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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **November 21, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2012-2013 CAIU Annual Audit Report.
- Brian Griffith, Director of Curriculum Services, shared a summary about the 2013-14 PDE Initiatives that focused on the requirements around the Educator Effectiveness implementation.
- November is Open Enrollment for the CAIU. Theresa Kinsinger, Director of Business, HR and Communications, shared that all current staff must participate in Mandated Reporter Training by December 31, 2013. Also, the payment to School Claims Services, related to the Transportation settlement was made and the payment to our school districts will be made on November 30.
- Alicia McDonald, Director of Student Services, shared that Dr. Tracy Geist, Social Worker, along with several students and the service dogs were invited to the Capitol to visit with Senator Folmer. The students invited him to visit Hill Top Academy and his visit is expected in mid-December.
- Daren Moran, Business Manager, indicated that the CAIU administration is preparing the proposed 2014-15 General Operating Budget. The Board Finance Committee will meet next week. The General Operating Budget will be available for the Board's first reading at the December Board meeting.
- Cindy Mortzfeldt, Substitute Executive Director, shared that this month's Program Spotlight is on Hill Top Academy (HTA). Mrs. Mortzfeldt provided an overview of the programs and services currently offered at HTA. She recently visited several classrooms and plans to return in December to read to the elementary students. She also attended Delbrook Preschool Open House. Thank you to the board members who also attended the Open House. Two staff communications meetings were held this week. The afternoon communications meeting was held in person and also through virtual streaming.
- Jean Rice and Cindy Mortzfeldt recognized two departing Board members: Linda Butler from Susquehanna Township SD and Robert Barr from Carlisle Area SD and presented them both with certificates of appreciation for their many years of service to the CAIU.

## Committee Reports

- Jean Rice reported that the Board Search Committee met to review the applications for the Assistant Executive Director position. First round interviews will be held this weekend and second round interviews are expected to be held in mid-December.

## Approved Action Items

- Minutes from the October 24, 2013 CAIU Board Meeting

- Treasurer's Report and Payment of Bills – a total of \$11,503,618.11 in receipts and \$3,848,538.99 in expenditures for October 2013
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$25,447,925.15 and expenses of \$14,931,495.53
- Budget Administration:
  - Proposed 2013-14 Budget Revision A – IDEA Section 611 – School Age (Component 2 & 3) in the amount of \$16,071,071
  - Proposed Original 2013-14 Budget – Conference Planning in the amount of \$359,353
  - Proposed Original 2013-14 Budget – International Baccalaureate Project in the amount of \$84,400
- Other Fiscal Matters
  - 2013-14 - Special Education Service Contract Summary – Susquehanna Township
- Policies and Programs
  - CAIU Comprehensive Plan
- Personnel Items – see attached report

#### **Executive Director's Report**

- See attached written report.

#### **President's Report**

- Have a Blessed Thanksgiving. If traveling, please be careful. Enjoy your time with your families.

#### **Board Member Sharing of Information**

- Nancy Otstot invited the Board members to East Pennsboro Area School District's Fall Cabaret to be held on Friday, November 22<sup>nd</sup>.

#### **Information Items**

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

**NEXT MEETING: Thursday, December 19, 2013, 8:00 a.m., Board Room, CAIU Enola Office**

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

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### **RESIGNATIONS:**

**JOAN ADAMS**, IT Systems Administrator, Technology Services effective December 13, 2013. Reason: Personal.

**RUTH KNAPP**, Teacher, Vocational Education effective January 31, 2014. Reason: Retirement after 35 years of CAIU service.

**TRACY HEITER**, School Counselor, Aid to Non-public School Services (ANPS) effective November 22, 2013. Reason: Personal.

**NANCY NEUSBAUM**, Curriculum Specialist, Curriculum Services effective January 2, 2014. Reason: Retirement after more than eight years of CAIU service.

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

**CLAIRE GRIMM**, Program Assistant, Curriculum Services effective November 18, 2013. To be paid at the Range 2 Rate of \$15.46 per hour, 7.5 hours per day for 12 months of service, prorated for a total of 161 days through June 30, 2014. This is a replacement position funded through the Curriculum Services Budget.

**JENNIFER DETAR**, part-time Cafeteria Worker, Business and Operations effective November 11, 2013. To be paid at the rate of \$11.31 per hour. This is a replacement position funded through the Cafeteria Budget.

**JENNIFER HILBISH**, Personal Care Assistant, Multiple Disability Support effective November 25, 2013. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 121 days. This is a new position funded through the MDS Budget.

**MARY MARONIC**, Program Assistant, Aid to Non-public School Services (ANPS) effective November 18, 2013. To be paid at the rate of \$18 per hour, 7.5 hours per day, prorated for a total of 161 days through June 30, 2014. This is a replacement position funded through the ANPS Budget.

**NICOLE MILLER**, Program Assistant, Technology Services effective November 18, 2013. To be paid at the rate of \$17 per hour, 7.5 hours per day, prorated for a total of 161 days through June 30, 2014. This is a replacement position funded through the Comprehensive Planning Budget.

### **CHANGES OF STATUS:**

**SARAH HANCOCK**, change in assignment from Service Coordinator to Educational Consultant, Early Intervention effective December 3, 2013 with no change in salary. This is a replacement position funded through the MAWA Budget.

**ELIZABETH LOWE**, from part-time/hourly to full-time/salaried Educational Paraprofessional, Early Intervention effective January 6, 2014. Base salary of HS, Step 12, \$23,749 for 189 days of service will be prorated for the remaining 96 days of the 2013-2014 school year. This is a replacement position funded through the MAWA Budget.

**MARYLEE MAGARO**, long-term substitute Reading Specialist, ANPS, change in start date from November 18, 2013 to November 4, 2013. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for a total of 62 days through February 21, 2014. This is a long-term substitute position funded through the ANPS Budget.

**CHANGES OF SALARY:**

**ROBERT FRETT**, School Psychologist, pay stipend of \$2,500 for National Certification as per Article IV, Section K of the Collective Bargaining Agreement effective October 31, 2013. Stipend to be prorated for a total of 128 days in the 2013-2014 school year.

**CATHY TWEET**, Educational Paraprofessional designated as a Communication Facilitator effective the 2013-2014 school year. Annual stipend of \$2,950 to be paid in addition to regular salary as per the Collective Bargaining Agreement.

**LEAVES OF ABSENCE:**

**JEAN MULLIGAN**, Itinerant Teacher, Blind/Visually Impaired Support, Sabbatical for Restoration of Health effective for the Spring semester of the 2013-2014 school year (January – June 2014), as provided for under the PA School Code.

# Substitute Executive Director's Report

## November 21, 2013

### PROGRAM SPOTLIGHT

#### Hill Top Academy

The Hill Top Academy (HTA) is a school serving K-12 students on behalf of the school districts in the CAIU region. Hill Top Academy opened in September 2008 and houses several School Age Class Placement Programs and Services. Currently, 93 students attend HTA and there are 4 referrals for services in process.

The programs and services currently offered at HTA include:

- (1) **Diagnostic Class** – This is a short-term, comprehensive program designed to provide intensive and wide-ranging evaluation services in order to assess individual needs and provide information to school teams regarding the most appropriate longer-term placement for each student. This is a K-12 class in which a student is assigned for a maximum of 45 days. Currently, there are five students enrolled with another student beginning in the near future.
- (2) **Multiple Disabilities Class** – This class placement provides students with services designed to maximize each student's level of independence in his/her daily life. The curriculum addresses daily living skills, functional academics, communication, socialization, language arts, leisure activities, community living, and prevocational and vocational training. Currently, four students attend this class with one pending referral.
- (3) **Intensive Autism Support Class** – The Autism Support classroom program serves students with a diagnosis of Autism. Intense focus on the core deficit areas of autism: communication, social engagement, and self-regulation, is provided in the context of a variety of models designed to support students with autism. Currently, four students are enrolled in this class.
- (4) **1:1 Placements** – These classroom placements are designed to provide a highly structured and supervised environment for students with uniquely challenging behavioral, safety or educational needs that prevent them from participating in a typical school setting or a larger classroom environment. We currently have three classes where students are enrolled in a 1:1 placement.
- (5) **Emotional Support** – Students in the Emotional Support classrooms experience a highly structured program designed to diminish the severe behavioral problems that prohibit participation in their home schools. The primary goal of this program is to assist students and their families in learning replacement behaviors and coping strategies in order to return to a less restrictive environment. The HTA offers co-ed primary, upper elementary, middle and high school classes. Currently, there are eight emotional support classes with fifty-six students enrolled in this program and two pending referrals.
- (6) **Capital Area Partial Program (CAPP)** – This program provides professional mental health treatment services for children and families in a school-based environment. CAPP is a licensed partial hospitalization program. It is designed to benefit children and adolescents with psychiatric disorders and significant functional impairments so that they can receive intensive treatment services while maintaining educational progress. Four classes providing services for twenty-one students are at HTA.

Additional programs and services are provided for the students attending HTA. The students have opportunities to participate in Art and Physical Education classes. Breakfast and lunch are available through the Cafeteria services. A school nurse is on site to assist with the medical needs of the students. Intervention services are provided by the Social Workers and the Crisis Intervention Team.

Currently, nineteen of our twenty-four districts and one charter school have students enrolled at Hill Top Academy. They are Big Spring, Camp Hill, Carlisle Area, Central Dauphin, Cumberland Valley, Derry Township, East Pennsboro Area, Harrisburg, Mechanicsburg Area, Middletown Area, Millersburg Area, Northern York County, Shippensburg Area, Steelton-Highspire, Susquehanna Township, Susquenita, Upper Dauphin Area, West Perry, West Shore, and Sylvan Heights Science Charter School.

## **NEWS**

### **Hill Top Academy (HTA)**

On Wednesday, November 13, at the Capitol, Senator Mike Folmer honored Dr. Tracy Geist, a social worker who founded and supervises the therapy dog program at Hill Top Academy. Six students were selected to attend the recognition ceremony based upon the responsibility and care they have shown to the therapy dog in their classroom; two of the HTA Service Dogs also accompanied the group. Senator Folmer met them and took them to the Senate floor for a photo opportunity with a private tour. Students had the opportunity to eat at the Capitol before traveling back to Hill Top Academy to finish the day. Dr. Geist, Ms. Shannon Ellison (teacher) and Mrs. Gail Reynolds (paraeducator) chaperoned the students.

On Monday, November 11, the school observed Veteran's Day with red/white/blue day. The main bulletin board in the upstairs hall was decorated for the holiday with stars containing names of current and veteran service members that are family members of students and staff.

The student council started a canned food drive that is to continue until the second week of December.

### **School-Age Speech & Language**

Emily Sidelinger, CAIU School-Age Speech/Language Clinician, will be presenting "Using Wikis to Access and Distribute Speech/Language Homework" at the PA Speech-Language-Hearing Association Convention in Pittsburgh in April 2014. The presentation will discuss how to use a parent and student friendly wiki to access and complete speech-language homework assignments, as well as maintain student confidentiality. The presentation will also cover how to check which students have been completing the online assignments. The results and feedback from students and parents who have used a speech-language homework wiki will be shared.

### **Student Services**

Arlene Moll will be presenting a poster session at the National AUCD Conference (Association of University Centers on Disabilities) in Washington DC the week of November 18. Her session focuses on the success we have achieved with students using Behavior Imaging in our Autism Support classrooms.

The CAIU Data Quality Council met on November 6 to discuss Pennsylvania Information Management System (PIMS) reporting implications affecting multiple teams, specifically issues related to reporting of the Pennsylvania Value Added Assessment System (PVAAS) data for Educator Effectiveness teacher evaluation system.

Student Services is working on implementation of the PowerSchool Student Information System as part of the CAIU's commitment to Data Quality. The staff is working on standardizing systems and procedures to meet state and federal reporting requirements.

## **SAVE THE DATE**

**Turkey Day – Thanksgiving Luncheon** – Tuesday, November 26, 2013 from 11:30 a.m. to 1:00 p.m. at Hill Top Academy, 405 E. Winding Hill Road, Mechanicsburg, PA

**Deaf/Hard of Hearing Holiday Program** – Thursday, December 12, 2013 at 7:00 p.m. in Susquehanna Room at Enola Office

## **NOTIFICATION OF ACTIVITIES**

- Attended “Responding to a School Crisis” at Lincoln Intermediate Unit on October 28
- Attended PAIU monthly Executive Director’s meeting and the monthly PAIU Central Region meeting
- Currently taking an Act 45 Course offered through Penn State – “Ethics in Educational Leadership”
- Attended the Open House at Delbrook Preschool Center
- Attended the PAIU-Curriculum Coordinators’ meeting on November 14-15 as the Executive Director Liaison
- Met with the new Superintendent and Assistant Superintendent of Shippensburg Area School District to provide an overview of the CAIU and our services
- Met with the new Superintendent of Cumberland Valley School District to provide an overview of the CAIU and our services
- Brian Griffith and I met with Acting Superintendent of Derry Township School District to provide an overview of the CAIU services
- Held two communications meetings with CAIU staff – offered Live Streaming so staff at various locations could participate