
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 23, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mrs. Jean Rice, Board President, welcomed new CAIU Board Member, Mr. Clifton Edwards, from Susquehanna Township SD.
- The Board recognized the following retirees: **Nancy Neusbaum**, Curriculum Specialist, retirement after 9 years of service; **Ruth Knapp**, Teacher, retirement after 35 years of service, and **Robert Frett**, Psychologist, retirement after 29 years of service.
- Alicia McDonald, Director of Student Services, shared that 100% of the school districts in the CAIU region was able to finalize their Special Education Child Count by the December deadline.
- Theresa Kinsinger, Director of HR, Business and Communications, reported that the new Wellness provision of the Collective Bargaining Agreement was implemented on January 1. Eighty-seven percent of the staff participated in the wellness survey and took advantage of the lower premium share costs. As of December 31 2013, all CAIU staff has completed the Mandated Reporter Training as required through Act 126. All Board members are welcome to attend the CAIU Winter Social planned for Thursday, February 13, 2014 beginning at 4:00 p.m. in the Susquehanna Room.
- Len Kapp, Supervisor of Operations and Transportation, reported that the new HVAC system is working well. He also shared that the security system at the Enola office has been upgraded which will result in a lower overall annual maintenance fee.
- The CAIU, in collaboration with Berks County IU, has been awarded the Math Design Collaborative project. This project is funded through Race to the Top funds received by the Pennsylvania Department of Education. Brian Griffith, Director of Curriculum Services, indicated that IU staff will provide professional development to improve mathematics instruction for educators across the Commonwealth.
- David Martin, Director of Technology Services, shared that his team continues to work with districts to establish document retention policies and the responsibilities around computer forensics. The CAIU has also entered into an agreement with Canvas, a learning management system, at a 40% discounted rate. On January 30, Canvas Showcases will be held at the CAIU.
- The 2014-15 Proposed General Operating Budget is on the agenda for 2nd reading and final approval. Daren Moran, Business Manager, will be distributing the budget and required documents to the school districts' business managers and superintendents. Also, there are several fiscal policies that have been updated and available for first reading.
- Rennie Borrelli, Board Secretary, distributed the annual Statement of Financial Interest forms and requested that they be returned to her today or at next month's board meeting.
- Cindy Mortzfeldt, Executive Director, thanked the Board members for their service to the CAIU Board. A certificate of appreciation and a thank you card from a Hill Top Academy student were given to each Board member. She highlighted the Early Intervention Preschool Program and shared details about the services provided for children ages 3-5. The annual CAIU All Staff Day was held on Monday, January 20. Many CAIU staff participated in service projects in the Harrisburg region during the afternoon on Monday. She reported that many positive comments have been received regarding these opportunities and staff has requested that these types of service project opportunities be offered in the future.

Executive Session

- The Board met in Executive Session to discuss personnel and legal matters.

Committee Reports

- The Executive Director Evaluation Committee met this morning to review the annual evaluation process. The annual Executive Director Evaluation form will be distributed to the Board members at the February meeting.

Approved Action Items

- Election of new Board Member
 - Mr. Clifton Edwards, Susquehanna Township SD, unexpired term beginning January 23, 2014, and ending June 30, 2016
- Minutes from the December 19, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,264,648.38 in receipts and \$5,093,875.80 in expenditures for December 2013
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$31,710,303.13 and expenses of \$25,811,851.51
- Budget Administration:
 - Proposed 2014-15 Budget – General Operating (2nd Reading) – Final Approval in the amount of \$4,927,845
- Other Fiscal Matters
 - Lemoyne Preschool Facility – Amendment to Lease Agreement (5-year Renewal)
- Policies and Programs
 - First Reading, Revised Policy #610 – Purchases Subject to Bid
 - First Reading, Revised Policy #611 – Purchases Budgeted
 - First Reading, Revised Policy #620 – Fund Balances
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice shared that she hoped everyone was staying warm and not experiencing any weather problems, such as frozen pipes.

Board Member Sharing of Information

- Mike Berk, Board member from South Middleton School District, shared his district's experience of having a cable damaged as a result of probe work being done for their renovation project. Because of the district's participation with the Wide Area Network, he felt that Comcast was very responsive to the district's request to make the repair to the damaged cable which allowed the district's network to be backed up and running in an acceptable timeframe. Also, South Middleton's Board of Directors recently began using AgendaManager for their Board meetings. The district will pilot the tool through the remainder of the school year.
- Dr. Fred Baldwin, Board member from Carlisle Area School District, invited the Board members to a Pension Reform presentation by PA Staff Rep. Glen Grell on Thursday, February 6, beginning at 7:00 p.m. at the Carlisle Area School District, Fowler Education Center, Large Group Instruction room.

Information Items

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

NEXT MEETING: Thursday, February 27, 2014, 8:00 a.m., Board Room, CAIU Enola

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

RESIGNATIONS:

JOSEPH BRITAIN, part-time behind-the-wheel instructor, Driver Education effective January 3, 2014. Reason: Personal.

SAM PASCUCCI, Application Support Specialist, Technology Services effective January 31, 2014. Reason: Personal.

JOANNA STOMS, day-to-day substitute teacher effective January 14, 2014. Reason: Secured full-time employment.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

RHONDA BRUNNER, Assistant Executive Director effective July 1, 2014 pending contract acceptance. Salary will be set at \$125,000 for 12 months of service. This is a replacement position funded through the General Operating Budget.

MEGAN JONES, Educational Paraprofessional, Autism Support effective January 21, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 93 days. This is a replacement position funded through the Autism Support Budget.

JESSE WALKER, Personal Care Assistant, Autism Support effective January 21, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 93 days. This is a new position funded through the Autism Budget.

KENNETH ZENDT, full-time, long-term substitute Language Arts Teacher, Loysville Youth Development Center effective January 9, 2014 through June 13, 2014. Base salary of Bachelors, Step 1, \$42,672 for 189 days of service will be prorated for a total of 101 days. This is a long-term substitute position funded through the LYDC Budget.

CHANGES OF STATUS:

ALEXIS SNYDER, from part-time, long-term substitute Inclusion Consultant to full-time/permanent Inclusion Consultant, Early Intervention effective January 9, 2014. Base salary of Masters, Step 2, \$46,314 for 189 days of service will be prorated for a total of 93 days through the end of the 2013-2014 school year. This is a new position funded through the MAWA Budget.

ROBERT SPRENKLE, from part-time Educational Paraprofessional to full-time, long-term substitute Educational Paraprofessional effective January 13, 2014 through June 5, 2014 (or last staff day). Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 97 days. This is a long-term substitute position funded through the Student Services/ES Budget.

CHANGES OF SALARY:

LORRAINE GLUMAC, Physical Therapist, OT/PT, to be paid a stipend of \$2,500 for National Certification from the American Board of Physical Therapy Services, retroactive to July 1, 2013.

AMI HEALY, Training Consultant, Curriculum Services, correction in base salary. Salary to be based on Masters +30, Step 14, \$68,796 for 189 days of service, prorated for a total of 106 days.

CINDY MORTZFELDT, change of salary resulting from a change of status from Substitute Executive Director to Executive Director effective January 1, 2014. Base salary of \$145,000 for 12 months of service will be prorated for the 129 days through June 30, 2014. This is a replacement position.

LYNN SHAFER, part-time Occupational Therapist, change of salary due to increase in number of work days for the 2013-2014 school year to cover some of the caseload of a retiring employee. Increase days from 48 to 70 days through June 2014.

BARBARA STOLZ, Inclusion Teacher, Early Intervention, change of salary for completion of Master's Degree effective January 6, 2014. New base salary of Masters, Step 13, \$63,646 for 189 days of service will be prorated for the remaining 96 days of the 2013-2014 school year.

MARGARET TAYLOR-MAKUCH, Educational Consultant, Student Services, correction in base salary. Salary to be based on Masters +15, Step 15, \$69,716 for 189 days of service, prorated for a total of 108 days.

RUTA VACLAVIK, Teacher, Loysville Youth Development Center, change of salary for completion of Masters +15 credits effective December 16, 2013. Base salary of Masters +15, Step 5, \$50,893 for 189 days of service will be prorated for the remaining 110 days of the 2013-2014 school year.

LEAVES OF ABSENCE:

ALLISON CORBIN, Speech Clinician, Early Intervention, child-rearing leave of absence effective February 10 – May 21, 2014 with pay using accumulated sick and personal leave for a total of four (4) days and without pay for a total of 52 days. Leave is requested in accordance with FMLA and CAIU Policies.

HEATHER MARTSOLF, Inclusion Teacher, Early Intervention, child-rearing leave of absence effective March 11, 2014 – May 1, 2014 with pay using accumulated sick and personal leave for a total of 14 days and without pay for a total of 14 days. Leave is requested in accordance with FMLA and CAIU Policies.

DINA ROSEBERRY, Educational Consultant, Student Services, extension of leave of absence without pay for health reasons through March 9, 2014. Leave is granted in accordance with CAIU Policy.

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 2014:

JULIA BEAVER

Executive Director's Report

January 23, 2014

PROGRAM SPOTLIGHT

Early Intervention Preschool Program

The Capital Area Intermediate Unit Early Intervention Preschool Program provides a wide array of programs and services for children from their third birthday until entry into school. Children transition from Infant and Toddler Early Intervention Services provided by County programs; are referred by physicians, early childhood programs and parents. We conduct Child Find activities in the community to screen children to determine a need for further evaluation. Services for children during the preschool years are provided without cost to their families when the child is determined to meet eligibility requirements. IEPs are written to define services, including related services as appropriate.

Assessments & Evaluations: We conduct developmental evaluations to determine if a child has a 25% delay in cognition, communication, physical, social-emotional and/or adaptive development, or a specific disability described in Individuals with Disabilities Education Act (IDEA).

Services: In 2012-13, we provided services for 1,912 children. This year, we are serving more than 100 additional children than we did by this same time last year. As of 12/30/2013, we have provided services for 1,621 children. Currently, we have 1,046 children actively enrolled in our program.

Classrooms: We have 14 Early Childhood Special Education classrooms.

Language Groups: We offer 14 communication groups with emphases on articulation, language or pragmatic language needs. In addition, Hanen and Fluency trainings are offered to parents/children as identified through the IEP process.

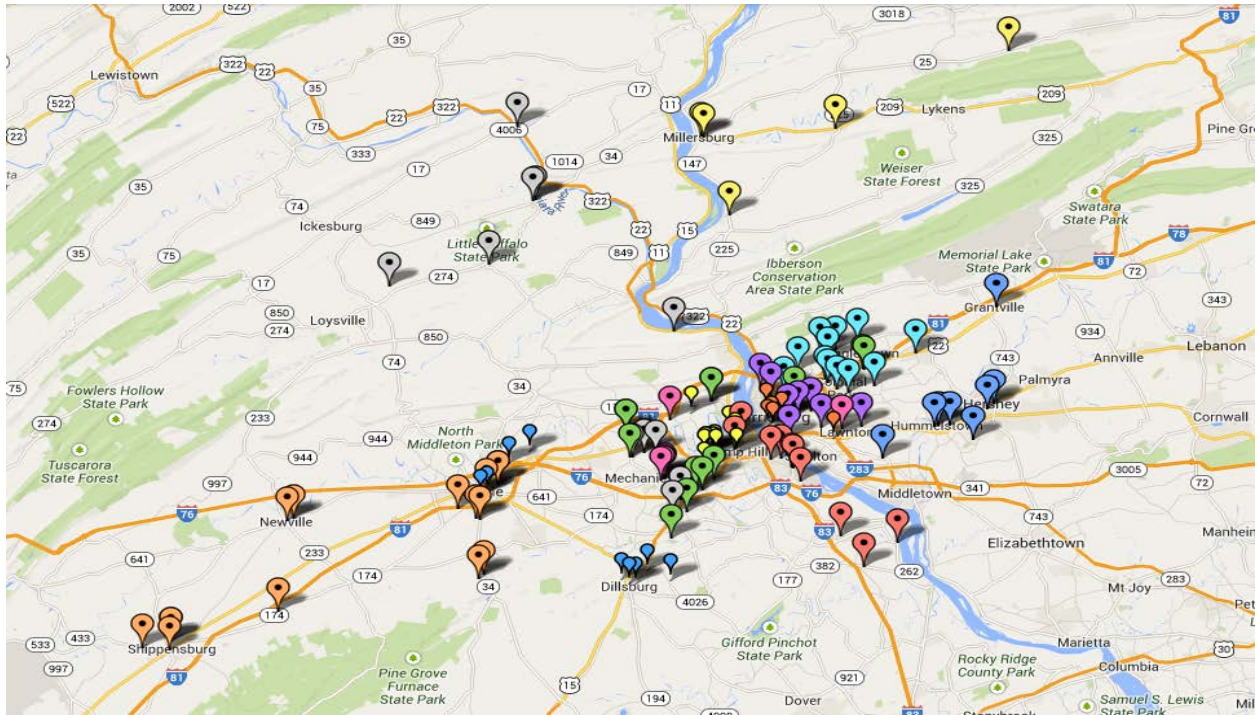
Related Services: Speech, Occupational Therapy (OT), Physical Therapy (PT), Blind and Visually Impaired Services (BVIS), Deaf or Hard of Hearing (D/HH), Social Work, and Psychological Services are provided through the preschool program.

Itinerant: Twenty-three percent of the children receive therapy in locations to which their caregivers bring them.

Inclusion: We provide services in approximately 170 preschools, childcare centers, and homes. Forty percent of the children receive their services where they are with their typically developing peers. Ten percent of the children receive a combination of services in community settings and special education settings. One percent of the children are served in their homes. We collaborate with Options Day Care, a UCP of Central PA program, to operate two inclusive classrooms in their daycare. We also have a strong collaborative relationship with Capital Area Head Start.

Transition to School-age: We work closely with families and school districts to ensure that children who continue to need services have those services in place on the first day of Kindergarten.

Staff and Locations: One hundred sixty-three staff provides direct services and support services for our Preschool children in approximately 170 preschools, childcares and homes.



NEWS

Capital Area Partial Program

- Two CAPP staff has received professional licenses: Amy Kwiatkowski, Licensed Clinical Social Worker and Amy Silva, Licensed Behavior Specialist.
- We have revised the organization of our treatment charts and all of our forms to better meet our clinical and regulatory requirements.
- Letters of agreement are being signed with other mental health service providers including Philhaven, Pennsylvania Psychiatric Institute, The Meadows, Pressley Ridge, and TrueNorth Wellness.

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

- Monitoring of this grant was completed in November. The report was received this week with only one (1) Needs Improvement. Improvement is recommended to make sure all students' plans reflect academic, career and personal goals. Thank you to Dr. Janylyn Elias and the staff for continuing to meet the very stringent record keeping requirements of this grant.

Students Services

- 100% of the school districts and charter schools in the CAIU footprint successfully submitted their required Student Snapshot and Special Education Snapshot for the 12/1/2013 Special Education Child Count before the deadline. Thank you to Crystal Jenkins, our PennData Coordinator, for all her support to the districts during these challenging data submissions.

Learning Management Systems

- Districts have showed an interest in using Canvas as their Learning Management System (LMS). A Learning Management System is a software application that schools use for the administration and delivery of blended learning classes. A demonstration is scheduled for the morning of January 30th to look deeper at using Canvas as a LMS. Currently, we have two districts that have signed an agreement with Canvas. The CAIU has negotiated a 40% discount off of Canvas's pricing and is retroactive for districts that already have an existing agreement with Canvas.

NOTIFICATION OF ACTIVITIES

- The Annual **CAIU All Staff Day** will be held on Monday, January 20, 2014, at the Holiday Inn – East in Harrisburg. A variety of activities are planned for the morning session and then staff will participate in a variety of breakout sessions or service projects during the afternoon.
- Participating in the job embedded activities for an Act 45 Course, “Leading in the Digital Age,” with CAIU and District staff
- Attended the monthly Central Region Executive Directors’ meeting
- Attended the monthly PAIU Executive Directors’ meeting
- Participated in the Chief Recovery Officer’s committee meeting with the Harrisburg School District
- Began individual transition discussions with members of the CAIU Leadership Team