
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 18, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: Carol Schue, Early Intervention Teacher, retirement after almost 24 years of service.
- Theresa Kinsinger, Director of HR, Business and Communications, shared information about Open Enrollment and the Child Protective Services Law updates. There are new requirements that all employees must obtain updated clearances every three years and new requirements for reference checks from former employers.
- David Martin, Director of Technology Services, shared information about the recent 3rd annual iPad Summit. Approximately 35% of the nearly 200 attendees were from our districts. He also shared that districts are looking at different Learning Management Systems and the CAIU will host an opportunity for districts to see a comparison between Schoology and Canvas. The CAIU is also looking at Disaster Recovery Plan options.
- Daren Moran, Business Manager, presented an overview of the proposed 2015-16 General Operating Budget. The budget is on the agenda for a 1st reading.
- Len Kapp, Supervisor of Operations & Transportation, shared that the energy savings from the “re-lamp” project and replacement of LED lighting could be approximately \$20,000 per year. He noted that the constant lighting cost of the CAIU building has been reduced approximately 80 percent over recent years with lighting upgrades.
- Dr. Rhonda Brunner, Assistant Executive Director, shared the Local School Wellness Policy report and policy updates that reflect Child Protective Services Law changes.
- Cindy Mortzfeldt, Executive Director, highlighted the Technology Services Team and the services they provide. Alicia McDonald and she attended the Shippensburg Area SD Board meeting to present Josephine J. Decima award to Amy Brandt, Life Skills teacher. ELECT/EFI monitoring was recently completed. A report will be received at a later date. The CAPP program changes remain on target to relinquish the partial hospital license on 12/31/14. The CAPP staff continues to work closely with the agencies to ensure a smooth discharge of clients from the partial hospital program.

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

Board Committee Reports – The Finance & Budget Committee met on November 20, 2014 to review the proposed 2015-16 General Operating Budget. The Act 93 Committee met on December 11, 2014 to review the Act 93 Compensation Plan.

Approved Action Items

- Minutes from the November 20, 2014 CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$3,814,774.60 in receipts and \$4,455,413.61 in expenditures for November 2014
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$24,880,939.71 and expenses of \$21,599,930.29
- Budget Administration
 - Proposed 2014-15 Original Budget – Gifted Technical Assistant Services in the amount of \$140,000

- Proposed 2014-15 Original Budget – PA Assessment and Accountability in the amount of \$230,200
- Proposed 2014-15 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,194,590
- Proposed 2014-16 Original Budget – Title I, Part D – Neglected and Delinquent Subpart 2 Program in the amount of \$851,679
- Proposed 2014-16 Original Budget – Title II, Part A – Improving Teacher Quality in the amount of \$44,333
- Proposed 2014-16 Original Budget – Title III, Part A – English Language Acquisition in the amount of \$208,225
- Proposed 2015-16 Original Budget – General Operating (1st Reading) in the amount of \$5,667,285
- Other Fiscal Matters
 - Early Intervention Commercial Lease – Flowers Drive
 - 2013-14 Audit Report
- Policies & Programs
 - Second Reading, Revised Policy #000 – Board Policy/Procedure/Administrative Regulations
 - Second Reading, New Policy #701 – Facilities Planning
 - Second Reading, New Policy #805.1 – Relations with Law Enforcement Agencies
 - Second Reading, New Position, New Description – Behavior Consultant
 - First Reading, Revised Policy #620 – Fund Balances
 - First Reading, Existing Position, Revised Description – Business Manager
- 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 and wished everyone a Merry Christmas and a blessed holiday.

Information Items

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

NEXT MEETING: Thursday, January 22, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the January Board Meeting, an overview of the VoIP Phone System will be provided.

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

A. RESIGNATIONS:

ALLISON CORBIN, speech pathologist, Early Intervention effective December 3, 2014. Reason: Resignation following child-rearing leave of absence.

JEAN MULLIGAN, itinerant teacher, Blind/Visually Impaired Support effective January 1, 2015. Reason: Employee is unable to return to work following sabbatical for restoration of health and has applied for disability retirement through PSERS after 28 years of CAIU service.

DONALD ORSINGER, custodian, Operations (Administration) effective February 16, 2015. Reason: Retirement after 36 years of CAIU service.

KAREN OTT, technology support coordinator, Technology Services effective February 27, 2015. Reason: Retirement after 42 years of CAIU service.

JOSEPH VIGLIANO, educational paraprofessional, Emotional Support effective January 9, 2015. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

SARAH MAZZULLA, teacher, Emotional Support effective January 5, 2015. Base salary of Bachelors, Step 2, \$43,660 for 189 days of service will be prorated for 103 days. This is a replacement position funded through the Emotional Support Budget.

SHANA MONTGOMERY, itinerant teacher, Deaf/Hard of Hearing Support effective January 5, 2015. Base salary of Masters, Step 8, \$54,088 for 189 days of service will be prorated for a total of 104 days. This is a new position funded through the D/HH Support Budget.

SCOTT SNYDER, educational consultant, Curriculum Services with an anticipated start date of February 17, 2015. Base salary of Bachelors, Step 15, \$65,647 for 189 days of service will be prorated based on start date following release from current school district. This is a new position funded through the Professional Services Budget.

KATHERINE STROHM, long-term substitute teacher, Early Intervention effective January 5, 2015 through June 5, 2015. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for a total of 97 days. This is a long-term substitute position funded through the MAWA Budget.

C. CHANGES OF STATUS:

SARAH BEAUMONT, from part-time to full-time ESL teacher, Curriculum Services effective January 5, 2015. Base salary of Masters, Step 2, \$46,604 for 189 days of service will be prorated for the remaining 107 days of the 2014/2015 school year. This is a new position funded through the ESL Budget.

STACEY CHYR, from long-term substitute to permanent full-time inclusion consultant, Early Intervention effective January 5, 2015. No change in salary. This is a new position funded through the MAWA Budget.

PATRICIA LACEY, from full-time furloughed mental health treatment specialist, CAPP to part-time behavioral consultant, Pupil Services effective December 24, 2014. To be paid at the rate of \$45.10 per hour based on Masters, Step 13, \$63,936 for 189 days of service.

LEEANN LETERSKY, from part-time to full-time educational paraprofessional, Early Intervention effective March 2, 2015. Base salary of HS+30, Step 7, \$22,011 for 189 days of service will be prorated for a total of 60 days. This is a replacement position funded through the MAWA Budget.

D. CHANGES OF SALARY:

AMY COOK, part-time occupational therapist, OT/PT, increase days from 95 to 102 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 102 days.

E. LEAVES OF ABSENCE:

SARAH ALTMAN-KOPKO, part-time speech pathologist, Early Intervention requesting leave of absence without pay for child-rearing effective March 30, 2015 through May 22, 2015 for a total of 18 days. Leave is requested in accordance with CAIU Policy.

Executive Director's Report

December 18, 2014

PROGRAM SPOTLIGHT

Technology Services

The technology services team works collaboratively with the member school districts and other Intermediate Units to support the teaching, learning and research of staff and students. As schools expand their use of technology instructionally and administratively, the CAIU has been able to establish a team that is able to offer a comprehensive range of services. The creation of this team provides high value, cost effective solutions through a consortium model and enables districts to have quick access to staff that are specialized in the areas of instructional technology, network infrastructure, technology planning, as well as specific computerized systems such as Learning Management systems, student information systems, and financial systems.

In an effort to contain costs and increase opportunities for the growth of technology in schools that will have a positive impact on student achievement, school districts in the CAIU footprint have established a fiber connection from their district back to the CAIU to form a Regional Wide Area Network (RWAN). This high speed telecommunication connection enables the consortium to be able to offer a wide variety of modern technology solutions. Some of the solutions that utilize this connection are Internet access, Internet Content filtering, backup services, server hosting, phone systems, wireless management, firewall, SPAM filtering, message archiving, and video streaming solutions. As technology continues to grow and districts embrace hybrid learning to best meet the needs of their students, we have seen an increase in use of the CAIU services to create a regional support structure as schools focus on the staff and students in the classroom.

NEWS

2014 Josephine J. Decima Award for Excellence in the Field of Special Education

Congratulations to Amy Brandt, a Life Skills Teacher at Shippensburg Area High School. She is the recipient of the 2014 Josephine J. Decima Award. This award was established to honor the life of the late Josephine Decima, a former CAIU educator, who helped pioneer the field of special education in central Pennsylvania. Alicia McDonald and I attended the Shippensburg Area School District Board meeting on Tuesday, December 2, to present the award to Amy.



CAIU iPad Summit

The third annual CAIU iPad Summit was held on Monday, December 15, with approximately 180 attendees. The Summit brings together educators, technology directors, principals and school leaders for a day of presentations, workshops and hands-on sessions to identify emerging best practices and effective methods of implementing and using iPads in the classroom.

The iPad Summit combines keynote sessions, featured speakers, a student showcase, and presentation sessions that address three key conference strands:

- **Leadership** - School change requires leadership and support. This strand focused on providing leadership and the kinds of professional development that help teachers be successful.

- **Classroom Integration** - At the core of any good school initiative is improving student learning. This strand answered how iPads impact what is taught, how teachers teach and how students learn.
- **Technical** - Technology management is a huge part of educational iPad programs. This strand discussed how to purchase, manage, and sync apps, how to store and protect iPads, and what policies and procedures need to be in place to support the program.

You can view more detail on our Wiki at: <http://caiuiipadsummit2014.wiki.caiu.org/Home>

ELECT/EFI (Education Leading to Employment and Career Training/ELECT Fatherhood Initiative)

The annual monitoring of the ELECT program was held on December 9. A team from PDE and the Center for Schools and Communities conducted the monitoring. During the day, they visited a school site, observed a group session, interviewed staff and students, and reviewed case files. A follow-up report will be received at a later date.

Association of Educational Service Agencies (AESAs) 29th Annual Conference

Several CAIU staff had the opportunity to attend and present at the AESA Annual Conference held in San Diego, CA. CAIU staff presented at the following sessions:

Seamless and Consistent Instructional Best Practice for Student Teachers: Our school districts, 10 universities, and the CAIU collaborated to ensure consistency and common language for student teacher candidates. In this session, Brian Griffith, Cheryl Rudawski, and Karen Ruddle highlighted “High Impact Strategies” training that is required of all student teachers prior to their field experiences in our school districts.

How to Extend Your Reach with Online Therapy for Special Education Students: Arlene Moll and Christian Hansen from PresenceLearning provided an overview of the online delivery of special education services, such as speech and occupational therapy. This flexible delivery method can provide therapeutic intervention, fill staffing shortages, improve personalization of therapy and improve student outcomes.

Student Services

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

- Our teachers at Hershey Medical Center/Children’s Hospital (Kimberly Matthews and Denise Kramer) have been asked to be on the 4 Diamonds Planning Team. They are currently creating the brochure/flyer given to families about the services offered.
- Annual Holiday Program for ELECT/EFI was December 10, 2014 ~ there were 100+ attendees. Santa made an appearance!
- We have established a partnership with Diakon/CAIU/Districts so that districts can directly refer students to Diakon. This is in addition to the court adjudicated placement. We are pleased to report, districts have started referring students to Diakon/CAIU for educational, behavioral and drug and alcohol support.
- Future Trainings for District/CAIU Pupil Services/other Professional Staff
 - Providing Positive Feedback (March)
 - Preventing Compassion Fatigue (Spring/Summer)

Deaf/HH, Autism (AS) and Multiple Disabilities Support (MDS)

- The Deaf/Hard of Hearing program held its annual Cookie Exchange for families, students and staff the evening of December 11th.
- There have been ten new enrollments since August in DHH, AS, and MDS

- On Nov 21, two students from our AS class at East Pennsboro HS assisted the Salvation Army with putting together meals for 200 needy families.
- Upcoming Training
 - There will be a CLM (Competent Learner Module) Regional Network Meeting on January 8th at Enola. This is open to those district/IU/Approved Private School staffs that are coaches or enrolled in the CLM training.

Hill Top Academy

- December is a short, but busy, month at Hill Top. The number of students currently attending Hill Top is up to 99. With current referrals, we expect to have a student population of over 100 within a few days.
- The December EE&L (Experiential Education & Learning) activity was roller skating on December 12th and there are some holiday events planned prior to break.
- On December 23rd, a representative from Mazzetti and Sullivan is presenting 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.

Capital Area Partial Program

- CAPP remains on target to relinquish its partial hospital license on 12/31/14. The CAPP continues to work closely with the Office of Mental Health, counties, and managed care to ensure a smooth discharge of clients from the partial hospital program. These entities are also assisting in the terminology and definition of the new Peak Potential Program so as to clearly distinguish it as an intensive therapeutic emotional support education placement, but not a treatment facility or mental health system program.
- CAPP staff is working with families to arrange for any additional mental health services these students may need after being discharged from the partial hospital program, including alternative psychiatric care. After CAPP closes, a great deal of work will continue regarding the disposition of records and archival documents as well as follow up with remaining managed care audits.
- The Capital Area Peak Potential Program's first day is set for the student's return from holiday break, January 5th. Current CAPP clients will be attending this new program as their education placement, and we are working with our school districts to revise IEPs and NOREPs in preparation. In addition, the new program has already received several referrals.

Speech & Language

The CAIU Speech/Language Program will be hosting two graduate student interns in Speech/Language Pathology during the spring semester.

- Alexandra Fry, a graduate student at Misericordia University, will be working with Julie Bristol, CCC-SLP from our School-Age Program and Meghan Harvey, CCC-SLP from our Early Intervention Program. Alexandra is the 2014 Keiser Scholarship Winner and a graduate of Big Spring High School.
- Erin McLaughlin, a graduate of Central Dauphin East High School and a graduate student at Bloomsburg University, will be interning with Emily Sidelinger, CCC-SLP from our School-Age Program and Heidi Haas, CCC-SLP, from our Early Intervention Program.

Data Systems

The Data Quality Network (DQN) continues to meet on the third Wednesday of each month by connecting via video conference to other IUs. The November meeting at CAIU was well attended with 51 people representing 23 entities. Presenters from the Privacy Technical Assistance Center lead a Data Breach Simulation. The next Data Quality Network meeting will be held December 17th at the CAIU featuring LEA presentations on Data Governance including a presentation from the PIMS/Child Accounting Coordinator from Central Dauphin School District. For more information on

the Data Quality Network including session recordings and resources, please visit www.dataqualitynetwork.net.

Cindy Gavazzi, Data Systems Supervisor (Student Services), hosted the PIMS Cohort meeting after the DQN meeting for LEA data staff with 25 people from 18 districts in attendance. PIMS Cohort meetings provide an opportunity for LEA data teams to collaborate with other LEAs on data related items and work in vendor-alike groups.

NOTIFICATION OF ACTIVITIES

- Attended the Association of Educational Service Agencies (AESAs) Conference
- Met with Mr. Snell, PDE Consultant, Dr. Castagneto, Superintendent, Cynthia Craig, Business Manager, and Daren Moran to discuss a plan for support and training for Steelton-Highspire SD
- Met with Superintendents' Finance Committee to review the 2015-16 Proposed General Operating Budget
- Attended the Chief Recovery Officer's committee meeting with the Harrisburg School District

UPCOMING CAIU EVENTS

Regional Disaster Recovery Meeting – January 21, 2015 - The CAIU and member school districts have formed a team to develop a consortium disaster recovery solution and articulate the important aspects of disaster recovery planning. This initiative has become more important as we have become more reliant on technology. Our initial meeting will be on January 1st. As the solution is developed, it will be communicated and shared with all districts.

All Staff Day – January 19, 2015 – All CAIU employees will attend the All Staff Day at the Best Western Premier Hotel and Conference Center, Harrisburg. A variety of activities and presentations is planned for the morning, and staff will participate in workshop sessions or service projects during the afternoon.