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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **December 19, 2013** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board welcomed new Board Members, Dr. Fred Baldwin, Carlisle Area SD, and Mrs. Trudy Withers, Halifax Area SD.
- The Board recognized departing Board Member, Donna Rode, Halifax Area SD.
- Len Kapp, Supervisor of Operations and Transportation, reported that the HVAC project is nearing completion. Final closeout of the project will take place in January.
- Alicia McDonald, Director of Student Services, shared that Senator Folmer visited Hill Top Academy on Tuesday. The Senator was following up from a visit by staff and students at the Capitol. Also, Susquehanna Service Dogs will bring their new puppies to Hill Top Academy today for an opportunity for the students to meet the puppies.
- Theresa Kinsinger, Director of Business, HR and Communications, indicated that the CAIU is finalizing Mandated Reporter training for current employees. Ms. Kinsinger continues to work with the Capital Area Education Association to implement the Wellness component of the collective bargaining agreement.
- Rennie Borreli, Board Secretary, shared that in accordance with school law, each year, by January 1, she is required to notify the school board secretaries of each district comprising this intermediate unit of the upcoming 2014 CAIU annual convention. The election will be accomplished by mail ballot (mailed to each district board in April or May) and will notify them of the districts that will be represented in the 2014 election of Board members. New Board Member Orientation dates have been shared with the new CAIU Board Members. All board members are invited to attend.
- Staff from Curriculum Services attended the annual PDE SAS Conference and presented on several of the current PDE Initiatives. Brian Griffith, Director of Curriculum Services, participated in a statewide video conference regarding PIMS and PVAAS reporting. The CAIU was one of four IUs who submitted their special education data on time.
- The 2<sup>nd</sup> Annual iPad Summit was held at the CAIU this week. Participants from districts across the state attended. David Martin, Director of Technology Services, has negotiated consortium pricing for Canvas, a Learning Management System, that several of our districts are interested in using.
- Daren Moran, Business Manager, provided an overview of the 2014-15 Preliminary General Operating Budget.
- Cindy Mortzfeldt, Substitute Executive Director, shared information about the CAIU's Deaf or Hard of Hearing Services. She visited the elementary class located at East Hanover Elementary School in Lower Dauphin School District. Several CAIU staff was able to attend the Association of Educational Service Agencies (AESAs) conference and presented at three sessions. The annual monitoring took place for the ELECT Program. PDE commended the CAIU staff on the organization of the student files and educational programming.
- The CAIU Administration extends our warmest wishes for the Happy Holiday season and a New Year of peace, joy and prosperity.

## Executive Session

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

### **Committee Reports**

- The Board Finance Committee met on November 25, 2013, to review the preliminary 2014-15 General Operating Budget.

### **Approved Action Items**

- Election of new Board Members
  - Dr. Fred Baldwin, Carlisle Area School District, to fill an unexpired term beginning December 19, 2013, and ending June 30, 2015
  - Mrs. Trudy Withers, Halifax Area School District, to fill an unexpired term beginning December 19, 2013, and ending June 30, 2016
- Minutes from the November 21, 2013 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,785,772.56 in receipts and \$4,979,817.31 in expenditures for November 2013
- Summary of Operations for the 2013-14 fiscal year showing revenues of \$27,693,677.20 and expenses of \$20,749,437.14
- Budget Administration:
  - Proposed 2013-14 Original Budget – Comprehensive Planning in the amount of \$909,949
  - Proposed Original 2013-14 Budget – Title I, Part A in the amount of \$300,000
  - Proposed 2014-15 Budget – General Operating (1<sup>st</sup> Reading) in the amount of \$4,927,845
- Other Fiscal Matters
  - E-Signature Resolution
  - Bid Tabulation Summary – Surplus Vehicles
  - Independent Audit Report for Fiscal Year Ended June 30, 2013
- Policies and Programs
  - First Reading, Revised Policy #620 – Fund Balances – due to some recommended changes to this policy revision, this item was tabled until the January Board meeting
- Personnel Items – see attached report

### **Executive Director's Report**

- See attached written report.

### **President's Report**

- Mrs. Jean Rice wished everyone a Merry Christmas. Enjoy time with family and safe travels.

### **Board Member Sharing of Information**

- Dr. Tony Tezik, West Shore School District, shared that Cedar Cliff HS football team will be playing Penn Manor SD in Dublin, Ireland in August. The West Shore School District also has approved the outsourcing of district transportation and second shift custodial. Their superintendent has also indicated her intent to retire as of June 30, 2014. Their current Assistant Superintendent was hired as the new superintendent, effective July 1, 2014.
- Mr. Wilbur Wolf, Big Spring School District, asked Mrs. Janis Macut, Central Dauphin School District, to share information regarding their work with another company to provide substitute teachers. Mrs. Macut explained the benefits of using the substitute teacher service, in particular the ability to use retired teachers, since the substitute teachers are employed by another company, not the school district.

### **Information Items**

- See AgendaMan at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**NEXT MEETING: Thursday, January 23, 2014, 8:00 a.m., Board Room, CAIU Enola Office**

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

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**A. RESIGNATIONS:**

**ROBERT FRETT**, School Psychologist, Pupil Services effective January 31, 2014. Reason: Retirement after 29 years of CAIU service.

**MARIA KATULIS**, Educational Paraprofessional, Autism Support effective December 31, 2013. Reason: Personal.

**DANIEL KENNEDY**, Application Developer II, Technology Services effective December 12, 2013. Reason: Accepted a position outside of the CAIU.

**B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

**MISTI DEMKO**, part-time long-term substitute Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 16, 2013 through the end of the 2013-2014 school year. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 69 days. This is a long-term substitute position funded through the ANPS/Act 89 Budget.

**KELLY EVANS**, Guidance Counselor, Aid to Non-public School Services (ANPS) effective December 16, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 106 days during the 2013-2014 school year. This is a replacement position funded through the ANPS/Act 89 Budget.

**CAROL HESS**, part-time Speech Therapist, Early Intervention effective December 4, 2013. To be paid at the rate of \$48.18 per hour based on Masters, Step 15 for 189 days of service. This is a retiree working on an emergency basis without loss of monthly annuity as per Act 63 of 2004.

**JENNIFER HOPKINS**, long-term substitute Educational Consultant, Student Services effective January 2, 2014 through June 6, 2014 (or the last staff day of 2013-2014). Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 104 days. This is a long-term substitute position funded through the EC Budget.

**TAMMY POFF**, long-term substitute Educational Consultant, School-age program effective December 3, 2013 through June 5, 2014 (or last staff day). Base salary of Masters +15, Step 1, \$46,954 for 189 days of service will be prorated for a total of 114 days. This is a long-term substitute position funded through the School-age EC Budget.

**TARA SHOPE**, part-time, Educational Paraprofessional, Early Intervention effective January 6, 2014. To be paid at the rate of \$11.06 per hour based on HS, Step 2, \$15,678 for 189 days of service. This is a new position funded through the MAWA Budget.

**LINDSAY WILSON**, Educational Paraprofessional, Autism Support effective January 2, 2014. Base salary of HS+30, Step 1, \$16,654 for 189 days of service will be prorated for the remaining 104 days of the 2013-2014 school year. This is a replacement position funded through the Autism Budget.

**The following individuals to be approved as day-to-day substitute teachers for the 2013-2014 school year. To be paid at the approved rate of \$90 per day:**

**William Derrick  
Linda Dunn  
Amanda Flagle  
Laura Fonash  
Barbara Frey  
Dana Hadley  
Amanda Kruger  
Sabrina Morrissette**

**Pamela Weakland  
Denise Welch  
Maria Williams-Turner**

**C. CHANGES OF STATUS:**

**KATHLEEN LIVENGOOD**, from day-to-day substitute to regular full-time Teacher, Hospital Program effective December 3, 2013. Base salary of Bachelors, Step 10, \$54,489 for 189 days of service will be prorated for a total of 122 days for the 2013-2014 school year. This is a new position funded through the Hospital and Direct Education Budget.

**BARBARA THOMAN**, from part-time Educational Paraprofessional, Early Intervention to full-time Personal Care Assistant, Autism Support in the school-age program effective November 25, 2013. Base salary of HS, Step 1, \$15,342 for 189 days of service will be prorated for a total of 121 days. This is a replacement position funded through the Autism Budget.

**ZACHARY WEYHENMEYER**, from Personal Care Assistant, Autism Support to Teacher effective December 3, 2013. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 117 days through the end of the 2013-2014 school year. This is a replacement position funded through the Hospital and EC Budget.

**D. CHANGES OF SALARY:**

**LISA McCARTY**, part-time Speech Clinician, Early Intervention, change of salary due to increase in number of work days. Base salary of Masters, Step 15, \$68,293 for 189 days of service will be prorated for an additional 19 days for total of 139 days for the 2013-2014 school year.

# Substitute Executive Director's Report

## December 19, 2013

### PROGRAM SPOTLIGHT

#### Deaf or Hard of Hearing Program (DHH)

The Deaf or Hard of Hearing **school-age** classroom program is designed for students, ages 5-21, with an educational and medical diagnosis of hearing impairment. All classes provide academic instruction and instruction to promote communication and language development. The elementary program includes instruction in self-help and readiness skills, in addition to coaching in self-advocacy, assistive technology, and the use of an interpreter where appropriate. The secondary programs also include instruction in self-advocacy related to hearing loss, communication and assistive technology. Students engage in learning in inclusive settings as much as possible.

The DHH school age classroom program has three self-contained classes located in two school districts. One elementary class (K-5) is located at East Hanover Elementary School in Lower Dauphin School District. The middle school (grades 6-8) class is located at Susquehanna Township Middle School, and the high school class (grades 7-9) is located at Susquehanna Township High School. In addition, the CAIU provides DHH Itinerant Support for 69 students in thirteen school districts and one cyber charter school.

Deaf or Hard of Hearing services are also provided for our **preschool** children and families. The services include the following:

**Screening and Assessment** involves collaboration with local audiologists and CAIU audiologist to share the history of the child's hearing. Discussions are held with individual families regarding the frequency of their child's wearing of hearing aids/cochlear implants and specifically how their child responds to the sounds. An informal listening assessment is also conducted to see how a child responds to environmental sounds, what their speech sound production is like and their ability to follow simple directions.

A specialized **Early Childhood Education Classroom** is in place for children who have a hearing impairment and/or other developmental delays. On a daily basis, the teaching team tests the hearing aids. Activities focus on encouraging children to develop communication skills. Sign language is used, as well as verbal communication. There is an emphasis on helping these children to develop their listening skills, which aids them in speech production. Therapies are embedded into the classroom and at times are delivered in a pull-out session to provide more focus on additional and more intense skills. Home-school journals provide a way to communicate with families on a daily basis. These journals share the activities that took place during the child's daily programming. The teaching team utilizes a weekly Homework Bag which has an activity, paired with visual support (pictures), for the parents to do with their child at home.

There are also children who are enrolled in early childhood programs and who do not need a restrictive classroom like the one mentioned above. For children who are enrolled in an early childhood environment (community preschools, nursery schools, library times, etc.) and do not need a restrictive environment, we provide support and consultation for the student and also offer support to the early childhood environment teaching staff. Itinerant teachers and support staff utilize the collaborative consultation model when working with community partners.

I had the opportunity to visit the DHH elementary class at East Hanover Elementary School. As a former reading specialist, I found it fascinating to observe Cheryl Martin provide reading instruction for some of her deaf students.

## **NEWS**

### **CAIU iPad Summit 2013**

The second annual CAIU Apple iPad Summit, will be held on Monday, December 16, 2013, and reached maximum enrollment with 225 participants as well as 5 students from Camp Hill School District who will model their use of iPads in their classroom. The Summit will bring together educators, technology directors, principals and school leaders for a day of presentations, workshops and hands-on sessions to identify emerging best practices and effective methods of implementing and using iPads in the classroom.

The iPad Summit combines keynote sessions, featured speakers, a student showcase, and presentation sessions that address three key conference strands:

- **Leadership** - School change requires leadership and support. This strand focused on providing leadership and the kinds of professional development that help teachers be successful.
- **Classroom Integration** - At the core of any good school initiative is improving student learning. This strand answered how iPads impact what is taught, how teachers teach and how students learn.
- **Technical** - Technology management is a huge part of educational iPad programs. This strand discussed how to purchase, manage, and sync apps, how to store and protect iPads, and what policies and procedures need to be in place to support the program.

You can view more detail on our Wiki at: <http://cauiipadsummit2013.wiki.caiu.org/Home> or follow us on Twitter #CAIUpadsummit2013

### **PA eLearning Summit**

A statewide professional development opportunity, PA eLearning Summit, was held at the CAIU on December 10, 2013. This day was filled with discussion and networking opportunities revolving around eLearning in Pennsylvania. The event targeted administrators involved with online learning, digital learning, and hybrid learning. Keynote speakers and the breakout sessions focused on professional development, program management/attendance/technology, teacher union considerations, attracting and supporting online learners, flipped classroom, instructional resources beyond the learning management system, and student engagement and the role of the teacher. There were 75 registrants from across Pennsylvania.

### **Association of Educational Service Agencies (AESA) 28<sup>th</sup> Annual Conference**

Several CAIU staff had the opportunity to attend and present at the AESA Annual Conference held in San Antonio, Texas. The sessions included:

***Focusing on the Future in a Short-Sighted World:*** This session highlighted the innovative, cost effective services provided for our districts through the Capital Area Online Learning Association (CAOLA). Mark Hennes, Special Projects Supervisor, and Holly Brzycki, Supervisor of Online Learning, were the presenters for this session.

Karen Ditzler, Instructional Technology Specialist, provided an overview of the **iPad Integration** project that started in five second-grade classrooms in our region and has now expanded to 24 classrooms across 19 districts. This project focused on high quality professional development, building a strong professional learning network, and effectively integrating iPads into the curriculum.

Brian Griffith, Director of Curriculum Services, and Rob Mancabelli, CEO and Co-Founder of BrightBytes, from San Francisco, CA, shared how the CAIU **Uses Data to Create a 21<sup>st</sup> Century Service Agency**, to shape the delivery of services, and to improve the quality of programs.

### **Hill Top Academy**

The annual holiday food drive was another big success.

Senator Folmer will be visiting HTA on Tuesday, December 17. He accepted an invitation to visit during last month's student and service dog visit to the Capitol when Dr. Geist was honored for her work with the therapy dogs at HTA.

Susquehanna Service Dogs are having a puppy visit at HTA on Thursday, December 19, which helps socialize potential new service dogs and also provides motivation and excitement for the students.

### **Pupil Services**

The ELECT (Education Leading to Employment and Career Training) grant audit was held on November 22, 2013, with extremely high marks for our organization of our student files and continuation of our educational programming. They were over half-way through their monitoring process and the PDE expressed we were 2nd best if not the best so far with being in compliance.

The new teacher and CAIU educational program began at Roxbury Treatment Center in Shippensburg on December 3, 2013. The teacher will be part of their treatment team meetings as well as educating students in grades 7-12 while they are at the medical facility. We are pleased to have Kathleen Livengood as a CAIU staff member at this facility.

### **NOTIFICATION OF ACTIVITIES**

- Attended AESA Conference in San Antonio, TX on December 4-7
- Completed the Act 45 Course offered through Penn State – "Ethics in Educational Leadership"
- Attended the Deaf or Hard of Hearing (DHH) Holiday Program
- Attended the PASA Women's Caucus Executive Board meeting