

# CAIU BOARD HIGHLIGHTS

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

## Reports/Updates

- The Board spotlight was on the Legislative Breakfast hosted by the CAIU on March 22. All school districts were represented by either their superintendent or business manager. Three of the four State Senators and eleven of the twelve State Representatives were present or sent someone from their office. The four main topics of discussion were Cyber Charter School costs, Special Education costs, Act 82, and teacher shortages.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we are gearing up for several summer maintenance and facility projects. We are in the early stages of facility upgrades and a feasibility study for Enola. Transportation and maintenance departments will be going through a transition period with a number of staff retiring over the next several months.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported that her department is ramping up for 2019-20. Human Resources are still in need of a Payroll Specialist. We currently have 15 paraprofessional positions open for 2019-20 and are hiring for Extended School Year.
- Mr. Brian Griffith, Director of Educational Services, reported on CAIU summer camps. This summer, we will be offering a variety of camps from June – July for all grade levels. We reached out to our local school districts for teachers. In addition, we have been working with PCD to coordinate grants to provide supports to teachers to increase their knowledge about the job skills that our workforce is looking for. We will be offering an academy this spring around four identified priority areas. The program will run in the evenings and two site visits. Teachers will receive a stipend for attending and districts will receive funds to cover subs for site visits.
- Mr. Dave Martin, Director of Technology Services, provided an update on cyber security. The cyber security team has adopted a framework and has scheduled training. Microsoft Intune training is coming up in April. Dave will be attending a cybersecurity conference in April. AgendaManager continues to grow; another school district in Illinois is currently piloting the program. We submitted an RFP for the PDE Comprehensive Planning tool and are still waiting to hear. CAIU hosted the Media and Design Competition (Computer Fair) this month. It was very well attended. The 1<sup>st</sup> place winners will move onto the State Competition at Dickenson College. Will begin interviewing soon for student interns.
- Mr. Greg Milbrand, Assistant Executive Director, reported on the new hoteling space at the CAIU Enola building. Please feel free to stop by the new space. There are two important safety trainings coming up in April and May. We will send registration and information out to the school districts. School district teams are encouraged to attend. CAIU is working with Crabtree and Rohrbaugh on a feasibility study. An employee survey and an external survey will be sent to collect feedback. We are also working with MG Tactical on the safety aspect of the building. Mr. Milbrand announced that he has accepted a position at Cumberland Valley School district and thanked the Board for the opportunity.
- Mr. Daren Moran, Business Manager, reported that nine School District Boards have approved the CAIU General Operating Budget. Must be in by May 1.
- 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 Capital Area Mental-health Program (CAMhP). They were recognized as an Exemplary Program by the Shippensburg University School Study Council. Dr. Saia introduced the newest member to the Hill Top staff, Lucy. Lucy is a golden lab and will be working and training to be a service dog at Hill Top. The Board Member visit to Loysville that was cancelled due to incimate weather will be reschedule for this spring.

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

**Approved Action Items**

- Appointment of Dr. John Mallonee, Newport SD, to the CAIU Board of Directors to fill an unexpired term of March 28, 2019 - June 30, 2020
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of February 28, 2019.
- Treasurer's Report and Payment of Bills for February 2019 showing a total of \$6,198,623.72 in receipts and \$7,706,884.40 in expenditures
- Summary of Operations for February 2019 showing revenues of \$57,609,361.09 and \$50,094,702.48 in expenditures
- Budget Administration
  - Proposed 2018-2019 Budget Revision - Cafeteria
  - Proposed 2018-2019 Budget Revision - LYDC State
  - Proposed 2018-2019 Budget Revision - Online Learning Association
  - Proposed 2018-2019 Budget Revision - Transportation
  - Proposed 2018-19 Original Budget - Title I, Part A, Improving Basic Programs
- Other Fiscal Items
  - Proposed 2019-20 Market Place Services Fee Schedule
- Other Business Items
  - Contracts –March 2019
  - Approval of Arthur J. Gallagher Risk Management Services, Inc. as Broker of Record for the CAIU.
- Policies & Programs
  - Second Reading Revised Policy - #006 – Meetings
  - Second Reading, Revised Policy - #818 - Contracted Services Personnel
  - First Reading, Revised Policy #222 - Tobacco Use
  - First Reading, Revised Policy #323 - Tobacco
  - Proposed 2019-20 CAIU 12-Month Employee Calendar
- Job Descriptions
  - Second Reading, Existing Position, Revised Description - Contracts Administrator
  - Second Reading, Existing Position, Revised Description - Educational Consultant, Student Services
  - Second Reading, Existing Position, Revised Description - Sign Language Interpreter
  - Second Reading, Existing Position, New Description - Educational Coach, Student Services
  - Second 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.

**Board Member Sharing of Information**

Eric Samples shared that Lower Dauphin school district recently hosted a town hall to discuss the topic of TMI. TMI is expected to close on June 1, 2019. TMI has been a big supporter of Lower Dauphin and of many local businesses. Concerned about a ripple effect to all of our local businesses with the loss of over 600 employees if TMI closes. This would have a large financial impact on our area. Mr. Samples will share more information with anyone that is interested.

**NEXT MEETING: Thursday, April 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:**

**ELIZABETH KERR**, Floater Teacher, Student Services Team, effective March 8, 2019.  
Reason: Personal.

**THERESA KINSINGER**, Director of Organizational Services, Administrative Team, effective May 3, 2019. Reason: Accepted Corporate Counsel position in private industry.

**LINDSAY RITTER**, Program Secretary, Student Services Team, effective March 15, 2019.  
Reason: Personal.

**LISA SANDERSON**, HR Secretary, Administrative Team, effective April 10, 2019. Reason: Personal.

**AREIL SUTTON**, Senior Application Support Specialist III, Technology Team, effective April 5, 2019. Reason: Personal.

**B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

**JANELL BUSH**, 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 Emotional Support budget.

**ANGELA PRESTON**, Long Term Substitute Temporary Professional, base salary of Masters, Step 3, \$50,738 for 189 days of service will be prorated based on the number of days/hours worked. This is a replacement position funded through the United Methodist Home for Children budget.

**SHELLY RILAND**, Paraeducator, base salary of HS, Step 4, \$19,318 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 Autism Support budget.

**C. CHANGES OF STATUS:**

**NYLA KATER**, from Secretary, Educational Services Team to Contracts Administrator, Administrative Team, effective March 25, 2019. Change of status results in a change of salary to \$39,487.50 for 12 months of service and will be prorated for a total of 70 days through June 30, 2019.

**TAMMY TRUE**, from Program Secretary, Student Services Team to Program Assistant, Educational Services Team, effective March 11, 2019. Change of status results in a change of salary to \$43,899.55 for 12 months of service and will be prorated for a total of 80 days through June 30, 2019.

**D. CHANGES OF SALARY:**

**E. LEAVES OF ABSENCE:**

# Executive Director's Report

## March 28, 2019

### PROGRAM SPOTLIGHT

CAIU hosted a **Legislative Breakfast** on Friday, March 22, 2019. All school districts were represented by either their superintendent or business manager. Three of the four State Senators and eleven of the twelve State Representatives were present or sent someone from their office. Tom Gluck from PAIU also attended, along with four members of the CAIU cabinet. The four main topics of discussion were Cyber Charter School costs, Special Education costs, Act 82, and teacher shortages.

### STUDENT SERVICES

- Student Services administrators have manned a table at two recent job fairs at Millersville and Shippensburg Universities. We are hoping that this generates teacher applicants for our vacancies.
- **The Capital Area Mental-health Program (CAMhP)** was recognized as an Exemplary Program by the Shippensburg University School Study Council. CAMhP provides intensive individual and group counseling opportunities within the context of an emotional support educational placement for students K-12.

### Hill Top Academy

- Hill Top is excited to introduce the newest member to their team Lucy. Lucy is a golden lab and will be working and training to be a service dog at Hill Top.
- Hill Top will hold an "International Fair" on Thursday April 25. All secondary students/classrooms will be completing a wide variety of projects on the County of their choosing. This will include research projects, visual displays and culinary activities. Our elementary students will visit the fair during the school day and all parents will be invited to visit Hill Top from 5:30 -7:00 pm for this festive educational outreach event!
- Hill Top principal Dr. John Thompson and Hill Top middle school AS teacher Samantha Alderfer presented at the CAOLACon/ Mid-Atlantic Conference on Personalized Learning March 14. They shared how Hill Top has leveraged CAOLA as a resource to personalize and enhance student learning while also providing a tremendous resource for teachers in a self-contained special education setting. The training was well received and help spotlight the innovative ideas and programs at Hill Top and the CAIU.
- Hill Top held their PBIS pie in the face event in March. This event is a student and staff favorite every year! In the weeks leading up to the event, students were able to use the LABS loot that they earned to vote on the five staff members that would receive pies in the face. See the attached picture of Dr. Thompson and the lucky student winner that got to "pie him in the face".



### Preschool Early Intervention

- Kathy O'Connell and Patti Merrill, Inclusion Consultants, participated in an event called "Book Your Child's Future" at the Bosler Memorial Library on March 5. This "child find" event was sponsored by Success by 6, United Way of Carlisle and Cumberland County.

- The Preschool Program had an Intruder training on March 6 presented by The Capozzi Group. In the afternoon, preschool staff had department trainings and meetings.
- Patti Merrill participated in an event sponsored by the United Way of Carlisle and Cumberland County at Crestview Elementary School on March 20. The event was called "Taking it to the Streets" and the evening had fun games for children and families. Patti provided information about the CAIU Preschool Program.
- Early Intervention Connections sponsored a training for families receiving early intervention services from the Cumberland, Dauphin, and Perry counties and preschool services at the CAIU on the evening March 20. The presentation was "Charting the Life Course Early Intervention Parent Training".
- Jamie Gordon, Inclusion Consultant, provided a workshop entitled "Designing classrooms for the Best Social-Emotional Setting" at the Transition to Kindergarten Conference on March 21. This event was sponsored by The Foundation for Enhancing Communities, South Middletown School District, and Success by 6 United Way of Carlisle and Cumberland Counties

### **Upcoming Events**

- Week of the Young Child-Playdate in the Park-sponsored by the Capital Area Chapter of Pennsylvania Association of Educating Young Children. Saturday April 6, 12-3 PM at Possibility Place.
- Early Intervention Connections will sponsor a parent training focusing on "Toilet Training" on April 10 at the CAIU, 6-8 PM.

### **Loysville Youth Development Center**

- The Pennsylvania Title I Neglected & Delinquent Advisory Committee met in Carlisle on March 25 and 26, 2019. The committee chair asked the Loysville School to provide a tour of the school and grounds at Loysville YDC. Twelve individuals took the tour on March 25 and talked to teachers and students at the school. We appreciate the use of the IU van to transport the group.
- Loysville has been meeting with the Youth Advocacy Program (YAP). They have lessons that can enhance the concepts and content that are currently taught in Life Skills Class. YAP has 24 units with many of them that support the units taught in Life Skills class. YAP will start on Wednesday March 20, and be guest teacher(s) in Mr. Harper's Life Skills class. We plan invite them back every two weeks if they have a lesson that relates to the Life Skills unit that week.
- The population is currently at 92 residents; ten of the 92 students had a high school diploma or GED prior to placement at LYDC. (9.2%)
- The third quarter employability classes will participate in a Mock Interview process on April 3, 2019. The Transition office has invited five local employers to interview and provide feedback to students.

### **EDUCATION SERVICES**

- CAIU hosted the fourth Coaching Forward Conference on March 14. A collaboration of the Coach Mentors from IUs 11, 13, 14, 15 & 29, this spring's conference theme was "The Power of Incremental Change" and focused on how instructional coaches can make small changes in their coaching practice that often elicits substantial results. Eighty-five coaches and mentors gathered to exchange ideas and share insights revolving around this focus. There was much enthusiasm in the building for the event, which will return to CAIU in the spring of 2020 for our sixth conference.
- More than 100 students will gather at the **Capital Area Intermediate Unit on March 26 for the Regional Media and Design Competition** (formally known as the Computer Fair.) This day will show case the talents of Middle School and High School students across Central Pennsylvania in a number of areas, to include Animation, Digital Movie, Programming, and Web Page Design, 3D Design and Graphic Design Logo. Be sure to stop by between 10:00-noon in the Susquehanna Room to see the talents of our local students!

### **TECHNOLOGY SERVICES**

#### **Comprehensive Planning Team**

- The Comprehensive Planning team at CAIU continues to offer individual, virtual sessions to school leaders across the Commonwealth to support them in their planning efforts. The team is currently supporting school leaders with Title I school wide planning, Comprehensive

Planning and technical support with Special Education Plans. On average, the team is meeting with 2-4 schools per week.

- We are finalizing submissions for the Phase 3 comprehensive plans with only 20 schools left to submit their plans. Of those 20 remaining schools, the majority have been granted extensions by PDE so they can take the necessary time to build a meaningful plan.
- With the help of the Division of Federal Programs at PDE, all 1,200+ Title I school wide schools have submitted their school wide plans for the 2018-2019 school year. Our team is currently preparing the web application for the 2019-2020 submission, which is due September 1, 2019. Our developers will have the submission feature ready by July 1, 2019 to allow schools to submit early if they desire. Members of our team, along with Regional Coordinator, Maria Garcia at PDE, will be presenting at the PAFPC conference in May. The session will be dedicated to reviewing the school wide plan components and submission process.
- The application developers on the CP project are also continuing to work on preparing the web application for Phase 1 comprehensive plan submissions, Phase 1 Special Education Plans, Charter School Annual Reports and removing any references to the school improvement designations assigned under the ESEA flexibility waiver.
- The team awaits the decision for the RFQ response that we submitted in February to PDE to develop the new tool/dashboard for Comprehensive Planning. The team worked very closely with the Momentum Group who is serving as the Prime in the response to the RFQ. We anxiously await the decision in hopes that we will continue to be a part of the development of this project.

#### **AgendaManager**

- We have our first school district in the state of Illinois, Thornton Fractional School District 215, using AgendaManager. They began their trial period in March 2019.
- We are continuing to make progress in Wisconsin with our partnership with CESA7. As a result of this partnership, Minocqua School District and Kiel Area School District started their trial accounts. We also conducted a demonstration to Wrightstown School District
- After attending the Pennsylvania Association of School Business Officials (PASBO) conference this past month, we received 37 leads and scheduled four demonstrations with school districts.

#### **Network Services**

- The network services team conducted a wireless assessment for Hill Top Academy and Loysville to prepare these schools for their increasing use of technology in the classroom. As a result of this assessment, we are preparing to order and implement more access points to accommodate their growth.
- Jim Brill, Technology Infrastructure Supervisor, and David Martin, Technology Director, are attending Accelerate19, a national Cyber Security Conference. The conference is hosted by Fortinet, one of the leading network security companies in the country. We currently use their Next Generation firewall as well as some of their other solutions. The information learned at this conference will be used to help us develop our Cyber Security plan in our region.
- The networking team is reviewing software to assist with training staff on how to identify phishing emails. Once the team finishes their review, we will negotiate consortium pricing for our member school district.

### **NOTIFICATION of ACTIVITIES**

- Attended Shippensburg University School Study Council Exemplary Programs Session, March 27, 2019
- Attended Dauphin County Alliance meeting, March 5, 2019
- Attended DCTS Board Meeting, March 13, 2019

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

- C4C Bingo – May 17, 2019

- Courtney Portlock and John Steele, Navigating the Courageous Conversation: Strengthening Competencies in Diversity, Equity, and Inclusion, April 24, 2019