



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 24, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Theresa Kinsinger, Director of Business, HR and Communications, shared that the new Collective Bargaining Agreement will be implemented by October 30, 2013. The annual Open Enrollment period will begin soon. The CAIU has begun implementation with the Safe Schools online training tool. Mandated Reporter is the first training we have implemented. The CAIU will host a Benefits Fair in November.
- Alicia McDonald, Director of Student Services, shared that the classes from Walnut Bottom Preschool have relocated to the new Delbrook Preschool Center in Mechanicsburg. She also indicated that visits to our various classroom locations will be offered throughout the year to our Board members.
- Daren Moran, Business Manager, received the draft 2012-13 Audit report. The audit report should be presented at the November board meeting. Preliminary work on the 2014-15 General Operating Budget will begin within the next two months.
- Len Kapp, Supervisor of Operations and Transportation, shared that we are in our final phase of the Enola building HVAC project.
- Cindy Mortzfeldt, Substitute Executive Director, shared that she visited the hospital programs at Hershey Rehab Center, Eating Disorders Clinic, Children's Hospital, Pennsylvania Psychiatric Institute, both Partial Hospitalization and Inpatient. A sixth program is being considered at Roxbury Treatment Center in Shippensburg. The Superintendents' Conference was held in Annapolis, MD on October 22-24. The topic focus was "Leading in the Digital Age." The course is worth 30 Act 45 credit hours. Provided an overview and draft copies of the CAIU Comprehensive Plan to the Board Members. A one month review of the plan is required by PDE. The final plan will be on the November Board agenda for approval. The plan is then submitted electronically to PDE for approval.

Executive Session

- The Board met in Executive Session to discuss a legal matter.

Approved Action Items

- Minutes from the September 26, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$10,600,515.26 in receipts and \$7,481,077.37 in expenditures for September 2013
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$15,334,139.63 and expenses of \$10,099,511.78
- Budget Administration: There were no budget items this month
- Other Fiscal Matters
 - 2013-14 - Special Education Service Contract Summary – available for review
 - Advertise Surplus Vehicles for Public Bid

- Personnel Items – see attached report
- Policies & Programs
 - Second Reading, Existing Position, Revised Description – Assistant Executive Director
 - Second Reading, Existing Position, Revised Description – Data Systems Supervisor

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the board for their attendance. She appreciates their time and effort in attending the board meeting.

Board Member Sharing of Information

- Nancy Otstot appreciated the opportunity to attend the PSBA Conference this year. She attended the session with Mrs. Corbett with a focus on at risk students and dropout prevention. She also attended another session on Career Development. The East Pennsboro Area School District will be hosting "Dancing with the Stars" as a fundraising on November 9. Mrs. Otstot has tickets for the event.
- Mrs. Brenda Myers relayed her experience with the Speech/Language Program provided through the CAIU Early Intervention Program.
- Mr. Robert Barr asked the board members to keep the consideration for operating the school budget on a calendar year and not the fiscal year of July 1-June 30.
- Mrs. Janis Macut shared that there is a project using the book, "Wonder," getting underway in Central Dauphin SD. There is also an anti-bully initiative through the PA Bar Association.
- Mrs. Barbara Geistwhite commended the Central Dauphin SD for their sportsmanship at the CV and CD football game.

Information Items

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

NEXT MEETING: Thursday, November 21, 2013, 8:00 a.m., Board Room, CAIU Enola Office

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

RESIGNATIONS:

KATHLEEN COFFEY, Speech/Language Clinician, School-age Program effective December 20, 2013. Reason: Retirement after 33 years of CAIU service.

NICOLE FISHER, Teacher, Deaf/Hard of Hearing Support effective October 3, 2013. Reason: Personal.

DAWN TAYLOR, Educational Paraprofessional, Early Intervention effective December 20, 2013. Reason: Retirement after 11 years of CAIU service.

PRISCILLA WALTERS, part-time Teacher (eating disorder clinic), Hospital Program effective October 18, 2013. Please note this is a change in resignation date due to early release.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

BRIGID BROWN, Educational Consultant, Deaf/Hard of Hearing Support effective November 4, 2013. Base salary of Masters +45, Step 4, \$52,565 for 189 days of service will be prorated for a total of 136 days through June 2013. This is a replacement position funded through the EC Budget.

AMI HEALY, Training Consultant, Curriculum Services with a start date to be determined when released from Harrisburg School District. Base salary of Masters +30, Step 14, \$67,371 for 189 days of service will be prorated for the remaining days of the 2013-2014 school year. This is a replacement position funded through the IDEA/CSPD Budget.

MARYLEE MAGARO, long-term substitute Reading Specialist, ANPS effective November 18, 2013 through March 4, 2014. Base salary of Masters +15, Step 8, \$55,226 for 189 days of service will be prorated for a total of 62 days. This is a long-term substitute position funded through the Act 89 Budget.

MARGARET TAYLOR-MAKUCH, Educational Consultant, Student Services with a start date to be determined when released from Susquehanna Township School District. Base salary of Masters +15, Step 15, \$68,293 for 189 days of service will be prorated for the remaining days of the 2013-2014 school year. This is a replacement position funded through the EC Speech Budget.

CHANGES OF SALARY:

RITA HARVEY, Mental Health Treatment Specialist, Capital Area Partial Program (CAPP), change of salary for completion of 30 credits above master's degree effective September 16, 2013. New salary will be based on Master's +30, Step 9, \$58,360 for 189 days of service, prorated for a total of 170 days.

Substitute Executive Director's Report

October 24, 2013

PROGRAM SPOTLIGHT

Hospital Programs

The CAIU currently provides the educational program at five medical facilities for school age students receiving medical treatment. Dr. Janilyn Elias supervises the staff that provides these services.

- (1) **Hershey Medical Center Children's Hospital** – This setting has 72 beds; however, students come and go frequently throughout the year depending on treatment schedules. A teacher may work with a student for five weeks and the student returns home. The student may then return for another round of treatment after a few months. The parents and students are very well acquainted with our teachers and will contact the teachers in advance of the student returning to the hospital facility. Currently, the CAIU employs two teachers to provide this educational program.
- (2) **Hershey Medical Center Eating Disorders** – In this setting, the CAIU has one teacher who provides educational services to students receiving treatment for an eating disorder. The number of students varies and the teacher could be providing services for students ranging in age from 7-17. A typical number of students is five; however, there has been occasions that the teacher worked with 15 students at a time.
- (3) **Hershey Medical Center Rehab and Brain Injury** – The educational services in this setting are on a 1:1 basis. The CAIU employs one teacher and one para-educator to provide these services. The number of students varies depending on school age students receiving medical treatment. There are times when we have had full capacity of 12 students based on the number of beds available.
- (4) **Pennsylvania Psychiatric Institute (PPI) Inpatient** – In this program, one teacher and one para-educator provide educational services during a morning session and an afternoon session. Eight students receive services during each session. A typical inpatient stay is for 3-5 days; the students our teacher works with change frequently throughout the year. During the first marking period this year, the teacher has worked with 84 students.
- (5) **Pennsylvania Psychiatric Institute (PPI) Partial** – In this facility, there are 31 beds and four sessions of education provided throughout the day each having a maximum of eight students. Two teachers and one para-educator provide educational services to students grouped by Elementary (K-5), Middle School (6-8) and High School (9-12).

A sixth program is currently in development stage. We are working with the Roxbury Treatment Center Inpatient in Shippensburg to open a new program. We are in the process of hiring a teacher for this program.

NEWS

Hill Top Academy (HTA)



Above is a photo of Office Keister, from the Upper Allen Police Department, reading to Mrs. Williams's elementary emotional support (ES) class. Officers come into HTA on Friday mornings to read to an elementary class. They sometimes are able to stay and have lunch with the students.

There are two Wellness activities occurring at HTA this month – Walk at School Day and Apple Crunch Day.

October kicks off the Olweus Bullying Prevention Program (OBPP) at Hill Top. There will be a united day against bullying, and students and staff will wear orange to show their support.

October's activity for Experiential Education is a Hike at Pinchot Park on Friday, October 25th.

Diakon Center Point Wilderness Center Update

Dr. Janyln Elias, our program supervisor, has been working closely with the CAIU and Diakon staff to establish our educational program as a model for the integration of academic and career/transition competencies. We have received feedback from Susan Will, from the PA Academic and Career/Technical Training Alliance (PACTT), about the work: "I may be able to feature your efforts as a model program in that you're integrating the competencies of the Employability and Soft Skills Manual throughout the academic curriculum. It is also exemplary that your teachers accompany the students in the afternoons to their Career/Technical Education (CTE) programs and, further, identify and embed academic standards aligned to the CTE program competencies. This is great stuff!"

Early Intervention Program

For over thirty years, our preschool program has provided early intervention services for students ages 3-5 at the Walnut Bottom Center in Carlisle. That facility no longer met the needs of our students. On October 9-10, all the contents from Walnut Bottom were moved to the new Delbrook Preschool Center in Mechanicsburg. From Friday, October 11 – Monday, October 14, many staff unpacked and organized the classrooms and therapy rooms to welcome our preschool children to school on Tuesday morning, October 15. Thank you to the supervisors, teachers and staff, and business and operations staff for all their extra effort to get this new facility ready for the children.

Technology Services

The CAIU is the new Learning Management Host for six blended English as a Second Language (ESL) courses to be delivered through Shippensburg University. The CAIU will host Moodle services,

both technical and professional development, for the ESL instructors and adult learners taking the courses for ESL certification.

Fall Superintendent's Leadership Conference – October 22-24, 2013

The CAIU Superintendent's Leadership Conference is held this year from October 22-24, 2013, in Annapolis, MD. The content for this year's conference is ***"Leading in the Digital Age"***. This Act 45 course will begin during the conference followed by job-embedded activities to complete. This course will provide educators with the opportunity they need to better understand the resources that are available to enrich learning for both students and teachers.

Collective Bargaining Agreement (CBA)

Last month the Collective Bargaining Agreement, effective July 1, 2013 – June 30, 2016, was approved. The salaries and health care premium share will be implemented as of the October 30, 2013 pay. The bargaining unit wellness program is in process and will be fully implemented as of January 15, 2014.

SAVE THE DATE

Second Annual Apple iPad Summit - December 16, 2013

The summit will bring together educators, technology directors, principals, and school leaders for a one-day event full of presentations, workshops, hands-on sessions, social networking, and informal conversations to identify emerging best practices and exciting new directions for implementing iPads seamlessly and transparently. The conference will combine keynote sessions, featured speakers, a student showcase, and presentation sessions that address three key *conference strands*:

Leadership, Classroom Integration, and Technical

NOTIFICATION OF ACTIVITIES

- 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"
- Met with CAIU Supervisors to continue implementation of Educator Effectiveness and Differentiated Supervision process
- Brian Griffith and I met with Shara Bunis from PDE, Harrisburg School District administration, and Dauphin County community agencies to discuss the roll out strategy for the Pennsylvania Educator Dashboard Early Warning System and Intervention Catalog Project
- Visited with Early Intervention staff at Delbrook Preschool Center as they were setting up the new facility and preparing for the first day of classes with students
- Attended the PAIU-Curriculum Coordinators' meeting – I have been selected as the Executive Director Liaison for this group
- Met with new superintendents from South Middleton and Steelton-Highspire to provide an overview of the CAIU and our services
- Attended one day of the PASA-PSBA School Leadership Conference. Participated in the PASA Women's Caucus Executive Board Meeting