
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 28, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- **Program Spotlight:** April is National Autism Awareness Month. Keith Imboden, Supervisor, Julie Harman and Heather Smith, Educational Consultants, provided an overview of the Autism Support Services provided to both the CAIU and district students and staff.
- The Board announced the following retirees: **Sharon Walker**, Data Specialist, retirement after more than 8 years of service and **S. Jane Buhrman**, Teacher, Hospital program, retirement after 34 years of service.
- Theresa Kinsinger, Director of Organizational Services, shared updates regarding hiring and onboarding of new employees, a new process for HR information gathering for school districts, release of the new CAIU website and her staff's work to update the employee intranet. The nominations are being accepted for the Holtzman award. The annual CAIU Employee Social will be held next week.
- Brian Griffith, Director of Curriculum Services, shared that CAIU recently held the PA Excellence in Online Learning conference for the districts and Intermediate Units participating in the CAIU online learning program. The CAIU hosted PDE's Senate Bill 880 feedback sessions, and the PDE ESSA focus groups are beginning today.
- David Martin, Director of Technology Services, shared information about summer technology work, the positive result of having a redundant internet provider when backup is needed due to a disruption in service, and information about the upcoming Tech Talk live conference.
- Daren Moran, Business Manager, shared that the 2016-17 General Operating Budget has been approved by all our member districts. The required PDE budget reporting is now electronic and the 2016-17 CAIU General Operating Budget will be submitted by May 1st. The CAIU is preparing for a possible Revenue Anticipation Note (RAN) for 2016-17. The annual Champions for Children Basket Bingo, held in early April, was a great success, raising more than \$5,000 in revenue for the foundation.
- Dr. Rhonda Brunner, Assistant Executive Director, shared policy updates and information about upcoming federal program and school safety events.
- Rennie Gibson, Board Secretary, shared that the CAIU annual board ballots were distributed to all school district board members for voting. She also shared that Statement of Financial Interest forms are due no later than May 1.
- Cindy Mortzfeldt, Executive Director, shared that April is Autism Awareness month as well as Occupational Therapy month. Planning is underway to repair a collapsing culvert under the CAIU driveway. The second, "My Bike" event will be held at the CAIU on May 9th. It is anticipated that seventeen children will receive their new bikes at this event. One of our CAIU vision support students has been accepted into Project Search for next school year.

Executive Session – Executive session was held to discuss personnel and legal issues.

Board Committee Reports – The Board Negotiating Committee will be meeting immediately following today's Board meeting. The Negotiations Committee also met on March 17, 2016 and March 31, 2016.

Approved Action Items

- Appointment of new Board Member, Ms. Ausha Green, Harrisburg SD, to fill an unexpired term beginning April 28, 2016 and ending June 30, 2016
- Minutes from the March 17, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$5,075,812.88 in receipts and \$7,912,637.00 in expenditures for March 2016
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$59,367,299.09 and expenses of \$49,194,478.40
- Budget Administration
 - Proposed 2015-16 Budget Revision A – Act 89 (Nonpublic Schools) in the amount of \$4,658,982
 - Proposed 2015-16 Budget Revision A – Early Intervention ACCESS in the amount of \$642,409
 - Proposed 2015-16 Budget Revision A – IDEA Section 611 – Early Intervention in the amount of \$1,180,261
 - Proposed 2015-16 Budget Revision A – IDEA Section 619 – Early Intervention in the amount of \$365,015
 - Proposed 2015-16 Budget Revision A – State Early Intervention in the amount of \$12,056,539
 - Proposed 2015-16 Budget Revision A – Technology Entrepreneurial in the amount of \$3,254,727
 - Proposed 2015-16 Original Budget – Title I, Part A – Improving Basic Programs in the amount of \$306,000
- Other Fiscal Matters
 - 2016-17 Students Services Fixed Rates
- Policies & Programs
 - Second Reading, New Policy #716 – Integrated Pest Management
 - Second Reading, New Policy #705 – Safety
 - Second Reading, New Policy #813 – Other Insurance
 - First Reading, New Policy #220 – Student Expression/Distribution & Posting of Materials
 - First Reading, New Policy #226 – Searches
 - First Reading, New Policy #227 – Controlled Substances
 - First Reading, New Policy #233 – Suspension & Expulsion
 - First Reading, New Policy #248 – Unlawful Harassment
 - First Reading, New Policy #251 – Homeless Students
 - First Reading, Revised Policy #138 – Limited English Proficiency Program
 - First Reading, Revised Policy #221 – Dress and Grooming
 - First Reading, Revised Policy #709.1 – Video Surveillance
 - First Reading, Revised Policy #815 – Acceptable Use
 - First Reading, Revised Policy #912 – Relations with Educational Institutions
 - First Reading, Existing Position, Revised Description – Behavior Consultant
 - First Reading, Existing Position, Revised Description – Business Manager
 - First Reading, Existing Position, Revised Description – Clinical Psychologist/Mental Health Coordinator
 - First Reading, Existing Position, Revised Description – Communication Facilitator
 - First Reading, Existing Position, Revised Description – Certified Occupational Therapy Assistant (COTA)
 - First Reading, Existing Position, Revised Description – Educational Consultant
 - First Reading, Existing Position, Revised Description – Inclusion Consultant
 - First Reading, Existing Position, Revised Description – Occupational Therapist (OT)
 - First Reading, Existing Position, Revised Description – Physical Therapist Assistant (PTA)
 - First Reading, Existing Position, Revised Description – Physical Therapist (PT)
 - First Reading, Existing Position, Revised Description – Social Worker

- First Reading, Existing Position, Revised Description – School Nurse
- First Reading, Existing Position, Revised Description – Job Coach
- First Reading, Existing Position, New Description – Inclusion Educational Paraprofessional – Preschool
- First Reading, Existing Position, New Description – Itinerant Teacher
- 2016-17 Curriculum Services Calendar
- 2016-17 Student Services Master Calendar
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

Board Member Sharing of Information

- Mrs. Judith Crocenzi, West Shore SD, shared the "Save the Date" information about the West Shore Foundation Gala to be held on Saturday, October 15, 2016 at the West Shore Country Club. The event will include dinner, entertainment and a silent auction.
- Dr. Fred Baldwin, Carlisle Area SD, shared that he was pleased to be a Board representative for his district in the selection process for the annual Outstanding Professional and Support Staff Persons. He also asked the board members to share with him any protocols or advice on helping people know how to properly address the Board.
- Mrs. Judith Quigley, Mechanicsburg Area SD, shared an update about the election process for the PSERS Board. She anticipates that an updated ballot will be distributed soon.

NEXT MEETING: Thursday, May 26, 2016, 8:00 a.m., Board Room, CAIU Enola

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

RESIGNATIONS:

- **KATHLEEN EICH**, Educational Consultant, Curriculum Team, effective June 30, 2016. Reason: Retirement after 36 years of service.
- **JOAN GILLIS**, Educational Consultant, Curriculum Team, effective August 24, 2016. Reason: Retirement after 7 years of service.
- **BRITTA HUNTER**, Speech and Language Clinician, School-Age Speech Program, effective April 1, 2016. Reason: Personal
- **BRIAN MITTEN**, Mental Health Treatment Specialist, CATES Program, effective June 3, 2016. Reason: Retirement after 16 years of service.
- **KEITH MUTINDA**, Technology Support Specialist, Technology Team, effective April 22, 2016. Reason: Personal
- **KATHLEEN PIVOVARNIK**, Teacher, Transition Services Program, effective June 3, 2016. Reason: Retirement after 30 years of service.
- **KATHY STYER**, Personal Care Assistant, Multiple Disabilities Program, effective June 8, 2016. Reason: Retirement after 30 years of service.
- **JACQUELINE WILSON**, Educational Paraprofessional, Transition Services Program, effective June 3, 2016. Reason: Retirement after 19 years of service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **SHAWNDI AMSLER**, Personal Care Assistant, Emotional Support Program, effective April 11, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ROSEMARY BRAUGHT**, part-time Access Secretary, Student Services Team, effective April 6, 2016. Employee will be paid at the Range 4 rate of \$16.00 per hour and will work 12 months. This is a replacement position funded through the Access budget.
- **NELSON DIAZ**, Educational Paraprofessional, Autism Support Program, effective April 4, 2016. Base salary of HS, Step 1, \$16,642, for 189 days of service will be prorated for a total of 42 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **TIMOTHY GREER**, Network Administrator II, Technology Team, effective April 19, 2016. Base salary of \$61,500 for 12 months of service, prorated for a total of 53 days through June 30, 2016. This is a replacement position funded through the Network Services budget.
- **MARY HALEY**, Personal Care Assistant, CATES Program, effective April 12, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 38 days with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **WHITNEY KORTZE**, part-time Floater Teacher, Student Services Team, effective April 11, 2016. Base salary of Masters + 30, Step 8, \$57,328. Employee will complete time sheets and will also complete additional new hire days as required. This is a replacement position funded through the School-Age Floater budget.
- **JULIE LEMIEUX**, Teacher, School-Age Direct Instruction Program, effective April 11, 2016. Base salary of Bachelors, Step 7, \$50,018 for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

- **ARAINA OSBORNE**, Personal Care Assistant, Emotional Support Program, effective April 25, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 29 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CHANGES OF STATUS:

- **S. JANE BUHRMAN**, Teacher, Hospital Program, from retirement effective date of June 2, 2016 to effective date of April 21, 2016.
- **SHANNON ELLISON**, from full-time Educational Paraprofessional to part-time Long Term Substitute Floater Teacher, Student Services Team, effective April 6 – June 3, 2016. Change of status results in a change of salary to Bachelors, Step 2, \$44,110, which equates to an hourly rate of \$31.12. Employee will complete timesheets and will be paid based on number of hours worked. This is a new position funded through the School-Age Floater budget.
- **LORI FEIDT**, Teacher, Loysville Youth Development Center, change in leave of absence return to work date from April 6, 2016 to April 25, 2016.
- **JILL JOHNSON**, from Educational Paraprofessional to Communication Facilitator, Autism Support Program, effective September 8, 2015 – June 3, 2016. Change of status results in payment of \$2,950 stipend which will be prorated for 175 days. This will be paid through the Autism Support budget.
- **STEPHANIE KRAMER**, Speech and Language Clinician, School-Age Speech Program, change of child-rearing leave dates from March 29 – May 9, 2016 to March 18 – May 4, 2016.
- **TAMMY POFF**, from Educational Consultant to Behavioral Consultant, Intervention Program, effective for the 2015/16 school year. Change of status results in a change of salary to Masters + 30, Step 6, \$54,308 for 189 days of service.
- **NICOLE REDCROSS**, from Educational Paraprofessional to Long Term Substitute Teacher, Emotional Support Program, effective April 4 – June 3, 2016. Change of status results in a change of salary to Bachelors, Step 1, \$43,322 for 189 days of service prorated for 44 days. This is a replacement position funded through the Emotional Support budget.

LEAVES OF ABSENCE:

- **CARLY COALSON**, Reading Specialist, ANPS Program, child-rearing leave of absence for the 2016/2017 school year. Leave is in accordance with CAIU and FMLA policies.
- **BETH FITZPATRICK**, Program Secretary, Student Services Team, leave of absence March 18- March 30, 2016. Leave is requested using accumulated paid leave for a total of 6 days and is in accordance with CAIU and FMLA policies.
- **DAN FRANCIS**, School Psychologist, Pupil Services, leave of absence April 1- May 6, 2016. Leave is requested using accumulated paid leave for a total of 26 days and is in accordance with CAIU and FMLA policies.
- **JACKIE SCHUBERT**, Speech Clinician, Early Intervention Program, leave of absence March 7-March 16, 2016. Leave is requested using accumulated paid leave for a total of 7.5 days and is in accordance with CAIU and FMLA policies.
- **KRISTI SHIREMAN**, Early Intervention Speech and Language Supervisor, leave of absence March 15 – March 31, 2016. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.
- **KRISTIN WILSON**, Teacher, ESL Program, child-rearing leave of absence April 18 – June 3, 2016. Leave is requested using accumulated paid leave from April 18 – May 25, 2016 for a total of 28 paid days and without pay from May 26 – June 3, 2016 for a total of 5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

April 28, 2016

SPOTLIGHT

Autism Support Program

April is National Autism Awareness Month. According to the CDC, autism is the fastest-growing developmental disability. About 1 percent of the world population has autism spectrum disorder. In the US, the prevalence of autism in children has increased from 1 in 150 children in 2000 to 1 in 68 children in 2014.

The Autism Support classroom program serves students who have been diagnosed within the broad scope of Autism Spectrum Disorder. Intense focus on the core deficit areas of autism - communication, social engagement, and self-regulation – is provided in the context of a variety of models designed to support students with autism. Our programs use strategies supported by the research of Applied Behavioral Analysis and utilize models such as the Competent Learner Model and Verbal Behavior. Students have access to both general and specialized curricula based on their individual needs. An integrated related services delivery model is utilized to allow for a high degree of generalization of skills across people, activities and settings.

In addition to the classroom program, the CAIU also offers Autism Support Services. This Supports to School Personnel service includes providing assistance through site-based guided practice and action-planning to strategically and systematically train other district staff. Co-teaching as well as guided practice is utilized to promote skill transfer from autism educational consultants to district staff. This is included in the service provided by supports to school personnel to guide district staff in full delivery of effective and efficient services once the CAIU consultant completes the referral.

Each of the Educational Consultants possess particular expertise in a variety of specific autism related areas of social cognition, pragmatic language, functional behavioral assessment/and behavior plan design and self-regulation. Additionally related staff expertise for consultation to the autism program include speech/language and occupational therapy, assistive technology, oral-motor and feeding, behavioral support, school psychology, secondary transition.

NEWS

Champions for Children

The 17th annual Champions for Children Basket Bingo event was held at the CAIU on Friday, April 1, 2016. There were 142 participants this year, and \$5,176 was raised in support of our Champions for Children organization. Thank you to our Technology Services Team and CAIU staff that planned and staffed the event.



Student Services

OT/PT Program Updates



Left is a photo of Melissa Roberts, Jocelyn Colyer and Cynthia Shiraki, program supervisor, at the Capitol Rotunda. The PA Occupational Therapy Association (POTA) House Resolution declaring April 2016 as Occupational Therapy Month in PA was adopted this month.

Loysville Youth Development Center

- This month there were nineteen new students enrolled and eleven students were released. Five students passed their Senior Project presentations, two students took the Pre-GED test, three students took the 8th grade PSSA Language Arts assessment on April 11, and three students took the 8th grade PSSA Math assessment on April 18.
- Staff participated in professional development for the implementation of i-Ready, reading and math curriculum tool, presented by Arlene Moll on March 17.
- Thomas McKissick, PDE Federal Programs division, visited LYDC School on March 29th. He toured both schools (open and secure units) with special interest in the Title I funded programs, Reading and Transition services.
- Visitors from the Federal Government (Office of Special Ed Programs & Federal Bureau of Prisons), PA Department of Education, and PATTAN visited LYDC on March 31. The main focus of the visit was on the way Pennsylvania facilities are able to rapidly and seamlessly send and receive student school records through the Records Center at PATTAN and reduce impact on the provision of appropriate educational services. We were honored to host this group. Among the visitors was staff from the following agencies: Bureau of Prisons (BOP), Office of Special Education Programs (OSEP), PA Department of Education (PDE), and Regional Assessment and Support Team - Records Center at PaTTAN Harrisburg (RAST).

Data Systems

- **PDE Data Summit Presentation:** Cindy Gavazzi, Data Systems Supervisor, Crystal Jenkins, PennData Specialist, and Kelly Ellison, Contract and Child Accounting Specialist, will facilitate an IU Roundtable discussion at the PDE Data Summit on Monday, May 23. IU Data Managers often struggle with consistency with data reporting among IUs. Data reporting guidelines provided to school districts do not always align to IU data reporting due to differing programs and services. This session will provide a guided discussion among IU Data Managers to move IU reporting toward consistency and accuracy.
- **Data Quality Curriculum Course Completions:** During the 2015-2016 school year, 40 staff members from IU15 educational entities completed a total of 82 Data Quality Curriculum (DQC) tracks and specialty modules. The DQC is a tool for local education agencies (LEAs) to increase the quality of data submitted to the PDE, thereby reducing costly data errors and staff time. The DQC is available at no cost as part of the Data Governance component of the Statewide System of Support and is supported by Cindy Gavazzi.

School-Age Speech/Language

- Melissa Lyon, School-Age Speech/Language Pathologist and Sue West, Occupational Therapist, have been working collaboratively to integrate student goals across the two disciplines. One of their students has a goal for comprehension of who, what, where, why questions and a handwriting goal. When working on the language goal, Melissa asks the student to write answers using skills/techniques being taught in occupational therapy

session. While in occupational therapy, the student practices handwriting by writing responses to who, what, when, where, why questions. By integrating the goals, they are targeted twice as often. This collaborative effort also promotes skill generalization.

Blind/Visually Impaired Program

- After 18 years of CAIU Vision Support services, a student at Susquehanna Township High School is graduating from high school and will participate in the adult Project Search program. He has learned to read Braille, is a cane traveler in familiar environments and uses access technology for communication and leisure. He has developed many daily living and social skills as well.

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

- A \$5000 Grant was awarded to Diakon/Center Point teachers from the Chesapeake Bay Trust to support Diakon/Center Point Environmental Ed Activities.
- Hershey Medical Center teachers continue to be actively involved in the Four Diamonds Psychosocial Committee. Goals include providing more information for active and off treatment patients on 504 Plans, IEPs and other educational resources. In addition, consultation is being discussed for clinic hours and for patients completing therapy and transitioning back to various areas, including school.
- Final arrangements are being made with Pennsylvania Psychiatric Institute (PPI) and Hill Top Academy for acute mentally ill students to be directly placed in their inpatient facility rather than having to wait in the Emergency Room for open beds.
- Our ELECT-EFI program was audited with a few minor changes we have to make to our recording process. That action plan will be submitted by April 18, 2016 to the Department of Education.
- Dr. Janilyn Elias was nominated and chosen to be a member of and to represent the state on the Pennsylvania Pupil Services Association (PAPSA) Executive Board.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting.
- Attended the PAIU Central Region Executive Directors' meeting.
- Participated in the United Way Central Region's Education Task Force meeting and community conversation at Central Dauphin East MS.
- Attended Cabinet visits with Susquehanna Township SD's administrative team and Middletown Area SD's administrative team.
- Attended School District Board meetings to share an overview of CAIU Services: Steelton-Highspire SD, Central Dauphin SD, and Halifax Area SD.
- Attended PASA Women's Caucus Executive Board Meeting.
- Attended Professional Advisory Committee meeting at CPAVTS.
- Conducted two CAIU staff communications meeting.

UPCOMING EVENTS:

"My Bike" Presentation and Parade Event

We are so excited to host the second "My Bike" event on behalf of Variety, The Children's Charity, on Monday, May 9th at 2:00 p.m. in the Susquehanna Room. Seventeen children will receive bikes. Also, bike fittings will take place prior to and after the event.

PDE Data Summit – May 22 – 25, 2016 at Hershey Lodge & Convention Center. A special registration rate of \$150 is being offered for superintendents and school administrators, which covers Sunday night dinner and all Monday sessions. This does not include overnight accommodations. Please visit <http://www.cvent.com/events/2016-pde-data-summit/event-summary-ba45c9f6f56547978bbe1108957c4066.aspx> to register.