
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **March 27, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, shared that this is “march madness” as she is completing contract meetings with every school district. These contract meetings are held to gather information regarding district needs for special education services for the 2014-15 school year. Once these meetings are concluded, the services summary will be sent to the district superintendents and special education directors for their review. The IU will begin a review of our staffing needs and plan accordingly for the 2014-15 school year. She also shared that Larry Adams, a long term employee recently retired, passed away suddenly. The staff will be creating a plaque to be placed at Hill Top Academy as a remembrance of Larry. Each board member received a rate comparison document comparing 2013-14 to 2014-15 special education rates.
- Theresa Kinsinger, Director of HR, Business and Communications, indicated that HR is fielding many questions about the implementation of our Wellness program. Theresa is creating a Fast Facts document to help staff understand the requirements and implementation process.
- Len Kapp, Supervisor of Operations and Transportation, shared that several small projects are in process. He anticipates that the restroom renovation project plan will be brought to the appropriate board committees over the next 30 days.
- Brian Griffith, Director of Curriculum Services, indicated that our curriculum team continues to support our districts through professional development and train the trainer opportunities for implementation of Student Learning Objectives (SLOs) that will be required as part of the 2014-15 teacher evaluation process. Also, we are approaching 1,500 students who are participating as full time students in our online learning program.
- David Martin, Director of Technology Services, reported that the annual Middle School and High School Computer Fair was held this week. There were 83 students from 10 school districts who participated. The 1st place winners will participate in the state competition held at Dickinson College. Also, we have submitted for eRate reimbursement on behalf of the IU and our districts. This reimbursement helps offset a little over 50% of telecommunications costs. It is expected that the rebate options will expand in future years. Our technology team is reviewing several vendor options for our Internet Content Filter. David anticipates having a recommendation by May for a July implementation.
- Rennie Borreli, Board Secretary, reminded the Board members to complete their Statement of Financial Interests form and the Executive Director’s evaluation. Both documents can be returned to Rennie.
- Daren Moran, Business Manager, reported that March – June of each year is a very busy time for budget revisions and new budget preparations. Revisions are completed when there are major differences between proposed and actual budget revenues and expenditures.
- Cindy Mortzfeldt, Executive Director, provided an overview of the Autism classroom program. She visited the elementary school autism class at Hershey ECC and the middle school autism class at Hershey Middle School. Brian Griffith and she participated in the Spring Superintendents’ Leadership Conference at Bedford Springs. One of the keynote presenters at the conference was Noelle Ellerson, from the American Association of School Administrators (AASA). Noelle is a key advocate in Washington, DC for public education. She also shared that the Capital Region Arts and Education Board of Directors has selected the CAIU Transition Team, Cheryl Giles-Rudawski, Brian Griffith, Daren Moran and Cindy

Mortzfeldt, as the recipients of the 2014 Champion of Arts Education Award. This award will be given as recognition for the team's commitment during CASA's transition to a charter school in 2013.

Executive Session – No executive session was held.

Committee Reports

- The list of the CAIU Board Committees was shared with the members. Please contact the Board President with any questions about committee assignments.

Approved Action Items

- Minutes from the February 27, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,139,817.90 in receipts and \$5,638,455.43 in expenditures for February 2014
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$44,201,978.17 and expenses of \$40,527,582.35
- Budget Administration:
 - Proposed 2013-14 Budget Revision A – Act 89 (Nonpublic Schools) in the amount of \$4,277,472
 - Proposed 2013-14 Budget Revision A – Cafeteria in the amount of \$217,400
 - Proposed 2013-14 Budget Revision A – Capital Area Partial Program in the amount of \$1,848,000
 - Proposed 2013-14 Budget Revision A – Diakon Center Point Program in the amount of \$423,500
 - Proposed 2013-14 Budget Revision A – Education Leading to Employment and Career Training (ELECT) in the amount of \$312,011
 - Proposed 2013-14 Budget Revision A – Hospital Education Program in the amount of \$293,300
 - Proposed 2013-14 Budget Revision A – Institutionalized Children's Program in the amount of \$492,000
 - Proposed 2013-14 Budget Revision A – Professional Services in the amount of \$1,023,289
 - Proposed 2013-14 Budget Revision A – Technology Entrepreneurial in the amount of \$2,524,392
 - Proposed 2013-15 Budget Revision A – Title I, Part A – Improving Basic Programs in the amount of \$404,926
 - Proposed 2013-14 Original Budget – CASA Charter School Sublease in the amount of \$603,973
 - Proposed 2013-14 Original Budget – Gifted Technical Assistant Services in the amount of \$36,000
 - Proposed 2013-14 Original Budget – Review of Higher Ed Teacher Programs in the amount of \$39,174
 - Proposed 2013-15 Original Budget – Math Design Collaborative (MDC) in the amount of \$979,650
- Other Fiscal Matters – No Other Fiscal Matters this month
- Policies and Programs
 - Second Reading, Existing Position, New Description, IT Project Manager
 - First Reading, Existing Position, Revised Description – Lead Maintenance Technician
 - First Reading, Existing Position, Revised Description – Maintenance Technician
 - First Reading, Existing Position, New Description – Mental Health Worker – Behavior Interventionist
 - First Reading, Existing Position, New Description – Mental Health Worker – Capital Area Partial Program

- First Reading, Existing Position, New Description – Mental Health Worker – Case Manager for ELECT/EFI
 - First Reading – 2014-15 CAIU 12-Month Employee Calendar
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the board members for their attendance. She also reminded them to return the Executive Director's evaluation to Rennie by next Thursday, April 3rd so that the summary can be completed. The evaluation committee will review the summary with the Board members next month and then meet with Cindy in early May.

Board Member Sharing of Information

- Nancy Otstot, from East Pennsboro Area School District, reported that she met one of the CAIU's mental health workers and Gracie, our therapy dog, at a recent East Pennsboro board meeting.
- Dr. Fred Baldwin, Carlisle Area School District, shared that there are several editorial columns in the Carlisle Sentinel. He has talked with the editors of the Sentinel about having a column on public education. It is anticipated that an editorial calendar would be created around education topics and districts would submit articles to be included in this weekly column. If districts within the Sentinel publication area are interested, please contact Dr. Baldwin.

Information Items

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

NEXT MEETING: Thursday, April 24, 2014, 8:00 a.m., Board Room, CAIU Enola

REMINDER: Immediately following April's Board meeting, Board members will have an opportunity to visit Hill Top Academy and Elmwood Elementary School.

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

A. RESIGNATIONS:

- **JUDITH HEADLEY**, part-time Educational Paraprofessional, Early Intervention effective March 21, 2014. Reason: To change from part-time EPP to day-to-day substitute.
- **DONA LUCAS**, Transportation Clerk, Transportation Services effective September 30, 2014. Reason: Retirement after more than 27 years of CAIU Service.
- **CAROLYN PRICE**, Secretary, Student Services effective May 16, 2014. Reason: Retirement after 35 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **BARBARA FREY**, part-time, long-term substitute Personal Care Assistant, Emotional Support effective March 5, 2014 through June 10, 2014. Base salary of HS+30, Step 14, \$26,750 for 189 days of service will be prorated at 5.75 hours per day for a total of 68 days. This is a long-term substitute position funded through the ES Budget.
- **JOSEPH GALLUCCI**, IT Project Manager, Technology Services effective April 1, 2014. Base salary of \$74,500 for 12 months of service will be prorated for 65 days through June 30, 2014. This is a replacement position funded through the CP and Tech Entrepreneurial Budget.
- **TERSANDRIA HASKINS**, part-time, long-term substitute Educational Paraprofessional, Diagnostic effective March 5, 2014 through June 10, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated at 5.75 hours per day for a total of 68 days. This is a long-term substitute position funded through the Diagnostic Budget.
- **TARA JONES**, long-term substitute Speech Therapist, Early Intervention effective April 1, 2014 through June 6, 2014. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 41 days. This is a long-term substitute position funded through the MAWA Budget.
- **MEGAN KEMMER**, part-time/hourly Educational Paraprofessional, Early Intervention effective May 22, 2014 through July 31, 2014. To be paid at the rate of \$11.74 per hour based on HS+30, Step 1, \$16,654 for 189 days of service working 28 hours per week. This is a long-term substitute position funded through the MAWA Budget.
- **KAITLIN MAMETT**, School Psychologist, Student Services effective April 1, 2014. Base salary of Masters +30, Step 1, \$48,381 for 189 days of service will be prorated for the remaining 50 days of the 2013/2014 school year. This is a replacement position funded through the Pupil Services Budget.
- **MARIANNE McKENNA**, part-time Educational Paraprofessional, Early Intervention effective March 18, 2014. To be paid at the rate of \$11.74 per hour based on HS+30, Step 1, \$16,654 for 189 days of service working approximately 28 hours per week. This is a replacement position funded through the MAWA Budget.
- **STEFAN MOYER**, Technology Support Specialist, Technology Services effective March 17, 2014. Range 1 base salary of \$34,027.50 for 12 months of service will be prorated for a total of 76 days of service. This is a new position funded through the IMS Budget.
- **THERESA SHROYER**, Mental Health Worker, Student Services effective March 5, 2014. Base salary of MHW-Bachelors, Step 1, \$29,491 for 189 days of service will be

prorated for a total of 70 days. This is a new position funded through the Elect Budget.

- **ROBERT STUMPF**, Application Support Specialist, Technology Services effective April 1, 2014. Base salary of \$36,309 for 12 months of service will be prorated for 65 days through June 30, 2014. This is a replacement position funded through the Technology Budget.

The following individual is recommended for employment as a day-to-day substitute teacher for the 2013/2014 school year at the approved rate of \$90 per day:

- **LAURA ROBB**

C. CHANGES OF STATUS:

- **MIREK CHMIELEWSKI**, change of status from Mental Health Worker, CAPP to Educational Paraprofessional, PPI effective March 3, 2014. Change of status results in a change of salary from MHW to EPP Schedule. Mental Health Worker salary of MHW-Bachelors, Step 8, \$36,611 for 189 days of service will be prorated for a total of 120 days. Paraeducator salary of HS+30, Step 6, \$19,899 for 189 days of service will be prorated for the remaining 69 days of the 2013/2014 school year. This is a demotion due to a reduction in force (closing of an elementary CAPP classroom). EPP position is funded through the Hospital Budget.
- **DENISE KRAMER**, temporary change of status from Teacher, Hospital Program to Teacher, Emotional Support effective March 17 through April 14, 2014 to cover a position of a staff member on leave. Change results in a change of budget from Hospital to ES for a total of 21 days.
- **KATHRYN PERTA**, change from part-time/hourly to full-time/salaried Personal Care Assistant, Emotional Support effective March 10, 2014 due to change in student's IEP. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for a total of 65 days through the end of the 2013/2014 school year.
- **LINDSEY SCHUE**, from Maintenance Mechanic to Lead Maintenance Mechanic, Buildings and Grounds effective May 1, 2014. Salary will be based on the 2014/2015 midpoint of \$41,613 for 12 months of service, prorated for 43 days through June 30, 2014. Employee will remain at this salary through June 30, 2015. This is a replacement position funded through the Buildings and Grounds Budget.
- **DELILAH SISLER**, Speech Clinician, Early Intervention, change of status from full-time to part-time following return from child-rearing leave effective May 21, 2014. Base salary of Masters, Step 2, \$46,314 for 189 days of service will be prorated for three (3) days through June 30, 2014. This position is funded through the MAWA Budget.

D. CHANGES OF SALARY:

- **GREER AUKSTAKALNIS**, Occupational Therapist, pay stipend of \$2,500 for presenting proof of National Board Certification in Occupational Therapy. Payment of the stipend is retroactive to July 1, 2013. **CHERYL STRAW**, Speech Clinician, Early Intervention, change of salary due to increase in number of work days to support programmatic needs. Base salary of Masters, Step 12, \$61,414 for 189 days of service will be prorated for an additional 10 days for a total of 165 days. This position is funded through the MAWA Budget.

E. LEAVES OF ABSENCE:

- **ALLISON CORBIN**, Speech Therapist, Early Intervention, extension of child-rearing leave of absence through February 5, 2015. Leave is requested without pay in accordance with the Collective Bargaining Unit Agreement.
- **HOPE HOOVER**, Central Referral Secretary, leave of absence for medical reasons effective March 7, 2014 through April 30, 2014. Leave is requested with pay effective March 7 through March 20, 2014 for a total of 10 days and without pay effective March 21 through April 30, 2014 for a total of 28 days. Leave is requested in accordance with FMLA and CAIU Policies.

Executive Director's Report

March 27, 2014

PROGRAM SPOTLIGHT

Autism Support Program

The Autism Support **classroom program** serves students within a broad spectrum of diagnoses, including autism, pervasive development disorder (PDD/NOS), and Asperger's Syndrome. 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, including, but not limited to the Treatment Education of Autistic and related Communication handicapped Children (TEACCH) and the Competent Learner Model (CLM). Teachers use research-based interventions such as Direct Instruction and Applied Behavior Analysis strategies to provide instruction in academic content and in skill areas related to the core deficits of Autism Spectrum Disorders. Students have access to both general and specialized curricula based on their individual needs. Students' individual needs for Speech Therapy and Occupational Therapy are identified in the IEP. Other related services are also available if needed to implement the IEP. An integrated related services delivery model is utilized to allow for a high degree of generalization of skills across people, activities and settings.

The Autism school age classroom program has six self-contained classes located in three school districts and at Hill Top Academy:

- Elementary Level (Grades K-2) at Hershey Early Childhood Center (Hershey ECC)
- Elementary Level (Grades 3-5) at Elmwood Elementary School
- Middle School Level (Grades 6-8) at Hershey Middle School
- High School Level (Grades 9-12) at East Pennsboro Area High School
- Elementary Level (Grades 3-5) at Hill Top Academy
- Middle Level (Grades 6-8) at Hill Top Academy

The Early Intervention/Preschool Special Education program has four classes located at:

- Delbrook Preschool
- Conewago Elementary
- Foose School
- East Pennsboro Elementary (the most intensive class)

I had the opportunity to visit the elementary autism classroom at Hershey ECC where Michelle Krolczyk is the teacher and the middle school autism classroom at Hershey Middle School with Samantha Forsythe as the teacher.

Autism Programs as Supports to School Personnel

The Educational Consultants are also available to continue working with the referring district team following itinerant services.

- This Supports to School Personnel service includes providing assistance through site-based guided practice and action-planning to strategically and systematically train other district staff. Co-teaching as well as guided practice will be utilized to promote skill transfer from autism educational consultants to district staff. This is included in the service provided by supports to school personnel to guide district staff in full delivery of effective and efficient services once the CAIU consultant completes the referral.

- Each of the Educational Consultants possess particular expertise in a variety of specific autism related areas of social cognition, pragmatic language, functional behavioral assessment/and behavior plan design and self-regulation. Additionally, related staff expertise for consultation to the autism program include speech/language and occupational therapy, assistive technology, oral-motor and feeding, behavioral support, school psychology, secondary transition.
- The Educational Consultants also provide consultation support for our districts and our classes in the areas of CLM Coaching and Verbal Behavior Coaching.

NEWS

PA Excellence in eLearning Forum 2014

The first eLearning conference was held in Valley Forge on March 12-14, 2014. Holly Brzycki, Supervisor of Online Learning, and her team organized this conference on behalf of the Intermediate Units and School Districts who participate in the Capital Area Online Learning Association (CAOLA). The conference was a great success with 140 district personnel and IU partners in attendance.

2014 Superintendents' Spring Leadership Conference

The Superintendents' Spring Leadership Conference was held on March 19-21, 2014 at the Omni Bedford Springs Hotel in Bedford, PA. The conference featured speakers, educational sessions, and many opportunities for networking.

Featured presentations included *School Finance and the 2014-15 Commonwealth Budget update and implications, Federal Legislation Update, overview of services provided by PSBA, overview of the new Chapter 4 regulations, and round table discussions about the implementation of Educator Effectiveness, Principal Effectiveness and Student Learning Objectives at the school district level.*

2014 Regional Computer Fair

The 2014 Regional Computer Fair will be held at the Capital Area Intermediate Unit on Tuesday, March 25, 2014 from 7:30 a.m. to 2:30 p.m. The event will showcase both Middle and High School students' products/projects created using technology.

One hundred twelve (112) students representing 10 regional districts will participate in the competition. Specific categories include: Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design.

Hershey Medical Center Children's Hospital

"Beads of Courage" Program ~ Children who are hematology/oncology patients receive beads of courage so they can create a chain/strand of various beads representing courageous moments. The staff at the hospital has various types of beads so the strands are very varied. This year, each teacher was also given a small bag of ceramic apple beads so they too can participate in the recognition of the work the children are doing in keeping up their studies. A child can get one bead if they are in the Beads of Courage program from one of the teachers the first time they work with them and then another bead if they do something really great related to their schooling.

Surrogate Parents

Surrogate parents are trained volunteers who can be assigned to a child for parent representation and advocacy throughout the special education paperwork process. The pool of volunteers to be a surrogate parent is low. We are looking toward retired employees who may be interested in serving in this capacity to assist with special education students in districts who need someone to speak on

their behalf regarding their educational services. Parent trainings will be offered in the spring for the 2014-2015 school year for the new volunteers.

Preschool/Early Intervention

The preschool program successfully completed the bi-annual verification process (compliance and fiscal audit) and we were informally congratulated and told that our Verification rating is 97%, which is "Meets Requirements" for compliance. We deeply appreciate our preschool supervisors and staff for all their work in preparing for the event and for the day to day work they do to support children and families!

Hill Top Academy

On St. Patrick's Day, we celebrated by "Going for the Greens" with students having an opportunity for sampling of a vegetable stir fry prepared by our Mrs. Moser and student and staff helpers. Additionally, Irish Dancers, Mrs. O'Neill's daughters, also performed. The building wide activity in March is a trip to the circus on Friday, March 21. On the March 14 Act 80 day, the staff was very engaged in collaboratively developing and refining the Hill Top Vision and Mission Statements. Students are also completing the PASA and PSSA testing this month.

Larry Adams, our long-term, recently retired custodian and CAIU graduate, sadly passed away this month from health complications. Larry had been such a long-term valued employee and his retirement left a void that was deepened by his passing. The staff are working on creating a memorial plaque to place at Hill Top Academy honoring his service and life.

NOTIFICATION OF ACTIVITIES

- 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
- Provided an overview of CAIU Services at two School District Board Meetings:
 - Upper Dauphin Area School District on February 27
 - Mechanicsburg Area School District on March 11
- CAIU Administrative Cabinet will meet with Northern York County SD's administrative team on March 25
- Met with Mr. Joseph McFarland, new superintendent at Derry Township School District, to provide an overview of the CAIU and our services
- Completed individual transition discussions with members of the CAIU Leadership Team. Will review feedback and include identified needs in future goal setting
- Attended one day of the PA Excellence in eLearning Forum 2014 in Valley Forge

SAVE THE DATE

Champions for Children 15th Annual Basket Bingo - April 11, 2014

Let's play Bingo--and help support Champions for Children! Bingo and raffle prizes at this year's event will include Thirty One bags and accessories and Longaberger Baskets. Food will be available and raffles will be held throughout the evening.

Champions for Children offers assistance to children in need within the Capital Area Intermediate Unit's service area. Since 2000, Champions for Children Basket Bingo has helped to raise over \$40,000!

Doors open at 6 p.m., bingo starts at 7 p.m. Adults only. Tickets, \$25 for 20 games of bingo.