
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **March 26, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: Kathleen Weber, EPP, retirement after more than 5 years of service.
- Alicia McDonald, Director of Student Services, shared that Hill Top Academy now has 123 students enrolled and are hoping to hire another social worker to assist with the increase. Due to the growth in the preschool program, there is a need for additional speech and language staff and a new intensive autism class will be opening at the Willow Mill location.
- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources Department is working to make their internal office processes more robust. Theresa is working with the administration and Leadership group on updating our current contract processes and procedures to ensure information is housed in one area.
- David Martin, Director of Technology Services, shared that yesterday was the Regional Computer Fair with participation of 87 students from 13 schools; the students represented their districts very well with several winners in the various categories. On March 19, there was a Statewide Collaborative TAC meeting. These meetings are held quarterly to discuss current hot topics such as implementation of one-to-one devices. Dave also shared information about the EIDEX business tool to analyze and evaluate data. On Monday, March 30 from 1 p.m.-3 p.m. and April 7 from 1 p.m.-3 p.m., there will be a presentation by Eidex here at CAIU; many local school districts plan to attend. He also shared information regarding the internet consortium pricing for next year which adds an extra 100 MB of internet bandwidth at the same or lower cost to the districts.
- Daren Moran, Business Manager, shared that the business office is busy with budget revisions and working on preparing budgets for 2015-2016. The General Operating Budget has been approved by 22 out of 24 districts at this time and has met the necessary voting requirements to officially pass.
- Len Kapp, Supervisor of Operations and Transportation, shared that the IU is now coordinating Driver's education services for Northern York County School District, and he is leading a remodeling project at the Enola Office to maximize space usage.
- Dr. Rhonda Brunner, Assistant Executive Director, shared updates to policies regarding investment of funds, service animals, HIV infection, and student teachers. In addition, a PEMA All-Hazards training for school districts will be held here at the CAIU in July.
- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Deaf or Hard of Hearing program and invited the Board members to join her in a visit to the East Hanover Elementary School DHH class immediately following the Board meeting. She shared a Save-the-Date for the end-of-year Deaf or Hard of Hearing program which will be held on May 29 at 7 p.m. The Spring Superintendent Leadership Conference was held on March 11-13 and was well attended. Transition meetings for incoming kindergarten students from preschool and early intervention classrooms are being held. The administration is working to gather student data at Hill Top Academy, including such measures as the Classroom Diagnostic Tool (CDT). A Basket Bingo fundraiser to support Champions for Children will be held at the Enola office on April 10th. Doors open at 5:45 p.m. and tickets are \$25.00. Cindy and the CAIU administration continue to visit local school board meetings and school district administration to gather feedback.

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

Approved Action Items

- Minutes from the February 26, 2015 CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$4,716,093.58 in receipts and \$6,036,747.90 in expenditures for February 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$42,602,901.33 and expenses of \$41,848,588.42
- Budget Administration
 - Proposed 2014-15 Budget Revision A – Aid to Nonpublic Schools (ANPS) in the amount of \$4,377,690
 - Proposed 2014-15 Budget Revision A – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$315,597
 - Proposed 2014-15 Original Budget – Homeless Grant Initiative in the amount of \$48,110
 - Proposed 2014-15 Budget Revision A – Hospital Education Program in the amount of \$276,375
 - Proposed 2014-15 Budget Revision A – Institutionalized Children’s Program in the amount of \$500,000
 - Proposed 2014-15 State Budget Revision B – Loysville Youth Development Center (LYDC) in the amount of \$2,005,081
- Other Fiscal Matters – No other fiscal items this month
- Policies & Programs
 - Second Reading, Revised Policy #246 – Student Wellness
 - Second Reading, Revised Policy #302 – Employment of Executive Director/Assistant Executive Director
 - Second Reading, Revised Policy #304 – Employment of IU Staff
 - Second Reading, Revised Policy #305 – Employment of Substitutes
 - Second Reading, New Position, New Description – Business Support Specialist
 - Second Reading, Existing Position, Revised Description – Director of Curriculum Services
 - Second Reading, Existing Position, Revised Description – Director of Student Services
 - Second Reading, Existing Position, New Description – Human Resources Clerk
 - Second Reading, Existing Position, New Description – Employment Coordinator
 - Second Reading, Existing Position, New Description – Administrative Assistant, Human Resources & Communications
 - Second Reading, New Position, Revised Description – HR Generalist
 - Second Reading, Existing Position, Revised Description – Payroll Clerk
 - First Reading, Revised Policy #307 – Student Teachers/Interns
 - First Reading, Revised Policy #203.1 – HIV Infection
 - First Reading, Revised Policy #609 – Investment of Funds
 - First Reading, New Policy #718 – Service Animals in Schools
 - First Reading, 2015-16 CAIU 12-Month Employee Calendar
- Personnel Items – see attached report
- Approval of the Act 93 Compensation Plan

Executive Director’s Report

- See attached written report.

President’s Report

- Mrs. Rice thanked the Board members for their attendance. She thanked Mrs. Reichert for leading the Act 93 Committee during their recent Meet and Discuss meetings.

Board Members Sharing of Information

- Mrs. Nancy Otstot, East Pennsboro Area School District, expressed kudos to the many students who participated in the recent basketball playoffs.
- Several of the board members shared the success of their schools in participating in Mini-THONs to support Four Diamonds. The schools raised anywhere from \$12,000 to over \$40,000.

Information Items

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

NEXT MEETING: Thursday, April 23, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the April Board Meeting, an overview of CAIU Finances will be provided.

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

A. RESIGNATIONS:

EILEEN BEDDALL, part-time speech pathologist, Early Intervention effective June 5, 2015. Reason: Personal.

CAROL HOLLIS, educational consultant, Autism Support effective June 30, 2015. Reason: Retirement after 15 years of CAIU service.

KATHLEEN JOHNSON, remedial specialist, ANPS effective June 2, 2015 (or last day of the 2014/2015 school year). Reason: Retirement after nine years of CAIU service.

NORMAJEAN KROUSE, educational paraprofessional, Early Intervention effective July 31, 2015. Reason: Retirement after 16 years of CAIU service.

SCOTTY LOVELESS, application support specialist, Technology Services effective April 7, 2015. Reason: Personal.

GAIL REYNOLDS, educational paraprofessional, Capital Area Partial Program effective June 5, 2015. Reason: Retirement after 25 years of CAIU service.

MARY REBUCK, part-time occupational therapist, OT/PT effective March 25, 2015. Reason: Family relocating to Virginia.

MAGGIE SCHWAB, occupational therapist, OT/PT effective March 30, 2015. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

ARIEL FRANCHAK, part-time, long-term substitute reading specialist, Student Services effective March 25, 2015 – June 15, 2015. To be paid at the rate of \$35.49 per hour based on Masters +30, Step 3, \$50,313 for 189 days of service. This is a new long-term substitute position funded through the Equitable Participation Budget.

KIMBERLY KELLEY, personal care assistant, Autism Support effective March 16, 2015. Base salary of HS+30, Step 5, \$20,262 for 189 days of service will be prorated for a total of 58 days through the end of the 2014/2015 school year. This is a new position funded through the Autism Support Budget.

KRISTEN MAUSER, program assistant, Curriculum effective March 23, 2015. To be paid at the rate of \$16.50 per hour based on the Range 2 base salary of \$32,175 for 12 months of service, prorated for a total of 72 days through June 30, 2015. This is a replacement position funded through the CAOLA Budget.

ASHLEY MELLOTT, social worker, Pupil Services/Emotional Support effective March 16, 2015. Base salary of Masters, Step 5, \$49,756 for 189 days of service will be prorated for a total of 57 days through the end of the 2014/2015 school year. This is a replacement position funded through Fund 23/Classroom ES Budgets.

BETH STEWART, educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.06 per hour based on HS+30, Step 3, \$18,514 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new position funded through the MAWA Budget.

C. CHANGES OF STATUS:

DANIELLE DAVIS, teacher, Emotional Support, terminated as per Section 11-1122 of School Code effective July 30, 2014.

RACHEL DIEM, change of status from full-time to part-time following return from child-rearing leave effective April 7, 2015. To be paid at the rate of \$37.05 per hour based on

Masters, Step 7, \$52,513 for 189 days of service, prorated for a total of 35 days April 7 through June 30, 2015.

PATRICIA LACEY, change of status from part-time to full time behavioral consultant, Student Services effective March 23, 2015. To be paid at the rate of \$45.10 per hour based on the salary of Masters, Step 13, \$63,936 for 189 days of service, prorated for the remaining 52 days of the 2014/2015 school year. The funding for this position is split between CAPP and the Homeless Grant.

D. LEAVES OF ABSENCE:

JENNIFER KITNER, service coordinator, Early Intervention, child-rearing leave of absence under FMLA effective February 27 through June 5, 2015.

REBECCA KUHN, teacher, CAPP, child-rearing leave of absence under FMLA effective March 12 through June 5, 2015.

MARIA LAZZAREVICH, speech pathologist, Early Intervention extension of medical leave of absence effective March 9 through May 21, 2015. Leave is requested in accordance with CAIU policy.

MICHELLE SHOLDER, teacher, Multiple Disabilities Support, requesting sabbatical leave of absence for professional development effective the 2015/2016 school year.

Executive Director's Report

March 26, 2015

PROGRAM SPOTLIGHT

Deaf or Hard of Hearing (DHH) Classroom Program

The Deaf or Hard of Hearing classroom program is designed for students, ages 5-21, with an educational and medical diagnosis of hearing impairment. School age classes offer instruction in academics and communication skills as outlined in the student's IEP. As appropriate, students are included in some regular education classes with a qualified sign language interpreter. In addition to academic opportunities, the classroom program provides experiences for students to develop pre-vocational, vocational and independent living skills. Students graduate with a high school diploma from their home school district. A flexible 5-year high school program enables students to take advantage of numerous coursework and experiential options during their secondary educational training.

Immediately following today's Board meeting, we will visit the DHH elementary class located at East Hanover Elementary School in Lower Dauphin School District.

SAVE THE DATE: The End of Year Deaf or Hard of Hearing Awards program is scheduled for May 29 at 7:00 p.m. at the Enola office.

NEWS

Thank you to East Pennsboro Township Police



The CAIU Administrative Cabinet sent a Thank You card and Champions for Children Water Bottles filled with snacks to the East Pennsboro Township Police Department in appreciation for their work in the Enola area.

2015 Superintendents' Spring Leadership Conference

The Superintendents' Spring Leadership Conference was held on March 11-13, 2015 at the Nittany Lion Inn in State College. The conference featured speakers, educational sessions, and many opportunities for networking. Featured presentations included *Proposed Basic Education Funding System for PA Schools*, *Blended Learning/Online Learning*, *Making the Most of Data Dashboards*, *ESEA Waiver Renewal*, *State of the Union-Federal Legislation Updates*, *PVAAS-What Every Superintendent Should Know*, *Regional Excellence and Equity Consortium*, and *Retirement Planning*.

Student Services

Preschool/Early Intervention

- Winter Preschool to School Age Transition meetings have been completed with the school districts. There will also be upcoming transition meetings this spring.
- West Perry School for the Deaf (WPSD) asked the CAIU if they would like to partner for the Early Childhood Education Community Innovation Zone grant which is part of the Race to the Top Grant that PA received.
- Preschool Program Supervisors met with a Dauphin County Daycare Director to explore a co-teaching model similar to the program that we have at Options Daycare and Preschool Program at Capital Area Children's Center.

- Two of our Preschool Supervisors have been invited to the Spring Policy Forum from Bureau of Early Intervention.

Hill Top Academy

- The staff attended an in-service on social cognition and self-regulation presented by Speech and Language clinicians and Occupational Therapists.
- We have implemented the use of CDTs (Classrooms Diagnostic Tool) as a diagnostic tool benchmark assessment. The implementation of CDTs is being supported by Sarah Kelly, curriculum consultant.
- The current student enrollment is 116 students with an ongoing and active referral list.
- Yvonne Shreffler, Early Intervention Speech Language Pathologist (SLP), presented with Carolyn Yoder, School Age SLP, to the Messiah Student Interns at Hill Top Academy on February 26, 2015 on *Engineering the Classroom*.
- In March, Sallyann Thomas, Teacher of the Visually Impaired, will share information on blindness and visual impairment with the students.

Capital Area Peak Potential program (CAPP)

- Incoming referrals continue to be steady. We currently have 27 students enrolled with two referrals being arranged and two potential referrals.
- Due to increasing enrollments, a new middle school class is being opened in the CAPP program. Mary Woodward and Trish Lacey will be re-assigned as the teacher and mental health treatment specialist for the new class.
- We have an agreement with Hershey Medical Center to provide psychiatric consultation services to the program staff in order to support their interventions with students who present with complex needs.

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

- Ashley Mellott, was hired as an additional Social Worker for Hill Top Academy, in order to meet the needs due to increased enrollment.
- We are receiving positive feedback from districts regarding district referrals to Diakon Youth Center. We are currently processing our 5th referral.
- A Psychologist Network group has been started with the first meeting on April 15, 2015; Pearson representatives will be coming to discuss new assessments using technology, instead of paper/pencil, as a way to evaluate.
- Trish Lacey, our Dauphin County Site Coordinator for Homeless collaborated with the Region 3 Coordinator and Messiah College to have an evening Screening Event to promote awareness for Homelessness.

Deaf/Hard of Hearing (DHH)

- We recently added a part-time teacher to our elementary program due to increased numbers and state caseload maximums.

Autism

- Students in Mrs. Sarah Bahn's CAIU Autism classroom at East Pennsboro Middle School are successfully increasing their participation in regular education classes. These are students who had previously not been able to attend classes in a public school setting.
- Samantha Forsythe's CAIU Autism class at Hershey Middle School has volunteered with the Dauphin County Library System to assist them with some projects. This is the second activity they have done this year. They are assembling new patron bags as well as disassembling bags with outdated information and replacing with current materials. Ms. Forsythe is using this to promote pre-vocational skills as well as providing community service.

School-Age Speech/Language Program

- Parent feedback to Jodi Rineer, School-Age SLP:
"I wanted to express my true gratitude for all your expertise and patience in working with both my sons over the years. I know you've seen one at both ends of his emotional spectrum, and it takes someone who is truly dedicated to return every week and keep pushing their students

to the best of their ability (and then just that little bit further). In my eyes, you have truly earned the title of teacher.

With deepest appreciation."

Speech/Language & Occupational Therapy (OT)

- From: Suhr, Marie (Halifax Area SD)
To: Alice Womer, Greer Aukstakalnis (CAIU Speech Clinician & Occupational Therapist)
Subject: **THANK YOU!**

The feedback I am receiving from the staff about your presentation at our HEA day in-service is phenomenal. Thank you so much for presenting! They (and especially I) appreciated you taking the time to do it.

Technology Services

The **2015 Regional Computer Fair** will be held at the Capital Area Intermediate Unit on Wednesday, March 25, 2015 from 7:30 a.m. to 2:30 p.m. The event will showcase both Middle and High School students' products/projects created using technology.

Eighty-seven (87) students representing thirteen (13) regional districts/schools will participate in the competition. Specific categories include: **Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design.**

Schools/Districts Represented: Northern York County, Cumberland Perry AVTS, Central Dauphin, Halifax, Newport, West Perry, Cumberland Valley, Derry Township, Mechanicsburg, East Pennsboro, St. Joseph School, Holy Name of Jesus School and CASA Charter School.

The statewide **Collaborative TAC Event** occurred on Thursday, March 19th, 2015. The session's topic was **1:1 Implementation: Choosing the Right Device** and was led by CAIU technology staff. Districts from our region and across the state attended at their local IU and virtually from their own district. Five districts shared information about the decision making process as well as lessons learned when selecting their 1:1 device for their students. Big Spring and Middletown School Districts presented at this event on their 1:1 implementation and their message was well received by districts.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting. As part of the monthly meeting, the Executive Directors met with Acting Secretary Pedro Rivera and key PDE staff.
- Attended the Central Region PAIU Executive Directors' meeting.
- Participated in the Chief Recovery Officer's committee meeting at Harrisburg School District.
- The CAIU Cabinet members continue their annual visits with our school districts. We met with Halifax Area School District's administrative team on March 10. Visits with our districts' teams are scheduled over the next few months.
- Board visits continued this month with visits to South Middleton SD on March 2, West Perry SD on March 9, East Pennsboro Area SD on March 16 and Northern York County SD on March 17.
- Attended the PASA Women's Caucus Executive Board Meeting.

UPCOMING CAIU EVENTS

Champions for Children 16th Annual Basket Bingo - April 10, 2015

Let's play Bingo--and help support Champions for Children! Bingo and raffle prizes at this year's event will include Vera Bradley bags and accessories and Longaberger Baskets. Food will be available and raffles will be held throughout the evening.

Champions for Children offers assistance to children in need within the Capital Area Intermediate Unit's service area. Since 2000, Champions for Children Basket Bingo has helped to raise over \$40,000!

Doors open at 5:45 p.m., bingo starts at 6:45 p.m. Adults only. Tickets: \$25 for 6 cards.

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.