

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 15, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Brian Griffith, Director of Educational Services, reported that the Future Ready PA Index is now available and can be viewed at this link: www.futureready.pa.gov
- Greg Milbrand, Assistant Executive Director, thanked the Board for approving the hiring of a new marketing person. Mr. Milbrand also spoke about the changes to Act 44; the Commonwealth adopted the Safe2Say Something Program from the Sandy Hook Promise group. The site is slated to become active in January. The IU is working with the Department to host regional trainings. Your district should have identified a point-of-contact on the attorney general's website, and should be planning teams of 3-5 individuals to attend the upcoming trainings.
- Andria Saia, Executive Director's Report was available for the Boards review.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 25, 2018.
- Treasurer's Report and Payment of Bills – a total of \$12,187,356.52 in receipts and \$7,141,934.53 in expenditures for October 2018.
- Summary of Operations for October 2018 showing revenues of \$26,089,856.62 and expenses of \$19,914,698.51.
- Budget Administration
 - Proposed 2018-19 Budget Revision - PA Assessment & Accountability Workshop
- Other Business Items
 - Contracts - November 2018
- Policies & Programs
 - Revised Policy #108 - Adoption of Textbooks
 - Revised Policy #311 - Suspensions – Furloughs
 - Revised Policy #806 - Child Abuse
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Contracts Specialist
 - Second Reading, Existing Position, Revised Description - Director of Educational Services
 - Second Reading, Existing Position, Revised Description - Special Projects Coordinator
 - First Reading, Existing Position, Revised Description - Application Developer I
 - First Reading, Existing Position, Revised Description - Senior Application Developer
 - First Reading, Existing Position, Revised Description - Special Projects Supervisor
 - First Reading, Existing Position, Revised Description - Human Resources Secretary
 - First Reading, Existing Position, Revised Description - Human Resources Supervisor
 - First Reading, Existing Position, Revised Description - Administrative Services Secretary
 - First Reading, Existing Position, Revised Description - Payroll and Data Coordinator
 - First Reading, Existing Position, New Description - Application Developer II
 - First Reading, Existing Position, New Description - Application Developer III
- 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 and wished everyone a Happy Thanksgiving.

NEXT MEETING: Thursday, December 20, 2018, 8:00 a.m., Board Room, CAIU Enola Office

***Personnel and Policies/Programs Highlights from the
Capital Area Intermediate Unit Board of Directors' Meeting***

RESIGNATIONS:

- **JANET HOWE**, Business Service Coordinator, Administrative Team, effective January 11, 2019. Reason: Retirement after more than 42 years of continuous CAIU service.
- **SHANNON KLINGER**, Human Resources Data Clerk, Administrative Team – Human Resources, effective November 9, 2018. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **AMY BEAVER**, Marketing and Communications Specialist, Administrative Team, effective November 28, 2018. Salary of \$55,000 for 12 months of service will be prorated for a total of 153 days through June 30, 2019. This is a new position funded through the General Operating budget.
- **NICOLLE REYES**, Paraeducator, effective November 19, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, Step 3, \$18,424 for 189 days of service will be prorated for a total of 128 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

CHANGES OF STATUS:

- **SARAH ALTMAN-KOPKO**, Professional, from part-time to full-time status, effective January 3, 2019.
- **BETH FITZPATRICK**, from Program Secretary to Data Coordinator, Student Services Team, effective November 5, 2018. Change of status results in a change of salary to \$38,512.50 for 12 months of service and will be prorated for a total of 170 days through June 30, 2019.
- **TRAN OWENS**, Paraeducator, from active to terminated status, effective October 4, 2018.
- **SUSAN ROTH**, from Educational Coach to Long Term Substitute Assistant Supervisor, Sylvan Heights Science Charter School, effective November 15, 2018 – TBD. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 4, \$104,905 for 12 months of service and will be prorated based on the number of days worked.

LEAVES OF ABSENCE:

- **ELIZABETH CAPPELLO**, Professional, leave of absence November 5, 2018 – December 5, 2018. Leave is requested using accumulated paid leave from November 5, 2018 – November 19, 2018 for a total of 11 paid days and without pay from November 20, 2018 – December 5, 2018 for a total of 9 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Paraeducator, intermittent FMLA leave through October 31, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **TRACY GEIST**, Professional, leave of absence effective October 23, 2018 – November 2, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.
- **STACY IRVIN**, Paraeducator, leave of absence October 11, 2018 – November 30, 2018. Leave is requested using accumulated paid leave from October 11, 2018 – October 30, 2018 for a total of 14 paid days and without pay from October 31, 2018 – November 30, 2018 for a total of 20 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **JENNIFER KRAUS**, Paraeducator, leave of absence effective October 10, 2018 – October 22, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.
- **LAUREN ROYER**, Professional, child-rearing leave of absence November 7, 2018 – February 1, 2019. Leave is requested in accordance with CAIU practice and procedure.

Executive Director's Report

November 15, 2018

PROGRAM SPOTLIGHT

Superintendent Conference, Annapolis MD

We met with 21 of our Superintendents as well as our two CTC Directors to continue our conversation about career and college readiness, and what our individual, consortia and regional responses could be. Using a project planning protocol, we discussed what our region will look like 5 years out, and how we can get “back to the future” in our planning. We identified the big bucket goals, and will further refine this into short and long-term goals and action steps. We are working to identify what we will be doing individually,



in smaller geographic consortia, and what we can do as a region. Having such a strong, engaged group of Superintendents gives great motivation to creating the best model that serves the most kids. Our kick-off event involved teams building and racing solar cars. It was great fun, and each of our participating superintendents left with a classroom pack of solar cars for use in their district to support their STEM initiatives.



NEWS

Administration

- Many thanks to Jan Howe and Vickie Armstrong for their assistance in updating and submitting our TMI evacuation plan for the IU students within the identified zone. For those districts with schools within the 10-mile evacuation zone, this plan is to be submitted prior to December 31, 2018.
- On Monday, October 29, 2018, we held a shelter-in-place drill at the Enola Center. East Pennsboro Township Police Chief, Mark Greene, and one of his assistants, attended the drill and walked the facility with Mr. Milbrand. The core safety team held a reflective meeting after the event where many proactive ideas were generated.
- On Friday, November 2, 2018, Mr. Milbrand attended a School Safety Conference presented by IU 8, 10, and 11. We are in discussions with IU 12 and 13 to host a similar event in our region. Darrell Scott, the father of Rachel Scott who was the first person killed in the Columbine tragedy, was the keynote speaker.
- On Wednesday, November 7, 2018, we conducted our second round interviews of two highly qualified individuals for our new marketing and communications position. Many thanks to Theresa Kinsinger, Mark Hennes, Lisa Klingler, Jim Brill, and John Thompson for assisting with this interview process.
- Through changes to Act 44, the Commonwealth adopted the Safe2Say Something Program from the Sandy Hook Promise group. The site is slated to become active in January. The IU is working with the Department to host regional trainings.

Student Services

ELECT

- The ELECT program will be holding its Holiday Event on December 5 from 5-7 pm. Our pregnant and parenting teens come for fun, educational activities, dinner, and a visit with Santa. They are able to spend the “Baby Bucks” that they have earned through their

participation in the program. They earn these dollars for their attendance, grades, and meeting ELECT goals. We will have about 60 people at the event as the teens bring a support person and their children with them. The event is also a volunteer opportunity for CAIU employees and we have about eight people who will assist us in making this evening a festive occasion.

LYDC

- THE ASVAB was given to 20 students on October 12. This was arranged through the Transition office, Connie Swift and Janet Penica.
- Jim Towse and Craig Kiehl, Division Chief from PDE visited and toured the grounds and school buildings at Loysville on October 19. Craig is new in his position and wanted to gain some understanding in what we do at Loysville.
- Roni Russell, PATTAN YDC Compliance, completed a follow-up visit to the Special Education Monitoring last spring. All corrective actions had been addressed and no additional issues were noted. We will soon receive an approval letter for the Special Education Monitoring at Loysville.
- Mock Interviews were held on October 31. There were six employers from the area that donated time to conduct interviews with students and provide feedback to each student. This is one-step of the hiring process and the experience is very valuable to the students. The Transition office arranged for a set of interview caliber clothing for each participant. This activity will be conducted each quarter and students in the 9-week Employability Class will all participate.
- A representative from OVR was at Loysville working with students on November 2, 2018. She meets with small groups of students to discuss supports available to residents when they get released. She also explains how to access these recourses.

Social Work, CAMhP, & Diakon

- The CAIU team and Diakon staff are working in collaboration on the PA KidWind Challenge with their middle school students as part of science and social studies. The plan is for them to attend the KidWind Challenge at PSU in the spring.
- CAMhP enrollment continues to rise – one new student at each level over the last 3 weeks with an additional middle school student slated to start soon.
- CAMhP social workers begin monthly clinical collaborations in December to discuss cases, trends in mental health, and professional development.

Preschool

- The preschool staff participated in professional development on 11/6 Staff were given hands on training for entering services “planned and provided” as part of the OCDEL Fiscal Pilot. Early Intervention Technical Assistance and OCDEL staff also provided an overview of the updates in PELICAN (Pennsylvania’s Enterprise to Link Information for Children Across Networks). In addition, staff collaborated and worked in their teaching teams creating Google Drives to share themes and lesson plans with their fellow colleagues.
- Preschool teaching teams from Carroll Elementary and Middle Paxton Elementary participated in Part 2 of the MTSS Tier 1 AT training.
- Lara Borne and Terry Telep conducted a CARA’s Kit Training with several staff members from Capital Area Head Start.
- Preschool Parent Orientation Meetings have been scheduled with the 24 school districts and families of children who will transition into school age program in the 2019-20 school year. Meetings will take place in November and December.
- Early Intervention Connections (EIC) will have a Retreat on 11/30. Parents, early childhood education partners and early intervention professionals will meet to examine how the Capital area’s Local Interagency Coordinating Council, known as EIC, is collaborating in order to assure the quality of supports and services within the Infant/Toddler and Preschool EI programs. Jean Gray, Eric Bostick and Terry Telep will attend this event.
- The Preschool Program hosted the 2nd Annual Social Emotional Literacy Night at the CAIU from 4:30-7:30 on 11/5. Jamie Gordon, spearheaded this event and recruited 42 preschool staff to provide hands-on activities focusing on social emotional books for the 34 participants (children and family members). Families who are currently receiving early intervention services in the Infant/Toddler Program and the CAIU Preschool Program were in attendance. A fun time was had by all!
- Terry Telep and Eric Bostick attended the Leadership Institute on Supporting Social Emotional Development in Young Children on November 14-15, 2018

- The Preschool Speech/Language staff will be holding a professional development day on December 12. The day will feature a training about Childhood Apraxia of Speech: Diagnostic Tactile and Temporal Cueing.

Deaf or Hard of Hearing

- Fahmo Abdi is a sophomore in the CAIU deaf and hard of hearing class at Susquehanna Township High School and is a member of Interact Club. The Interact Club is branch of the Rotary International and is a service club for young people ages 12 to 18. On November 2, Fahmo participated in the 4 Way Speech Contest competing against four seniors from STHS. Her topic was her experience as a deaf person. She gave a very moving speech and was a second place finisher. As a result, she will move on to the next round, which will be held on November 10 against student from other local schools. Congratulations, Fahmo and good luck! (She is pictured second from the left)



Blind or Visually Impaired

- Joe Stanisc is a senior at Trinity High School and was recently featured in an article on Penn Live that focused on his athletic prowess on the football field. Joe is legally blind and has received vision services from the CAIU since 2009. He is very successful young man both academically and athletically. Despite only being able, to see about 5 feet in front of him, his coaches and teammates praise him for his work ethic, strength, and ability. “Honestly, he’s just amazing” said one of his teammates. The article can be found here: <http://highschoolsports.pennlive.com/news/article/7606778197647694046/joe-stanisc-is-legally-blind-and-he-also-might-be-the-smartest-and-toughest-player-on-trinitys-roster/>

Hill Top Academy

- On October 26, Hill Top Academy students were invited by the University of Pittsburgh Child Welfare Resource Center to come parade through in their building in costumes and collect treats. This has become an annual tradition that the adults at the University of Pitt enjoy as much as our students do. Following the parade, Hill Top held a Fall PBIS student dance. (picture attached approved for internal use but not for social media use)



Education Services

- On October 31, the CAIU hosted the 3rd Annual Middle School Forum, which is a part of our yearlong series focusing on Equity and Excellence. Approximately 200 students, teachers, and prospective students (Messiah College) participated.
- This year’s event featured Zach Gowen and April Henandez Castillo. Zach, who lost a leg to cancer as a child, has competed on American Ninja Warrior and is currently a professional wrestler.
- April is one of the most respected Latino actors in Hollywood. She starred as Eva Benitez in the 2007 Film *Freedom Writers*. She has also had major roles in NBC’s *ER*, *Law and Order* and *30 Rock*, among others.



Technology Services

Comprehensive Planning Team

- The CAIU PA Planning Team for Comprehensive Planning worked with Momentum, a management consulting firm, to finalize the Request for Quotation (RFQ) for PDE's bid to create a "one-stop-shop" streamlined approach for Comprehensive Planning. We hope to continue our partnership so that we may continue supporting LEAs as they focus on creating plans that best support the needs of their schools based on their current and relevant data.
- Our team has also recently been invited to present at the Pennsylvania Department of Education's Federal Monitor training in November as well as the Improving School Performance Conference in January. We look forward to supporting Federal Monitors and Federal Program Coordinators throughout the Commonwealth.
- As we've done in the past, our team will be partnering with the Bureau of Special Education to offer two training opportunities for school districts. We will be hosting a webinar in November for Phase 2 LEAs and a face-to-face training in December for Phase 1 school districts. Both of these trainings will be an effort to support schools in their planning efforts and to offer time for immediate feedback on questions regarding the Special Education Plan.

Upcoming Event – Keystone Education Security Summit (KEdSS)

- The CAIU is hosting Keystone Education Security Summit (KEdSS), a one-day event geared to inform and prepare superintendents, business managers, technology directors and other district administration. The event is this Friday, November 16. We currently have 182 attendees registered representing 90 school districts, intermediate units and non-public school.

Microsoft Advanced Threat Protection (ATP)

- The network team recently implemented Microsoft Advanced Threat Protection for all CAIU locations. Microsoft ATP enhances our protection from the cyber security threats that occur through emails. The CAIU team has assisted one other school district in implementing Microsoft ATP and is able to assist any remaining districts.

AgendaManager and PASBO Partnership Article

- The partnership between the Pennsylvania Association of School Business Official (PASBO) and Agendamanager was just recently recognized in PASBO's last publication. The article can be found at: <https://www.pasbo.org/content.asp?contentid=221>

NOTIFICATION of ACTIVITIES

- Attended SAC conference
- Attended PAIU at State College
- Conference with new CRO for Harrisburg School District, Dr. Janet Samuels

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

- Early Interventions Connections Meeting – October 15, 2018 @ 1:00 p.m., Enola
- Annual Thanksgiving Luncheon, Hill Top, November 16, @ 11:00 a.m., Hill Top