recording
 - Second Reading, New Policy #810.3 - School Vehicle Drivers
 - Second Reading, Retirement of Policy #248
 - First Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments
 - Proposed 2019-21 Proposed Education Program (PEP) Loysville Youth Development Center
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Assistant Executive Director/Assistant to the Executive Director
 - Second Reading, Existing Position, Revised Description - Human Resources Clerk
 - Second Reading, Existing Position, New Description - Director of Business and Operations
 - Second Reading, New Position, New Description - Instructional Technology Coach
 - Second Reading, New Position, New Description - ANPS Social Worker
 - First Reading, Existing Position, New Description - Human Resources Manager
 - First Reading, Existing Position, New Description - Human Resources Generalist
 - First Reading, Existing Position, New Description - Human Resources Coordinator
 - First Reading, Existing Position, New Description - Assistant Business Manager
 - First Reading, Existing Position, New Description - Floater Teacher
 - First Reading, Existing Position, New Description - Data Coordinator EI
 - First Reading, Existing Position, New Description - ANPS Program Coordinator
 - First Reading, Existing Position, Revised Description - Supervisor of Operations, Safety, & Transportation
 - First Reading, Existing Position, Revised Description - Transportation Specialist
 - First Reading, New Position, New Description - Clerical & File Worker
- Employment Contract of Assistant Executive Director
- 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 recently attended the CAIU Deaf and Hard of Hearing Award Ceremony. She will also be attending the Project Search Graduation this evening and invited all Board members to attend

NEXT MEETING: Thursday, June 27, 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:

JEFFREY BRUCE, Lead Receiver/Warehouseman, Administrative Team - Operations, October 15, 2019. Reason: Retirement after more than 35 years of continuous CAIU service.

RACHEL BYE, Teacher, Early Intervention Program, effective June 30, 2019. Reason: Personal.

BETHANY CHASTEEN, Personal Care Assistant, Autism Support Program, effective May 2, 2019. Reason: Personal.

ZACHARY COOPER, Personal Care Assistant, CATES Program, effective June 17, 2019. Reason: Personal.

CONSTANCE CORL, Job Coach, Transition Services Program, June 7, 2019. Reason: Retirement after more than 30 years of continuous CAIU service.

MARY DAUBENSPECK, Teacher, Vision Program, July 31, 2019. Reason: Retirement after 26 years of continuous CAIU service.

DEBORAH EVANS, Program Supervisor, Training and Consultation Program, September 16, 2019. Reason: Retirement after more than 33 years of continuous CAIU service.

BARBARA KAUFFMAN, Guidance Counselor, ANPS Program, June 7, 2019. Reason: Retirement after 23 years of continuous CAIU service.

ROSE ANNA STILLWAGON, Teacher, Vision Program, June 10, 2019. Reason: Retirement after 33 years of continuous CAIU service.

ALICE WOMER, Educational Consultant, Speech and Language Program, June 14, 2019. Reason: Retirement after 21 years of continuous CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

JANELL BUSH, Paraeducator, effective for the 2019-2020 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$24,700 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

THOMAS CALVECCHIO, Assistant Executive Director, Administrative Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be \$137,082 for 12 months of service, prorated based on the number of days worked. This is a replacement position funded through the General Operating budget.

PATRICIA COLE, Professional, effective May 8, 2019. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$71,247 for 189 days of service and will be prorated for a total of 21 days with additional new hire days as required. This is a new position funded through the MAWA budget.

AUTUMN EVANS, Human Resources Clerk, Administrative Team – Human Resources, effective June 3, 2019. Salary of \$35,700 based on 260 days and will be prorated for a total of 20 days through June 30, 2019. This is a replacement position funded through the General Operating budget.

MARYA DEMPSEY, Paraeducator, effective May 1, 2019. Assignment: Personal Care Assistant, Multiple Disabilities Support Program with base salary of HS+30, Step 4, \$20,681 for 189 days of service will be prorated for a total of 27 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

ASHLEY HALE, Payroll and Data Coordinator, Administrative Team – Human Resources, effective June 3, 2019. Salary of \$43,000 based on 260 days and will be prorated for a total of 20 days through June 30, 2019. This is a replacement position funded through the General Operating budget.

CAITLIN HARMAN, Professional, effective for the 2019-2020 school year. Assignment: Teacher, Autism Support Program with base salary of Masters, Step 7, \$56,026 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

REBECCA HEGMAN, Temporary Professional, effective for the 2019-2020 school year. Assignment: Teacher, Capital Area Mental-health Program with base salary of Bachelors, Step 1, \$47,560 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Capital Area Mental-health budget.

KRISTEN HOCKENBURY, Professional, effective for the 2019-2020 school year. Assignment: Behavior Consultant, Autism Support Program with base salary of Masters, Step 7, \$56,026 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

LEAH KOSTELAC, Professional, effective for the 2019-2020 school year. Assignment: Transition Coach, Pupil Services Program with base salary of Masters, Step 13, \$67,449 for 190 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.

DONNA WINFINDALE, Program Secretary, Student Services Team, effective April 29, 2019. Salary of \$36,000 based on 260 days and will be prorated for a total of 45 days through June 30, 2019. This is a replacement position funded through the CORE budget.

C. CHANGES OF STATUS:

IRMA BAUGHMAN, from Human Resources Supervisor to Human Resources Manager, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$76,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

ELIZABETH DEAVEN, from Hiring and Employment Coordinator to Human Resources Generalist, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$57,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

LIONEL KAPP, from Supervisor of Operations and Transportation to Supervisor of Operations, Safety and Transportation, effective May 23, 2019. Change of status results in a change of salary to \$98,000 based on 260 days and will be prorated for 27 days through June 30, 2019.

LAUREN MAHONEY, from Program Secretary to Data Specialist, Student Services Team, effective June 3, 2019. Change of status results in a change of salary to \$44,000 based on 260 days and will be prorated for a total of 20 days through June 30, 2019.

ERIN MILLER, from Long Term Substitute Occupational Therapist to Professional, OT/PT Program, effective May 15, 2019. This is a new position funded through the OT/PT budget

DAREN MORAN, from Business Manager to Director of Business and Operations, effective April 25, 2019. Change of status results in a change of salary to Act 93 Grade 1, \$133,954 based on 260 days and will be prorated for a total of 47 days through June 30, 2019.

JENNIFER NEUSBAUM, from Administrative Assistant to Human Resources Coordinator, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$49,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

ANGELA PRESTON, from Long Term Substitute Teacher to Professional, Emotional Support Program, effective April 29, 2019. This is a replacement position funded through the Emotional Support budget.

EMILY REESE, part-time Professional, change in the end date of your Long Term Substitute Occupational Therapist assignment to September 30, 2019.

DAWN SAGER, from Business Operations Supervisor to Assistant Business Manager, Administrative Team - Business, effective May 23, 2019. Change of status results in a change of salary to \$78,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

KRISTEN SCHREIBER, from Long Term Substitute Occupational Therapist to Professional, OT/PT Program, effective May 2, 2019. This is a new position funded through the OT/PT budget.

GABRIELLE SEIDEL, Paraprofessional, from part-time to full-time status, effective May 6, 2019.

Executive Director's Report

May 23, 2019

PROGRAM SPOTLIGHT

Technology Services Co-Op and Internship Opportunities

The CAIU technology services team has been working collaboratively with Dauphin County Technical School and Cumberland-Perry Area Vocational Technical School to develop a Co-Op and Internship experience for students. Students from each school have been working alongside CAIU technology team members to gain real life experience. Working at the CAIU has allowed students to put all of their classroom learning into practice by working on current technologies. The students have done an exceptional job with the technical aspects of their day-to-day duties. Additionally, the workplace environment has allowed them to develop customer service and team skills that employers find

valuable. The expertise they gain through the internship program will help them in whatever avenue they choose to pursue, whether they go directly into the work force or choose post-secondary education.



Student Services

- Our school-age special education programs are planning the training and implementation of the Houghton Mifflin Harcourt ELA & Math curriculum for the 2019-2020 school year. This will include training of trainers for our instructional coaches and administrators as well as staff training for our classroom program staff.
- Staffing – we have been actively interviewing and hiring for vacant instructional and behavioral coach positions as well as special education, vision, and early childhood teachers, paraeducators and school psychologists.
- New classrooms are being added to address district referrals for CAMhP (Capital Area Mental Health Program), Deaf/HH, MDS, and Autism.
- School-Based ACCESS Network:
 - On April 30, we had our third meeting of the newly formed SBAP Network Group. Our invited guests were Pam Tressler, Bureau of Program Integrity and Jennifer Wiegand, DHS. They were invited to lead the conversation about clarifying and improving district processes for logging PCA services. There were 19 people in attendance. Our guests provided valuable feedback on ensuring compliant paperwork and answered general questions related to the program.
 - We have received a positive response from those who have attended our SBAP Network group meetings this year, so we will continue them quarterly in the fall.
- Our Preschool program convened Spring Transition Meetings for children who are transitioning into Kindergarten. This year 815 children went through the transition process with the 24 school districts.
- Jamie Gordon participated in the Preschool Director's workgroup at the United Way in Carlisle on May 9. She shared information behavior strategies to promote positive learning activities to support social-emotional development in preschool children.

Education Services

On May 13 and 14, nearly 200 students from grades 4-8 competed in the **24 Challenge Competition** held at CAIU. The students represented 16 school districts and 5 non-public schools from within our three county region. Thank you to all of the advisors from the schools who served as coaches and judges and to all of the CAIU employees who helped make this a successful event!



Congratulations to the following winners!

Grades 4-5

Teams

1. Cumberland Valley Elementary Team 2 (aggregate district team)
2. Cumberland Valley Elementary Team 1 (aggregate district team)
3. Lower Dauphin School District (aggregate district team)

Individuals

1. Herth Patel, East Hanover Elementary, Lower Dauphin SD
2. Noah Hoffman, Paxtonia Elementary, Central Dauphin SD
3. Ashwin Sarode, Cumberland Valley Elementary Team 2
4. Hadi Mohammed, Cumberland Valley Elementary Team 1

Grade 6

Teams

1. Good Hope Middle School, Cumberland Valley SD
2. Linglestown Middle School, Central Dauphin SD
3. Eagle View Middle School, Cumberland Valley SD

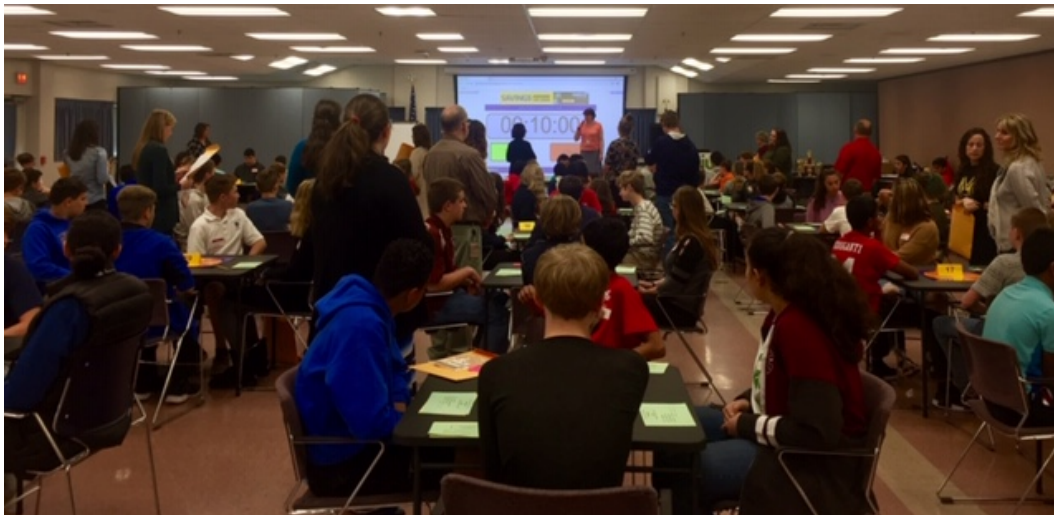
Individuals

1. Pranav Anbalagan, Good Hope Middle School, Cumberland Valley SD
2. Rohan Kakaria, Good Hope Middle School, Cumberland Valley SD
3. Landon Garlock, Linglestown Middle School, Central Dauphin SD
4. Nidesh Padarthy, Eagle View Middle School, Cumberland Valley SD

Grades 7-8

Teams

1. Good Hope Middle School, Cumberland Valley SD
2. Eagle View Middle School, Cumberland Valley SD
3. Millersburg Middle School, Millersburg SD



Technology Services

- **Comprehensive Planning Team** - Members of the Comprehensive Planning Team attended the 2019 Pennsylvania Association of Federal Programs (PAFPC) conference in Seven Springs in early May. They presented with PDE on Title I Schoolwide Plan submissions at the conference as well as in a virtual format when they returned to the CAIU for those who unable to attend the conference. We are finalizing the Phase 1 Special Education Plan submissions with only a few districts left to submit. Our next big submission will be for Charter Schools submitting their Annual Reports. Application developers are making some adjustments to the application and the training team will be hosting a webinar with PDE in June for charter support. As we look to the future of Comprehensive Planning, our team is excited to begin working with Performance Learning Systems as they develop a new tool for the Commonwealth. Our team will continue providing LEAs support in the areas of Professional Development and Helpdesk Support.
- **Network and Helpdesk Services** - Technology Services staff continue to work on multiple tasks to enhance the operations of the CAIU and its ember districts. The team is currently preparing to begin summer projects.
 - As part of phase one for the Cyber Security Team, each representative scanned their district network to identify all of their hardware assets. In addition, this team also started to develop a regional training to educate end users on security risks.
 - Created and presented a multi-floor wireless network plan for the Simpson Library in Mechanicsburg.
 - Completed Interviews for summer interns from DCTS & CPAVTS. We will be hiring two students from CPAVTS and one student from DCTS
 - Completed wiring for Hill Top Academy to support their 1:1 initiative. Our next step is to install wireless access points as identified in our site survey.
 - The CAIU has a consortium solution for FortiClient EMS End Point Protection (Antivirus software). South Middleton will be purchasing FortiClient this summer.
 - Planned a significant firmware upgrade for our FortiDDoS appliance to help mitigate cyber DDoS attacks.
 - Developed a project scope with FortiNet, our security vendor, to implement our FortiSIEM (Security Information Event Management). The FortiSiem will collect information from various infrastructure/server equipment to help us identify cyber security events.
 - CAIU team worked with Comcast to perform maintenance on their core device in the data center on May 17, at 1:00 am. This caused a temporary outage. Notification was sent in advance to district contacts.

NOTIFICATION of ACTIVITIES

- Attended Day on the Hill, April 30, 2019
- Attended meeting with China office of AESA, May 6, 2019
- Attended SAC meeting, May 8, 2019
- Attended DCTS, May 8, 2019
- Attended Harrisburg CRO meeting, May 9, 2019
- Attended the Buskey Luncheon, May 16, 2019
- Attended the Deaf and Hard of Hearing Graduation, May 16, 2019
- Attended C4C Bingo, May 17, 2019

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

- 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