
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 20, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2013-2014 CAIU Annual Audit Report.
- Alicia McDonald, Director of Student Services, shared that Board members are invited to a Thanksgiving luncheon at Hill Top on November 25th. The Deaf and Hard of Hearing program will have a Holiday cookie exchange on Thursday, December 11. Currently, we are piloting a new English Language Arts Curriculum in four of our classrooms. During this pilot we will support our staff and students in implementing the integration of instructional technology. Each classroom is piloting a different technology structure. She also noted the upcoming changes to CAPP as the program transitions to an educational model.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that Open Enrollment will be completed next week. There was a smooth transition to a new employee portal. There are significant changes and updates to child protective laws. Background checks will be required every three years for current employees. Applicants, who will be working with children, must disclose all previous employers where he/she had contact with children. The new form to be used for this process will be sent out by PDE by December 22nd.
- Brian Griffith, Director of Curriculum Services, shared an overview of how professional development opportunities are disseminated to districts. A Google Summit was held this week with over 140 attendees. The School Performance Profile (SPP) data has been released and there are upcoming trainings on the Pennsylvania Value Added Assessment System (PVAAS).
- David Martin, Director of Technology Services, shared information about a Disaster Recovery Team with the goal of creating a Disaster Recovery Plan. There will be two presentations: one from Microsoft and a second one from VMware, to provide information to assist the team in the development of the plan. The PAIUnet, which is the infrastructure that connects all Intermediate Units, was rebid recently and the new vendor was selected. The bandwidth will be increasing to a 10 gig connection. In addition to the PAIUnet, there was also a bid for internet services. The pricing for the internet with the new vendor is reported to be one of the lowest in the country. The 3rd annual iPad Summit will be held on December 15th.
- Daren Moran, Business Manager, recently attended a conference for PAIU Business Managers. He also shared an update regarding the Limited Procedures Engagement audit. The auditors began their work on Tuesday. They will be reviewing seven contracts that were entered into between the PDE and the CAIU from 2009-2014. The board finance committee will meet with the administration immediately following the board meeting to review the proposed 2015-16 General Operating Budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about a Data Breach simulation held at the CAIU. There are several new policies on the agenda. There are plans in the near future to merge the Employee sections of the policy manual. We also plan to purchase Administrative Regulations for CAIU administrative review, modification, and approval.
- Cindy Mortzfeldt, Executive Director, provided some information about the CAIU preschool classes held at the Options Day Care located at the Capital Area Children's Center. These classes provide for an inclusive setting for some of our preschoolers. She also visited the

preschool classes at Delbrook Preschool and Lemoyne Preschool Centers. She shared information about the Superintendents' Conference held at the end of October and in particular the Build-A-Bike Team Building activity. All staff communications meetings were held face-to-face along with a virtual option. One meeting was also recorded for later viewing by staff. This is American Education week and a time to thank our educators for the work they do every day.

- Len Kapp, Supervisor of Operations & Transportation, shared that the maintenance staff completed fall projects and he has included plans for future projects in the 2015-2016 budget.

Executive Session – Executive session was held to discuss the review of a compensation plan and a personnel matter.

Board Committee Reports – The Board Finance Committee will meet immediately following today's Board meeting. The Act 93 Committee met with representatives from the Act 93 group to begin review of the Act 93 Compensation Plan.

Approved Action Items

- Appointment of new Board Member, Mr. Terry Cameron, Greenwood School District, to fill a partial term beginning November 20, 2014, and ending June 30, 2017.
- Minutes from the October 23, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,680,647.48 in receipts and \$4,660,570.88 in expenditures for October 2014
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$19,867,230.58 and expenses of \$16,483,840.30
- Budget Administration: No Budgets this month
- Other Fiscal Matters: No other fiscal matters this month
- Policies & Programs
 - Second Reading, New Policy #805 – Emergency Preparedness
 - Second Reading, Revised Policy #121 – Off-Site Experiences
 - Second Reading, Existing Position, New Description – Educational Consultant: Curriculum & Technology
 - Second Reading, New Position, New Description – Network Administrator II
 - First Reading, Revised Policy #000 – Board Policy/Procedure/Administrative Regulations
 - First Reading, New Policy #701 – Facilities Planning
 - First Reading, New Policy #805.1 – Relations with Law Enforcement Agencies
 - First Reading, New Position, New Description – Behavior Consultant
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the board members for their attendance. She wished them all a happy holiday.

Board Member Sharing of Information

- Nancy Otstot, East Pennsboro Area School District, shared that she was very appreciative of the opportunity to attend the annual PSBA Conference held in October. She shared the new PSBA Platform. PSBA will urge the General Assembly to address pension reform, enact meaningful charter school reform to remove inequities within the system, reform the charter school formula for special education, and provide adequate and fair funding.

Information Items

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

NEXT MEETING: Thursday, December 18, 2014, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the December Board Meeting, an overview and training for AgendaManager will be offered.

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

A. RESIGNATIONS:

BRETNEY ENDY, educational paraprofessional, Autism Support effective November 5, 2014. Reason: Accepted a position outside of the CAIU.

MARIANNE McKENNA, part-time educational paraprofessional, Early Intervention effective November 5, 2014. Reason: Personal.

ANNA STROUSE, part-time inclusion EPP, Early Intervention effective November 13, 2014. Reason: Personal.

KATHLEEN WEBER, educational paraprofessional, Early Intervention effective March 3, 2015. Reason: Retirement after more than four years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

KIMBERLY HARFORD, part-time educational paraprofessional floater, Student Services effective November 24, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 5.75 hours per day for a total of 122 days. This is a new position funded through the Student Services Budget.

AMANDA KELLER, educational paraprofessional, Autism Support effective December 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 119 days. This is a replacement position funded through the Autism Support Budget.

MORGAN MORAN, speech therapist, Student Services, effective December 8, 2014. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for a total of 117 days. This is a new position funded through the School-age Speech/Language Budget.

LEE ANN SCHWER, personal care assistant, Deaf/Hard of Hearing Support effective November 24, 2014. Base salary of HS+30, Step 7, \$22,011 for 189 days of service will be prorated for a total of 123 days. This is a replacement position funded through the DHH Budget.

ANN TENAN, educational consultant, Curriculum Services effective January 5, 2015. Base salary of Bachelors, Step 14, \$63,293 for 189 days of service will be prorated for a total of 108 days. This is a new position funded through the Title III Budget.

MICHAEL ZIMMERMAN, personal care assistant, Multiple Disability Support effective October 27, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 142 days. This is a new position funded through the MDS Budget.

C. CHANGES OF STATUS:

ALEXANDRA CAMERO, service coordinator, Early Intervention, correction in start date from October 16, 2014 to October 15, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 139 days.

CHRISTOPHER MONASMITH, from Network Administrator I to Network Administrator II, Technology Services effective November 20, 2014. New salary of \$61,000 for 12 months of service will be prorated for a total of 158 days. This position is funded through the Technology Entrepreneurial Budget.

THOMAS SMITH, from day-to-day substitute guest teacher to part-time personal care assistant, Autism Support effective November 5, 2014. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service. This is a new position funded through the AS Budget.

D. CHANGES OF SALARY:

ASHLEY MARTZ, speech therapist, Early Intervention, payment of ASHA Stipend for the effective January 5, 2014. Stipend of \$2,500 will be prorated for a total of 97 days for the 2014/2015 school year.

TODD KEHLER, Supervisor, Student Services, suspension, one (1) day without pay, on November 24, 2014.

E. LEAVES OF ABSENCE:

RACHEL DIEM, speech pathologist, Early Intervention, child-rearing leave of absence effective December 10, 2014 through February 27, 2015. Leave is requested with pay using accumulated sick leave December 10, 2014 through January 19, 2015 for a total of 19 days and without pay effective January 20, 2015 through February 27, 2015 for a total of 26 days. Leave is requested in accordance with CAIU and FMLA Policies.

MARIA LAZZAREVICH, speech pathologist, Early Intervention, medical leave of absence following end of child-rearing leave effective November 19, 2014 through March 5, 2015. Leave is requested in accordance with CAIU Policy.

Executive Director's Report

November 20, 2014

PROGRAM SPOTLIGHT

Preschool Early Intervention Program

The Capital Area Intermediate Unit Preschool Early Intervention Program provides a wide array of programs and services for children from their third birthday until entry into school. Children transition from Infant and Toddler Early Intervention Services provided by County programs; are referred by physicians, early childhood programs and parents. We conduct Child Find activities in the community to screen children to determine a need for further evaluation. 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.

In 2013-14, the Preschool Early Intervention served 2,011 children. That is 99 more children than the previous year. To date, we have served 1,488 children. There are 975 children currently enrolled in the program.

I had the opportunity to visit the staff and children at three of our preschool locations this month: Delbrook Preschool Center, Lemoyne Preschool Center and Options Daycare and Preschool Program at the Capital Area Children's Center. The Preschool Early Intervention program team has identified a site in Mechanicsburg for a new preschool classroom to support additional children identified for EI services.

NEWS

Fall Superintendent's Leadership Conference



The CAIU Superintendent's Leadership Conference was held this year from October 28-30, 2014, in Annapolis, MD. The initial session included a "Build-A-Bike" team building activity. The Superintendents were placed on teams and through a series of competitive activities "earned" the parts to a bicycle so they could put together their bike. At the conclusion of the activity, children from the local Boys and

Girls Club participated to judge the final presentation of each team. The highlight of the activity was when the children and superintendents learned that the children would receive the bikes. The children were extremely grateful and excited to be the proud owners of these new bikes.

The content for this year's conference was "***Principal Effectiveness: Framework for Leadership***". This Act 45 course, led by Cheryl Rudawski, CAIU Curriculum Specialist, began during the conference, and superintendents will complete job-embedded activities to finish the course later this year. Superintendents explored PDE's Framework for Leadership rubric and had discussions about how this principal effectiveness system can fit into and enhance existing systems already in place. The session also provided an introduction to both the correlation data component of the principal's evaluation as well as the elective data component.

Real Life / Real Issues: Drugs and Young People

In response to concerns from High School Principals about the increased use of drugs in our region, Brian Griffith has coordinated an effort with our local PBS station, WITF, to provide a year of information and resources on this topic. WITF kicked off the Real Life / Real Issues series on Monday, Nov. 10th on their daily SmartTalk radio show. For more information, please visit www.witf.org/real.

Student Services

Pupil Services - New contracts/programs

One of our charter schools has requested supports for administration and a counselor/social worker. We are currently providing the counselor/social worker supports as a contract and providing some administrative consultation.

Hershey Medical Center ~ Nephrology Department is contracting educational services for the prolonged dialysis patients. This will be considered a partial program as the students are in dialysis on Monday, Wednesday and Friday only and are not staying at the hospital overnight.

Diakon Wilderness Center and Dickinson College Partnership

Diakon Center Point Program began a partnership with the Dickinson Alliance for Aquatic Resource Monitoring (ALLARM) in the fall of 2013. The initial contact was made by Diakon Adventure Coordinator, Mike Savario, but the direct contact has since been taken over by CAIU science teacher, Wendy Shaver. ALLARM provides the Center Point Program with technical assistance for implementing quality stream monitoring to assess the health of the local waterways.

Once each semester, ALLARM members come to the Diakon Wilderness Center campus to aid in performing chemical, visual, and biological tests on the local stream. They provide equipment such as microscopes, advanced chemical tests, stream waders, and macroinvertebrate identification cards to enhance the assessments. Before the ALLARM members come to campus for the stream monitoring, they meet with the environmental science teacher to determine what the Center Point students have been learning in their science class in order to best enhance the curriculum that is already in place.

Project SEARCH - Update

Project SEARCH is a school-to-work program that takes place entirely at the workplace. The CAIU, Penn State Hershey Medical Center staff and OVR (Office of Vocational Rehabilitation) are all very excited and supportive of this new program. The application process for district referrals and the interview process have been established and shared with our districts.

Hill Top Academy

The English/Language Arts curriculum pilot of EngageNY materials is underway with additional training this month to the team at HTA.

The monthly EEL (Experiential Education and Learning) trip occurred on November 14th. The students went bowling.

The Student Council started a Food Drive which will continue through December 10th.

Capital Area Partial Program (CAPP)

We are still on target to relinquish the partial hospital license with December 31 as the last official day of partial program operations. Weekly updates are being provided to the Office of Mental Health

and Substance Abuse Services and ongoing contact is taking place with our county Departments of Mental Health and PerformCare (Medical Assistance Managed Care Company).

The new program description has been finalized and sent to school districts. It emphasizes the nature of the new program as an educational program with intensive therapeutic features and not guaranteeing psychiatric services due to the nation-wide shortage of child and adolescent psychiatrists.

We continue to reach out to all families to set up meetings and help them understand the changes, answer questions, and address concerns. Families are being advised to seek out alternative psychiatric services and assistance is being provided in helping families locate outside psychiatrists.

Technology Services

CAIU Pennsylvania Summit: Featuring Google for Education

The CAIU, in partnership with Google, Inc., held its first Google Summit on November 18, 2014, with over 100 attendees. This event was a day long, fast-paced conference focused on integrating Google Apps for Education, Chromebooks, and tablets in K-12 learning environments. The summit offered hands-on demonstrations and breakout sessions. Presenters were educators that are currently using Chromebooks or Android tablets in their classroom. This event provided an opportunity for schools to hear about lessons learned from districts already implementing these devices.

SAVE THE DATE

Turkey Day – Annual Thanksgiving Luncheon – Tuesday, November 25, 2014 from 11:30 a.m. to 1:00 p.m. at Hill Top Academy, 405 E. Winding Hill Road, Mechanicsburg, PA. Students decorate, greet attendees and help serve the meal. Invitations are extended to administrative staff, board members and Upper Allen Police who provide community outreach service to our students.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting.
- Attended the monthly PAIU Central Region Executive Directors' meeting held in State College.
- Attended the PAIU-Curriculum Coordinators' meeting held at IU #8 as the Executive Director Liaison.
- Participated in the final PAIU Planning Process Work Group session
- Held two staff communications meetings. The afternoon meeting was offered both face-to-face and virtually. It was also recorded for later viewing.
- Attended the Outstanding Teachers' Luncheon at Shippensburg University to honor Alice Womer, CAIU Speech Language Pathologist, a recipient of this year's award.