
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 25, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board recognized the following retirees: **Germaine Haut**, Social Worker Early Intervention, after 13 years of service; **Dona Lucas**, Transportation Clerk, after 27 years of service; and **Melissa Brown**, Behind the Wheel Instructor, after 1 year of service.
- Alicia McDonald, Director of Student Services, shared information regarding reconciliation of the costs for the 2013-14 special education services and provided information about the CAPP school-based program, which will likely transition from a school-based partial licensed program to an educational program.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that Source4Teachers is now being used as our substitute teacher service. The HR team is working to implement a new Employee Portal. This system is more robust with a self-service portal. Plans have been made for rolling out the 2015-2016 wellness initiative. Staff members who participate in the wellness initiative receive a reduced premium share. There have been updates to the Mandated Reporter laws. Information was shared at a recent HR Advisory meeting.
- Brian Griffith, Director of Curriculum Services, indicated that achievement data is being released to districts, including the School Performance Profile (SPP) scores and Pennsylvania Value Added Assessment (PVAAS) data. The Blended Learning Grant applications are due September 30th and a team of reviewers will score the grant applications.
- David Martin, Director of Technology Services, shared that his team implemented a new helpdesk ticket system. This system allows for more communication from submission of the ticket to resolution of the issue. Responses are recorded along with the turnaround time for completion of the issue. There are e-Rate changes for 2015-2016 which will be shared by Julie Tritt-Schell at a training session on October 31 here at the CAIU. Chromebooks and iPads can now be used for online testing. Recently, there was an internet upgrade which doubled the bandwidth available for districts. Districts are utilizing more internet as teachers and students are using blended/personalized learning during their instruction and learning.
- Daren Moran, Business Manager, shared staffing changes in the business office and that there is a vacant accountant position. The State Auditors' exit conference will be held on September 30. All Board members are invited to attend.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the New Federal Programs Coordinator training was held last week. PDE is now broadcasting the PIMS monthly Data Quality Network meeting from CAIU with a live audience. The Safe Schools Core Safety Committee has begun their 2014-2015 meeting schedule and has made plans to attend various trainings.
- Cindy Mortzfeldt, Executive Director, shared that her monthly report is attached for review. Alice Womer, CAIU Speech Language Pathologist, has been selected to be a Guest Lecturer as part of the 2014-15 Outstanding Teacher Program sponsored by the Shippensburg University School Study Council. She also shared information about an agreement between the CAIU Early Intervention Program and the Penn State Hershey Children's Hospital to conduct evaluations for children with suspected Autism Spectrum Disorders. The CAIU staff continues to plan for the implementation of Project SEARCH, an employment development

internship program for students with intellectual disabilities who are in their senior year of school. A Training and Consultation services overview will be provided after the meeting.

- Dr. Patricia Sanker, Circuit Rider for PA Schools, provided an overview of the Campaign for Fair Education Funding and of her role with this campaign. She also encouraged the Board Members to attend the Statewide Virtual Kick-Off for School Leaders videoconference on Tuesday evening, September 30.

Executive Session – An Executive Session was held to discuss personnel matters.

Approved Action Items

- The Board voted to approve the following PSBA 2014-15 Officers:
 - Kathy K. Swope - President-Elect
 - Mark B. Miller – Vice President
 - Otto W. Voit III – Treasurer
 - David Hutchinson – At-Large Representative (Central)
- Minutes from the August 28, 2014 CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$5,844,804.70 in receipts and \$4,602,822.15 in expenditures for August 2014
- Summary of Operations for the 2013-14 fiscal year (for activity through 9/10/2014) showing revenues of \$75,659,021.79 and expenses of \$74,565,231.74
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$5,463,900.28 and expenses of \$6,257,343.63
- Budget Administration: No Budgets this month
- Other Fiscal Matters
 - 2014-15 Special Education Service Contracts for the following: Upper Dauphin Area School District
- Policies & Programs
 - Second Reading, Revised Policy #102 – Academic Standards
 - Second Reading, Revised Policy #105 – Curriculum
 - Second Reading, Revised Policy #105.1 – Review of Instructional Materials by Parents/Guardians and Students
 - Second Reading, Revised Policy #113 – Special Education
 - Second Reading, Revised Policy #533 – Tuition Reimbursement
 - Second Reading, Existing Position, New Job Description – Accountant
 - Second Reading, Existing Position, Revised Description – Program Supervisor
 - First Reading, Revised Policy #100.1 – Comprehensive Planning
 - First Reading, Revised Policy #004 – Membership
 - First Reading, Revised Policy #331 – Job Related Expenses – Admin
 - First Reading, Revised Policy #431 – Job Related Expenses – Professional
 - First Reading, Revised Policy #531 – Job Related Expenses – Classified
 - First Reading, New Position, New Description – Technical Business Analyst
- Personnel Items – see attached report

Executive Director’s Report

- See attached written report.

President’s Report

- Mrs. Jean Rice shared that she appreciated the members’ attendance and their time and effort to come out to the meeting.

Board Member Sharing of Information

- Laurie Reichert, Lower Dauphin School District, shared that Humana, Inc. partnered with KaBOOM! to build the playground at Foose Elementary in Harrisburg. As an employee of Humana, Mrs. Reichert was part of the organizational and recruitment teams. There were 316 volunteers who constructed this playground.

- Nancy Otstot, East Pennsboro Area School District, shared that the 3rd annual “Dancing with the Stars” fundraiser will take place in November. This event helps raise money for the district’s Foundation. Tickets are \$5.00.
- Barbara Geistwhite, Cumberland Valley School District, shared that the Eagle Foundation’s annual Touch of the Valley auction and dinner will be held on November 15. Tickets are \$40.

Information Items

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

NEXT MEETING: Thursday, October 23, 2014, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Because of the scheduling conflict with the PSBA Conference on October 23, the site visit to the Preschool Classes at Foose Elementary will be postponed until November 20.

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

A. RESIGNATIONS:

DOUG MARSTELLER, accounting clerk, Business/HR effective September 9, 2014. Reason: Personal.

COLLEEN ROMA-FICKES, educational paraprofessional, CAPP effective October 3, 2014. Reason: Personal.

CAROL SCHUE, teacher, Early Intervention effective December 19, 2014. Reason: Retirement after more than 24 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

LORI CASTLE, part-time personal care assistant, Capital Area Partial Program effective September 16, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated at 5.75 hours per day for a total of 167 days. This is a replacement position funded through the Student Services Budget.

BRETNEY ENDY, personal care assistant, Autism Support effective September 18, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 168 days. This is a new position funded through the AS Budget.

LARRY HOFFMAN, retiree working on an as-needed basis as a Wilson Reading Trainer as per Act 63 of 2004 with approval from PSERS for the 2014/2015 school year. To be paid at the rate of \$49.34 per hour based on Masters +15, Step 15, \$69,941 for 189 days of service.

LYNETTE LEE, part-time, long-term substitute educational paraprofessional, Early Intervention effective September 25, 2014 through December 19, 2014. To be paid at the rate of \$12.20 per hour based on the salary of HS+30, Step 1, \$17,299 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

SARAH TROVATO, full-time, long-term substitute speech pathologist, Early Intervention effective September 8, 2014 through June 30, 2015. Base salary of Masters, Step 1, \$45,817 for 189 days of service will be prorated for a total of 180 days with three (3) additional new hire days. This is a long-term substitute position funded through the MAWA Budget.

AMANDA SHIRK, personal care assistant, Autism Support effective September 8, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 176 days with three (3) additional days for new hire orientations. This is a new position funded through the Autism Support (AS) Budget.

LORI CARBAUGH, educational paraprofessional, Autism Support effective September 17, 2014. Base salary of HS, Step 2, \$16,304 for 189 days of service will be prorated for a total of 169 days. This is a new position funded through the Autism Support Budget.

HILLARY KROKONKO, educational paraprofessional, Deaf/hard of Hearing Support effective September 22, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 164 days. This is a replacement position funded through the D/HH Budget.

KELLI GARIS, personal care assistant, Emotional Support effective September 15, 2014. Base salary of HS+30, Step 3, \$18,514 for 189 days of service will be prorated for a total of 171 days. This is a new position funded through the ES Budget.

C. CHANGES OF STATUS:

LORI DUTTERA, educational paraprofessional, Hospital Program, change to inactive status effective September 16, 2014 due to end in FMLA.

MARYANN MERCER, from part-time/hourly personal care assistant, Capital Area Partial Program to part-time/salaried personal care assistant, Emotional Support effective August 25, 2014. Base salary of HS, Step 1, \$15,963 for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days.

D. CHANGES OF SALARY:

AMY LONG, speech therapist, Early Intervention, change of salary for the 2014/2015 school year. Salary was reported using the 2015/2016 salary schedule. Salary will be based on the 2014/2015 salary of Masters, Step 4, \$48,574 for 189 days of service effective August 25, 2014.

STACY PAUL, speech therapist, Early Intervention, change of salary for the 2014/2015 school year. Salary was reported using the 2013/2014 salary schedule. Salary will be based on the 2014/2015 salary of Masters, Step 11, \$59,603 for 189 days of service, prorated for a total of 178 days.

ADAM SHICKLEY, teacher, Autism Support, change of salary due to change in number of work days. Base salary of Bachelors, Step 4, \$45,630 for 189 days of service will be prorated for a total of 187 days.

E. LEAVES OF ABSENCE:

LORI DUTTERA, leave of absence without pay for medical reason effective September 16, 2014 through the end of the 2014/2015 school year. Leave is requested in accordance with CAIU Policy.

BETHANY ROHLER, program assistant, Curriculum Services, child-rearing leave of absence effective June 17, 2014 through June 17, 2015. Leave is requested with pay for a total of 51 days using accumulated sick, personal and vacation leave and without pay for the remainder of the leave. Leave is requested in accordance with FMLA and CAIU Policies.

Executive Director's Report

September 25, 2014

PROGRAM SPOTLIGHT

Training and Consultation Services

Training and Consultation, part of the Comprehensive System of Personnel Development (CSPD), is authorized by the Federal Government (Individuals with Disabilities Education Act, IDEA) to provide professional development and consultative services to administrators, consultants, teachers and parents. These services are an integral part of broad school and district-wide accountability planning. Professional education activities are aligned with national, state and local initiatives, and support the strategically identified needs of our constituent school districts. While these services are not designed to focus on ongoing individual student interventions, they are intended to provide staff with professional development and resources to build capacity within the school to improve the education of all students. The Pennsylvania Department of Education outlines six initiatives, **Autism, Inclusive Practices, Positive Behavior Support, Response to Instruction and Intervention (RtII), Secondary Transition**, and **Assistive Technology**, which are the focus of this team's work with local education agencies.

NEWS

Congratulations to **Alice Womer**, CAIU Speech Language Pathologist, who has been selected to be a Guest Lecturer as part of the 2014-15 Outstanding Teacher Program sponsored by the Shippensburg University School Study Council. She will have the opportunity to work with Dr. Kelly Carrero, Assistant Professor of Special Education at Shippensburg University, in teaching an undergraduate class.

Technology Services – E-Rate

Julie Tritt-Shell, Pennsylvania's E-rate Coordinator, presented to the Technology Advisory Committee, on September 11. Julie shared the current status of E-rate and provided an overview of the substantial changes to E-rate for the 2015-16 school year. Some of the changes will include the elimination of phone and cell phone services and web hosting and a decrease in reimbursement for schools receiving the 90% discount. However, schools will be eligible to receive funding for infrastructure equipment. Julie will be providing a detailed training session on E-rate on October 31 at the CAIU.

Early Intervention – Preschool

The CAIU Early Intervention Program and the Penn State Hershey Children's Hospital entered an agreement to conduct evaluations for children with suspected Autism Spectrum Disorders. One day a month, Dr. Cheryl Tierney, Developmental Pediatrician (Associate Professor of Pediatrics; Section Chief, Behavior and Developmental Pediatrics) and a nurse join an evaluation team at the CAIU. Our team consists of Jen Yingling, Service Coordinator; Dr. Johanna Tesman, Licensed Clinical and School Psychologist; Michelle Straw, Speech Pathologist and Assessment Specialist; Tracey Knauss, Occupational Therapist and Assessment Specialist; and Sharon Kello, Speech Pathologist.

This clinic is scheduled monthly. Two children and their families come to Enola for a clinic evaluation. Over the course of several hours, the children and families rotate through the team members in order to conduct: a joint parent interview and intake by the CAIU and Dr. Tierney;

Cognitive and Gross/Fine Motor Testing; Speech/Language and the Autism Diagnostic Observation Schedule standardized testing; and a physical examination.

At the conclusion, the entire team meets with each family individually and reports findings to the family. This will include recommendations for Early Intervention educational services by the CAIU, medical and Behavioral Health Rehabilitation Services by Dr. Tierney, and additional resources and services available from other agencies by the whole team. The child becomes a patient of Dr. Tierney and receives additional medical follow-up as requested by the family.

Transition Programming

Project SEARCH, a program partnership between CAIU, Penn State Hershey Medical Center, and OVR (Office for Vocational Rehabilitation), kicked off with a presentation and program training for local school district representatives, agency and Medical Center Staff on September 17 and 18. This program is an employment development internship program for students with intellectual disabilities who are in their senior year of school and is slated to begin in August 2015.

Hill Top Academy

Upper Allen Police officers will again be coming into Hill Top to read to the elementary classes.

Messiah College Interns are with us this fall participating in IU classes at Hill Top, Delbrook Preschool, East Pennsboro MS, Elmwood Elem, Lemoyne Preschool, Hershey MS and Hershey ECC. They are in classes every Tuesday and Thursday morning. Additionally, they attend presentations over a 6 week period provided by IU staff. Presentations include Animal Assisted Therapy, Behavioral Interventions and Level Systems, OT and Sensory Integration, Engineering the Classroom for Communication, Deaf/HH and Vision Support and Autism Schedules and Structures.

Capital Area Partial Program (CAPP)

We continue to work closely with our districts, contracted psychiatric providers, and agencies to create program revisions to meet the needs and requirements of the districts, students and families and state agencies. We are working to revise the program, so that we can provide the services in the context of an educational model.

Pupil Services - Social Work

Four Masters of Social Work (MSW) interns from Shippensburg will be with CAIU staff for the entire school year. This is the first time we've done this with a large group and for the entire year. The professors and candidates met with our social workers to find matches that would be most beneficial for the interns and the CAIU staff. The following students are listed below with their staff mentor:

- Alyssa Toth ~ Erika Stiffler (CAPP program at Hill Top Academy)
- Megan Murphy ~ Beth-Ann McConnell (itinerant social work services)
- Lisa Skema ~ Melissa Rosado (ELECT program)
- Laura Hofstetter ~ Brandon Barnhart (Hill Top Academy)

Autism Support

Based on student referrals, we opened two additional Autism Support classes this year – one district-based and one at Hill Top Academy.

Consultative Services

Our Educational Consultative services are being used by 14 school districts and 5 charter schools this year. We have 10 consultants providing those services in the areas of autism, multiple disabilities support, positive behavior support, emotional support, and coaching.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting
- Attended the monthly PAIU Central Region Executive Directors' meeting
- Participated in the Chief Recovery Officer's committee meeting with the Harrisburg School District
- Met with Heather Donovan and Michelle Sholder, along with Theresa Kinsinger and Alicia McDonald, for our quarterly CAEA meeting
- Attended the monthly Professional Advisory Committee meeting at Cumberland Perry Area Vocational Technical School
- Attended PAIU-Curriculum Coordinators' meeting as the Executive Director Liaison
- Participated in the second PAIU Planning Process Work Group session