
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 25, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retirees: **Kathleen Johnson**, Remedial Specialist, Nonpublic School Services, retirement after almost 9 years of service, **Gail Reynolds**, EPP, CAPP, retirement after more than 25 years of service, **Kathy Heckard**, EPP, Autism, retirement after almost 30 years of service, **Mary Woodward**, Teacher, CAPP, retirement after almost 8 years of service, **Carol Hollis**, Educational Consultant, Student Services, retirement after more than 15 years of service, and **Bev Meiser**, Speech Language Clinician, retirement after almost 22 years of service.
- The Board recognized the departing Board members: **Ms. Barbara Layne**, Middletown Area SD and **Dr. Anthony Tezik**, West Shore SD. Thank you for your service to the CAIU.
- Alicia McDonald, Director of Student Services, shared that the Early Intervention carnival was held at Adventure Zone yesterday. Nearly 500 participants were expected to attend. It is anticipated that Presence Learning, an online service provider for Speech/Language, OT/PT, and counseling, will serve nearly 400 students next year. She also shared that there is a recommendation on the personnel report to hire the new principal for Hill Top Academy.
- Theresa Kinsinger, Director of Organizational Services, shared that the Guest Teacher program is active with 96 people registered to participate in the training planned for the first week of July. The Human Resources staff is busy with summer activities including hiring new staff to replace those who've retired or resigned.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that two re-lamping projects are planned for this summer, one at Enola and the other at Hill Top Academy. These projects will upgrade the lighting in both facilities with LED bulbs. A significant energy savings is expected. He is also working with a nonpublic school on a replacement of a nonpublic modular classroom. There is an increase in the Driver's Education and Transportation budgets due to increased use of IU services by districts.
- Brian Griffith, Director of Curriculum Services, shared that curriculum consultants are continuing to provide service to districts over the summer. Pedro Rivera, the new Secretary of Education, has invited CAIU curriculum administrators to share information about the Blended Learning Grant initiative.
- Daren Moran, Business Manager, shared information about a golf tournament fundraiser to benefit Champions for Children which will be held on July 28th at Cumberland Golf Course in Carlisle. He shared information about the benefits and efficiencies of the CAIU using Office Depot ordering.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the PSBA has completed the consolidation of the three employee policy sections (Classified Support, Professional, and Administrative). The first section of the 300 Level Employee policies will be brought to the Board for approval in July. She provided a reminder about the All-Hazards training to be held at the CAIU July 14th – 16th.
- Rennie Gibson shared that she is receiving ballots for the upcoming reorganization of the Board.
- Cindy Mortzfeldt, Executive Director, shared information from her report regarding the recent PAIU conference, the Nonpublic Schools Professional Development Academy, the upcoming Willow Mill Preschool Open House which will be held on Monday, June 29th from 3:00 PM –

5:00 PM at their new facility at 4 Flowers Drive, Mechanicsburg, and the PowerSchool Academy being held at the CAIU this week.

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

Board Committee Reports

- Election of CAIU Board Officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking any Board members that are interested in serving as President or Vice President.

Approved Action Items

- Minutes from the May 28, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$7,590,853.34 in receipts and \$7,597,163.77 in expenditures for May 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$62,632,374.04 and expenses of \$62,609,343.37
- Budget Administration
 - Proposed 2014-15 Budget Revision A – Conference Planning in the amount of \$304,923
 - Proposed 2015-16 Original Budget – Act 89 (Nonpublic Schools) in the amount of \$4,857,265
 - Proposed 2015-16 Original Budget – Cafeteria Services in the amount of \$195,000
 - Proposed 2015-16 Original Budget – CASA Charter School Sublease Agreement in the amount of \$244,678
 - Proposed 2015-16 Original Budget – Diakon Center Point Program in the amount of \$533,350
 - Proposed 2015-16 Original Budget – Driver Education in the amount of \$237,946
 - Proposed 2015-16 Original Budget – Early Intervention – Access Program in the amount of \$860,968
 - Proposed 2015-16 Original Budget – Early Intervention – State Funding in the amount of \$11,979,211
 - Proposed 2015-16 Original Budget – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$319,674
 - Proposed 2015-16 Original Budget – English as a Second Language (ESL) in the amount of \$429,074
 - Proposed 2015-16 Original Budget – Entrepreneurial Transportation in the amount of \$68,675
 - Proposed 2015-16 Original Budget – Financial Software Application in the amount of \$241,857
 - Proposed 2015-16 Original Budget – Gifted Technical Assistant Services in the amount of \$140,000
 - Proposed 2015-16 Original Budget – Hospital Education Program in the amount of \$288,700
 - Proposed 2015-16 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$365,015
 - Proposed 2015-16 Original Budget – IDEA Section 611 – School Age in the amount of \$17,239,338
 - Proposed 2015-16 Original Budget – IDEA Section 611 Component One – Early Intervention in the amount of \$1,180,261
 - Proposed 2015-16 Original Budget – Institutionalized Children's Program in the amount of \$521,200
 - Proposed 2015-16 Original Budget – LLIU-PaTTAN Subcontract in the amount of \$11,167

- Proposed 2015-16 Original Budget – Loysville YDC in the amount of \$2,132,022
- Proposed 2015-16 Original Budget – Nonpublic Auxiliary Title Programs in the amount of \$244,520
- Proposed 2015-16 Original Budget – Online Learning Initiative (CAOLA) in the amount of \$4,828,812
- Proposed 2015-16 Original Budget – Professional Services in the amount of \$1,783,436
- Proposed 2015-16 Original Budget – Review of Higher Ed Teacher Programs in the amount of \$15,450
- Proposed 2015-16 Original Budget – Student Services in the amount of \$18,433,500
- Proposed 2015-16 Original Budget – Technology Entrepreneurial in the amount of \$3,334,343
- Proposed 2015-16 Original Budget – Transportation in the amount of \$3,420,700
- Other Fiscal Matters
 - Proposed 2015-16 Cafeteria Rates
 - 2015-16 Special Education Service Contracts for the following: Big Spring SD, Camp Hill SD, Capital Area School for the Arts CS, Carlisle Area SD, Commonwealth Connections Academy CS, Cumberland Valley SD, Dauphin County Technical School, Derry Township SD, Donegal SD, East Pennsboro Area SD, Greenwood SD, Harrisburg City SD, Infinity CS, Juniata County SD, Middletown Area SD, Millersburg Area SD, Newport SD, Shippensburg Area SD, South Middleton SD, Steelton-Highspire SD, Sylvan Heights Science CS, Upper Dauphin Area SD, West Perry SD, West Shore SD
 - Amendment of Loan Agreement and Service Agreement between the CAIU and the Capital Region Partnership for Career Development
- Policies & Programs
 - Proposed 2015-16 CAIU Board Meeting Dates
 - Second Reading, New Policy #819 – Suicide Awareness, Prevention and Response
 - Second Reading, Existing Position, New Description – Program Director
 - First Reading, Revised Policy #537 – Vacation (Classified)
 - First Reading, Revised Policy #541 – Benefits for PT Employees (Classified)
 - First Reading, Existing Position, New Description – Special Projects Secretary
 - First Reading, Revised Policy #331 – Job Related Expenses
- 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 this morning. She wished them all a wonderful summer.

Information Items

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

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

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

A. RESIGNATIONS:

TIMOTHY ELLISON, network operations manager, Technology Services effective July 2, 2015. Reason: Accepted another position.

CAITLYN HIBALA, personal care assistant, Autism Support effective June 26, 2015. Reason: Personal

PATRICIA LACEY, behavioral consultant, Student Services effective June 5, 2015. Reason: Resignation for the purpose of retirement after 8 years of CAIU service.

KATHRYN MANLEY, part-time inclusion EPP, Early Intervention effective July 30, 2015. Reason: Return to graduate school to pursue a master's degree.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

COLLEEN BUSHMAN, human resources clerk, Administration/HR effective July 1, 2015. To be paid at the rate of \$17.40 per hour, 7.5 hours per day for 260 days/12 months of employment. This is a replacement position funded through the General Operating Budget.

DANIEL CONWAY, application support specialist, Technology Services effective July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a replacement position funded through the CAOLA Budget.

CARA KELLEHER, speech pathologist, school-age Speech/Language effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 2, \$47,137 for 192 days of service. This is a new position funded through the school-age Speech/Language Budget.

KRISTEN McLAUGHLIN, remedial specialist, ANPS effective August 17, 2015. Salary will be based on Masters, Step 8, \$54,621 for 192 days of service. This is a replacement position funded through the Act 89 Budget.

ANDREW RHOADS, application support specialist, Technology Services effective July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a new position funded through the CAOLA Budget.

ANISSA RITCHIE, remedial specialist, ANPS effective August 17, 2015. Salary will be based on Masters, Step 13, \$64,469 for 192 days of service. This is a replacement position funded through the Act 89 Budget.

ADAM SHANK, application support specialist, Technology Services with a tentative start date of July 1, 2015. To be paid at the rate of \$19.05 per hour based on Range 2 salary of \$37,147.50 for 12 months of service. This is a new position funded through the CAOLA Budget.

DR. JOHN THOMPSON, principal/program supervisor, Student Services with a start date to be determined. This offer of employment is contingent upon the employee obtaining proper certification during the 2015/2016 school year. Employee must obtain a valid Pennsylvania Administrative or Supervisory Certificate through the PA Department of Education on or before June 30, 2016, in order for employment to continue thereafter. Salary of \$110,376 will be based on Act 93, Grade 3 prorated for a number of days to be determined by start date. This is a replacement position funded through the Core Budget.

C. CHANGES OF STATUS:

CRYSTAL JENKINS, from penn data coordinator, Range 2 to penn data specialist, Range 1, retroactive to July 1, 2013. No change in salary.

HELEN STARNER, project assistant, Special Projects-Curriculum, terminated effective June 2, 2015.

D. CHANGES OF SALARY:

MIREK CHMIELEWSKI, educational paraprofessional, hospital program, three (3) days without pay for failure to notify supervisor to request approval for personal leave and failure to enter absences in Aesop effective May 26 – May 28, 2015.

DR. JANILYN ELIAS, from supervisor to program director, Student Services effective July 1, 2015. Change of status results in a change of salary to a position equal to an Assistant Director. Act 93 salary will be Grade 2, \$112,593 for 12 months of service.

PATRICK RIEKER, program director, CAPP, change of salary due to a change of status from 12 month to 205-day employee effective July 1, 2015. Salary has been set at \$65,882.77 for the 2015/2016 school year.

KATHERINE SCOTT, educational paraprofessional, Emotional Support, change of salary due to additional experience effective May 4, 2015. To be paid at the rate of \$18.25 per hour based on HS, Step 13, \$25,875 for 189 days of service, prorated for a total of 24 days through the end of the 2014/2015 school year. This position is funded through the ES Budget.

JESSICA SMITH, school psychologist, Pupil Services effective at the start of the 2015/2016 school year. To be paid at the rate of \$39.44 per hour based on Masters +15, Step 8, \$55,901 for 189 days of service (working 192 days in 2015/2016). This is a new position funded through the Pupil Services Budget.

E. LEAVES OF ABSENCE:

F. ISSUANCE OF TENURE:

Upon recommendation of the Executive Director, the following temporary professional employees to be elevated to the status of professional and shall be issued professional contracts, effective June 2015:

**SARAH BETACK
ALISHA FOSTER
JESSICA McCOOL
WENDY SHAVER
STEPHANIE REED
RIMA WILSON
AMBER KELLER
BETHANY BORNAK**

Executive Director's Report

June 25, 2015

PROGRAM SPOTLIGHT

Presence Learning

The CAIU began offering online speech/language and occupational therapy services in 2013-14, serving 16 students (36 hours) in a single school system. By the end of 2014-15, we had served 162 students (2213 hours) in two school systems and three IUs. For 2015-16, we have a commitment for approximately 400 additional students. *Immediately following today's Board meeting, an overview of this program will be provided.*

NEWS

Pennsylvania Association of Intermediate Units (PAIU) Conference

The 2015 PAIU Conference, "The IU Story: Celebrating Success and Making a Difference," was held in Seven Springs on June 3-5. Several CAIU staff had the opportunity to participate in this year's conference. In addition to various breakout workshops, the keynote presenters shared their stories of how they made a difference. Erin Gruwell is a teacher, an education activist, and the founder of the Freedom Writers Foundation. At 19 years old, Adam Blank, a former student of Intermediate Unit 1, is a motivational speaker who focuses on topics familiar to Intermediate Units, such as overcoming disabilities, personal empowerment and bullying.

Brian Griffith, Director of Curriculum Services, and David Martin, Director of Technology Services, co-presented the session, "Analysis to Action: Moving Beyond BrightBytes Data." The session focused on developing programs to translate analysis and cutting edge research into actions that improve student learning and encourage school districts to move beyond the data.

Nonpublic School Services

The Nonpublic Professional Development Academy was held June 8, 9, and 10, 2015. The focus of this year's academy was on math assessment and instruction. Lisa Klingler and Joan Gillis, CAIU Curriculum Staff, presented the session content to the nonpublic teachers and administrators over the three days. In the Meaningful Math Interventions session, teachers learned about many fun and practical strategies that teachers can implement in the elementary classroom to help engage students in instruction focused on math standards. The DIBELS Math session provided training in the new math assessment so that teachers can measure student growth in the area of mathematics. During the Math Design Collaborative training, teachers learned about the program's connection to the common core and how to facilitate interactive lessons focused on concept development and problem solving. Approximately 230 nonpublic teachers and administrators from 15 nonpublic schools attended the academy. The Nonpublic Academy is a cooperative effort of CAIU Aid to Nonpublic Schools and the Curriculum teams. Workshops and materials were funded with Title IIA funds.

David Colestock, Supervisor of Nonpublic School Services, attended the **Annual Conference of the North American Society of Adlerian Psychology** in Philadelphia on May 29-30, 2015. David was invited to present on a plenary panel of professionals entitled **Adler is for Everyone**. The panel reflected on Adlerian theory and work in a variety of settings from families to businesses to private practice. David's presentation focused on Adlerian theory in schools and how the theory can be applied in work with students, families, and school staff.

Curriculum Services

The Capital Area Intermediate Unit partnered with EdisonLearning to implement the Framework for Teaching to support and evaluate their teachers. This model incorporates those attributes that are

most critical to effective teaching and evaluates teachers using evidence and a rubric. The rubric is used with observation evidence and artifact collection to describe the level of teacher performance in each domain area. The formative aspect of this model promotes professional growth through teacher self-assessment of evidence. The Framework for Teaching provides EdisonLearning with a consistent language around instructional improvement. Using the Danielson Model - The Framework for Teaching, online teachers produce evidence in Domain 1 around live lessons and tutoring sessions. Evidence is then collected in Domain 2 and 3 when the teacher is teaching or tutoring the student(s). Using the Framework for Teaching, evidence is aligned to the 22 components and shared with the teacher. The process is collaborative and both teacher and supervisor contribute evidence and use the rubric to determine the level of performance and areas for growth. Cheryl Giles-Rudawski, CAIU Curriculum Specialist/Supervisor is taking the lead on this project.

Student Services

Dr. Janilyn Elias will be presenting, in June at the National Conference on School Discipline in Atlanta, on providing educational expertise in court adjudicated placements.

Preschool/Early Intervention

- Preschool Teachers, Megan Slutterback and Patti Merrill, along with Nicole Showers, School Age Educational Consultant, Board Certified Behavior Analyst, have been asked to provide one of the seven poster sessions for the CLM National Conference on Thursday, October 29th. The title of the session is "Strategies for Engineering the learning environment to successfully support a group of naive learners: using structure, material organization (bins), grouping, etc.
- Kristen Bishop, student Intern, from West Virginia University, will start at the beginning of the 15-16 school year. She is completing her Masters in Multi-Categorical Special Education.
- We anticipate providing experiences with 14 Messiah Interns during 2015-16.
- Our newest preschool location, Willow Mill Preschool, will be hosting an Open House on Monday June 29 from 3-5 pm. All are welcome.
- EI Carnival is on June 23 at Adventure Zone in Mechanicsburg from 5-8

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

- Teachers at Diakon Wilderness Center assisted with a grant for funding from the Chesapeake Bay Trust Environmental Education Project. A total of \$5000 was awarded for stream monitoring supplies, curriculum and field experiences at the Chesapeake Bay Watershed
- The ELECT/EFI (parenting and pregnant teen initiative) grant renewal was submitted prior to the June 12, 2015 due date. The grant will be for another three year term (2015-2018).

Hill Top Academy (HTA)

- The 2014-15 school year came to a close with many successes to celebrate. The Hill Top Academy graduation took place on Monday, June 1st; six students attended graduation and were presented with their school district diplomas by the district point of contact.
- The Annual Awards assembly occurred on June 2nd, recognizing each and every student at Hill Top. The end of the year picnic on June 4th was a fun filled event for students and staff, held at Lower Allen Park. We said good bye to several students returning to their home district this fall and several others who will be transitioning in the fall. Our census has grown to 130 students at the end of this school year.
- We also had 3 long time employees retire: Gail Reynolds, CAPP paraeducator, Patricia Lacey, CAPP Mental Health Treatment Specialist, and Mary Woodward, Teacher.
- Over the summer, we will have Extended School Year (ESY) classes in session. We are hoping to have our new administrator on board during the summer for some transition planning activities.

We will be adding 2 new classrooms and staff to start the 15-16 school year to accommodate the needs of the districts. Our goals moving forward focus on active engagement and embedding technology in instruction, school-wide positive behavior supports, and increased use of data to drive IEP and instructional decision-making.

Technology Services

PowerSchool Academy

Annual Training event that is offered by PowerSchool Solutions (a consortium between CAIU, CLIU, and MCIU) as a local, low cost solution for PowerSchool Training.

Date: Monday, June 22nd – Thursday, June 25th

Time: 8:00 A.M. to 5:00 P.M.

Place: CAIU

NOTIFICATION OF ACTIVITIES

- Attended the Deaf and Hard of Hearing Awards program and the Hill Top Academy graduation.
- Met with Dr. Tod Kline, new superintendent at Susquehanna Township SD, to provide an overview of CAIU services.
- Participated in the Bureau of Early Intervention Services Fiscal Review Exit Conference.
- Attended PAIU Conference in Seven Springs on June 3-5.
- The Cabinet members attended Energy Leadership training session on Wednesday, June 17, as part of our annual Cabinet Retreat. In addition other topics included 2015-16 Goals, leadership training for our administrators, and policy and procedures review.
- On June 9, I attended the Susquenita SD Board meeting and had the honor of presenting the 2014-15 Thomas W. Holtzman, Jr. Leadership Award to Mr. Richard Phoenix, a fourth-grade teacher at Susquenita Elementary School.

UPCOMING CAIU EVENTS

- **Extended School Year (ESY) Fishing Derby** will take place on July 22 from 8:30 a.m. - 11:30 a.m. at South Middleton Township Park in Boiling Springs.
- **19th Annual CAIU Champions for Children Golf Tournament** - Fee is \$65.00 per player. Package includes green fee, cart, refreshments, dinner and other prizes. Awards Banquet immediately following Tournament.

Where: Cumberland Golf Club

2395 Ritner Highway

Carlisle, PA 17015

When: Tuesday, July 28, 2015 (Rain or Shine)

Registration begins at 11:00AM - Shot Gun Start at 12:00PM

Contact: Daren Moran, Golf Committee Chairperson

(717)732-8400 x8654

dmoran@caiu.org

- **Preschool Graduation ceremony and End of the Year Celebration**
Heather Donovan and the Carroll Elementary Preschool Staff would like to invite you to their Graduation Ceremony and End of the Year Celebration.

Dates and Times for the Celebration are as follows:

Tuesday, **July 28th** at 10:00am and 1:30pm

Wednesday, **July 29th** at 10:00am and 1:30pm

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.