
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 24, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board recognized the following retiree: **Steward Weibley**, Lead Maintenance Mechanic, after 27.5 years of service.
- Alicia McDonald, Director of Student Services, shared that the CAIU Capital Area Partial Program (CAPP) was recently monitored by DPW and PerformCare. Due to some deficiencies in the medical report documentation, CAPP will be required to submit an action plan to correct the deficiencies. During this corrective time, the CAPP program will not be able to bill medical assistance for time relating to any new patients. Also, the annual Special Education Plan was available for the Board's review. The plan will be submitted to PDE through the egrants system within the next week. The CAIU provides the educational programming at Loysville Youth Development Center (LYDC). It is anticipated that the program will be flat funded for the 2014-15 school year. Alicia has requested that PDE review our Planned Education Program (PEP) to provide input regarding which services should be reduced or eliminated. PDE indicated that summer school program is not required at LYDC during the summer 2014. PDE will also review the enrollment numbers at each youth development center to determine if any additional funds will be allocated for LYDC. Alicia also shared background information about the School Based Access Program. There are several barriers regarding third party liability and insurance carriers that are blocking Access funds for school districts and IUs.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that at the next quarterly HR Advisory meeting on May 15, there will be a presentation from Source4 Teachers, a substitute teacher service. Several districts and the CAIU have looked at options to meet the substitute teacher needs in our schools. The CAIU continues to implement the Wellness component of our health care program with the required activities for the second phase to be completed by June 15th. Staff that completes the wellness component pays 3% less on their premium share costs.
- Len Kapp, Supervisor of Operations and Transportation, indicated that several small projects will be completed in the next several months. He briefly provided an overview of the restrooms remodel project. The restrooms are original to the Enola building from 1990 and the renovation will bring the restrooms up to current ADA compliance.
- Brian Griffith, Director of Curriculum Services, shared that we continue to review models for blended/hybrid learning. In the near future, some CAIU staff and district staff plan to visit other schools to see first-hand how blended learning is being implemented in various school settings.
- Daren Moran, Business Manager, reached out to Harristown Development Corporation. The CAIU is currently the leaseholder with Harristown for the space occupied by CASA Charter School in Strawberry Square. At this time, Harristown is not interested in renegotiating the lease with the Charter School. By school code, the charter school cannot negotiate a lease beyond the approved charter. On an annual basis, Daren will contact Harristown to inquire about the current lease agreement.
- Cindy Mortzfeldt, Executive Director, provided an overview of the services delivered at the Diakon Youth Center program. Diakon is an educational program designed to meet the needs of adjudicated youth. The academic subjects are taught by CAIU staff. In addition to

instructional activities, the CAIU also is the fiscal manager for federal Title ID funds for Diakon and several Vision Quest sites located across the Commonwealth. The federal funds support the vocational training at these institutions for delinquent youth. The CAIU Early Intervention program received the verification report regarding the review of the program conducted in March. The program received an overall score of 97% which “fully meets requirements.” Although the overall score was exceptional, the EI supervisors will submit a minimal corrective action plan to remedy any areas for suggested improvement. The Champions for Children Basket Bingo event was held at the CAIU on April 11. There were approximately 90 participants and \$2,500 was raised in support of our Champions for Children organization.

Executive Session

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

Committee Reports

- The CAIU Board Finance and Buildings & Grounds Committees met in a joint meeting on Thursday, April 17, 2014, with Cindy Mortzfeldt, Daren Moran, and Len Kapp to review the restroom renovation project and the Fund Balance Policy. Daren Moran shared an overview of the fund balance policy and the funds that will be set aside for capital projects and future benefit costs. The restroom renovation costs will be paid from these assigned funds.

Approved Action Items

- Minutes from the March 27, 2014 CAIU Board Meeting
- Treasurer’s Report and Payment of Bills – a total of \$4,566,196.74 in receipts and \$5,236,087.81 in expenditures for March 2014
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$49,584,325.90 and expenses of \$45,599,809.17
- Budget Administration:
 - Proposed 2012-14 Budget Revision B – Title I, Part D – Neglected and Delinquent, Subpart 2 in the amount of \$912,769
 - Proposed 2013-14 Budget Revision A – IDEA Section 611 – School Age (Component 2 & 3) in the amount of \$16,071,071
 - Proposed 2013-14 Budget Revision A – Student Services in the amount of \$14,341,500
 - Proposed 2013-14 Budget Revision B – Loysville Youth Development Center in the amount of \$1,981,000
- Other Fiscal Matters
 - 2014-15 Student Services Fixed Rates
 - Resolution Opposing Restricting Federal Medical Assistance Reimbursement
- Policies and Programs
 - Second Reading, Existing Position, Revised Description – Lead Maintenance Technician
 - Second Reading, Existing Position, Revised Description – Maintenance Technician
 - Second Reading, Existing Position, New Description – Mental Health Worker – Behavior Interventionist
 - Second Reading, Existing Position, New Description – Mental Health Worker – Capital Area Partial Program
 - Second Reading, Existing Position, New Description – Mental Health Worker – Case Manager for ELECT/EFI
 - Second Reading – 2014-15 CAIU 12-Month Employee Calendar
 - First Reading, Existing Position, Revised Description – Occupational Therapist
 - First Reading, Existing Position, Revised Description – Certified Occupational Therapy Assistant
 - First Reading, Existing Position, Revised Description – Physical Therapist
 - First Reading, Existing Position, New Description – Physical Therapist Assistant

- 2014-15 Student Services Master Calendar
 - Revised 2013-14 Diakon School Calendar
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked all the Board members for their attendance. In honor of Administrative Professionals' Day, the Board thanked Rennie Borreli for her work as Board Secretary and Mrs. Rice presented her with a card and flowers.

Board Member Sharing of Information

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared that on Saturday, April 26th there will be a Summerdale Community Yard Sale and the fire company will serve breakfast and have a chicken barbeque.

Information Items

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

NEXT MEETING: Thursday, May 22, 2014, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following May's Board meeting, an overview of Non-Public, Federal and Equitable Participation Programs will be provided.

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

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

JOEI HALL ASKEY, part-time, long-term substitute Educational Paraprofessional, Early Intervention effective May 12, 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. This is a long-term substitute position funded through the MAWA Budget.

JODY COBLE, part-time Educational Paraprofessional, Early Intervention effective April 23, 2014. To be paid at the rate of \$11.99 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.

LISA CONRAD, Educational Paraprofessional, Autism Support effective April 22, 2014. Base salary of HS, Step 1, \$15,342 for 189 days of service will be prorated for the remaining 37 days of the 2013/2014 school year. This position is funded through the Autism Budget.

ALLISON SHAMBAUGH, full-time, long-term substitute COTA (Certified Occupational Therapy Assistant) effective April 28, 2014 through June 30, 2014. Salary will be based on the COTA schedule, Step 1, \$29,491 for 189 days of service prorated for the remaining days of the 2013/2014 school year. This is a long-term substitute position funded through the MAWA Budget.

CHANGES OF STATUS:

LISA SMILEY, Educational Consultant, Autism Support, change of status from full-time to part-time following child-rearing leave of absence effective April 1, 2014. Base salary of Masters, Step 9, \$55,505 for 189 days of service will be prorated for a total of 20 days through the end of the 2013/2014 school year.

HEATHER WALDNER, from Reading Specialist to Floater Teacher Substitute effective April 14, 2014 due to change in funding. The Reading Specialist position is funded through the Equitable Participation Budget for 151 days. Floater Teacher position is funded through the Floater Budget for a total of 38 days.

CHANGES OF SALARY:

BRANDON BARNHART, Social Worker, Pupil Services, change of salary for completion of Masters +15 credits effective April 9, 2014. New base salary of Masters +15, Step 3, \$48,661 for 189 days of service will be prorated for the remaining 44 days of the 2013/2014 school year.

BETHANY BORNAK, Speech/Language Clinician, Early Intervention, change of salary for presentation of ASHA certification. ASHA stipend of \$2,500 will be prorated for a total of 96 days through June 30, 2014.

ASHLEY DOWLER, Speech/Language Clinician, Early Intervention, change of salary for presentation of ASHA certification. ASHA stipend of \$2,500 will be prorated for a total of 96 days through June 30, 2014.

RITA HARVEY, Mental Health Treatment Specialist, CAPP, change of salary for completion of Master's +45 credits effective March 17, 2014. New base salary of Masters +45, Step 9, \$59,787 for 189 days of service will be prorated for the remaining 60 days of the 2013/2014 school year.

BARBARA KLINE, 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.

EMILY SIDELINGER, Speech/Language Clinician, School-age Program, change of salary for completion of Masters +15 credits effective March 24, 2014. New base salary of Masters +15, Step 4, \$49,711 for 189 days of service will be prorated for the remaining 53 days of the 2013/2014 school year.

LEAVES OF ABSENCE:

KATIE KLOPP, Teacher, Early Intervention, requesting child-rearing leave of absence effective June 30, 2014 through July 31, 2014. Leave is requested with pay using accumulated sick and personal leave for a total of 14 days and without pay for a total of five (5) days. Leave is requested in accordance with FMLA and CAIU Policies.

HEATHER MARTSOLF, Inclusion Teacher, Early Intervention, extension of child-rearing leave without pay through May 9, 2014. Leave is requested in accordance with CAIU Policy.

Executive Director's Report

April 24, 2014

PROGRAM SPOTLIGHT

Diakon Youth Center Program

The Diakon Youth Center educational program is designed to meet the needs of adjudicated youth requiring placement as determined by juvenile courts and Children and Youth agencies in the Commonwealth of Pennsylvania. The educational program utilizes facilities operated by Diakon/Tressler Lutheran Service Associates, Inc. Educational services are provided by the CAIU to youth ages 13 and older. Once a student arrives at Diakon, assessments are given immediately to provide a baseline of instruction. In addition to receiving grade level academics for credit, students also have the opportunity to be enrolled in the credit recovery program. By having this opportunity students are then able to acquire enough credits when they leave Diakon to transfer back to their home districts with the hopes of graduating on time. Students with IEPs are also accepted into the program. A certified special education teacher co-teaches with the content certified staff to ensure all modifications of the IEP are being followed. For students wishing to receive a GED certification, we offer GED preparatory classes.

The primary goals of the educational program are to assess the current academic level of the youth and provide a high quality educational program in a structured setting. Communication with home districts is ongoing to ensure a smooth transition and reintegration into community as youth are discharged from this program.

In addition to providing the educational programming for students at the Diakon Youth Center, the CAIU also supports the Diakon Youth Center and seven Vision Quest sites through Title I, Part D, Subpart 2 funds. Title I, Part D is part of the federal No Child Left Behind Act. The goals of Title I, Part D, are to:

1. Improve educational services for these students so they have the opportunity to meet challenging State academic content and achievement standards;
2. Provide them with services to successfully transition from institutionalization to further schooling or employment; and
3. Prevent youth who are at-risk from dropping out of school, and to provide dropouts and children and youth returning from correctional facilities with a support system to ensure their continued education.

Some of the support programs provided through Title I, Part D, Subpart 2 funds include vocational training in culinary, horticulture, auto mechanics, and computer skills. Annually, over 2,000 youth receive services through the federal programs.

NEWS

National Autism Awareness

April is National Autism Awareness Month. In order to highlight the growing need for concern and awareness about autism, the Autism Society has been celebrating National Autism Awareness Month since the 1970s. The United States recognizes April as a special opportunity to educate the public about autism and issues within the autism community.

Early Intervention

The CAIU Early Intervention program has received the verification report regarding the review of the program conducted on March 6th and 7th. The team reviewed records, observed classrooms, and interviewed staff. Areas of focus were general supervision, fiscal supervision, child find activities,

quality of service, and transition services. The program received an overall score of 97% and received a classification of “fully meets requirements.” Although the overall score was exceptional, the EI supervisors will submit a minimal corrective action plan to remedy any areas for suggested improvement.

Hill Top Academy

April at Hill Top Academy is a month filled with hard work and fun. Students are taking their PSSAs and PASAs. The fun comes when they enjoy a Spring Social on April 16th with a local DJ, and Friday the 25th is our Track and Field Day at the West Shore SD Track, Cedar Cliff HS.

We successfully opened a Middle Level Autism Support class at Hill Top to provide supports for higher functioning students with autism who had been unsuccessful in a typical school setting due to their challenging behaviors. There appears to be a need among school districts to offer this type of programming for students who fit this profile. The progress of the students has been very positive and they have responded well to the new teacher/classroom. We currently have four students but look to expand to seven within the next few weeks.

Student Services

The recently established Pupil Services Network has met once with another meeting set up for May. The network consists of administrators from districts, cyber schools, private schools and CAIU. As a regional group they focus on staff development as well as administrative Q&A meetings.

Two new staff has joined pupil services: Theresa Shroyer ~ case manager for ELECT and Kaitlin Mamett ~ school psychologist.

The Deaf/HH Program held Level 1 and Level II Sign Language classes with 42 participants from our schools and communities. Summer classes are being organized now.

Staff in Student Services has been working on the implementation of PowerSchool for Child Accounting and PIMS functionality as part of the overall plan to streamline and integrate the various data systems currently in use. PowerSchool will replace the aging AS400 Child Accounting system as well as various databases previously used for PIMS reporting.

Champions for Children

The annual Champions for Children Basket Bingo event was held here at CAIU on Friday, April 11, 2014 from 6 – 10 PM. There were approximately 90 participants this year and \$2500 was raised in support of our Champions for Children organization. Thank you to our CAIU staff that planned and staffed the event.

NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors’ meeting
- Attended the PASA Women’s Caucus Executive Board Meeting
- Held two communications meetings with CAIU staff – offered Live Streaming so staff at various locations could participate
- Met with Dr. Grimm, Director of Dauphin County Technical School, to review an evaluation tool and process in preparation for her annual review
- 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 the West Shore School District Board of Directors Study Session
- Met with Mr. Wendling, Principal at CASA Charter School, and Brian Griffith to provide an overview of Title I and II Federal programs

- Met with Heather Donovan, along with Theresa Kinsinger and Alicia McDonald, for our quarterly CAEA meeting
- Met with CAIU Finance and Buildings and Grounds Committee to discuss restroom renovation project