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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **October 22, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board announced the following retiree: **Renee Burkhart**, EPP, Early Intervention, retirement after 28 years of service.
- Monthly Program Spotlight – Eric Bostick, Program Supervisor, and Kristin Leitzel, inclusion teacher at Options Preschool, provided an overview of a unique opportunity for children with special needs to participate in an inclusive preschool classroom setting with typically developing children.
- The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:
  - **Mrs. Janis Macut**, Central Dauphin SD
  - **Mrs. Nancy Otstot**, East Pennsboro Area SD
- Alicia McDonald, Director of Student Services, shared that the Project Search program is going well and the students have begun their first rotations. The students will complete four rotations throughout the year. The Hershey Middle School autism class continues to work on the Project MAX initiative. Students have opportunities to participate in the general education settings. The second annual Competent Learner Model (CLM) conference will be held next week at the CAIU. The special education program closed out the 2014-2015 fiscal year reconciliation process with 41 contracted entities.
- Theresa Kinsinger, Director of Organizational Services, shared that employee fingerprinting is underway. Open Enrollment for staff will begin soon along with an employee Benefits Fair in November.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that the LED lighting retrofit of Enola and Hill Top Academy is 90% complete.
- Brian Griffith, Director of Curriculum Services, shared that the curriculum directors attended a conference featuring Dr. Jay McTighe on the topic of curriculum and assessment; PA Department of Education was at the CAIU this week to share information about the School Performance Profile and Keystones and to gather input from the field to inform future decisions.
- David Martin, Director of Technology Services, shared that the Technology Team is planning for districts' online ELL assessments. Training on the use Content Keeper, internet filtering solution, will take place in November. Lower Dauphin SD staff will demonstrate the use of the mobility aspect of Content Keeper. The Internet Bandwidth available through the CAIU exceeds the national average. A committee has met to consider the rebid of the internet contract. .
- Daren Moran, Business Manager, shared that the CAIU hasn't had to request additional funds due to our current cash flow. The business office is working with the local auditors to complete the 2014-15 audit. The CAIU has completed final expenditure reports and PDE has paid the amounts owed from the 2014-15 fiscal year.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the Division of Federal Programs canceled their Fall Regional Workshop but held a webinar this week which highlighted Uniform Grants Guidance. PSBA has announced that the new policy format will be live on the CAIU website within the next two weeks. The legal references for PSBA policies will be moved to the end of the policy and links will be active for the legal sources.

The CAIU will be utilizing PEMA's CEM planner to house our Emergency Operations Plan for efficiency and ease of sharing with local EMAs.

- Cindy Mortzfeldt, Executive Director, shared information about the Options Daycare service project. Secretary of Education Pedro Rivera attended this month's superintendent meeting at the CAIU. In addition the several networking groups currently at the CAIU, a new networking group will begin this year for Speech and Language pathologists. The Board members were invited to visit the Willow Mill preschool center following the board meeting.

**Executive Session** –The Board met in Executive Session to review the details of a personnel issue.

**Board Committee Reports** - The Negotiations Committee met on September 24, 2015, to start planning for negotiations that will begin in January 2016.

### **Approved Action Items**

- Minutes from the September 24, 2015, CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$7,000,868.98 in receipts and \$6,720,722.55 in expenditures for September 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$82,602,951.05 and expenses of \$81,829,619.66
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$4,274,650.13 and expenses of \$10,744,073.34
- Budget Administration
  - Proposed 2015-16 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,345,414
  - Proposed 2015-16 Original Budget – PA Assessment and Accountability in the amount of \$397,116
  - Proposed 2015-16 Original Budget – Math Design Collaborative in the amount of \$365,000
  - Proposed 2015-17 Original Budget – Title I, Part D – Neglected and Delinquent, Subpart 2 in the amount of \$718,552
  - Proposed 2015-17 Original Budget – Title II, Part A – Improving Teacher Quality in the amount of \$44,333
  - Proposed 2015-17 Original Budget – Title III, Part A – English Language Acquisition in the amount of \$211,182
  - Proposed 2015-16 Original Budget – Comprehensive Planning in the amount of \$1,247,856
- Other Fiscal Matters
  - Appointment of Barley Snyder to serve as Solicitor for the CAIU
- Other Business Items
  - Appointment of New Board Member, Mr. Ford Thompson, Central Dauphin SD, to fill an unexpired term beginning November 1, 2015, and ending June 30, 2018.
- Policies & Programs
  - Second Reading, Revised Policy #222 – Tobacco Use (Pupils)
  - Second Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
  - Second Reading, Revised Policy #317.1 – Educator Misconduct
  - Second Reading, Revised Policy #322 – Gifts
  - Second Reading, Revised Policy #326 – Complaint Process
  - Second Reading, Revised Policy #328 – Compensation Plans/Salary Schedules
  - Second Reading, Revised Policy #330 – Overtime
  - Second Reading, Revised Policy #332 – Working Periods
  - First Reading, Revised Policy #321 – Political Activities
  - First Reading, Revised Policy #334 – Sick Leave
  - First Reading, Revised Policy #335 – Family and Medical Leave
  - First Reading, Revised Policy #336 – Personal Necessity Leave
  - First Reading, Revised Policy #337 – Vacation

- First Reading, Revised Policy #338 – Sabbatical Leave
  - First Reading, Revised Policy #338.1 – Compensated Professional Leave
  - First Reading, Revised Policy #339 – Uncompensated Leave
  - First Reading, Revised Policy #346 – Workers' Compensation
  - First Reading, Revised Policy #348 – Unlawful Harassment
  - First Reading, Revised Policy #351 – Drug-free Workplace
  - First Reading, Revised Policy #352 – Attorney Fees for Employees
  - First Reading, Revised Policy #304.1 – Anti Nepotism
  - Removal of Policy #327 – Management Team
  - Removal of Policies #316 and #416 – Non-tenured Employees
- Personnel Items – see attached report

### **Executive Director's Report**

- See attached written report.

### **President's Report**

- Mrs. Jean Rice thanked the Board members for being at the meeting this morning. She appreciated their attendance.

### **Board Member Sharing of Information**

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared information about the PSBA-PASA Conference. She expressed her appreciation for being able to serve on the CAIU Board.
- Dr. Fred Baldwin, Carlisle Area SD, also attended the PSBA-PASA Conference and was encouraged by the work districts are doing with their 1:1 initiatives.
- Mr. Mike Berk, South Middleton SD, provided well wishes for the departing Board members.
- Mrs. Janis Macut, Central Dauphin SD, expressed her appreciation for the opportunity to serve on the CAIU Board. She also shared information about the session she attended at the conference on Transgender situations in schools.

**NEXT MEETING: Thursday, November 19, 2015, 8:00 a.m., Board Room, CAIU Enola**

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

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**A. RESIGNATIONS:**

**DAVID BLOM**, teacher, Autism Support effective October 6, 2015. Reason: Accepted a position with East Pennsboro School District.

**BONNIE BOSON**, substitute receptionist, Administration effective September 30, 2015. Reason: Retirement after three years of CAIU service.

**LORI CARBAUGH**, personal care assistant, CAPP Elementary effective October 8, 2015. Reason: Resignation for personal reasons following FMLA.

**BEVERLY CORDIER**, HR Projects Coordinator, Administration/HR effective January 8, 2016. Reason: Retirement after more than 28 years of CAIU service.

**RACHEL MOYER**, personal care assistant, Autism Support effective October 30, 2015. Reason: Personal.

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

**IRMA BAUGHMAN**, HR Generalist, Administration/HR effective October 26, 2015. Base salary of \$52,000 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the General Op Budget.

**JAMES BRILL**, technology infrastructure supervisor, Technology Services with effective date yet to be determined. Base salary of \$91,400 for 12 months of service will be prorated based on the number of days remaining in the 2015/2016 school year. This is a replacement position funded through the Network Services/DP GO Budget.

**MEGAN CENTENO**, behavior specialist, Student Services effective November 9, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 132 days with additional days as required for a new hire. This is a replacement position funded through the Ed Consultant Budget.

**KIRSTI DIETZ**, teacher, Autism Support effective October 6, 2015. Base salary of Bachelors, Step 2, \$44,110 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

**ARIEL FRANCHAK**, part-time, long-term substitute remedial specialist, ANPS effective October 13, 2015 through December 22, 2015. Base salary of Masters +30, Step 3, \$50,763 for 189 days of service will be prorated for a total of 29 days. This is a long-term substitute replacement funded through the Act 89 Budget.

**JOSEPH GRUM**, personal care assistant, Autism Support effective October 5, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 156 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

**JASON HALLER**, technology support specialist, Technology Services effective October 26, 2015. Base salary of \$35,328.70 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the IMS Budget.

**CARLOS MEDINA**, educational paraprofessional, Intervention Team effective September 28, 2015. Base salary of HS+30, Step 1, \$18,003 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.

**C. CHANGES OF STATUS:**

**LYNETTE LEE**, from part-time to full-time educational paraprofessional, Early Intervention effective October 1, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 144 days. This is a replacement position funded through the MAWA Budget.

**MITZI MCKENZIE**, from educational paraprofessional to long-term substitute teacher, Autism Support effective October 19 – December 23, 2015. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 45 days. This is a long-term substitute position funded through the Autism Support Budget.

**GINA YOCUM**, part-time educational paraprofessional, Autism Support, change of resignation date from September 21, 2015 to October 16, 2015.

**D. CHANGES OF SALARY:**

**JOSEPH GALLUCCI**, change of salary for accepting and successfully performing the technology applications supervisor position as of July 1, 2015. New base salary of \$91,400 for 12 months of service will be prorated for a total of 172 days. This position is 50% funded through the Comprehensive Planning Budget and 50% funded through the Technology Enterprise Budget.

**MICHELLE SHOLDER**, teacher, MDS, change of salary for completion of Masters +45 credits effective the 2015/2016 school year. Salary will be based on Masters +45, Step 11, \$64,269 for 189 days of service. Employee is on sabbatical leave for the 2015/2016 school year.

**E. LEAVES OF ABSENCE:**

**KAITLIN JAMESON**, school psychologist, Pupil Services, child-rearing leave of absence effective September 21, 2015. Leave is requested with pay using accumulated sick and personal leave effective September 21 – October 27, 2015 for a total of 26 days and without pay beginning October 28, 2015. Leave is requested in accordance with CAIU and FMLA Policies.

**JESSICA PACE**, physical therapist, OT/PT, child-rearing leave of absence effective September 25 – December 4, 2015. Leave is requested with pay using accumulated sick and personal leave for a total of 11 days and without pay for a total of 28 days while utilizing short-term disability. Leave is requested in accordance with CAIU and FMLA Policies.

# Executive Director's Report

## October 22, 2015

### PROGRAM SPOTLIGHT

The Capital Area Intermediate Unit Early Intervention Preschool Program provides a wide array of programs and services for children from their third birthday until entry into school. Services for children during the preschool years are provided without cost to their families when the child is determined to meet eligibility requirements. IEPs are written to define services, including related services as appropriate.

Specific services may include screening and assessment, support in early childhood environments, specialized classrooms, therapy/treatment, early language parent training, and transition to school age programming.

The CAIU, in collaboration with UCP, offers a unique opportunity for children with special needs to participate in a classroom setting with typically developing children. A team of teachers and therapists helps make this learning environment very special for the children. At this month's Board meeting, Eric Bostick, Supervisor, and Kristin Leitzel, Preschool Teacher, will provide an overview of our inclusive preschool classroom.

### RECOGNITION

Congratulations to **Susan Voigt**, Program and Grant Evaluations Specialist at CAIU, for her selection as President-Elect for Southern Region PASCD.

Congratulations to **Karen Shenk**, Educational Consultant on the Curriculum Services Team, for successfully completing the Applied Behavior Analysis coursework that will make her eligible to sit for National Board Certification as a Certified Behavior Analyst.

### NEWS

#### CURRICULUM SERVICES

**October 12 In-Service at East Pennsboro Area SD.** CAIU Curriculum/Technology staff delivered in-service to middle and high school teachers at the East Pennsboro Area School district. Their teachers asked for differentiated offerings, and we delivered! The CAIU provided a menu of choices to meet the staffs' individual needs and interests. Prior to the October 12 in-service, administrative leaders from East Pennsboro Area School District and the Instructional Technology Team collaborated on how to structure and deliver such a unique type of professional development.

**Assistive Technology Workshop.** Geri Schaffer, Educational Consultant on the Curriculum Services Team, is offering new Assistive Technology workshops here at the CAIU by having full-day learning labs. District and IU staff can attend at any time on the designated day. The first workshop was held on October 8, 2015. Geri answered questions and demonstrated the equipment for fifteen people who attended. Educators from several districts as well as IU employees and families stopped in. The workshop will be offered several times throughout the year. Educators and families are encouraged to stop in if they have questions or want to preview the new devices.

#### STUDENT SERVICES

##### **2014-2015 School-Age, Special Education Reconciliation**

- Accounting and communication for the 2014-15 reconciliation is complete.
- There were 41 districts/entities that contracted with the CAIU for school-age, special education services in 2014-2015. The final contracted revenue was \$17,501,542.78. The CAIU final expenditures were \$16,859,485.91 resulting in an overall variance of \$642,056.87 to be

returned to 31 districts/entities based on the specific services purchased. There were no districts/entities for which reconciliation resulted in an invoice. The largest refund was \$93,141.80 and the smallest was \$417.56.

### **Blind/Vision Support Program**

- October 14 was White Cane Day. Several members of the BVIS staff created a bulletin board (in the Enola office lobby) highlighting cane skills.

### **Equitable Participation**

- Equitable participation funds are being utilized to support nonpublic schools by working with teachers and/or grade level teams. A particular focus is sharing/modeling/coaching teachers in techniques and strategies to differentiate instruction for identified students.
- Our first non-public school learning support network meeting was held on October 14, 2015. A number of learning support teachers from non-public schools in the region attended.

### **School Age Speech and Language Program**

- The School Age Speech and Language Program will be hosting three networking meetings for district SLPs during the 2015-16 school year. The first meeting will be held on October 30 from 1:00 p.m. – 3:00 p.m.

### **Preschool**

- On 9/10/15, with the assistance and coordination of the CAIU Technology Department, a video was completed with a former Preschool child and mother. The mother shared her family's experience in Early Intervention and the developmental skills that her child gained through the programming and services received at the CAIU. Skills learned and gained contributed to a successful transition into a local district kindergarten program at the end of August. The video is expected to be part of a PAIU Preschool Funding Campaign and communication drive with legislators and stakeholders.
- We have a new partnership with Follow Me Christian Child Care Center located in Harrisburg. Although we worked with them for years providing services to children enrolled at their site, we will be replicating the co-teaching, collaborative 10 year partnership that we have had at United Cerebral Palsy of Central PA at their Options Childcare and Preschool Program; also known as Capital Area Children's Center (CACC). Similar to CACC, we will operate an inclusive classroom utilizing a co-teaching model at Follow Me starting in mid-October with two different groupings of children.
- The Preschool Leadership Team was invited to participate in a panel at the EI Leadership Fall Conference on November 4-5 with an emphasis on Promoting High Quality Leadership. The Preschool Leadership Team will share program research, a video and discuss the professional learning communities that program staff is participating in this year.
- We had a very successful collaborative and interactive training on Supporting Naïve Learners in Instruction presented by School Age Consultants/BCBA's and the Preschool classroom teaching teams utilizing CLM to all of our preschool staff.

### **Pupil Services/Hospital/ELECT-EFI**

- Lancaster-Lebanon Intermediate Unit #13 is looking to model our district referral program with Diakon. They have a similar program with Diakon in Lancaster but without district referrals and would like to add this to their repertoire of services
- Hershey Medical Center Children's Hospital, in conjunction with the CAIU teaching staff at HMC, is working on a 6-9 month plan to implement user friendly techniques for staff to use with children with autism who come to the hospital

### **Hill Top Academy**

- Enrollment: 122
- SCM (Safe Crisis Management) initial training and recertification is being offered to Hill Top/CAIU staff.

- Our new Educational Consultant (Christina Derr) at HTA starts this month. Ms. Derr is coming to us from Harrisburg SD where she worked as an IEP facilitator.
- The Hill Top Academy elementary students have an upcoming experiential educational trip to Paulus Orchard in Dillsburg.

### **Transition**

- Students have begun their first internship rotation at Hershey Medical Center through our Project Search program. Internships have been arranged in Patient Transport, Human Resources, Simulation Lab, Environmental Health Services, Admissions, and the Infusion Clinic.

### **Autism**

- We welcome our newest teacher, Kirsti Dietz, to the Autism Support class at East Pennsboro HS. Kirsti replaces David Blom who has spent 14 years teaching at CAIU but has recently taken a position with EPSD. We are pleased to have Kirsti on board and we wish Dave the best in his new position.
- The Hershey MS Autism Support class team continues to work on the Project MAX (Maximizing Access and Learning) initiative. Meetings have been held with the building principal as well as grade level teachers in order to expand opportunities for our students with autism in the general education setting.
- The 2<sup>nd</sup> annual Competent Learner Model (CLM) Conference will be held at CAIU on October 27- 29.

### **Deaf/Hard of Hearing**

- We continue to grow in our DHH class at East Hanover Elementary School, having added three students during October.

### **Data Systems Updates**

- The Data Quality Network meeting on September 16th was attended by 39 staff members from 27 LEAs in the CAIU region. The video conference was broadcast live across the state to other IU sites. There were a total of 529 participants from 28 IUs. PDE staff from the Division of Data Quality presented from the CAIU Enola office about changes to PIMS reporting for the 2015-2016 school year.
- In September, the Capital Area Data Network (CADN) hosted 28 data managers from 21 entities for the first meeting of the 15-16 school year. Discussion focused primarily on recent changes to the reporting of summer graduates and dropouts and other 15-16 PIMS changes.

## **NOTIFICATION OF ACTIVITIES**

- Attended PAIU Central Region Executive Directors' monthly meeting in State College.
- Met with CAEA Leadership, along with Alicia McDonald and Theresa Kinsinger.
- Attended East Pennsboro Township's Intergovernmental meeting.
- Attended United Way Education Task Force's initial meeting. Will be co-chairing this task force along with David Volkman, Executive Deputy Secretary PDE.
- Attended PAIU Executive Directors' Monthly meeting.
- Attended PAIU Government Relations Committee meeting.
- Attended PSBA-PASA Conference in Hershey.
- Attended PASA Women's Caucus Executive Board meeting.