

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 27, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, reported that we are currently dealing with some mold issues in various classroom sites, including one of our Cumberland County preschool sites. We have been working closely with the property owner of the preschool site on cleanup and will be moving classes back into the location this afternoon with the children returning on Monday. We are also currently working on reconciliation of Special Education Services funding and will be returning excess revenue to the school districts.
- Theresa Kinsinger, Director of Organizational Services, reported that we are still looking to fill some classroom positions. We have twelve paraprofessional vacancies and several teacher vacancies to fill and have increased our marketing for these positions. Theresa recently met with her staff to implement a new Contracting System to manage our contract process. We began formally tracking contracts in February, and in the last year we have processed over 400 contracts. She recently met with the school district human resources staff and they have decided to start a human resources leadership program. The first local conference will be held in October 2019.
- Brian Griffith, Director of Educational Services, provided the Board Spotlight, which was an overview of the 2018-19 Educational Services Team and programs. The team recently changed their name from Curriculum to Educational Services, to more accurately reflect what they do. Brian provided an overview of Nonpublic Services, CAOLA, ELD (previously ESL), Professional Development, and Training and Consultant services, and also shared some upcoming special events.
- Dave Martin, Director of Technology, provided an update on security planning and the upcoming Keystone Summit, a security conference that will be hosted by the CAIU on November 16. Over 100 people from 45 of our local school districts have already registered. Staff from both the Technology and Administration teams are invited to attend. The conference will have presenters from across the state. Dave will send an invite to Board Members. The Tech Team is also investigating several different options for a security camera system.
- Daren Moran, Business Manager, reported that the auditors would be here on Monday for the annual audit. He anticipates having the audit presentation at the November or December Board meeting. We have recently transitioned from PNC bank to FMB bank and opened a money market account (very liquid and short term) to help increase some efficiencies in the business office and cash flow. This account has already accrued interest and is generating some funds. Daren plans to meet with the Board Finance Committee in the near future.
- Greg Milbrand, Assistant Executive Director, reported that he has been busy getting acquainted with CAIU Staff during his week of employment and has begun work on a safety and security grant that is due on Oct 12.
- Andria Saia, Executive Director, reported on Len Kapp's behalf and shared that we are in the midst of some interior building remodeling to several areas as part of our Comprehensive Plan to create more efficient workspaces. We will start work in October on a new itinerant space and hope to provide a tour for Board Members once complete. She also highlighted several upcoming professional development sessions this year for CAIU support staff and invited all Board Members to attend any of the sessions. Dr. Saia spotlighted *Partnering with Parents*, a new program that will be developed using CAIU Innovation Grant money. Several Board Members shared there is a strong need for this type of service within our districts as well. Dr. Saia will share information about this program with districts and will discuss it with the superintendents at the next SAC meeting. She reported on her recent activities and upcoming activities and invited all

Board Members to attend the Meet & Greet for Greg Milbrand on October 4 at 3:30pm – 5:00pm.

- Rennie Gibson, Board Secretary, shared some of the work the Administrative Assistants have been busy with this year. A CAIU Voices Newsletter is released every quarter and the fall edition was available for the Boards review. In an effort to provide professional development and network opportunities for all staff, the Administrative Assistants offered several Lunch and Learn sessions last year, which many enjoyed. This year, with the support of Cabinet, several exciting speakers/sessions throughout 2018-19 will be offered. The CAIU Online Fall store is open until October 7.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of August 23, 2018.
- Treasurer's Report and Payment of Bills – a total of \$ 10,051,016.93 in receipts and \$4,825,452.12 in expenditures for August 2018.
- Summary of Operations for June 2018 (as of September 13, 2018) showing revenues of \$92,696,689.77 and expenses of \$92,261,556.52.
- Summary of Operations for August 2018 showing revenues of \$9,219,059.35 and expenses of \$6,867,357.35.
- Budget Administration
 - Proposed 2018-19 Budget Revision - Comprehensive Planning
 - Proposed 2018-19 Original Budget - Title I, Part D - Neglected & Delinquent Subpart 2
 - Proposed 2018-19 Original Budget - Title III Part A - English Language Acquisition.
- Other Business Items
 - September 2018 Contracts
 - 2019 PSBA Election of Officers.
- Policies & Programs
 - Second Reading Revised Policy #210 - Use of Medication-Procedures School Age K-12
 - Revised 2018-19 Student Services Master Calendar.
- Job Descriptions
 - First Reading, Existing Position, New Description - School Psychologist
 - First Reading, Existing Position, New Description – Principal.
- 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 hope you had a great start to the year.

NEXT MEETING: Thursday, October 25, 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
May 24, 2018 Personnel Items***

A. RESIGNATIONS:

MACKENZIE BAKER, Paraeducator, Emotional Support Program, effective October 12, 2018. Reason: Personal.

SHAWN BENNAGE-GREGORY, Paraeducator, Autism Support Program, effective September 28, 2018. Reason: Personal.

MARY HALEY, Paraeducator, Autism Support Program, effective October 3, 2018. Reason: Personal.

NOELLE MILLER, Paraeducator, Emotional Support Program, effective June 4, 2018. Reason: Personal.

TANYA MORRET, Professional, Educational Services Team, effective September 28, 2018. Reason: Employee accepted a position with Lincoln Intermediate Unit.

SHANNON MURPHY, Professional, Student Services Team, effective August 31, 2018. Reason: Employee accepted a position with West Shore School District.

AVEN SHUPE, Paraeducator, Emotional Support Program, effective September 28, 2018. Reason: Personal

MARGARET STOMS, Paraeducator, Multiple Disabilities Support Program, effective September 28, 2018. Reason: Personal.

RONALD TROXELL, Paraeducator, Multiple Disabilities Support Program, effective August 10, 2018. Reason: Personal.

CHANDRENIE WASHINGTON, Paraeducator, Early Intervention Program, effective August 20, 2018. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

YVONNA BISHOP, Paraeducator, effective September 17, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, Step 3, \$18,424 for 189 days of service will be prorated for a total of 171 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

ANDREA DUNDORE, Paraeducator, effective October 1, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 161 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

TINA FORD, Paraeducator, effective August 31, 2018. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

JANICE GOUGH, Temporary Professional, effective September 4, 2018 – December 19, 2018. Assignment: Long Term Substitute Teacher, Early Intervention Program with base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated for a total of 68 days. This is a replacement position funded through the MAWA budget.

KAREN KING, part-time Cafeteria Worker, Student Services Team, effective September 4, 2018. Employee will be paid at the Range 5 rate of \$13.50 per hour. This is a replacement position funded through the Food Services budget.

CHERYL KUGLER, Substitute Receptionist, Administration Team, August 23, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.

OLIVIA KUHNS, Paraeducator, effective September 25, 2018. Assignment: part-time Educational Paraprofessional, Early Intervention Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a replacement position funded through the MAWA budget.

ASHELY LEISTER, Paraeducator, effective September 10, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253

for 189 days of service will prorated for a total of 176 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

ERIN MCLAUGHLIN, Temporary Professional, effective September 17, 2018. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 4, \$51,238 for 189 days of service will be prorated for a total of 155 days. This is a replacement position funded through the MAWA budget.

KRISTEN MYERS, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.

ANGELA REED, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.

TERI JO REED, Paraeducator, effective September 10, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will prorated for a total of 176 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CHERRILEE SEIB, Paraeducator, effective September 12, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

LYNNEA SUMMERSCALES, Paraeducator, effective September 4, 2018. Assignment: part-time Educational Paraprofessional, Early Intervention Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a replacement position funded through the MAWA budget.

SUELLEN VANDER GHEYNST, Substitute Receptionist, Administration Team, August 29, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.

CHRISTINA WATSON, Paraeducator, effective September 11, 2018. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will prorated for a total of 169 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

C. CHANGES OF STATUS:

JOEI ASKEY, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, Capital Area Mental-health Program, effective September 24, 2018. Change of status results in a change of salary to MHW HS+3, Step 5, \$31,261 for 189 days of service will be prorated for a total of 166 days.

SARAH DIEHL, Paraeducator, from part-time to full-time status, effective August 20, 2018.

NATHAN FOSTER, change in internship duration to end date TBD.

JAIDYN JACKSON, change in internship duration to end date TBD.

AMANDA KELLER Paraeducator, from full-time to part-time status, effective August 27, 2018.

DALTON KINER, change in internship duration to end date TBD.

WHITNEY KORTZE, Professional, change from part-time Floater Teacher to Teacher, Emotional Support Program, effective August 15, 2018 – October 12, 2018.

MEGAN LEIBY, from Substitute Receptionist to Paraeducator, Educational Paraprofessional, Early Intervention Program effective September 4, 2018. Change of status results in a change of salary to HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked.

HOLLY O'NEILL, Professional, change from Floater Teacher to Teacher, Direct Education Program, effective August 13, 2018. This change in status results in a change of salary to 100% of the Bachelors, Step 9 salary of \$55,432.

JESSICA PACE, Professional, change in leave of absence return to work date from September 14, 2018 to August 20, 2018.

TAMMY TRUE, from Program Secretary, Student Services Team to Program Assistant, CAOLA Program for one (1)+/- day per week, effective August 24, 2018. Employee will be paid at a rate of \$20.59 per hour for the time she will be working in the CAOLA Program.

TODD WITTERS, Professional, change from part-time Floater Teacher to full-time Long Term Substitute Teacher, Loysville Youth Development Center, effective August 20, 2018 – August 31, 2018 and then Capital Area Mental-health Program, effective September 4, 2018 – October 30, 2018.

D. CHANGES OF SALARY: None

E. LEAVES OF ABSENCE:

BRIELLE DELELLIS, Paraeducator, leave of absence effective August 15, 2018 – September 21, 2018. Leave is requested using accumulated paid leave time for a total of 9 paid days and without pay for a total of 12 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

JENNIFER FOSTER, Professional, intermittent FMLA leave through September 19, 2019. Leave is requested in accordance with CAIU and FMLA policies.

ELIZABETH GOEDKOOP, Professional, leave of absence September 4, 2018 – December 19, 2018. Leave is requested using accumulated paid leave from September 4, 2018 – October 18, 2018 for a total of 30 paid days and without pay from October 19, 2018 – December 7, 2018 for a total of 30 unpaid days. Employee will then take child-rearing leave of absence from December 10, 2018 – December 19, 2018 for an additional 8 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

SHARON KELLO, Professional, leave of absence effective September 12, 2018 – October 5, 2018. Leave is requested using accumulated paid leave for a total of 18 days and is in accordance with CAIU and FMLA policies.

DIANA MOSER, Paraeducator, leave of absence August 13, 2018 – November 20, 2018. Leave is requested using accumulated paid leave from August 13, 2018 – September 11, 2018 for a total of 13 paid days and without pay from September 12, 2018 – November 19, 2018 for a total of 47 unpaid days. Employee will then take leave without pay for an additional day on November 20, 2018. Leave is requested in accordance with CAIU and FMLA policies.

MELISSA ROBERTS, Professional, unpaid leave of absence effective August 24, 2018 – September 5, 2018 as per CAIU policy, practice, and procedure.

DINA ROSEBERY, Professional, leave of absence effective September 19, 2018 – November 19, 2018. Leave is requested using accumulated paid leave time from September 19, 2018 – October 2, 2018 for a total of 10 paid days and without pay from October 3, 2018 – November 19, 2018 for a total of 33 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

September 27, 2018

PROGRAM SPOTLIGHT

Innovation Grants

- **Jill Neuhard – Digital Branding and Micro-Credentialing** – Digital Branding and Micro-Credentialing is an innovative practice that enhances personalized professional development. Digital badges allow educators to showcase the skills and content they acquired after completing a rigorous micro-credential. Micro-credentials are a digital form of certification that recognize educators for demonstrating their skills and competencies. Micro-credentials may focus on a variety of skills such as data literacy, teacher leadership, and deeper learning.
- **Joy Forry – Coding Camp** – Funds will be used to develop a 2-day application development camp at the IU for middle and high school students that will teach them some basic coding concepts and introduce them to all the facets of application development. Students will learn the roles of business analysts, application developer, and project manager. Learning and performing the roles over the two-day class will give students the opportunity for meaningful discussions regarding post-secondary education, workforce training, and career pathways as they consider their career and college readiness plan.
- **Amy Silva – Partnering with Parents** – The grant award winners will host a parent night for the purpose of teaching parents how to ask pointed, meaningful questions at parent teacher conversations. The session will be held in a small group format. They will focus on helping parents to develop two basic skills: formulating and using questions effectively and participating effectively in decisions that affect their children's education.

NEWS

STUDENT SERVICES

LYDC

- There were 30 new residents admitted over the summer months. The population is currently at 87 residents enrolled. About 1/3 of the population turned over during the summer months.
- Eighteen of the 87 students attending school, or about 21% of the students enrolled, already had their GED or High School Diploma when they arrived but are attending school regardless.
- Six students passed the GED test over the summer.
- One section of Employability class was offered this summer. This is a 9-week course that we want every student to have while at Loysville. Offering a section in the summer provides the opportunity for students to have the course that did not have it last year and will leave before completing the course this school year.
- Monarch Butterflies – The Science Teacher, Mrs. Baker, brought in Monarch Butterflies from the wild. Students learned about them and their annual migration to Mexico as they watched them hatch from their cocoons. Butterflies were tagged and released on September 12 to start their migration. This was a memorable learning experience for the students.
- Culinary Arts classroom space was remodeled over the summer and has now moved to a new kitchen classroom area. This renovation allow the school to improve and expand the vocational program and is a better use of existing space.
- Classes were cancelled for two days earlier in September to remediate a mold issue in the school building. The work was completed and the Air Quality results indicated that the building was safe to run school. Classes resumed on a regular schedule in the building on Wednesday September 12, 2018. The DHS and School staff worked very well together through this issue.

Occupational Therapy

- Brittany Galosi, Occupational Therapist, presented a training to the staff at CASA called "Autism, Neurology & Practical Classroom Strategies." The purpose was to give teachers tools and insight into the needs of high functioning student with autism.

- After attending the Zero to Three: The Growing Brain training with various professionals from across the state, Barb Kline MS, OTR/L, ATP will have provisional certification as a 'Zero to Three: The Growing Brain trainer. She will be busy providing support to teams via BrainSTEPS referrals and other interested parties in our member districts and communities regarding brain injury and development.

Preschool September Board Notes

- Delbrook Preschool Classes and Itinerants were relocated to Enola for mold remediation. We anticipate that the preschool staff and children will move back to Delbrook by the beginning of October.
- The CAIU Preschool Program has collaborated with Derry Preschool and Aldersgate Preschool in having an inclusive classroom at both of these sites. This will be a co-teaching model and children with IEP's will attend the preschool classroom with children who do not have IEP's. Heather Donovan, IU Preschool Teacher will co-teach Friday mornings at Aldersgate and Julie Beaver, IU Preschool Teacher, will co-teach on M/W PM and T/TH PM at Derry Preschool. We are looking forward to this new collaboration.
- Early Intervention Connections hosted the Charting the Life Course Early Intervention Parent Training on September 18.
- Alison Schwartz, Jill Bradley, Lisa McCarty, Yvonne Wiley-Shreffler and Sue Brussese participated in the Northern Dauphin Fall Fest Preschool Family Fun Pavilion on Saturday, September 22 in Elizabethville. They provided early intervention resource information and hands on activities for children and families who attended the event.
- Preschool staff participated in professional development on September 27. Morning round robin topics included verification, home safety, engineering the classroom environment and family road map/team up for families. The afternoon session focused on building strong parent and SLP communication skills and sharing teacher resources. In addition, Megan Miller, MPT from Core Plus Physical Therapy discussed the use of pelvic floor exercises to aid in toilet training for special needs children. Brittany Galosi, Karin Topping, Melissa Roberts, and Kristi Kuren also spoke about the conference that they attended on autism where Temple Grandin was the Keynote speaker.
- A Susquenita High School Student is a daily job shadow intern in Kristin Leitzel's classroom at Delbrook.
- The preschool/early intervention program participates in regular Early Intervention Connections meetings; the next one is October 15. These meetings bring together families, community providers, agencies, and the CAIU in order to establish partnerships and connections for young children in our area.

EDUCATION SERVICES

On September 10, 2018, 67 people from across 12 counties across Central Pennsylvania met at CAIU to kick-off the development of a STEM Ecosystem. A STEM learning ecosystem encompasses schools, after-school organizations, higher education, science centers, museums, businesses, governmental agencies, public services, libraries, and professional organizations. Together, these organizations represent both learning opportunities for students, families, and communities as well as shaping a vision and goals for a future-forward, collaborative, and integrated STEM community. This kick-off day was jointly hosted by the following organizations: Capital Area IU 15, Lancaster-Lebanon IU 13, Penn State Center for Science and the Schools, Tuscarora IU 11, The Foundation for Enhancing Communities, Schuylkill IU 29, South Central Workforce Investment Board, and Whitaker Center for Science and Arts.



TECHNOLOGY SERVICES

- The PA Planning Team at the CAIU have been assisting with Comprehensive Plan submissions from schools across the Commonwealth over the past couple of months. The team has been pulling weekly reports to update the Department as well as the LEAs in the state. We are gearing up for our Phase 3 schools to submit the second cycle of their Comprehensive Plan. Members of our team have been working individually with many of these schools to support their planning efforts and submit their plans to the Department on time. PDE is reviewing these plans to provide more immediate feedback to schools.
- Our team has been working very closely with the Division of Charter Schools at PDE to ensure all Charters have submitted their Annual Report capturing fiscal and Special Education items. To date, all Charters have submitted their annual reports and we will now be working with authorizing districts to ensure those plans are received and acknowledged in the system.
- As the team prepares for new designations per the Every Student Succeeds Act, we are wrapping up **School Improvement Plan (SIP)** submissions for the school year. Aside from two districts having extensions for their SIP submission, all other priority/focus schools have submitted their plans and IU Executive Directors have approved them within the system.
- Our team has been working tirelessly with the Division of Federal Programs to capture the schools throughout the Commonwealth that are implementing school-wide programs. The development team incorporated a new submission feature for all **Title I School-wide Schools** to allow plans to be automatically archived or reviewed by Federal Programs. Through our partnership with Federal Programs, we are increasing communication and clarity for all school-wide schools.

NOTIFICATION of ACTIVITIES

- Met with Matt Strine, South Middleton, SD
- Attended DCTS LAC and Board meeting
- PCD Networking Breakfast

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

- **Meet & Greet for Mr. Greg Milbrand** – Thursday, October 4, 2018 at 3:30 -5 pm, at Enola, outside if weather permits. Please help us welcome Greg to the CAIU family!