
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 23, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, shared that she is working to complete the 2015-16 contracts for school-age special education services. Student Services will be adding part-time floater positions to help offset a substitute shortage. Stephanie Casey, a teacher of the Visually Impaired, recently was credentialed in Unified English Braille, the adopted coding for the US. Student Services continues to provide supports for school districts such as the involvement in the PDE Data Summit, conducting speech and language screenings during kindergarten registration in Susquenita School District and planning for a special education program review in Cumberland Valley School District. She concluded by providing highlights of the CAIU Special Education Plan which is included on today's agenda.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU will be offering the Guest Teacher program this year based on a regional need for substitutes. PDE will now allow IUs to provide teacher emergency permits to third-party contractors, and there is a proposal forthcoming to increase substitute rates for the CAIU.
- David Martin, Director of Technology Services, shared that his department is preparing for a PAIUnet connection upgrade which plans to go live July 1st. The CAIU will be offering more bandwidth for districts along with investigating next generation fire walls. He also provided an update on the CAIU computer life cycle plan.
- Daren Moran, Business Manager, shared that both recent State audits resulted in clean audit reports. The local auditors will be coming in May to begin preparation for this year's audit. PDE will be reviewing the Early Intervention program looking at fiscal data and program records.
- Len Kapp, Supervisor of Operations and Transportation, shared an update about the completion of a reconfiguration of internal office space, and his department is preparing for summer projects.
- Dr. Rhonda Brunner, Assistant Executive Director, shared an update to policy #204 based on a change to School Code. There will be a Federal Programs Coordinator training at the CAIU in May. Information was also shared about a July PEMA All-Hazards training to be held at the CAIU. Recently, Emergency Operations Plan Tabletop Exercises were completed with staff.
- Cindy Mortzfeldt, Executive Director, shared that her report highlights the business department and their work with the recent audits. An overview of the CAIU finances will be shared immediately following the Board meeting. Champions for Children Basket Bingo resulted in over \$4,000 raised for this fund. She shared details about her participation in PAIU Day on the Hill and a recent visit to CAIU Preschool classrooms located in our district elementary buildings. She asked the Board to *Save the Date* for the Deaf or Hard of Hearing Awards program on May 29th.
- Brian Griffith, shared information about the Blended Learning Implementation Grant awarded to East Pennsboro Middle School. Students are taking PSSA assessments across the schools. A local cybercharter school uses the Enola office conference rooms to administer the PSSAs to its students.

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

Approved Action Items

- Minutes from the March 26, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$5,230,009.31 in receipts and \$6,451,147.18 in expenditures for March 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$49,877,454.67 and expenses of \$47,722,147.84
- Budget Administration
 - Proposed 2014-15 Budget Revision A – Capital Area Partial Program (CAPP) to close out the program
 - Proposed 2014-15 Budget Revision A – Diakon Center Point Program in the amount of \$488,850
 - Proposed 2014-15 Budget Revision A – English as a Second Language (ESL) in the amount of \$377,929
 - Proposed 2014-15 Budget Revision A – IDEA Section 611 – School Age in the amount of \$16,972,150
 - Proposed 2014-15 Budget Revision A – Professional Services in the amount of \$2,098,808
 - Proposed 2014-15 Budget Revision A – Student Services in the amount of \$16,866,000
 - Proposed 2014-15 Budget Revision A – Technology Entrepreneurial in the amount of \$3,170,012
- Other Fiscal Matters
 - 2015-16 Student Services Fixed Rates
 - Final Auditor General Report for the time period of April 22, 2011 – August 7, 2014
 - Final Auditor General Limited Procedures Engagement for the time period of July 1, 2009 – February 23, 2015
- Policies & Programs
 - Second Reading, Revised Policy #307 – Student Teachers/Interns
 - Second Reading, Revised Policy #203.1 – HIV Infection
 - Second Reading, Revised Policy #609 – Investment of Funds
 - Second Reading, New Policy #718 – Service Animals in Schools
 - Second Reading, 2015-16 CAIU 12-Month Employee Calendar
 - First Reading, Revised Policy #204 – Attendance
 - 2015-16 Student Services Master Calendar
 - Loysville Youth Development Center Reconfiguration
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Rice thanked the Board members for their attendance at today's meeting. She appreciates the time they spend coming to the CAIU Board meetings.

Board Members Sharing of Information

- Mr. Bruce Walter, Millersburg Area School District, shared that his district anticipates hiring their new superintendent at their next board meeting.
- Mrs. Barbara Geistwhite, Cumberland Valley School District, thanked Len and his staff for their work this winter with snow removal. She also shared that CVSD's Thon raised over \$240,000. As a member of the Champions for Children Foundation Board, she encouraged the Board members to participate in the annual golf tournament planned for this summer.
- Mrs. Nancy Otstot, East Pennsboro Area School District, expressed her gratitude on behalf of her district for the blended learning grant. She shared that East Pennsboro will be an example for the region.

- Mrs. Judith Quigley, Mechanicsburg Area School District, shared information about the Ned Smith Center and their online plant sale. The center has partnered with Diakon Youth Services to provide the plant sale. Proceeds support the Ned Smith Center and the programs of Diakon Youth Services.
- Dr. Tony Tezik, West Shore School District, shared information about the merger of Red Land HS and Cedar Cliff HS Bands.
- Dr. Fred Baldwin, Carlisle Area School District, asked for information about third party providers of Substitute services.

Information Items

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

NEXT MEETING: Thursday, May 28, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the May Board Meeting, an overview of the new program, Project SEARCH will be provided.

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

A. RESIGNATIONS:

KATHY HECKARD, educational paraprofessional, Autism Support effective June 8, 2015. Reason: Retirement after 30 years of CAIU service.

CHERYL MARTIN, teacher, Deaf/Hard of Hearing Support effective June 8, 2015. Reason: Personal.

BEVERLY MEISER, speech pathologist, school-age program effective June 30, 2015. Reason: Retirement after 22 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

DANIELLE APPEL, full-time, long-term substitute speech pathologist, Early Intervention effective April 20, 2015 through June 30, 2016. To be paid at the rate of \$33.52 per hour based on the 2014/2015 salary of Masters, Step 3, \$47,523 for 189 days of service prorated for a total of 35 days through June 30, 2015 and \$33.90 per hour based on the 2015/2016 salary of Masters, Step 3, \$48,056 for 189 days of service July 1, 2015 through June 30, 2016.

SANDRA BROWNAWELL, personal care assistant, Emotional Support effective April 14, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 39 days through June 30, 2015. This is a replacement position funded through the ES/CAPP Budget.

AMY CSERNY, technical business analyst, Technology Services effective May 4, 2015. To be paid at the rate of \$23.58 per hour based on the Exempt salary of \$46,000 for 12 months of service. This is a new position funded through the Application Development Budget.

FREDERICK GARMAN, educational paraprofessional, Student Services effective April 13, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 40 days through the end of the 2014/2015 school year. This is a new position funded through the ES/CAPP Budget.

TODD HOWELL, full-time, long-term substitute teacher, Early Intervention effective April 20, 2015 through June 30, 2015. To be paid at the rate of \$33.52 per hour based on Masters, Step 3, \$47,523 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new, long-term substitute position funded through the MAWA Budget.

SHAQUANA ROBINSON, part-time educational paraprofessional, Early Intervention effective April 21, 2015. To be paid at the rate of \$14.29 per hour based on HS+30, Step 5, \$20,262 for 189 days of service.

KATHERINE SCOTT, educational paraprofessional, Emotional Support effective May 4, 2015. To be paid at the rate of \$13.97 per hour based on HS, Step 6, \$19,800 for 189 days of service prorated for the remaining 24 days of the 2014/2015 school year. This is a replacement position funded through the ES Budget.

C. CHANGES OF STATUS:

MATTHEW GAUMER, from part-time to full-time educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service, prorated for a total of 35 days through the end of the 2014/2015 school year.

BARBARA KLINE, from educational consultant, Curriculum Services to occupational therapist, OT/PT effective April 1, 2015. No change in salary. Position will be funded 154 days through the Curriculum Budget and 35 days through the OT/PT Budget for the 2014/2015 school year.

MITZI McKENZIE, from day-to-day to long-term substitute teacher, Emotional Support effective April 20, 2015 through June 5, 2015. To be paid at the rate of \$30.24 per hour based on Bachelors, Step 1, \$42,872 for 189 days of service. This is a long-term substitute position funded through the ES Budget.

KATHERINE STROHM, from long-term substitute to permanent full-time teacher, Early Intervention effective April 20, 2015. Continue to pay at the rate of \$32.88 per hour based on Masters, Step 2, \$46,604 for 189 days of service. This is a new position funded through the MAWA Budget.

Executive Director's Report

April 23, 2015

MONTHLY SPOTLIGHT

CAIU Business Team

Our Business Team, led by Daren Moran, Business Manager, provides a variety of financial and operational services to internal and external clients. In addition to the monthly financial reports to the Board, the business office oversees the daily responsibilities associated with the budget administration of approximately 52 budgets, the monitoring of state and federal grants, accounts payable/receivable and purchasing. Our business office also hosts the monthly business managers meeting for our region, supports our districts using the Alio financial accounting software, and offers a Group Purchasing Consortium through Office Depot. Most recently, our business office will help support our districts using the Eidex Solution. Thanks to our business office staff for modeling strong internal fiscal controls on a daily basis.

Immediately following today's Board meeting, Daren Moran will share an overview of CAIU Finances.

NEWS

Congratulations to East Pennsboro Middle School, the recipient of the Blended Learning Implementation Grant. This grant will enable the school to incorporate innovative teaching methods and to repurpose their physical space. Their model fuses 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 looks forward to working with East Pennsboro Middle School staff through this implementation. Our goal is to continue to emerge as a leader in blended and online learning strategies. Our work with East Pennsboro Middle School will help us achieve that goal.

Champions for Children

The 16th annual Champions for Children Basket Bingo event was held at the CAIU on Friday, April 10, 2015 from 6 p.m. – 10 p.m. There were approximately 125 participants this year, and over \$4,000 was raised in support of our Champions for Children organization. Thank you to our CAIU staff that planned and staffed the event.

PA Excellence in eLearning Forum 2015

The second annual conference was held in Valley Forge on March 25- 27, 2015. Holly Brzycki, Supervisor of Online Learning, and her team organized an event for the six Intermediate Units and 88 school districts who participate in the Capital Area Online Learning Association (CAOLA). This year the event had the nationally known speaker, Tom Vander Ark, who spoke about Special Education in online learning. The conference was a great success with 120 district and IU partners in attendance.

Student Services

Preschool/Early Intervention

- On April 15th, some of our Preschool staff participated in West Perry School District's Pre-K Family Fun night that is designed for families of incoming kindergarteners.
- Preschool welcomes Todd Howell, a long term substitute teacher for Delbrook, and Beth Stewart, EPP at Willow Mill.

- One preschool classroom teaching team is working with Early Intervention Technical Assistance in a pilot program utilizing the Prevent Teach Reinforce for Young Children Coaching Opportunity: An Evidenced Based Practice to Support Staff and Families.

Hill Top Academy

- This month we are welcoming two new staff to our building: Fred Garman, on the intervention team, and Sandra Brownawell, a PCA for an elementary student.
- Staff and students held Field Day at Northern High School track on April 17th. Northern York County School District has graciously offered their track for us to use that morning.
- New referrals for the diagnostic classroom are now on hold for next school year. Our fourth quarter has a full class for the 45 day evaluation period this spring.
- The current student enrollment at HTA is 123 students with an ongoing active referral list.
- Teachers and students have been preparing for this month's testing. PASA testing is complete and the PSSAs are being administered from April 13 through the end of the month.

Data Systems

- CAIU staff attended the second annual PDE Data Summit March 22 – 25. The Summit brought together over 1,000 attendees comprised of education and data professionals. The CAIU region was represented by 65 attendees from 25 entities. The following districts were session presenters: Central Dauphin SD, Greenwood SD, Newport SD, Shippensburg Area SD, and West Shore SD. Cindy Gavazzi and Ariel Sutton, CAIU Staff, also led two sessions.
- CAIU is partnering with PDE to support school districts with the rollout of the Educator Dashboard/Early Warning System (EWS). Currently, Harrisburg City SD, Newport Area SD, South Middleton SD, and West Perry SD from IU15 and Annville-Cleona SD from IU13 are in the process of implementing the EWS. The Educator Dashboard is a free/ voluntary tool available to all Commonwealth local education agencies and will assist districts with identifying students at risk of dropping out.

Blind/Visually Impaired Support Program

- Stephanie Casey, CAIU Teacher of the Visually Impaired, was one of the first teachers nationwide to complete the course, "Transitioning to Unified English Braille (UEB)" offered by Hadley School for the Blind. In November 2012, the Braille Authority of North America (BANA) voted to adopt Unified English Braille (UEB) as an official code for the United States. This transition becomes effective January 4, 2016, and all new transcriptions will be produced in UEB; educators will teach the code; and devices and software will fully and accurately incorporate UEB.

School-Age Speech/Language Support Program

- Members of the School-Age Speech and Language Staff assisted Susquenita School District with speech and language screenings during kindergarten registration. Additionally, they completed speech and language assessments for a district Speech and Language Pathologist who is on maternity leave.

Autism

- April is **National Autism Awareness Month**. In order to highlight the growing need for concern and awareness about autism, the Autism Society has been celebrating National Autism Awareness Month since the 1970s. The United States recognizes April as a special opportunity to educate the public about autism and issues within the autism community.
- Samantha Forsythe and her staff at Hershey Middle School are preparing to participate in Project Max, a statewide initiative which promotes access to general education content and curriculum for all students, especially those with complex instructional needs.
- Michelle Krolczyk's classroom at Hershey Early Childhood Center has successfully become involved in regular education Kindergarten classes with increasing hours and success. Thanks to the staff and administration at HECC for their on-going support of our students.

- On April 11, Ms. Krolczyk and her staff participated in the 10th annual Logan's Run & Walk for Autism at Harrisburg's City Island. "Team WOW" raised \$580 in support of the Autism Society Greater Harrisburg chapter. Congratulations!
- The Competent Learner Model Conference will be held at CAIU in October 2015. Details to follow.

Transition

- Project Search interviews were successfully held on March 18 at Hershey Medical Center. Seven students came and performed skills assessments as well as answered interview questions. Six students were selected to participate in this year's upcoming program, with another applicant being considered. Open House for students and their families will be held on May 19, 2015 from 6:30 p.m. - 8:00 p.m.

Multiple Disabilities

- After 21 years occupying a classroom at Camp Hill High School, our secondary MDS class will be moving to Steelton-Highspire High School. Many thanks to Camp Hill for their years of dedication to our program.

Equitable Participation Program

- Margaret Taylor-Makuch, Equitable Participation Coordinator, will be offering two parent sessions to solicit input regarding use of funds for students identified as special education and parentally placed in non-public schools. These sessions will be held at 7 p.m. on April 16th at West Shore Christian Academy and April 21st at Seven Sorrows School.

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

- ELECT newsletter will be disseminated quarterly ~ attached to the board agenda is our first installment.
- The ELECT annual conference was held on April 22-24 in Harrisburg.
- We will have a monitoring visit for the Region 2 Homeless grant on April 29.
- CAIU staff at Diakon was instrumental in getting both the Chesapeake Bay Watershed grant and the Pennsylvania Academic and Career/Technical Training (PACTT) grant to allow us more opportunities to utilize the nature for educational purposes.
- CAIU hosted a consortium meeting (6 districts) at the Diakon Wilderness Center to discuss planning and contracting for student placements.
- Our teachers at the Hershey Medical Center are actively involved in the Four Diamonds organization. In addition to their inclusion in the brochure/flyer, they asked to be included in a survey regarding their services. Information provided will be a jumping off point to help them market their services in the future.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting.
- Attended the Central Region PAIU Executive Directors' meeting.
- Attended a community meeting, hosted by Education Voters of PA and Education Matters in the Cumberland Valley, about public school funding in Cumberland County on April 1st. Several of the panelists (superintendents, business manager, and school board member) were from our districts in Cumberland County.
- Attended "Meet the Newly Appointed Secretary of Education" event at Penn State Harrisburg.
- Held two communications meetings with CAIU staff – offered both face-to-face sessions and Live Streaming so staff at various locations could participate.
- Visited Preschool Classrooms located in our district schools: Foose Elementary, Fishing Creek Elementary, Londonderry Elementary, Hershey Early Childhood Center and Conewago Elementary
- A Board Visit is scheduled for April 20 at Big Spring School District.

- Met with CAEA Leadership, along with Theresa Kinsinger and Alicia McDonald, for our quarterly meeting.
- Attended PAIU “Day on the Hill” and met with House and Senate leaders.

UPCOMING CAIU EVENTS

Deaf or Hard of Hearing Awards Program – May 29 at 7:00 p.m. at the Enola Office. Student awards will be presented at that time.

UPCOMING EVENTS

The Pennsylvania Emergency Management Agency is offering a second **Multi-Hazard Emergency Planning for Schools** at the CAIU on July 14-16, 2015. Priority registration is given to School/School District Administrators from our IU region.