
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 23, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** Mark Hennes, Supervisor of Special Projects, shared an overview of the Blended Learning Planning and Implementation Grants process. He also shared information about the CAIU's work with East Pennsboro Area SD and the 3 year implementation plan for personalized learning in their middle school.
- The Board announced the following retirees:
 - **Brian Mitten**, Mental Health Treatment Specialist, CATES Program, retirement after 16 years of service,
 - **Cheryl Cope**, EPP, Transition Services Program, retirement after 14 years of service,
 - **Jacqueline Wilson**, EPP, Transition Services Program, retirement after 19 years of service,
 - **Kathleen Pivovarnick**, Teacher Transition Services Program, retirement after 30 years of service,
 - **Kathy Styer**, PCA, Multiple Disabilities Program, retirement after 30 years of service,
 - **Michael Petersen**, Teacher, Loysville YDC, retirement after 6 years of service,
 - **Marsha Kubisiak**, Nurse, Pupil Services, retirement after 19 years of service,
 - **Kathleen Eich**, Educational Consultant, Curriculum Team, retirement after 36 years of service, and
 - **Ruta Kretulskie**, Teacher, Loysville YDC, retirement after 6 years of service.
- The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:
 - **Mr. Mike Berk**, South Middleton SD
 - **Mrs. Trudy Withers**, Halifax Area SD
- Alicia McDonald, Director of Student Services, shared that Early Intervention staff recently held a carnival for families and children with 400 people in attendance. There was a total of 11 graduates from CAIU programs this year: 6 students at the CAIU Graduation and 5 students from Project SEARCH. The Extended School Year (ESY) program is being held at Hill Top Academy and Derry Township SD. Interviews are planned for two administrative positions. The Early Intervention administrators continue to work with PAIU to advocate for an increase in Preschool/Early Intervention funding which has been level funded for the past two years.
- Theresa Kinsinger, Director of Organizational Services, shared that human resources is posting and processing applications and interviews are taking place for vacant positions. The CAIU will begin using SDIC workers' compensation insurance which comes with a cost savings and greater efficiency for our organization.
- Len Kapp, Supervisor of Operations and Transportation, provided additional details about the culvert/ sinkhole project at Enola and the reconfiguration of the parking lot and driveway to allow for more efficient staging of vans for drop off and pick up of students at Hill Top Academy.
- Brian Griffith, Director of Curriculum Services, shared highlights and successes of the Blended Learning Implementation Grant which was spotlighted at the meeting by Mark Hennes, Supervisor of Special Projects.
- David Martin, Director of Technology Services, shared that his team is involved in an infrastructure upgrade at several sites including Diakon and Loysville. The considerations at

each site include firewalls, wiring, and fiber installation. In connection to the infrastructure upgrade, there will be a new intercom system installed at Enola. The Association of Educational Service Agencies (AESAs) has accepted the technology team's proposal to present on their AgendaManager tool at their national conference in Savannah in December. The technology team is also planning a marketing campaign for AgendaManager.

- Daren Moran, Business Manager, shared information about the annual Audit Engagement letter. It is also the time of year when program budgets are brought to the board for approval. A Conflict of Interest acknowledgement of receipt form has been given to board members for signature to conform to a requirement under the Uniform Grants Guidance policy #827 – Conflict of Interest. We are anticipating the approval of the state budget but are simultaneously making plans for a possible Revenue Anticipation Note (RAN) if needed.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that many superintendents have participated in a book study this spring as part of their professional learning, and they have two more scheduled for next year. Rennie Gibson, Board Secretary, shared a reminder that there is a photographer available to take board photos.
- Cindy Mortzfeldt, Executive Director, shared that the end of year graduations went well and shared highlights of Project Search graduation. The Cabinet Retreat focused on policy, comprehensive planning, and culture and climate at the CAIU, using the book *Work Rules* as a resource. Staff service projects are being planned and completed. The CAIU programs are closing out for the year as we are simultaneously planning for the 2016-17 school year.

Executive Session – Executive session was held to discuss Negotiations and Personnel issues.

Board Committee Reports – Election of CAIU Board Officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking Board members that are interested in serving as President or Vice President.

Agenda Items

- There was not a quorum; therefore, the June 23, 2016 meeting of the CAIU Board of Directors was cancelled. **The following Action Items are subject to ratification at the July 28, 2016 CAIU Board of Directors' meeting:**
- Minutes from the May 26, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$5,493,811.16 in receipts and \$5,979,103.89 in expenditures for May 2016
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$70,115,520.03 and expenses of \$63,495,059.99
- Budget Administration
 - Proposed 2015-16 Budget Revision A – PA Assessments and Accountability in the amount of \$462,790
 - Proposed 2015-17 Original Budget – Statewide System of Support in the amount of \$182,653
 - Proposed 2016-17 Original Budget – Act 89 (Non-Public Schools) in the amount of \$4,837,944
 - Proposed 2016-17 Original Budget – Cafeteria in the amount of \$188,800
 - Proposed 2016-17 Original Budget – Capital Area Online Learning Initiative in the amount of \$5,017,325
 - Proposed 2016-17 Original Budget – Capital Area School for the Arts Charter School in the amount of \$253,051
 - Proposed 2016-17 Original Budget – Diakon Center Point in the amount of \$530,616
 - Proposed 2016-17 Original Budget – Driver Education in the amount of \$231,060
 - Proposed 2016-17 Original Budget – Early Intervention ACCESS in the amount of \$406,849
 - Proposed 2016-17 Original Budget – Early Intervention in the amount of \$13,001,803
 - Proposed 2016-17 Original Budget – Education Leading to Employment and Career Training (ELECT) in the amount of \$322,133

- Proposed 2016-17 Original Budget – English as a Second Language (ESL) in the amount of \$485,958
- Proposed 2016-17 Original Budget – Entrepreneurial Transportation in the amount of \$68,655
- Proposed 2016-17 Original Budget – Financial Software Application in the amount of \$243,535
- Proposed 2016-17 Original Budget – Hospital Education Program in the amount of \$419,525
- Proposed 2016-17 Original Budget – IDEA Section 611 – Early Intervention in the amount of \$1,180,261
- Proposed 2016-17 Original Budget – IDEA Section 611 – School Age in the amount of \$17,796,242
- Proposed 2016-17 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$365,015
- Proposed 2016-17 Original Budget – Institutionalized Children’s Program in the amount of \$685,222
- Proposed 2016-17 Original Budget – International Baccalaureate Project in the amount of \$23,692
- Proposed 2016-17 Original Budget – Lancaster Lebanon IU PaTTAN in the amount of \$6,570
- Proposed 2016-17 Original Budget – Loysville YDC in the amount of \$2,407,434
- Proposed 2016-17 Original Budget – Non-Public Auxiliary Title Program in the amount of \$343,678
- Proposed 2016-17 Original Budget – Professional Services in the amount of \$1,748,070
- Proposed 2016-17 Original Budget – Student Services in the amount of \$19,845,564
- Proposed 2016-17 Original Budget – Technology Entrepreneurial in the amount of \$3,355,795
- Proposed 2016-17 Original Budget – Transportation in the amount of \$3,864,450
- Proposed 2016-18 Original Budget – Title II Part A – Improving Teacher Quality in the amount of \$44,333
- Proposed 2016-21 Original Budget – Comprehensive Planning in the amount of \$5,536,377
- Other Fiscal Matters
 - Audit Engagement Letter
 - Hill Top Academy Parking & Driveway Project
 - CAIU – Culvert Sink Hole Project
 - 2016-17 Special Education Contracts: Camp Hill SD, Central Dauphin SD, Cornwall-Lebanon SD, East Pennsboro Area SD, Halifax Area SD, Infinity CS, Mechanicsburg Area SD, Middletown Area SD, Newport SD, Northern York County SD, Premier Arts and Science CS, South Middleton SD, West Perry SD, and West Shore SD
- Policies & Programs
 - Second Reading, New Policy #609 – Investment of Funds
 - Second Reading, Revised Policy #614 – Payroll Authorization
 - Second Reading, Revised Policy #619 – Intermediate Unit Audit
 - Second Reading, New Policy #626 – Federal Fiscal Guidance
 - Second Reading, New Policy #626.1 – Travel Reimbursement – Federal Programs
 - Second Reading, New Policy #808 – Food Services
 - Second Reading, New Policy #811 – Bonding
 - Second Reading, New Policy #827 – Conflict of Interest
 - Second Reading, Revised Policy #828 – Fraud
 - Proposed 2016-17 CAIU Board Meeting Dates
- Job Descriptions
 - Second Reading, New Position, New Description – Assistant Principal

- First Reading, Existing Position, Revised Description – Technology Support Specialist I
 - First Reading, Existing Position, New Description – Technology Support Specialist II
 - First Reading, Existing Position, New Description – Technology Support Specialist III
 - First Reading, Existing Position, Revised Description – Technology Support Supervisor
- 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 service. She shared that she attended the Deaf/Hard of Hearing Awards program and the CAIU Graduation. Both were very warm events and the families were very appreciative of the services received. The services the CAIU provides are very much needed.

NEXT MEETING: Thursday, July 28, 2016, 8:00 a.m., Board Room, CAIU Enola

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

A. RESIGNATIONS:

- **MATTHEW CORDIER**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Personal
- **HEATHER DONOVAN**, Teacher, Early Intervention Program, effective July 28, 2016. Reason: Personal.
- **KENNETH GEIST**, Technology Support Coordinator, Technology Team, effective June 30, 2016. Reason: Personal
- **RUTA KRETULSKIE**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Retirement after 6 years of service.
- **KATHY MANCUSO**, Speech and Language Clinician, Early Intervention Program, effective July 28, 2016. Reason: Retirement after more than 19 years of service.
- **CYNTHIA SHIRAKI**, Supervisor, OT/PT Program, effective September 9, 2016. Reason: Retirement after more than 28 years of service.
- **AMANDA SHIRK**, Personal Care Assistant, Autism Support Program, effective June 9, 2016. Reason: Personal

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **AARON FILIP**, Intern, Technology Team, effective June 7 – August 12, 2016. Employee will be paid \$13.00 per hour. This is a temporary intern position funded through the Network Services budget.
- **VALERIE GREEN**, part-time Long Term Substitute Educational Paraprofessional, Early Intervention Program, effective June 28, 2016 – December 16, 2016. Employee will be paid at the rate of \$11.74 per hour, based on HS, Step 1, \$16,642 for 189 days of service. This is a replacement position funded through the MAWA budget.
- **ANTHONY LUBIC**, Application Developer II, Technology Team, effective July 1, 2016. Base salary of \$68,439 for 12 months of service. This is a replacement position funded through the Application Development budget.

C. CHANGES OF STATUS:

- **DANIELLE APPEL**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective at the start of the 2016-2017 school year.
- **AMY COOK**, Occupational Therapist, OT/PT Program, increase in number of days worked from 107 days to 110 days.
- **PAMELA GELBAUGH**, Personal Care Assistant, Autism Support Program, change in leave of absence return to work date from June 8, 2016 to June 3, 2016.
- **LINDSEY WATERS**, from Long Term Substitute Guidance Counselor to permanent, full-time Guidance Counselor, ANPS Program, effective at the start of the 2016-2017 school year.

D. CHANGES OF SALARY:

- **ADAM SHICKLEY**, Teacher, Autism Support Program, change of salary for completion of Master's Degree effective May 16, 2016. Salary will be based on a Masters, Step 5, \$50,289, for 189 days of service and will be prorated for a total of 11 days.
- **MICHELLE SHOLDER**, Teacher, Multiple Disabilities Program, change of salary for completion of Masters + 60 credits effective June 1, 2016. Salary will be based on a Masters + 60, Step 11, \$65,697 for 189 days of service and will be prorated for a total of 2 days.

E. LEAVES OF ABSENCE:

- **KRISTA CARR**, Teacher, Early Intervention Program, leave of absence June 27, 2016 – September 19, 2016. Leave is requested using accumulated paid leave for a total of 38 days and is accordance with CAIU and FMLA policies.
- **KIMBERLY KELLEY**, Educational Paraprofessional, Autism Support Program, leave of absence May 16, 2016 – May 20, 2016. This will be unpaid leave for a total of 5 days and is requested in accordance with CAIU and FMLA policies.
- **STEPHANIE KLEESE**, Speech and Language Clinician, Early Intervention Program, leave of absence July 5, 2016 – August 26, 2016. Leave is requested using accumulated paid leave for a total of 20 days and is accordance with CAIU and FMLA policies.
- **TAMMY TRUE**, Program Secretary, Student Services Team, leave of absence July 5, 2016 – September 30, 2016. Leave is requested using accumulated paid leave from July 5, 2016 – July 28, 2016 for a total of 15 paid days and without pay from August 1, 2016 – September 30, 2016 for a total of 43 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

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 23, 2016:

Sarah Altman-Kopko
Sarah Bahn
Kimarie Brown
John Edler
Bonnie Heisler
Stephanie Kramer
Erin Lavia
Michele Painter
Lisa Slover
Alicia Shaffer
Alexis Snyder
Shannon Snyder
Chanda Telleen
Nicole Wertz
Zachary Weyhenmeyer

Executive Director's Report

June 23, 2016

MONTHLY SPOTLIGHT

Blended Learning

Blended learning is a combination of learning modalities involving face-to-face instruction and web-based learning delivery. When carefully designed, it uses a customized instructional strategy that leverages the strengths of each. Blended Learning includes different learning or instructional methods (lecture, discussion, guided practice, reading, games, case study, simulation), different delivery methods (live classroom or computer mediated), different scheduling (synchronous or asynchronous) and different levels of guidance (individual, instructor or expert led, or group/social learning).

The CAIU's goal is to continue to emerge as a leader in blended and online learning strategies. Last spring, East Pennsboro Middle School, was awarded the Blended Learning Implementation Grant. This grant's purpose was to enable the school to incorporate innovative teaching methods and to repurpose their physical space. Their model fused online content delivered through a blended lab rotation with project-based learning and a competency-based curriculum to create a personalized educational experience for all students. CAIU staff worked with East Pennsboro Middle School staff through this school year to support the implementation.

This year we have also provided an opportunity for our elementary schools to apply for a Blended Learning Planning grant. Five elementary schools from the school districts of Halifax Area, Central Dauphin, Derry Township, Millersburg Area, and Big Spring were recipients of this year's grants. They will continue their planning of how to implement Blended Learning in each of their schools into the 2016-17 school year.

NEWS

You are invited to participate in the **20th Annual CAIU Champions for Children Golf Tournament to be held on Tuesday, July 26, 2016.**

TIME: 12:00 Noon Shotgun Start (Registration begins at 11:00 a.m.)

PLACE: Cumberland Golf Club, 2395 Ritner Highway, Carlisle, PA 17015.

COST: \$65.00/person (includes green fee, cart, golf shirt, refreshments, dinner, and other prizes.)

Statewide Computer Fair Competition

There were several winners at the State High School Computer Fair held at Dickinson College on May 24, 2016, from our region:

- o **Maizie Ober** from Cumberland Valley High School placed 3rd Place in the area of *Computer Fair Logo*.
- o **Devin Ballew, Daulton Bigler, and Stacey Rodriguez Martinez** from Cumberland Perry Area Vocational Technical School placed 1st in the category of *Graphic Design*.

Curriculum Services

- Proposals for the First Annual CAIU Tinker Expo are being accepted until July 8 for the big event planned for October 5, 2016.

- Statewide training is being conducted for administrative teams across the Commonwealth by the Comprehensive Planning Team.
- The Elementary and Secondary Education Act (ESEA) was reauthorized by Congress and signed into law by President Obama on December 10th, 2015. The latest iteration of ESEA, known as the Every Student Succeeds Act (ESSA) and which replaces the No Child Left Behind Act (NCLB), gives Pennsylvania's Department of Education the authority to design federal accountability plans within certain parameters. PDE has partnered with the Council of Chief State School Officers (CCSSO) and the CAIU to hold stakeholder feedback sessions from April to October 2016. These sessions will convene stakeholders from across the Commonwealth with the intended purpose of developing a comprehensive report of detailed recommendations in each of the following areas:
 - Accountability
 - Educator Evaluation
 - Assessment
 - Educator Certification
- The final report will serve as a framework for Pennsylvania's ESSA plan and, given the statutory and regulatory implications, will be shared with the General Assembly for consideration. Dr. Rhonda Brunner, along with several superintendents, Mr. Rich Fry, Dr. Sherri Smith, and Mr. John Friend, are participating in the sessions.

Student Services

- Graduation was held at the CAIU on May 31st for six students who received diplomas from their home district at the ceremony.

Preschool

- The Early Intervention Family Carnival was held on June 7th at the Adventure Zone Playground in Mechanicsburg. There were 415 children and families in attendance from Early Intervention and Head Start programs in Dauphin, Cumberland, northern York and Perry Counties. The families were able to interact with one another and participate in many games and activities. Representative Rob Teplitz was unable to attend but donated coloring books for the children as an activity.
- On June 8th, CAIU Early Intervention Supervisors and Dr. Brunner visited the Capitol with a parent who wanted to share her experience and the importance of early intervention and the need to increase funding for EI. She brought four of her children who had received early intervention services. They participated in a press conference and met with Chris Wakely from Chairman James Roebuck's office and Kate McMullen from Representative Dermody's office. They also stopped in and talked to staff from Representative Rob Teplitz and Senator Pat Vance's offices.
- Yvonne Schreffler, SLP and Barb Kline, OT made a presentation on Assistive Technology (AT) to the students of the Central Penn College Occupational Therapy Assistant program. Students were given opportunities to interact with various AT devices and were provided information on the functional use and application of AT for children with special needs.

Hill Top Academy

- To celebrate the final days of the 2015-2016 school year, Hill Top Academy held an end-of-the-year carnival and cookout on June 1st. The Hill Top cafeteria staff served a cookout style lunch and students enjoyed beautiful weather and carnival themed games. The festivities also included a water balloon toss at the principal, Dr. Thompson, which staff and students thoroughly enjoyed.

Pupil Services/Hospital/ELECT-EFI/Diakon/Blended Learning

- Dr. Janilyn Elias has been asked to speak at the National Discipline Conference for the second year in a row. Topics will include Positive Behavior Support and Discipline for Special Education Students.
- The Blended Learning Team is currently working on the needs for our teachers to rollout Engage NY Math for the 2016-2017 school year.

Project Max at CAIU Hershey Middle School Class:

- Project Max focuses on presuming competence and raising the expectations for students with complex instructional needs. It is believed that students should have access to the same curriculum as their same grade peers, as well as produce work that they would be proud to show off to their peers. Many middle school students enjoy texting and emailing. This year, we found out that our students are able to do that through one of the communication apps, Proloquo2Go. Students who use the app are able to type a message as usual. When they are finished typing their message, they can press the AirDrop button and can send it in a text message through the Messages app, or in an email. This has opened doors for our students to interact through technology, just as their same age peers! Thanks to Samantha Forsythe (classroom teacher) and Emily Sidelinger (speech/language pathologist) for teaching students how to use this application.
- Samantha Forsythe's Autism Support class also successfully completed the development of a standards-aligned unit outlining the instructional process and individualized student plans as part of their work with the Project Max initiative. Their work will be shared at a poster presentation at the Pennsylvania Low Incidence Institute at Penn State in August.

Transition

- Project SEARCH Graduation was held on June 7th in the Junker Auditorium at the Penn State Health - Hershey Medical Center. Five interns were honored with certificates and diplomas for successful completion of the program. Each of the interns was recognized for their achievements and for the fact that each has obtained competitive employment in various fields. We are extremely proud of all they have accomplished.
- Recently, the Buskey Awards luncheon was held to recognize students who have demonstrated progress in overcoming personal challenges and have built bridges toward successful post-school transition. Over 20 students from local school districts were honored at this event.

Deaf/Hard of Hearing

- An awards program was held on May 26th at CAIU to recognize the accomplishments of our Deaf/Hard of Hearing students. It was a wonderful night with displays of our students' work and presentation of certificates.

NOTIFICATION OF ACTIVITIES

- Attended the Deaf and Hard of Hearing Awards program, the CAIU Graduation and the Project SEARCH Graduation at Penn State Health – Hershey Medical Center.
- Attended PAIU Conference in Seven Springs on June 1-3.
- Participated in a book study, “Work Rules,” – *Insights from Inside Google that will Transform how you Live and Lead*, with Cabinet members as part of our annual Cabinet Retreat. In addition other topics included Comprehensive Planning, Goals Review, and policy and procedures review.