



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **July 25, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board welcomed a new Board member, Mr. Michael Berk, South Middleton School District.
- The Board recognized the following retirees: **Larry Adams**, Custodian with 32 years of service, and **Charlotte Vazquez**, Mental Health Worker, with 11 years of service.
- Theresa Kinsinger, Director of Business, HR and Communications, shared that several paraprofessional positions are vacant and we continue to advertise and interview for those vacancies.
- Len Kapp, Supervisor of Operations and Transportation, reported that Phase 3 of the HVAC replacement project is nearing completion. The final phase will begin in mid-September.
- Brian Griffith, Director of Curriculum Services, and curriculum staff participated in the statewide Title I Diocesan Conference. The CAIU staff has planned and participated in this annual conference for many years. He also shared background information about the Mandated Reporter training sessions that are planned for the CAIU. CAIU staff is approved to offer this training.
- David Martin, Director of Technology Services, shared that the CAIU continues to provide Managed Network Services, such as hosting of servers, wireless internet access, and phone system, etc. for our school districts. He also shared that PA will be piloting a web-based testing software so students can complete their assessments online.
- Cindy Mortzfeldt, Assistant Executive Director, continues to work with a group of supervisors to implement the new teacher evaluation process and to further define the differentiated supervision process already in place at the CAIU. She also asked for volunteers among the Board members to review the data collected through the IU Comprehensive Planning Process.
- Daren Moran, Business Manager, shared that our fiscal year ends on June 30. The business office staff is working on the year end close-out of the fiscal records in preparation for the local audit. He also invited Board members to participate in the Champions for Children Golf Tournament planned for Tuesday, July 30, beginning at 11:00 a.m. at the Cumberland Golf Club, Carlisle.

Executive Session

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

Approved Action Items

- Election of the following CAIU Board Members for a new three-year term from July 1, 2013 – June 30, 2016: Mrs. Nancy Otstot, East Pennsboro Area School District, Mrs. Donna Rode, Halifax Area School District, Mrs. Patricia Whitehead-Myers, Harrisburg School District, Mr.

Michael Berk, South Middleton School District, Dr. Anthony Tezik, West Shore School District, and Mrs. Linda Butler, Susquehanna Township School District.

- Election of the following CAIU Board Members to fill an unexpired term: Mrs. Janis Macut, Central Dauphin School District, beginning July 1, 2012 and ending June 30, 2015, and Mrs. Barbara Geistwhite, Cumberland Valley School District, beginning January 24, 2013, and ending June 30, 2015.
- Election of officers as follows: Mrs. Jean Rice, President; Dr. Anthony Tezik, Vice-President; Daren Moran, Treasurer; and Rennie Borreli, Secretary
- Appointment of Nancy Otstot as PSBA Voting Delegate to the Legislative Policy Council
- Selection of Harrisburg Patriot-News as newspaper of general circulation
- Appointment of Board Committee Chairs/Members
- Minutes from the June 27, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,051,746.14 in receipts and \$8,717,024.60 in expenditures for June 2013
- Summary of Operations for the 2012-13 fiscal year (for activity through July 17, 2013) showing revenues of \$64,026,159.28 and expenses of \$65,349,814.36
- Budget Administration:
 - Proposed 2013-14 Budget Revision A – Early Intervention in the amount of \$10,298,706
 - Proposed 2013-14 Original Budget – Preschool Inclusion Grant in the amount of \$65,000
- Other Fiscal Matters
 - Cafeteria Rates – 2013-14 School Year
 - Special Education Service Contract Summary – 2013-14
 - Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal Counsel for 2013-14
 - Amendment to Lemoyne Office Lease
- Personnel Items – see attached report
- Policies & Programs
 - Second Reading, Existing Position, Revised Description – Lead Receiver/Warehouseman
 - First Reading, Existing Position, Revised Description – Admin AA – Board Secretary
 - First Reading, Existing Position, Revised Description – ACCESS Program Coordinator
 - First Reading, Existing Position, Revised Description – Service Coordinator
 - First Reading, New Policy, Records Retention and Destruction

Executive Director's Report

- See attached written report.

President's Report

- Jean Rice thanked the Board members for being at the meeting. She appreciates their attendance.

NEXT MEETING: Thursday, August 22, 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:

LARRY ADAMS, Custodian, Buildings and Grounds effective June 28, 2013. Reason: Retirement after 32 years of CAIU service.

DR. MARY JANE GALES, Executive Director effective December 31, 2013. Reason: Retirement after two years of CAIU service.

MELISSA GRUMBEIN, Teacher, Autism Support effective September 20, 2013. Employee will be released sooner if replacement is found. Reason: Accepted a position with The Vista School in Hershey.

ALICIA LYNCH, Reading Specialist, Aid to Non-public School Services effective June 5, 2013. Reason: Accepted a position at Dauphin County Technical School.

CHARLOTTE VAZQUEZ, Mental Health Worker, Capital Area Partial Program effective July 11, 2013. Reason: Retirement after 11 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

BRANDON BARNHART, Social Worker, Student Service effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 3 for 192 days of service. This is a new position funded through the Emotional Support Budget.

TERESA FREELAND, part-time Secretary, Access Program effective July 15, 2013. To be paid at the Range 4 rate of \$14.75 per hour, working 7 hours/day, four days per week. This is a new position funded through the Access Budget.

JASON FRIEDMAN, Teacher, Extended School Year Program effective July 15, 2013 through July 31, 2013. To be paid at the rate of \$32.12 per hour based on Masters, Step 1 for 189 days of service. This position is funded through the ESY Budget.

SHANNON GERHARDS, part-time, long-term substitute Speech/Language Clinician, Early Intervention effective August 25, 2013 through June 30, 2014. Base salary of Masters, Step 7, \$52,223 for 189 days of service will be prorated for a total of 118 days. This is a replacement position funded through the MAWA Budget.

DIANE GRAYBILL, Audiologist, Deaf/Hard of Hearing Program effective at the start of the 2013/2014 school year. Salary will be based on Masters +60, Step 13 for 192 days of service. This is a replacement position funded through the Special Services Budget.

KATHRYN MANLEY, 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 for 189 days of service. This is a replacement position funded through the MAWA Budget.

ERIKA STIFFLER, Clinical Coordinator, Capital Area Partial Program effective August 12, 2013. Base salary of \$55,000 for 12 months of service will be prorated for a total of 230 days. This is a new position funded through the CAPP Budget.

C. CHANGES OF STATUS:

BRANDON BEDDIA, Program Consultant, Loysville Youth Development Center, from active to furlough status effective July 1, 2013.

MIREK CHMIELEWSKI, from Educational Paraprofessional to Mental Health Worker, Capital Area Partial Program effective August 1, 2013. Salary will be based on MHW-Bachelors,

Step 7 for 189 days of service. This is a replacement position funded through the CAPP Budget.

NICOLE FISHER, from long-term substitute to regular full-time Teacher, Deaf/Hard of Hearing Support effective at the start of the 2013/2014 school year. Salary will be based on Masters +30, Step 8 for 192 days of service. This is a new position funded through the Deaf/Hard of Hearing Budget.

LAURIE KRIEBEL, part-time Educational Paraprofessional, declined recall and therefore is permanently furloughed effective July 1, 2013.

ERIN LAVIA, from day-to-day substitute to regular full-time teacher, Emotional Support effective with the start of the 2013/2014 school year. Salary will be based on Masters +30, Step 3 for 192 days of service. This is a new position funded through the ES Budget.

MARYANN MERCER, from day-to-day substitute to regular part-time Educational Paraprofessional, Capital Area Partial Program effective at the start of the 2013/2014 school year. To be paid at the rate of \$10.89 per hour based on HS, Step 3 for 189 days of service. This position is funded through the CAPP Budget.

KATHRYN PERTA, from day-to-day substitute to regular part-time Educational Paraprofessional, Emotional Support effective at the start of the 2013/2014 school year. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1 for 189 days of service. This position is funded through the Emotional Support Budget.

ALISON RUELLO, from part-time to full-time Educational Paraprofessional, Early Intervention effective September 7, 2013. This is a replacement position funded through the MAWA Budget.

ALICIA SHAFFER, from part-time, long-term substitute to regular part-time reading specialist effective with the start of the 2013/2014 school year. To be paid at an hourly rate based on Masters, Step 5 for 189 days of service. This position is funded through the Equitable Participation Budget.

CHARLES VENNIE, from long-term substitute Educational Paraprofessional to full-time Mental Health Worker, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on MHW, Step 5 for 192 days of service. This is a new position funded through the Autism Support Budget.

KAREN WELLS, Sign Language Interpreter, Deaf/Hard of Hearing Support, from active to furlough status effective July 1, 2013.

D. LEAVES OF ABSENCE:

DELILAH SISLER, Speech/Language Clinician, Early Intervention, requesting extension of childrearing leave of absence without pay through May 2014. Request is made in accordance with CAIU Policy.



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Executive Director's Report

July 25, 2013

NEWS

ELECT/EFI (Education Leading to Employment and Career Training for pregnant teens and young fathers) - Dr. Elias is working on updating the information on the CAIU website about this program to include our goals, objectives and eligibility for the program as well as meeting with PDE to better understand some of the grant program requirements and changes. There has been a change in grant requirements, instead of simply OFFERING services to students, we MUST PROVIDE services to students. This means if a student doesn't show for a group educational session, staff must track down that student sometime later in the month to provide that information.

Diakon Youth Center has added a treatment program for children with Drug & Alcohol addiction issues. This program is attracting students with educational needs.

Pennsylvania Information Management System (PIMS) Data Quality Initiative Update

The first ***CAIU Regional PIMS Data Quality Council*** meeting was held June 25. The purpose of the meeting was to bring together Data Quality Teams from IU15 LEAs to discuss the importance of PIMS Data Quality and the establishment of Data Governance in LEAs. Specific focus was given to the proposed PIMS changes for 13-14 while highlighting the significance of PIMS data used for Teacher Evaluations, Pennsylvania Value-Added Assessment System (PVAAS) Rosters, the School Performance Profile as well as several significant changes coming to PIMS. Updates were provided regarding the new PIMS Data Quality Engine, new PA Secure ID/PIMS data match and the new Data Quality Curriculum. Regular meetings of LEA Data Quality Teams will be held throughout the year focusing on specific collection issues.

Hill Top Academy (HTA)

ESY (Extended School Year) is underway and off to a good start. There are 7 classes at HTA. There is training occurring for Safe Crisis Management and from our cafeteria staff for one of our local agencies. The building is undergoing cleaning and the floors are scheduled to be redone before the beginning of school. The building will also have a tech upgrade with the installation of classroom smart boards and security cameras. There are many classroom and staff moves that are in process, as well as interviewing for new staff. Summertime here at HTA is a busy time preparing for the students and staff returns in several weeks.

Capital Area Partial Program (CAPP)

Feedback from families who have had children enrolled in CAPP during 2012-2013:

- "Overall, our child made tremendous strides in his ability to accept a school routine and a rekindling of a love for learning, as well as making good social connections. I would



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like to thank all the people I don't know or see on a regular basis who work to make the program a successful experience for kids and families.”

- “This year my son’s grades improved and he can read and write better.....his therapist is the best he has ever had, she is always professional, treats me and my son with respect, and has helped me understand mental health.”
- “What I like about CAPP is care, insight, personal attention, differentiated instruction, and professional support. Without CAPP my son would not have made the progress he did academically, socially, or emotionally. CAPP is a gift.”
- “Without CAPP I believe that my son would be expelled, be more depressed, and potentially need hospitalization for suicidal ideation”
- “I am 100% satisfied. As far as I am concerned, CAPP does not need to improve anything. I really don't know what I would have done without this program. “
- “I am very pleased with the program and have recommended possible placement for my friend’s child”
- “My son is learning great coping skills and is doing much better since being enrolled in the program. Thank you!”
- “I can't, or don't want, to even imagine how we would have managed without the program. Probably hospitalization.”
- “No one has understood my son’s needs or the hard times we have lived with until the CAPP program. I was never made to feel guilty about my son’s disability and the therapist has bent over backwards to care for my son. My son couldn't be successful without CAPP. I can actually see a future for my son.”
- “Thank you for being such a valuable resource available to my son. He has benefitted from you program more than any other intervention we have tried.”

We are still actively seeking a Child and Adolescent Psychiatrist to contract with for our CAPP program.

NOTIFICATION OF ACTIVITIES

- Cindy Mortzfeldt and I met with Mike Berk, new CAIU Board Member from South Middleton, who will be replacing Jill Williamson, Camp Hill SD. This is in accordance to the 2003 plan that increased the board from 13 members to 19. The Camp Hill SD seat on the CAIU Board of Directors rotates to South Middleton SD in July 2013.
- Negotiations are continuing with the Capital Area Education Association (CAEA). The CAEA represents non-Act 93 professionals, interpreters, nurses, social workers, paraprofessionals, Occupational Therapists, Physical Therapists, Mental Health Workers, and behind-the-wheel driver education instructors. Approximately 350 of the 468 employees at CAIU are represented by CAEA.
- The cabinet met for two full days to discuss many items including business policy procedures, future computer purchasing plan, CAIU Data Quality Council membership, 2013-14 goals, results of preliminary surveys for the comprehensive plan and to establish the steps necessary to complete the plan by the November 2013 deadline.



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UPCOMING ACTIVITIES

- **CAIU Preschool Graduation** - Heather Donovan and the Carroll Preschool Team would like to invite all Board Members to attend one or more of the CAIU Preschool Graduation Ceremonies. Below are the dates and times. The events will be held in the gymnasium of Carroll Elementary School.
 - Tuesday, July 30 at 10:00 and 1:30 (The morning group will have 6 children graduating!)
 - Wednesday, July 31 at 10:00 and 1:30 (The afternoon group will have 8 children graduating!)

- **July 30 - 17th Annual CAIU Champions for Children Golf Tournament** - Fee is \$60 per person and includes green fee, cart, refreshments, dinner and other prizes.

When	July 30, 2013 11:00 AM to 4:00 PM
Where	Cumberland Golf Club 2395 Ritner Highway Carlisle Pennsylvania
Contact	Daren Moran dmoran@caiu.org 717-732-8400 ext. 8654