



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 24, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: **Marie Lewis**, PCA, retirement after 16 years of service.
- Alicia McDonald, Director of Student Services, shared an update on Project SEARCH. Six students are participating in this program located at the Hershey Medical Center. Rose Anna Stillwagon, teacher of the Visually Impaired, will be a member of the State Bureau of Special Education Advisory Committee. A culinary arts program is now available to students interested in vocational programming at Loysville YDC. Additional vocational programs, such as automotive, home improvement, and horticulture, are also available for LYDC students.
- Theresa Kinsinger, Director of Organizational Services, shared that fingerprinting for CAIU staff will be available in the near future. The CAIU is not open as a public fingerprinting site. Interviews are taking place for the HR generalist position.
- Mr. Len Kapp, Supervisor of Operations and Transportation shared that routine grounds maintenance is being conducted.
- Brian Griffith, Director of Curriculum Services, shared that Southern Region PASCD is hosting a breakfast with Representative Stan Saylor, Chair of the House Education Committee, to be held at CAIU. Midwestern IU #4 has expressed interest in joining CAOLA. It is anticipated that several districts from that IU will be using the CAIU online program soon.
- David Martin, Director of Technology Services, shared that the technology department is working on a WAN/Internet rebid. As more schools use devices in daily instruction, the daily use of Internet bandwidth has increased. The application developers are working on an updated version of AgendaManager. Two districts are currently completing User Acceptance Testing of the updated application. Also, an updated version of the CAIU website is expected in early November.
- Daren Moran, Business Manager, shared that the independent local auditors will be conducting the CAIU local audit beginning on Monday, September 28. The business office has requested a draw-down on their first line of credit. We may need to request another RAN in October if the budget has not passed by that time.
- Dr. Rhonda Brunner, Assistant Executive Director, shared an update on the CAIU Core Safety initiatives including work with PEMA's new online tool. PDE will present a federal programs update at the CAIU in October. She also shared information about the reauthorization of ESEA and Title I portability.
- Cindy Mortzfeldt, Executive Director, shared that 28 districts are participating in the South Central PA Consortium for Excellence and Equity which has seven sessions planned for this school year. She visited the Project SEARCH classroom and Hill Top Academy. She attended the AESA Call to Action conference and also recently visited the Millersburg School Board meeting.

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

Approved Action Items

- The Board accepted with regret the resignation of Cheryl Capozzoli, Newport School District, effective September 10, 2015.
- Appointment of new Board member, Mr. Ken Ewing, Newport School District, to fill an unexpired term beginning September 24, 2015, and ending June 30, 2018.
- Minutes from the August 27, 2015 CAIU Board Meeting

- Treasurer's Report and Payment of Bills – a total of \$5,416,242.17 in receipts and \$2,951,594.79 in expenditures for August 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$82,600,954.55 and expenses of \$81,829,619.66
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$2,006,777.63 and expenses of \$5,897,255.69
- Budget Administration – No Budgets this month
- Other Fiscal Matters
 - 2015-16 Special Education Service Contracts for Premier Arts and Science Charter School
- Other Business Items
 - PSBA 2015-16 Officers
- Policies & Programs
 - Second Reading, Existing Position, Revised Description – Technology Application Supervisor
 - Second Reading, Reviewed Policy #008 – Organization Chart
 - Second Reading, Revised Policy #301 – Creating a Position
 - Second Reading, Revised Policy #302.1 – Emeritus Status for Executive Director
 - Second Reading, Revised Policy #308 – Employment Contract/Board Resolution
 - Second Reading, Revised Policy #311 – Suspensions/Furloughs
 - Second Reading, Revised Policy #312 – Evaluation of Executive Director
 - Second Reading, Revised Policy #313 – Evaluation of Employees
 - Second Reading, Revised Policy #314 – Physical Examination
 - Second Reading, Revised Policy #314.1 – HIV Infection
 - Second Reading, Revised Policy #318 – Penalties for Tardiness/Unapproved Absence
 - Second Reading, Revised Policy #319 – Outside Activities
 - Second Reading, Revised Policy #320 – Freedom of Speech in Non-school Settings
 - Second Reading, Revised Policy #323 – Tobacco
 - Second Reading, Revised Policy #324 – Personnel Files
 - Second Reading, Revised Policy #325 – Dress and Grooming
 - First Reading, Revised Policy #222 – Tobacco Use (Pupils)
 - First Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
 - First Reading, Revised Policy #317.1 – Educator Misconduct
 - First Reading, Revised Policy #322 – Gifts
 - First Reading, Revised Policy #326 – Complaint Process
 - First Reading, Revised Policy #328 – Compensation Plans/Salary Schedules
 - First Reading, Revised Policy #330 – Overtime
 - First Reading, Revised Policy #332 – Working Periods
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board for their attendance.

Information Items

- See AgendaManager at www.caiu.org for additional miscellaneous correspondence

NEXT MEETING: Thursday, October 22, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the October Board Meeting, Board members are invited to visit the Preschool class at Willow Mill Preschool Center.

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

A. RESIGNATIONS:

- **SHAUNA HOSEY**, personal care assistant, MDS effective August 16, 2015, following a medical leave of absence in 2014/2015 school year. Reason: Health.
- **HARRY KELSO**, day-to-day substitute teacher, Loysville YDC effective August 20, 2015. Reason: Personal.
- **MARIE LEWIS**, personal care assistant, Autism Support effective September 7, 2015. Reason: Retirement after 16 years of CAIU service.
- **JORDAN MARSHALL**, educational paraprofessional, Autism Support effective September 30, 2015. Reason: Relocation.
- **MARVIN MOSES**, personal care assistant, Autism Support effective September 10, 2015. Reason: Moved out of state.
- **STACEY PARKS**, behavior consultant, Student Services effective September 21, 2015. Reason: Accepted a position with PaTTAN.
- **GINA YOCUM**, part-time personal care assistant, Autism Support effective September 21, 2015. Reason: Accepted a position with Derry Township School District.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **BENJAMIN BERRY**, technical business analyst, Technology Services effective September 8, 2015. Exempt base salary of \$46,000 for 12 months of service will be prorated for a total of 213 days through June 30, 2016. This is a new position funded through the CP Budget.
- **KELLIE BROWN**, accountant, Business effective September 28, 2015. Exempt base salary of \$47,500 for 12 months of service will be prorated for a total of 199 days through June 30, 2016. This is a replacement position funded through the General Operating Budget.
- **SHYAMALA CHANDRASEKARAN**, application developer II, Technology Services effective September 21, 2015. Base salary of \$68,439 for 12 months of service will be prorated for a total of 205 days. This is a new exempt position funded through the Application Development Budget.
- **ASHLEY HEINEMAN**, business support specialist, Business effective September 21, 2015. Exempt base salary of \$53,500 for 12 months of service will be prorated for a total of 205 days through June 30, 2016. This is a new position funded through the General Operating Budget.
- **TODD HOWELL**, 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 through June 30, 2016. This is a replacement position funded through the MAWA Budget.
- **LISA KATISHEN**, educational paraprofessional, Loysville Youth Development Center effective September 9, 2015. Base salary of HS, Step 6, \$21,104 for 189 days of service will be prorated for a total of 170 days through the end of the 2015/2016 school year. This is a new position funded through the LYDC State Budget.
- **RACHEL MOYER**, personal care assistant, Autism Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS+30,

Step 1, \$18,003 for 189 days of service will be prorated for 162 days with additional new hire days as required. This is a new position funded through the Autism Support Budget.

- **RUTH NAZAY**, personal care assistant, Autism Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS, Step 1, \$16,642 for 189 days of service will be prorated for 165 days with additional new hire days as required. This is a new position funded through the Autism Support Budget.
- **ANDREA SCHWARTZ**, personal care assistant, Emotional Support effective September 28, 2015 pending clearances and Act 168 background checks. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for 161 days with and additional three days to meet new hire requirements. This is a new position funded through the ES Budget.
- **AMY YOUNG**, personal care assistant, Emotional Support effective September 21, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for 161 days with an additional three days to meet new hire requirements. This is a new position funded through the ES Budget.

C. CHANGES OF STATUS:

- **KRISTIN GARDNER**, from full-time to part-time school counselor, ANPS effective the 2015/2016 school year. Base salary of Masters, Step 6, \$51,602 for 189 days of service will be prorated for a total of 140 days. This position is funded through the ANPS/ACT 89 Budget.
- **TODD HOWELL**, rescinded acceptance of educational paraprofessional, Early Intervention (CAIU) to accept a position as a full-time teacher, Emotional Support (CAIU) effective September 24, 2015. Base salary of Masters, Step 3, \$48,056 for 189 days of service will be prorated for a total 163 days with an additional three days to meet new hire requirements. This is a replacement position funded through the ES Budget.
- **RAY JOHNSON**, educational paraprofessional, Intervention Team, placed on paid administrative leave – pending personnel matter – effective August 27, 2015.
- **THOMAS SMITH**, part-time personal care assistant, Emotional Support change of status to inactive due to job abandonment. Employee did not report to work at the start of the 2015/2016 school year.
- **CATHY WRIGHT-DANIELS**, personal care assistant, Autism Support, from active to in-active status due to work-related injury effective September 4, 2015.

D. CHANGES OF SALARY:

- **BRANDON BARNHART**, social worker, Pupil Services, change of salary for completion of Masters +30 credits. Salary will be based on Masters +30, Step 5, \$52,995 for 189 days of service.
- **MATTHEW CORDIER**, vocational teacher, Culinary Arts, Loysville YDC, change of salary based on start date of August 27, 2015. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 177 days.
- **KRISTEN DIECK**, from part-time to full-time ESL teacher, Curriculum Services effective August 31, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 179 days. This position is funded through the ESL Budget.



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Executive Director's Report September 24, 2015

NEWS

South Central PA Consortium for Excellence and Equity

The CAIU will operate, in partnership with the Penn Center for Educational Leadership at the University of Pennsylvania under the direction of Dr. Robert Jarvis, the South Central PA Consortium for Excellence & Equity. This consortium is driven by a mission to positively transform the lives of each and every one of our students by preparing them for success in post-secondary education and in life – especially our diverse children and youth who have traditionally struggled academically in our schools, or who might likely be the first in their family to attend and graduate from college. There are twenty-eight entities from IUs 13 and 15 area participating in this consortium. Seven workshops will be offered throughout the 2015-16 school year with a focus on engaging diverse learners, creating family and community partnerships, understanding the effects of poverty on learning, and creating culturally responsive schools. Our first session, “Organizing for Excellence through Equity: Building District and Schools Capacities to Nurture the Success of all Students” will be held on Monday, September 21 at Central Penn College with approximately 120 school leaders in attendance.

Technology Services

AgendaManager New Version

The Technology Services Team has been working on a new version of AgendaManager that includes enhancements that were suggested by our users over the past several years. Additionally, the new release will set the stage for a Manager Suite that our team will begin developing later this year. Some of the highlights of the Manager Suite will be Resource Scheduling, Document and Policy Storage, and Parent Teacher Conference Scheduling. Over the past year, a team that was representative of school districts and CAIU staff was established to provide input and direction for the enhancements and features of the new release of AgendaManager. Currently the CAIU, Carlisle Area School District, and Camp Hill School District are participating in User Acceptance Testing. The release of new version is scheduled for late October to early November of 2015.

CAIU Website Update

The current CAIU web site (www.caiu.org) has had the same format for over seven years. A CAIU Cross Functional Team, representatives from each team within the CAIU, was established to develop the requirements for a new website that will lead us into the next several years. In addition to a fresh design, the new website will utilize new technologies that will be more flexible for editing and allow more devices to view our content. The release of new CAIU website is scheduled for late October to early November of 2015.



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Student Services

Speech & Language

There was an Executive Function training held at the CAIU on September 17th that had over 100 attendees. We offered both American Speech-Language Hearing Association (ASHA) Continuing Education Units (CEUs) and Act 48 hours.

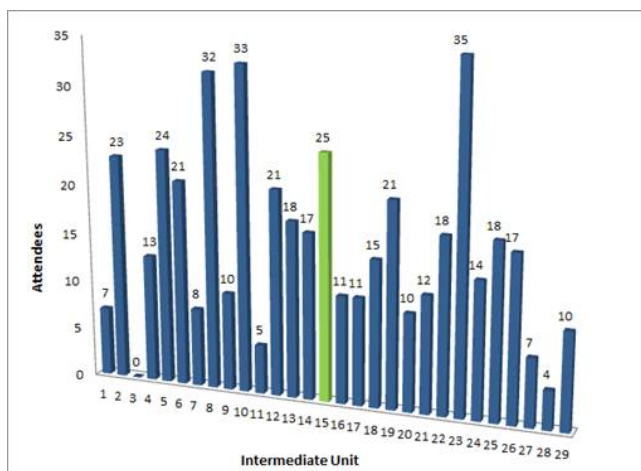
Blind/Visually Impaired Support

Rose Anna Stillwagon, Teacher of the Visually Impaired, has been invited to be a member of the State Bureau of Special Education Advisory Committee on services to students with visual impairments, blindness, and deaf-blindness. The first meeting of the advisory group will be September 25, 2015 at the PATTAN Harrisburg office.

Data Systems

We are actively developing system requirements for the creation of a new Student Services Information & Data System that will allow for more streamlined and efficient import, input and exports of required data. This is a multi-year process and encompasses many existing stand-alone systems.

The **Data Quality Network** meeting on August 19th was attended by 25 staff members from 15 LEAs in the CAIU region. Statewide there were a total of 460 participants from 28 IUs. PDE staff from the Division of Data Quality and Bureau of Special Education presented from the CAIU Enola office about changes to PIMS reporting for the 2015-2016 school year. The video conference was broadcast live across the state to other IU sites – see attendance by IU below.





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South Middleton School District and Newport School District completed Train-the-Trainer sessions for PDE's ***Educator Dashboard Early Warning System Intervention Catalog***. Both districts are working to implement this new system to aid the education staff in identifying and monitoring students at risk of dropping out and/or in need of interventions. West Perry School District and Harrisburg City School District are also working toward implementing this system. CAIU is partnering with PDE for this training initiative which is being supported jointly by Curriculum Services (Karen Ditzler) and Student Services (Cindy Gavazzi).

CAIU Curriculum Services and Student Services are offering a 4-part training series to assist LEAs in understanding their state assessment data and using the data to inform instruction. The **Making Connections** series will follow the data through all stages of the lifecycle of state assessment data. Please see the flyer for more information: <https://www.smore.com/ykgyq>.

Loysville Youth Development Center

A new scheduling process has been implemented that allows for more flexibility in student assignment to courses in order to meet their developmental, vocational and credit needs. A Culinary Arts program has been added and a new teacher hired. The students and the Department of Human Services (DHS) staff are excited about the variety of vocational opportunities at the school. We expect that five students will earn their Diplomas in the first marking period.

Pupil Services/Hospital/ELECT-EFI/Homeless/Diakon

- The required annual meeting/training for Surrogate Parents was held for five volunteers this year.
- Diakon staff will be utilizing the funds granted to Diakon/CAIU by the Chesapeake Bay Watershed Foundation for their first outdoor trip early October.
- Hershey Medical Center is having an Educational Awareness Night on September 23, 2015. Our teachers have been invited to speak at this event.
- The first evening event for our ELECT-EFI students was held on September 10, 2015. Twenty three out of fifty one students attended.
- All staff is giving a beginning of the year diagnostic evaluation to our students to identify levels of learning. Data will be collected to assist with providing the most appropriate education

Transitional Support

Project Search has had a very successful opening with the interns (students) preparing to begin their first job rotation. Penn State Hershey Medical Center has offered 12 different areas of the hospitals for these internships to take place. On September 1, Alan Brechbill, Hospital Executive Director, and Dr. Craig Hillemeier, Dean of the College and CEO of the Hospital, joined the class to present an overview of the medical center to the interns.



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Deaf/Hard of Hearing Program

Despite changes in teachers at all three level (Elementary, Middle School, and High School), all programs have had a very smooth start to the school year. Students and staff are excited to begin using our on-line curriculum and resources (Engage NY, iReady).

Multiple Disabilities Support Program

Students and staff have received a very warm and welcoming response to their move into the Steelton-Highspire High School. The district has been very supportive in providing the things needed to open our MDS class there.

Hill Top Academy

Enrollment: 120

PBIS (Positive Behavior Intervention Support) Team has been formed and training is scheduled to begin this month. Three new PCAs (Personal Care Aides/1:1 Para with a student) have been hired to support students in the classrooms. The Hill Top Academy secondary students have an upcoming experiential educational trip to the ropes course at Enola office.

NOTIFICATION OF ACTIVITIES

- Visited classes at Hill Top Academy.
- Visited the new ProjectSEARCH classroom at Hershey Medical Center.
- Attended the monthly PAIU Executive Directors' meeting including a meeting with PDE Secretary of Education and his staff.
- Participated in the PAIU Government Relations Committee meeting.
- Attended the Professional Advisory Committee meeting at CPAVTS.
- Attended the AESA Educators' Call to Action Federal Advocacy Conference in Arlington, VA.
- Met with Executive Director of Partnership for Career Development.
- Attended the first session of the South Central PA Consortium for Excellence & Equity, "Organizing for Excellence through Equity: Building District and School Capacities to Nurture the Success of all Students."
- Met with CAEA Leadership, along with Alicia McDonald and Theresa Kinsinger, for our quarterly meeting.
- Attended Millersburg Area School District Board Meeting.
- Attended the monthly Chief Recovery Officer meeting at Harrisburg School District.
- Met with the Superintendents' Strategic Innovation Committee.