
CAIU BOARD HIGHLIGHTS

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

Reports/Updates

- Alicia McDonald, Director of Student Services, shared that she has begun the annual contract meetings with the school districts to identify special education needs for next school year, to gather service feedback, and to share information about the value-added services available to our districts through our core funding. Hill Top Academy has a new therapy dog named Gracie.
- Theresa Kinsinger, Director of HR, Business and Communications, reported that we have kicked off the second component of our Wellness program. The requirements must be completed by June 15th for implementation by July 15th. Staff who participates in the Wellness program receives a reduction in their health care premium share costs. The CAIU hosted the PAIU Human Resources directors for their meeting prior to the PA Association of School Personnel Administrators (PASPA) Conference currently being held in Harrisburg.
- Len Kapp, Supervisor of Operations and Transportation, indicated that his staff and he are just keeping their heads above the snow. We received the final sign off by the township on the HVAC project. Final payment will be made to the contractor in March. The restroom remodeling project is in the planning stage. Prior to bringing the full project plans to the Board, we will meet with the Buildings & Grounds Board Committee for review and input.
- David Martin, Director of Technology Services, shared that the PETE&C Conference was recently held in Hershey. Two presentations were provided by CAIU staff. The CAIU Technology Team members along with some district staff and students provide the technology support for this conference. The CAIU Technology Team continues to work with our local districts to host servers and provide managed network services.
- Rennie Borrelli, Board Secretary, reminded the Board members to complete their Statement of Financial Interests form and return it to her.
- Daren Moran, Business Manager, indicated that 14 of our school district boards have approved the 2014-15 CAIU General Operating budget. If your school district has not placed the CAIU budget on your board agenda for a vote, please do so in the near future. Mark Hennes and Daren have worked with Office Depot to offer a group purchasing consortium option. A meeting was held at the Office Depot site in Newville to share information about the program.
- Cindy Mortzfeldt, Executive Director, highlighted the Transition Support Services (Vocational Support) that are available to students, ages 14 – 21, enrolled in CAIU class programs and district programs. These services provide vocational activities both in the classroom and in the community-at-large. She visited the Goodwill Industries Employment Skills Training site this past month. Dr. Tracy Geist, CAIU Social Worker, provided background information and presented to the administrative team at Lakeside Educational Network about her work and implementation of the therapy dog program at Hill Top Academy. This school is considering the implementation of a therapy dog program for their students, and they are very grateful for Tracy's sharing of information about this program.

Executive Session

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

Committee Reports

- The annual Executive Director Evaluation form was distributed to the Board members at today's meeting. Ms. Borreli will also send the document electronically for any members who desire to complete the evaluation document in electronic format. Please return the completed evaluation document either through the mail or electronically prior to the March Board meeting.
- 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

- Acceptance of the resignation of Ellen Sheffey, Derry Township School District
- Election of new Board Member, Mrs. Maryellen Sheehan, Derry Township S.D., to fill an unexpired term beginning February 27, 2014, and ending June 30, 2015
- Minutes from the January 23, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$6,137,405.59 in receipts and \$7,229,664.73 in expenditures for January 2014
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$41,015,307.34 and expenses of \$34,167,404.62
- Budget Administration:
 - Proposed 2013-14 Budget Revision A – Driver Education in the amount of \$159,355
 - Proposed 2013-14 Budget Revision A – Entrepreneurial Transportation in the amount of \$65,789
 - Proposed 2013-14 Budget Revision A – Online Learning Initiative (CAOLA) in the amount of \$3,867,547
 - Proposed 2013-14 Budget Revision A – Transportation in the amount of \$2,564,321
 - Proposed 2013-14 Original Budget – Homeless Children's Initiative Grant in the amount of \$44,520
- Other Fiscal Matters
 - Resolution Authorizing Transfer of Individual Procurement Cards
 - 2014-15 Marketplace Services
- Policies and Programs
 - Second Reading, Revised Policy #610 – Purchases Subject to Bid
 - Second Reading, Revised Policy #611 – Purchases Budgeted
 - Second Reading, Revised Policy #620 – Fund Balances
 - First Reading, Existing Position, New Description, IT Project Manager
- Personnel Items – see attached report
 - Dr. Rhonda Brunner Employment Contract

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance. Most of the members were in attendance at today's meeting.

Board Member Sharing of Information

- Mrs. Janis Macut shared that the outsourcing of substitute teachers in Central Dauphin School District is going well. Retired teachers have returned to work as substitutes. She also shared that her district will be introducing the book, "Wonder" as part of a bullying prevention program in their middle schools. She has been actively involved with the Craniofacial Association in support of this program.

- Dr. Fred Baldwin shared that the Holtzman Award committee made an excellent choice in selecting Kevin Wagner as this year's recipient of the Thomas W. Holtzman, Jr. Educational Leadership Award. He thanked the board members for attending Rep. Glen Grell's presentation on pension reform held at the Carlisle Area School District. He will continue to share opportunities for participation in presentations at his district.
- Nancy Otstot invited the board members to the East Pennsboro Area School District production this year, "Pajama Game", to be held on March 7, 8, and 9. Tickets are on sale at the district. She also reminded the board members that they are welcome to visit the CAIU classes at East Pennsboro Elementary and High Schools immediately following the board meeting.
- Mrs. Barbara Geistwhite shared that Cumberland Valley initiated "One District, One Book" event this year. The book, Humphrey, features a hamster with a theme around tolerance.
- Mrs. Brenda Myers thanked Cindy Mortzfeldt for attending the Susquenita Board meeting. She indicated that her district looks forward to working with the CAIU as they consider an online learning option for their students. She also wished West Perry's girls basketball team good luck in the playoffs.
- Dr. Anthony Tezik complimented East Pennsboro Area School District for hosting the Indoor Guard activity. He also shared that the two high school music departments have recommended to their district board a merger of their two high school bands for the fall football season.

Information Items

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

NEXT MEETING: Thursday, March 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

A. RESIGNATIONS:

THERESA ADAMS, Mental Health Worker, Autism Support effective February 28, 2014.
Reason: Personal.

MEGAN JONES, Educational Paraprofessional, Autism Support effective February 14, 2014.
Reason: Personal.

STEWART WEIBLEY, JR., Lead Maintenance Mechanic, Operations (Administration) effective April 30, 2014. Reason: Retirement after 28 years of CAIU service.

DAVID WENGER, Mental Health Treatment Specialist, Capital Area Partial Program (CAPP) effective June 9, 2014 (or last staff day). Reason: Retirement after 15 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

KRISTEN ACRI, part-time, long-term substitute Occupational Therapist, OT/PT effective February 24 – June 30, 2014. To be paid at the rate of \$48.17 per hour based on Masters, Step 15, \$68,293 for 189 days of service, working approximately two days per week. This is a replacement position funded through the OT/PT Budget.

MELISSA BIALAS, Transition Teacher, Student Services effective February 3, 2014. Base salary of Bachelors, Step 2, \$43,460 for 189 days of service will be prorated for a total of 86 days through the end of the 2013-2014 school year. This is a replacement position funded through the Transition Support Budget.

KATIE BLACK, full-time, long-term substitute Certified Occupational Therapy Assistant (COTA) effective February 26, 2014 – June 30, 2014. Salary will be based on the MHW-COTA-PTA Salary Schedule of HS+30, Step 4, \$29,491 for 189 days of service. Days will be prorated for the remainder of the 2013-2014 school year. This is a long-term substitute position funded through the OT/PT Budget.

MICHELE LINGLE, part-time educational paraprofessional, Early Intervention effective February 10, 2014. To be paid at the rate of \$11.98 per hour based on HS+30, Step 2, \$16,989 for 189 days of service. This is a replacement position funded through the MAWA Budget.

DIANA ROBINSON-DANKOSKY, part-time, long-term substitute Occupational Therapist, OT/PT effective February 25 – June 30, 2014. To be paid at the rate of \$30.10 per hour based on Bachelors, Step 1, \$42,672 for 189 days of service, working approximately two days per week. This is a replacement position funded through the OT/PT Budget.

LINDA STOSSEL, part-time long-term substitute Reading Specialist, Student Services effective February 10, 2014 through June 2014. To be paid at the rate of \$39.15 per hour based on Masters, Step 9, \$55,505 for 189 days of service. This is a long-term substitute position funded through the Equitable Participation Budget.

KRISTIN WOODWARD, long-term substitute Teacher, Early Intervention effective February 3, 2014 through June 30, 2014. Base salary of Bachelors, Step 1, \$42,672 for 189 days of

service will be prorated for a total of 79 days through June 30, 2014. This is a long-term substitute replacement position funded through the MAWA Budget.

C. CHANGES OF STATUS:

MARYLEE MAGARO, extension of long-term substitute status moving from long-term substitute Reading Specialist, ANPS to long-term substitute Instructional Specialist, Curriculum Services effective February 24 through June 6, 2014. Salary is based on Masters +15, Step 8, \$55,226 for 189 days of service, prorated for a total of 128 days. This is a long-term substitute position funded through the Professional Services Budget.

D. CHANGES OF SALARY:

ELIZABETH GOEDKOOP, Teacher, Early Intervention, change of salary for completion of Master's Degree effective January 2, 2014. New base salary of Masters, Step 5, \$49,466 for 189 days of service will be prorated for the remaining 96 days of the 2013-2014 school year.

E. LEAVES OF ABSENCE:

NICOLE WERTZ, long-term substitute teacher, Emotional Support, child-rearing leave of absence effective February 4 – April 11, 2014. Leave is requested with pay effective February 10 – March 21, 2014 using sick and personal leave for a total of 31 days and without pay effective March 24 – April 11, 2014 for a total of 15 days. Leave is requested in accordance with the CBA and CAIU Policy.

Executive Director's Report

February 27, 2014

PROGRAM SPOTLIGHT

Transitional Support Services (Vocational Support)

Pre-Vocational Support - This service is available to students enrolled in CAIU class programs and district programs and provides pre-vocational activities both in the classroom and in the community-at-large. Transitional staff secure pre-vocational tasks, deliver them to classrooms, and provide Support to School Personnel in skills required for student success in task completion. If appropriate, transitional staff secures community-based sites and schedules on-site supported opportunities for students. These opportunities are designed to meet the specific needs of the targeted students and allow for flexibility of frequency and duration as determined by the IEP Team. CAIU Transitional Support staff conducts authentic assessments in the work environment. The transitional staff provides the IEP team with data to help determine students' readiness to progress to a longer work day. This service is available to students ages 14 and older.

Community-Based Vocational Instruction (CBVI) – This service provides unpaid training opportunities for students who have not yet displayed skills necessary for competitive or supported employment. Designed as a job and career awareness activity, students are placed in sites for six-week sessions and are fully supervised by CAIU Job Coaches while on-site. These job sites occur within the community and provide hands-on career exploration as well as authentic assessment of students' vocational skills. A training plan is developed for each student in order to target identified skills required for student growth toward supported or competitive employment. Goals are developed, data is collected and progress is monitored throughout the session and reported to classroom teachers to be used in present level information and determination of post-school transition goals. This service is available to students ages 15 and older.

Work Experience - This service provides job shadowing opportunities as well as job development and assistance with placement for students seeking paid employment in the community. Work Experience professionals and Job Coaches work in collaboration with employers to ensure successful employment experiences for students.

Students may have opportunities for **Job Shadowing**, **Job Placement** or **Job Coaching**. If involved in **Job Shadowing**, students receive support in all aspects of competitive employment, including support for application completion, acquisition of required work-related documentation, participation in job interviews and travel training, and assistance with employer orientation programs. This service is available to students age 16 and older.

Job Coaching includes short-term job training and ongoing support for job maintenance. Additionally, IU staff works in collaboration with employers to gather progress monitoring data for use in providing support and consultation to the IEP Team concerning work placement, vocational goals, and transition planning. This service is available to students age 16 and older.

Employment Skills Training - This service provides instruction in employability skills in preparation for future employment in a vocational training facility and possible off-site placement. Located at the S. Wilson Pollock Center for Industrial Training and at Goodwill Industries, services include authentic assessments, support and supervision conducted by CAIU Transitional Support staff, monitoring of student progress, collaboration with school and agency staff, contracted real work, and pay for completed work (rate based upon quality & quantity of work). This service is appropriate for students age 16 or older.

NEWS

Thomas W. Holtzman, Jr. Educational Leadership Award

Congratulations to Kevin Wagner, Social Studies Department Chair at Carlisle Area School District, who received the 2013-14 Thomas W. Holtzman, Jr. Educational Leadership Award at the district's board meeting on February 20. This award is given annually to an educator within the CAIU region who demonstrates exemplary leadership qualities. This award was established in 2002 to honor the memory of the former principal and superintendent of Susquehanna Township School District, whose passion for learning, positive attitude, commitment to his students' success, and concern for diversity, were an inspiration to all who knew him.

Services & Projects

We have finalized our agreement for Online Therapy Services with Presence Learning (speech and language and occupational therapy) and are conducting outreach to other intermediate units and our school districts/charter schools about accessing and using these services. Many schools and IUs have expressed interest due to the staffing shortages in these therapy areas and are planning to use these services for students who are instructed in the home or participating in online learning, compensatory education services, and/or more typical direct service.

The Student Services Team is providing West Perry School District with a program review of their special education supports, services and processes. This is a fee for service review with some of the supports/personnel provided at no cost to try to make it as cost effective as possible for the districts.

Hill Top Academy

There is an experiential education and learning activity scheduled for February 21st at Ski Roundtop for snow tubing. This was funded, in part, through a granted request from Champions for Children.

Spot the Dog was our guest reader this month in the library for the elementary classes; one of our secondary students did an outstanding job as the costumed reader!

We have had referrals and have opened a new class for elementary students with Autism and another 1:1 class for a student with Emotional and Life Skills support needs. HTA enrollment continues to thrive; we are at about 93 students, which fluctuate based on new enrollments and returns to home schools.

On February 12th, Dr. Kathryn Newton presented an in-service to staff on ***Vicarious Trauma***. Many of the students in our programs have issues in school as a result of experiencing significant traumas in their lives.

Speech/Language Programs

The School-Age and Early Intervention Speech/Language Programs will be hosting a graduate student extern in speech/language pathology from Bloomsburg University. Ashlee King will be completing the externship from March 10th through May 8th under the direction of Julie Barber-Bristol, CCC-SLP and Debby Hassinger, CCC-SLP.

Capital Area Partial Program (CAPP)

Erika Stiffler, CAPP coordinator, earned her Behavior Specialist License. That's three new licenses for staff in just two months.

We have a new therapy dog, Gracie, trained to respond to trauma reactions in the high school CAPP class.

Conference Presentations

Arlene Moll, a project administrator, and Julie Harman, an educational consultant, co-presented on January 23, at the 15th International Conference on Autism, Intellectual Disability & Developmental Disabilities, hosted by the Council for Exceptional Children's Division on Autism & Developmental Disabilities in Clearwater Beach, Florida. Their presentation, "**Better Outcomes Through Better Data: Addressing Severe Behaviors through the Use of Telemedicine,**" was selected from a competitive, national field of presentation proposals.

Tanya Morret, an educational consultant, presented a session called "**RTII & the Advanced Learner**" at the 2014 Title I Improving Schools Performance Conference in Pittsburgh, January 26-29, 2014.

Jill Neuhard, Supervisor of Instructional Technology, presented a session called "**No More Textbooks**" at the 2014 PA Educational Technology Expo and Conference in Hershey, February 9-12, 2014.

Karen Ditzler, Instructional Technology Specialist, presented a session called "**iPad Integration: A Center-Based Approach**" at the 2014 PA Educational Technology Expo and Conference in Hershey, February 9-12, 2014.

NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting
- Attended the monthly PAIU Executive Directors' meeting which included an overview of the Governor's proposed budget by Acting Secretary, Dr. Carolyn Dumaresq
- Participated in the Chief Recovery Officer's committee meeting with the Harrisburg School District
- Visited the CAIU Employment Skills Training site located at Goodwill Industries
- Provided an overview of CAIU Services at three School District Board Meetings:
 - Susquenita School District on February 11
 - Middletown Area School District on February 18
 - Susquehanna Township School District on February 24
- CAIU Administrative Cabinet met with school districts' administrative teams
 - West Perry School District on January 28
 - Camp Hill School District on February 25
- Met with Dr. Rhonda Brunner to assist her in transition planning and orientation to the Assistant Executive Director position at the CAIU
- Conducted New Federal Program Coordinators' training on behalf of Division of Federal Programs at PDE
- Facilitated the annual Title I Nonpublic Consultation meeting for our school districts and nonpublic schools
- Attended Office Depot Group Purchasing Program overview at the Office Depot Logistics Center in Newville
- Continue with individual transition discussions with members of the CAIU Leadership Team