



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **August 22, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, reported that a School-wide Summit for Hill Top Academy staff was held at Red Tail Meadow, the CAIU Ropes Course. The day focused on team building and resiliency as the staff prepares for a new school year. She also shared that 87 students participated in the Extended School Year (ESY) this summer.
- Theresa Kinsinger, Director of Business, Human Resources (HR) and Communications, shared that the HR staff is getting ready for their office move from Lemoyne to Enola. The HR staff has been busy with over 60 job offers being made this summer. The Guest Teacher training will take place during the first week of September. There is a Benefits Fair planned for CAIU staff in November.
- Len Kapp, Supervisor of Operations and Transportation, and his staff are completing final changes at the Enola office in preparation for the Business and Human Resources staff's move from Lemoyne to Enola. Phase 3 of the HVAC replacement project is complete and the final phase will begin in mid-September with anticipated completion by the end of October.
- Brian Griffith, Director of Curriculum Services, reported that the curriculum team has been supporting our districts by providing professional development sessions during their opening week activities. His team members have also provided Mandated Reporter training for the CAIU staff. The CAIU Curriculum team also provides training for pre-service teachers at local universities. This training is a prerequisite for the student teachers.
- David Martin, Director of Technology Services, reported that the technology staff has installed two new networks for schools. The CAIU houses the redundant system here for wireless systems. Also, the technology team has worked with Barracuda to provide Internet content filter for students who use school owned equipment at home.
- Cindy Mortzfeldt, Assistant Executive Director, shared that nonpublic school services provided a six-week summer school program for students eligible to receive Title I services. Forty students attended this program. She also shared that information relating to the recently approved NCLB waiver granted to Pennsylvania will be shared at the September Federal Program Coordinators' training session.
- Daren Moran, Business Manager, indicated that the business office staff is preparing the year end close-out. The local auditors will begin their work next week. After the audit work is complete, the business office staff will be moving to the Enola office.
- Rennie Borreli, Board Secretary, shared that there are new voting procedures for PSBA elected officers. The September Board packet will include information about the candidates and voting requirements.

Executive Session

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

Approved Action Items

- Minutes from the July 25, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,117,992.33 in receipts and \$5,566,709.49 in expenditures for July 2013
- Summary of Operations for the 2012-13 fiscal year (for activity through August 9, 2013) showing revenues of \$71,197,896.83 and expenses of \$67,570,995.75
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$2,787,487.59 and expenses of \$2,992,129.61
- Budget Administration:
 - Proposed 2013-14 Budget Revision A – Loysville Youth Development Center (LYDC) - State in the amount of \$1,978,068
 - Proposed 2013-14 Original Budget – Loysville Youth Development Center (LYDC) – Title I, Part D in the amount of \$160,833
- Other Fiscal Matters
 - 2013-14 Special Education Service Contract for the following: Agora Cyber CS, Greenwood SD, Steelton-Highspire SD and Williams Valley SD.
 - Second Amendment and termination of the Lemoyne Lease effective September 15, 2013
- Personnel Items – see attached report
 - Appointment of Mrs. Cindy Mortzfeldt as the new executive director of the Capital Area Intermediate Unit for a four year term commencing on January 1, 2014 and ending on December 31, 2017
 - Approval of Executive Director's employment contract
- Policies & Programs
 - Second Reading, Existing Position, Revised Description – Admin AA – Board Secretary
 - Second Reading, Existing Position, Revised Description – ACCESS Program Coordinator
 - Second Reading, Existing Position, Revised Description – Service Coordinator
 - Second Reading, New Policy, Records Retention and Destruction

Executive Director's Report

- See attached written report.
- Dr. Gales extended her best wishes to Cindy Mortzfeldt on her appointment to the position of Executive Director starting January 1, 2014.

Information Items

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

NEXT MEETING: Thursday, September 26, 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

A. RESIGNATIONS:

JAMI ARNOLD, Occupational Therapist, OT/PT effective August 16, 2013. Reason: Accepted position with a member school district.

JASON FRIEDMAN, Personal Care Assistant, Deaf/Hard of Hearing (DHH) Support effective August 13, 2013. Reason: To accept full-time teaching position.

MELISSA GRUMBEIN, Teacher, Autism Support, change in resignation/release date as the result of position being filled effective August 5, 2013.

ERIN MOESER, School Psychologist, Pupil Services effective September 13, 2013. Reason: Personal to pursue other employment opportunities and challenges.

ALLISON SIDDLE, LPN, Pupil Services effective August 23, 2013. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

SARAH BAHN, Teacher, Emotional Support (ES) effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 6, \$50,779 for 192 days of service. This is a replacement position funded through the ES Budget.

KAREEM COTTON, part-time Educational Paraprofessional, Early Intervention effective August 26, 2013. To be paid at the rate of \$12.03 per hour based on HS+30, Step 4, \$17,055 for 189 days of service. This is a replacement position funded through the MAWA Budget.

ANNE HARTZFELD, Remedial Specialist, Aid to Non-public School Services (ANPS) effective at the start of the 2013/2014 school year. Base salary of Masters, Step 15, \$68,293 for 189 days of service will be prorated based on release date from Susquehanna Township School District. This is a replacement position funded through the ANPS/Act 89 Budget.

ERIN KELLY, Personal Care Assistant, Autism Support (AS) effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 2, \$16,397 for 192 days of service. This is a new position funded through the AS Budget.

REBECCA KUHN, Teacher, Capital Area Partial Program (CAPP) effective the 2013/2014 school year. Base salary of Masters, Step 4, \$48,284 for 189 days of service will be prorated based on release date from current school district. This is a new position funded through the CAPP Budget.

MICHELLE LEHMAN, part-time head cook, cafeteria effective at the start of the 2013/2014 school year. To be paid at the rate of \$13.08 per hour. This is a replacement position funded through the Cafeteria Budget.

ASHLEY MARTZ, long-term substitute Speech Clinician, Early Intervention effective August 26, 2013 through May 30, 2014. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 166 days. This long-term substitute position is funded through the MAWA Budget.

MICHELE PAINTER, Science Teacher, Loysville Youth Development Center (LYDC) effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 1, \$45,527 for 192 days of service. This is a replacement position funded through the LYDC Budget.

NICOLE REDCROSS, Educational Paraprofessional, Capital Area Partial Program (CAPP) effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a replacement position funded through the CAPP Budget.

PAULA SEMBACH, Nurse, Pupil Services effective at the start of the 2013/2014 school year. To be paid at 90% of Bachelors, Step 11, which equates to \$50,813 for 192 days of service as per the current Collective Bargaining Unit Agreement for registered nurses. This is a replacement position funded through the ACCESS Budget.

ALEXIS SNYDER, part-time, long-term substitute Inclusion Consultant, Early Intervention (EI) effective August 26, 2013 through the end of the 2013/2014 school year. To be paid at the rate of \$32.67 per hour based on Masters, Step 2, \$46,314 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

LISA SLOVER, Educational Consultant, Student Services effective September 3, 2013. Base salary of Masters +15, Step 6, \$52,206 for 189 days of service will be prorated based on the number of days remaining in the 2013/2014 school year. This is a new position funded through the EC Budget.

SHANNON SNYDER, Educational Consultant, Student Services effective at the start of the 2013/2014 school year. Salary will be based on Masters +15, Step 1, \$46,954 for 192 days of service. This is a replacement position funded through the Student Services Budget.

TRACEY SNYDER, Personal Care Assistant, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on HS, Step 8, \$19,146 for 192 days of service. This is a new position funded through the Autism Support Budget.

LINDSEY WEAVER, part-time Educational Paraprofessional, Early Intervention effective August 26, 2013. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1, \$16,069 for 189 days of service. This is a replacement position funded through the MAWA Budget.

KRISTA WERNER, Teacher, Student Services effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 3, \$44,379 for 192 days of service. This is a replacement position funded through the Diakon Budget.

NICOLE WERTZ, long-term substitute teacher, Emotional Support (ES) effective for the 2013/2014 school year. Salary will be based on Bachelors, Step 1, \$42,672 for 189 days of service. This is a long-term substitute position funded through the ES Budget.

C. CHANGES OF STATUS:

MARY DEPALMA, from Educational Consultant, Loysville Youth Development Center to Teacher, Autism Support effective at the start of the 2013/2014 school year. This is a change of position and program only. No change in salary or benefits. This is a replacement position funded through the Student Services Budget.

JODY FORNEY-COLE, from part-time Educational Paraprofessional, Early Intervention to full-time Mental Health Worker, Elect effective at the start of the 2013/2014 school year. Salary will be based on MHW-Bachelors, Step 5, \$31,046 for 189 days of service. This is a new position funded through the ELECT Budget.

ROBERT FRETT, School Psychologist, Pupil Services, reduction in salary as the result of a change in status from 229 to 189 day employee effective August 15, 2013. Salary will be based on Masters +60, Step 15, \$73,984 for 189 days of service.

MARIA KATULIS, from day-to-day substitute to full-time Educational Paraprofessional, Autism Support effective August 19, 2013. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a replacement position funded through the Autism Budget.

TRACY KNAUSS, from Physical Therapist, OT/PT to Service Coordinator, Early Intervention effective August 26, 2013. This is a change of position and program only. No change in salary or benefits. This position is funded through the MAWA Budget.

MARY REBUCK, from end long-term substitute contract to continuation of long-term substitute contract as a part-time Occupational Therapist, OT/PT effective through the end of the 2013/2014 school year. To be paid at the rate of \$44.51 per hour based on Bachelors, Step 14, \$63,093 for 189 days of service. This position is funded through the OT/PT Budget.

STEPHANIE REED, from long-term substitute to regular full-time teacher, Capital Area Partial Program (CAPP) effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 2, \$43,460 for 189 days of service. This position is funded through the CAPP Budget.

ANNA SMYSER, rescinded acceptance of the position as Teacher, Emotional Support (ES) effective July 3, 2013.

KARIN TOPPING, from part-time to full-time Occupational Therapist, OT/PT effective for the 2013/2014 school year. Salary will be based on Masters, Step 12, \$61,414 for 189 days of service. This position is funded through the OT/PT Budget.

ZACHARY WEYHENMEYER, from a day-to-day substitute to a full-time Personal Care Assistant, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a new position funded through the Autism Support Budget.

GINA YOCUM, from part-time Personal Care Assistant, PA Cyber School to part-time Educational Paraprofessional, Capital Area Partial Program (CAPP) effective August 26, 2013. Base salary of HS+30, Step 9, \$21,284 for 189 days of service will be prorated at 5.75 hours per day for a total of 184 days. This position is funded through the CAPP Budget.

GINA YOCUM, part-time Educational Paraprofessional, Capital Area Partial Program (CAPP), change of status from working 5.75 hours/day to 5.5 hours per day effective for the 2013/2014 school year. Base salary of HS+30, Step 9, \$21,284 for 189 days of service will be prorated at 5.5 hours per day for a total of 184 days. This position is funded through the CAPP Budget.

CAROLYN YODER, from Speech Clinician to Educational Consultant, school-age speech effective at the start of the 2013/2014 school year. No change in salary or program. This is a replacement position funded through the School-age Speech Budget.

D. LEAVES OF ABSENCE:

LISA SMILEY, Educational Consultant, Autism Support, child-rearing leave of absence without pay effective August 26, 2013 through April 1, 2014. Leave is requested in accordance with CAIU Policy.

Executive Director's Report

August 22, 2013

NEWS

CAIU Opening Week

Opening week program days for CAIU school-age and preschool/early intervention staff begin August 19, 2013 and run through August 29, 2013. Program Days are for professional and paraprofessionals, including full and part-time staff.

Extended School Year (ESY)

ESY services have concluded for the 2013 summer. We provided services to 87 students from 21 school districts. We appreciate the work that Mrs. Dee Dombach, CAIU Educational Consultant, did in coordinating our ESY services and programs.

ESY Fishing Derby

The Yellow Breeches Anglers Association organized and hosted the 38th annual fishing derby. On Wednesday, July 24th more than 175 staff, agency, volunteers and students with special needs from the Capital Area Intermediate Unit Extended Year Program convened in South Middleton Park in Boiling Springs to fish for trout, pet alpaca's, tour a fire truck, police car and enjoy a picnic lunch. Every student had the opportunity to fish and take home at least 3 fish that had been fileted and put on ice by the anglers. All staff and students were also given Anglers Association tee-shirts. This is an event that really brings the community and students together.

Student Services Staffing

Supervisors are deep in the process of finalizing interviews and reference checks for open positions. We are optimistic that we will have staff hired for the current vacancies.

Hill Top Academy Updates

- Hill Top Academy staff participated in a Schoolwide Summit to develop skills for integrating Experiential Education and Learning (EE&L) activities throughout the curriculum and school year. EE&L provides affective support for students so they can develop strong inter- and intra-personal skills.
- Technical installations completed at Hill Top Academy this summer included some classrooms being outfitted with Smartboard technologies and the installation of security cameras in all hallways and rooms used in 1:1 situations with students (therapy spaces, quiet rooms, and 1:1 classrooms).

Capital Area Partial Program (CAPP) Updates

- Dr. Elizabeth Montagnese, a child and adolescent psychiatrist, will be working with one of the unassigned CAPP classes. Dr. Shawna Brent has agreed to continue her contract for the CAPP district based class until we are able to obtain a new contractor.
- Erika Stiffler, MSW, was hired as the Clinical Coordinator for CAPP Program Operations. She has come to us from an agency and had previously been assigned to students and clients at Hill Top Academy so she has a familiarity with the program and staff.
- CAPP is in the process of developing internal procedures, possibly creating or identifying an assessment tool that would help communicate status and progress of the factors addressed in treatment plans.

Content Filtering

- The CAIU Technology Services Team has implemented an Internet content filter as a shared service for school districts. Districts came to the CAIU to preview several different solutions

and to identify an Internet Content Filter for devices when they are not on school property. This is advantageous when districts are implementing a 1 to 1 program. The CAIU has the Barracuda solution hosted in its server facility and is available to school districts.

RECOGNITION

Competent Learner Module (CLM) Accreditation

The CAIU recently received notification from Vicci Tucci, M.A., BCBA, President of Tucci Learning Systems and Founder of the Competent Learner Module (CLM) Curriculum that we are now a CLM Accredited Organization. Ms. Tucci writes, in part, "It is clear that CAIU #15 has **exceeded** in meeting the CLM Service Delivery Standards."

Congratulations to the CAIU school-age Autism Support program for this work and accomplishment!

NOTIFICATION OF ACTIVITIES

- Attended Heather Donovan's Early Intervention graduation at Carroll Elementary School. Students made gifts bags for hospitalized students.
- Attended the newly required Mandated Reporter Training offered by our CAIU staff.
- Met with the PAIU Equity of Opportunity Committee to discuss an equitable and fair method to distribute PDE's 2013-2014 Initiatives funds and work load.
- Met with several of our superintendents to discuss the Superintendent Study Council meeting in October.
- Met with the Board Negotiations team to discuss contract negotiations
- Met with the retiring and newly appointed Executive Directors from our neighboring Intermediate Units (Lincoln IU12 and Lancaster Lebanon IU13) to discuss on-going projects and issues since all three will have new Executive Directors at the first of the year.