

---

# CAIU BOARD HIGHLIGHTS

---

The following actions were taken at the **January 22, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- As January is School Board Recognition Month, the CAIU would like to take this opportunity to thank our nineteen Board Members for devoting their time to support education and serve the local schools and community.
- The Board announced the following retiree: Jean Mulligan, Vision Itinerant Teacher, retirement after almost 29 years of service.
- Theresa Kinsinger, Director of HR and Communications, indicated that the HR staff continues to work through the requirements for clearances and employment background checks for existing and new staff. She is working to secure updated clearances for staff per Act 168 requirements.
- Alicia McDonald, Director of Student Services, shared information about the transition to the Capital Area Peak Potential Program (CAPP). The CAIU now provides educational services for students who are at Hershey Medical Center for kidney dialysis.
- David Martin, Director of Technology Services, shared that his team continues to work on a Disaster Recovery Plan. A meeting was held recently with districts to begin development of policies and systems to address disaster recovery. Also, the collaborative statewide Technology Advisory Council meeting was held. Technology staff across the Commonwealth come together virtually to discuss pertinent issues and policies about technology. The Regional Computer Fair is scheduled for March 25<sup>th</sup> at the CAIU. Breakout sessions for the students are being planned.
- Brian Griffith, Director of Curriculum Services, shared that CAOLA surpassed another milestone with 3,000 students enrolled in online courses. About half of those students are full-time online students. A group of teachers and administrators from Big Spring, CAIU, East Pennsboro, Susquehanna Township, and Susquenita visited various schools in the Philadelphia and New Jersey areas to observe different hybrid learning models. Also, WITF recently recorded a community forum on drug use. The TV show will air on February 19 at 8:30 p.m. and again on February 21 at 2:00 p.m. This show is another resource for the work around Real Life Real Issues: Drugs and Young People.
- Daren Moran, Business Manager, provided an update on the Special Audit reviewing the contracts between CAIU and PDE. On today's agenda, the 2015-16 General Operating budget is available for second reading and approval. The budget documents will be sent to the local districts for review and a vote by their boards.
- Rennie Gibson, Board Secretary, distributed a Statement of Financial Interest form to each Board Member and asked that the forms be completed and returned to her. This document is required to be completed on an annual basis. Also, she shared information regarding the upcoming annual CAIU Board of Directors' election, which will take place by mail ballot this spring. Board members representing Carlisle, Central Dauphin, Cumberland Valley, Derry Township, Greenwood, Millersburg, Newport and Steelton-Highspire school districts will be included in this year's election.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that there are several new policies on the agenda related to new Child Protective Services regulations. The CAIU Core Safety Team is working to update the Emergency Operations Plan and is planning Tabletop safety exercises. She has visited thirteen school sites (non-public, preschool, and Hill Top

Academy) and has scheduled fourteen more as part of her goal of visiting staff in their teaching environments.

- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Early Intervention Validation Report that was also available for the Board members' review. The annual CAIU All Staff Day was held on January 19. A variety of activities was planned for the morning with Chris Heeter as the keynote speaker. In the afternoon, staff had the opportunity to participate in workshop sessions or service projects. Also, the Hill Top Academy food service had their Administrative Review on Wednesday, January 21. The preliminary report indicated that there were no corrective actions. She also shared a mid-year update on the 2014-15 CAIU Organizational Goals. The document was available for the Board members' review.

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

### **Approved Action Items**

- Minutes from the December 18, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$2,998,180.54 in receipts and \$5,761,249.52 in expenditures for December 2014
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$27,674,500.58 and expenses of \$27,658,208.09
- Budget Administration
  - Proposed 2015-16 Original Budget – General Operating (2<sup>nd</sup> Reading) in the amount of \$5,667,285
- Other Fiscal Matters – No other Fiscal Matters
- Policies & Programs
  - Second Reading, Revised Policy #620 – Fund Balances
  - Second Reading, Existing Position, Revised Description – Business Manager
  - First Reading, Revised Policy #307 – Student Teacher/Interns
  - First Reading, Revised Policy #309 – Assignment and Transfer
  - First Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
  - First Reading, New Policy #317.1 – Educator Misconduct
  - First Reading, Revised Policy #333 – Professional Development
  - First Reading, Revised Policy #806 – Child Abuse
  - First Reading, Revised Policy #818 – Contracted Services
  - First Reading, Existing Position, Revised Description – Director, Organizational Services
  - First Reading, Existing Position, New Description – Inclusion Consultant
- 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. She appreciates their effort to get to the meeting this morning with the weather.

### **Board Members Sharing of Information**

- Dr. Fred Baldwin, Carlisle Area School District, shared his concerns about the cost and the requirements for clearances especially for volunteers. He is afraid that the new requirements will discourage volunteers to participate in our schools. He is also interested in hearing any feedback from Board Members who have used both Board Docs and AgendaManager.
- Nancy Otstot, East Pennsboro Area School District, asked how many districts has a designated Board Secretary employed at the district.

## Information Items

- See AgendaManager at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**NEXT MEETING: Thursday, February 26, 2015, 8:00 a.m., Board Room, CAIU Enola**

**DATE SAVER: Immediately following the February Board Meeting, an overview of the Regional Blended Learning Grant will be provided.**

---

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

---

### **A. RESIGNATIONS:**

**AMY KWIATKOWSKI**, mental health treatment specialist, CAPP effective January 6, 2015.  
Reason: Personal.

**ARIAN MONASMITH**, online learning administrator, CAOLA effective January 9, 2015.  
Reason: Personal.

### **B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

**MARY TROAIN-GERMANN**, accounting clerk, Business effective January 19, 2015. Range 3 base salary of \$34,417.50 for 12 months of service will be prorated for a total of 117 days through June 30, 2015. This is a replacement position funded through the General Operating Budget.

**JACK RENTZEL**, application developer II, Technology Services effective January 19, 2015. Base salary of \$68,439 for 12 months of service will be prorated for a total of 117 days. This is a replacement position funded through the Application Development Budget.

### **C. CHANGES OF STATUS:**

**BRYAN GUERRISI**, from program assistant to online support administrator, Curriculum Services, CAOLA effective January 12, 2015. New salary of \$44,000 for 12 months of service will be prorated for the remaining 122 days of the 2014/2015 school year. This is a replacement position funded through the CAOLA Budget.

**JILLE JOHNSTON**, from teacher, Diagnostic to teacher, Emotional Support effective January 5, 2015. This position is funded through the Diagnostic Budget.

**LYNETTE LEE**, from part-time, long-term substitute to permanent, part-time educational paraprofessional, Early Intervention effective January 5, 2015. This position is funded through the MAWA Budget.

**SARAH MAZZULLA**, from teacher, Emotional Support to teacher, Diagnostic effective January 5, 2015. This position is funded through the Emotional Support Budget.

**DEBRA ZERVANOS**, change of status from mental health worker, CAPP to full-time EPP/PCA, Emotional Support effective January 5, 2015. New base salary of HS+30, Step 11, \$25,491 for 189 days of service will be prorated for a total of 103 days through the end of the 2014/2015 school year. This is a voluntary demotion funded through the Emotional Support Budget.

**D. CHANGES OF SALARY:**

**AMY COOK**, part-time occupational therapist, OT/PT, increase days from 95 to 107 for the 2014/2015 school year effective December 1, 2014. Base salary of Masters, Step 11, \$59,603 for 189 days of service will be prorated for a total of 107 days. Reported as 102 days on the December Board Addendum.

**SHANNON GERHARDS**, part-time speech therapist, Early Intervention, ASHA stipend of \$2,500 will be prorated for a total of 119 days for the 2014/2015 school year.

**TANYA HALLER**, art teacher/floater, Student Services, change of salary for completion of master's degree effective December 15, 2014. New base salary of Masters, Step 8, \$54,088 for 189 days of service will be prorated for a total of 110 days.

**JOANNE RUCHINSKI**, service coordinator, Early Intervention, change of salary for completion of Masters +15 credits effective December 15, 2014. New base salary of Masters +15, Step 13, \$65,298 for 189 days of service will be prorated for a total of 102 days.

**MICHELLE SHOLDER**, teacher, Multiple Disability Support, change of salary for completion of Masters +30 credits effective December 22, 2014. New base salary of Masters +30, Step 10, \$60,423 for 189 days of service will be prorated for a total of 105 days.

**LISA SMILEY**, part-time educational consultant, Student Services, change of salary due to an increase in number of contracted days from 80 to 108 effective December 18, 2014. Base salary of Masters, Step 9, \$55,795 for 189 days of service will be prorated for a total of 108 days.

**E. ISSUANCE OF TENURE:**

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued a professional contract, effective January 22, 2015:

**WENDY RIDWAY**, Inclusion Consultant, Early Intervention

# Executive Director's Report

## January 22, 2015

### NEWS

#### Student Services

##### **Preschool/Early Intervention**

- The Verification Improvement plan was closed out in December. A copy of the Validation Report and Improvement Plan is attached to the Board agenda for your review.
- We welcome Trina Strohm as a new teacher to the Delbrook Preschool Center.
- Two autism classroom programs held open houses in December for families with successful turn-out (Foose and Fishing Creek).
- The preschool December 1 Child Count was 989 active children.
- "Roots and Branches" is made up of a community of learners in the Preschool Program. The group meets throughout the year to learn more about local refugee communities, migrant labor and immigration, their own relationship to immigration from their family of origin, and how these conditions affect students and families. The group is in the process of planning training on cultural diversity which will take place on May 27<sup>th</sup>. Please check out the Roots and Branches art piece hanging outside the Friendship and Juniata Rooms made by the Preschool Staff. The branches bear many fruits and flowers when our roots are woven strong with diversity and understanding.
- We received an email from a parent in the community that we are partnering with via the inclusion performance and positive behavior support grants: *"Happy New Year! I'm inquiring to see if there has been a date scheduled for the next training. The response from the previous session was incredible and we have people asking when the next one will be. Just yesterday I had to pull out the "10 words or less" card on my 17yr old daughter. Thank you again for allowing us to participate. The skills and parental advice given has been such a great blessing. Thank you in advance for your assistance."*

##### **Hill Top Academy**

- We continue to receive and accept new student referrals; several classes are currently approaching maximum size.
- We welcomed Sarah Mazzulla as a new teacher into the Diagnostic classroom and we made several staff changes, as well.
- Staff is being trained on the administration of the Classroom Diagnostic Tools to be used as benchmarks and as a diagnostic tool to assess incoming students.
- Professional development planning is on our mind as we move through January. Input from our staff is being gathered to prepare for 2015-16. We are planning to train staff on the Engage NY English/Language Arts curriculum for 2015-16.
- The Capital Area Partial Program license was mailed back to the Office of Mental Health and Substance Abuse Services on Monday December 29<sup>th</sup> and operations of the partial program officially ended at midnight, January 1<sup>st</sup>, 2015.
  - All former clients of the partial program were assisted in arranging for outside psychiatric services and, when needed, outside mental health services.
  - Students returned to the Capital Area Peak Potential program on January 5<sup>th</sup> for what appeared to be a smooth transition.
  - The Peak Potential program is off to a good start with several referrals and new placements.
  - Staff members of the Peak Potential program attended meetings to discuss the new program, review roles and responsibilities, reinforce new concepts, understand the education system and IEP process, and address questions. Planning includes continuing to meet with staff and closely monitor the new program, as well as

providing ongoing training to ensure professional growth and development within the context of an intensive therapeutic emotional support program.

- Discussions are well underway to establish psychiatric consultation services for the new program and it is hoped that these services can be in place within the next few months.

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

- We are operating a new educational program for the hospital partial program for day Dialysis patients. The services are provided to these students and districts utilizing current staff at Hershey Medical Center.
- Ongoing collaboration with Diakon has given way to a joint presentation at a national conference.
- Trish Lacey started as our new Homeless Coordinator for Dauphin County. Meetings are scheduled with the new Regional Coordinator in preparation for the April audit.
- On December 23rd, a representative from Mazzetti and Sullivan presented to the staff on Current Trends in Street Drugs and Signs and Symptoms of Drug Use.
- We have also welcomed a new Occupational Therapist (OT), Jocelyn Colyer, to our staff.

### **Blended Learning School Visits**



Teachers and administrators from Big Spring SD, CAIU, East Pennsboro Area SD, Suquenita SD and Susquehanna Township SD recently visited schools in the Philadelphia and Elizabeth, NJ areas. The team met with central office administrators and observed classes where blended/personalized learning is being implemented.

### **Technology Services**

#### **Content Keeper Training**

To be proactive and to meet the needs of the districts, the Internet Consortium switched to a new Internet content filter for the 2015-16 school year called Content Keeper. Since we implemented Content Keeper's Content Filtering solution for all of our school districts in September 2014, we have offered this training to the school districts on two separate occasions. Both trainings were well represented by our school districts and the training was well received. Now that we are well into the first year of implementation, we worked with Content Keeper to provide additional training at no cost. On January 14, Content Keeper provided training to representatives from 13 school districts with 20 participants. This training included the following topics:

1. Administrator Training
2. Report Training
3. An introduction to Content Keeper's upcoming release of new functionality and reporting capabilities
4. A demonstration of Content Keeper's mobility solution

In addition to the training, we concluded by having a discussion about mobility solutions and managing devices when they are not on the school campus.

#### **Collaborative Technology Advisory Council (TAC) Meeting – Technology Law and Policy**

The statewide group of Intermediate Unit Technology Directors conducts several statewide collaborative technology coordinator discussions each year. Collaborative TAC meetings are focused around specific topics. We hold video conference with other IUs and their districts to create a very collaborative virtual learning environment. The past two sessions were on Disaster Recovery



solutions from Microsoft and VMWare. On Thursday, January 15th, Mark Walz, attorney for Sweet, Stevens, Katz, and Williams joined us to share his expertise in the area of technology law and policy. We focused on the most dynamic and critical technology policies through the lens of current case law, trends and patterns. The specific policies we discussed were related to Social Media, Acceptable Use, Electronic Devices, Records Retention and Destruction, and Data Breach Notification. After the virtual session ended, the districts at the CAIU discussed having specific follow up sessions on data breach policy and procedures.

## NOTIFICATION OF ACTIVITIES

- The Annual **CAIU All Staff Day** will be held on Monday, January 19, 2015, at the Best Western Premier Hotel & Conference Center. A variety of activities is planned for the morning session with Chris Heeter as the keynote speaker. In the afternoon, staff will participate in a variety of breakout sessions or service projects.
- Attended the monthly PAIU Executive Directors' meeting
- Participated in the Chief Recovery Officer's committee meeting with the Harrisburg School District
- Met with President and Vice President of CAEA for our quarterly meeting
- Attended PASA Women's Caucus Executive Board Meeting
- Met with Superintendents' Conference Committee to plan the Spring Leadership Conference
- Met with Bob Greene from Eidex Data Systems for a demonstration of the data tool and explore applicability of the tool for our districts. Several of our districts have begun to use this tool as a resource for comparative school data
- Met with Dr. Robert Jarvis from the Graduate School of Education at the University of Pennsylvania to review the work the consortium of school districts has done around excellence and equity
- Participated in the onsite Administrative Review of the CAIU Breakfast and Lunch program

## Upcoming CAIU Events

**STEM Competition** – February 20, 2015 - The CAIU will host the Governor's JOBS1st STEM competition. This event is a unique competition for students in grades 9-12 that provides an opportunity to explore careers utilizing Science, Technology, Engineering and Math (STEM). Teams from several of our high schools will compete in this regional event. Final competition will be held on May 29 at Thaddeus Stevens College of Technology.

**CAIU CanvasCon 2015** – March 4, 2015 – This will be a day for teams from any district to join us to learn more about Canvas. We begin by discussing how Canvas supports a Blended Learning environment. Staff from districts will present about how they are using Canvas, what they like about it, etc. Canvas representatives will also present new features and answer questions.

**CAIU Regional Computer Fair** – Registration is now open for the 2015 Regional Computer Fair at the Capital Area Intermediate Unit. The event will be held on Wednesday, March 25, 2015 and will showcase both Middle and High School student products/projects created using technology. The Computer Fair is an annual event where students from our districts submit projects in the area of: Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design. While judging of the projects is being completed, students have the opportunity to attend technology sessions in a variety of topics. It is a great opportunity for students to demonstrate their technology skills in front of their peers, educators, and professionals from the private sector. The winners of the CAIU Regional Computer Fair will advance to the statewide competition on May 19<sup>th</sup> and 20<sup>th</sup> at Dickinson College in Carlisle and compete against students from across Pennsylvania. Please visit the site for details: <http://www.caiu.org/services/technology/computer-fair.aspx>

## Upcoming Events

### **PETE&C**

The Pennsylvania Educational Technology Expo and Conference (PETE&C) is a statewide event held on February 8-11 at the Hershey Lodge & Convention Center. This conference is an annual conference and has sessions on best practices regarding instructional technology as well as supporting educational technology from a technical aspect. The latest technology products and services that are showcased are appropriate for administrators, technology directors, school board members, and teachers. The CAIU technology staff not only attends this conference, but provides the technology support for the conference. The CAIU is also providing a 2 day pass for each district that we serve.

### **PA Assoc. Of School Personnel Administrators (PASPA) Conference**

The annual PASPA Conference will be held on February 25-27, 2015 at the Sheraton Harrisburg-Hershey Hotel. PASPA, a state organization for school personnel practitioners, is a unified voice on personnel issues and guarantees to help each member maximize competencies through professional development activities and statewide resource networks.