

|   |    |
|---|----|
| Board of Directors Meeting Minutes January 13, 2020 _____ | 2  |
| Sign In Sheet _____                                       | 11 |
| Field Trip HS Orchestra PMEA District 7 _____             | 12 |
| Field Trip HS Band & Orchestra PMEA State Festival _____  | 14 |
| Field Trip HS Band PMEA Region V Band _____               | 17 |
| CAIU 12.19.19 Board Highlights _____                      | 20 |
| CAIU 2019-12-19 ED report _____                           | 24 |

**Derry Township School District  
Board of Directors Meeting  
January 13, 2020  
Summary Minutes - XII**

---

**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

Mrs. Steiner called the meeting to order at 7:04 p.m.

**b. Roll Call**

**Members in Attendance:** John Abel, Donna Cronin, Lindsay Drew, Maria Memmi, Lewis Shaw, Tricia Steiner, Terry Singer, Judy Haverstick,

**Member Absent:** Kathy Sicher

**Non-Voting Members in Attendance:** Joe McFarland, Mike Frentz

**Staff/Public in Attendance:** Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Domenick Argerto

**c. Flag Salute**

**d. School Board Appreciation**

**Minutes**

Henry Carrera provided a presentation to the Board created by the Hershey High School Student Council. Mr. Carrera also presented Board members with a small gift to show appreciation for everything Board members do for the schools and community. Mr. McFarland also presented Board members with a gift of appreciation.

**e. Approval of Board of Directors Agenda**

Approval of the January 13, 2020 Derry Township School District Board of Directors Agenda.

**Minutes**

Following a motion by Ms. Drew and a second by Mrs. Memmi the agenda for the evening's meeting was approved.

*Vote Results*

---

|                  |   |   |
|------------------|---|---|
| <b>Yea:</b>      | 8 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Terry Singer, Tricia Steiner |
| <b>Nay:</b>      | 0 |   |
| <b>Abstain:</b>  | 0 |   |
| <b>Not Cast:</b> | 1 | Kathy Sicher  |

## **2. INFORMATIONAL AND PROPOSALS**

### **a. President Communications**

#### **Minutes**

Mrs. Steiner announced the Board met in Executive Session prior to this meeting to consult with attorney.

### **b. Recognition of Citizens (Agenda Items)**

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Those who speak are asked to come to the microphone and state your name and address for the record. To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting.

Speakers are asked to review the protocol for addressing the Board which can be found at the sign in table prior to speaking. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting are asked to fill out a contact card, which can be found at the podium. Completed cards may be turned in to members of the administration to facilitate a reply.

#### **Minutes**

The following citizens were recognized by the Board of Directors:

- None

### **c. Standing Committee Meeting Report**

#### **Minutes**

The following Board Committee reports were provided:

- Dr. Shaw reported that the Curriculum Council met prior to this evening's meeting. The committee heard a presentation on Social/Emotional Learning at the Middle School, Dr. Shaw encouraged others to listen to the recording of this presentation. Under old business the committee approved 2 course revisions, 2 course additions and 3 course removals.
- Ms. Drew announced that the Communications and Community Engagement Committee met prior to this evening's meeting. The committee discussed School Board Community Engagement, Citizen Advisor program orientation and reviewed policy 913.

### **d. Community Correspondence Report**

#### **Minutes**

Mr. Tredinnick reported that there were two Community Correspondence received in the month of December.

### **e. Student Representatives' Report**

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

### **Minutes**

Miss Fitterer updated the Board on winter sports. Mr. Carrera updated the Board on events happening at the High School.

#### **f. Anticipated Agenda Items for the Next Board of Directors Meeting**

The following items will be on the Agenda for the January 27, 2020 Public Board of Directors Meeting:

1. Approval of January 13, 2020 Board of Directors Summary Minutes
2. Student Activity Account Request - eSports Team Club
3. PPL Temporary Work-space Agreement
4. Early Retirement Incentive
5. Requests for the Use of Facilities
6. PA Leadership Charter School Settlement and Release Agreement
7. Personnel
8. Staff Development

### **Minutes**

Anticipated agenda items for the January 27, 2020 Public Board of Directors Meeting were reviewed.

## **3. UNFINISHED BUSINESS**

## **4. CONSENT AGENDA ITEMS**

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

### **Minutes**

Following a motion by Ms. Drew and a second by Mr. Singer the consent agenda items were approved.

#### *Vote Results*

---

|                  |   |   |
|------------------|---|---|
| <b>Yea:</b>      | 8 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Terry Singer, Tricia Steiner |
| <b>Nay:</b>      | 0 |   |
| <b>Abstain:</b>  | 0 |   |
| <b>Not Cast:</b> | 1 | Kathy Sicher  |

#### **a. Approval of December 16, 2019 Summary Board of Directors Meeting Minutes - XI**

#### **b. Approval of Field Trip/Excursion - PMEA District 7 Orchestra**

The Administration recommends the approval of the proposed overnight field trip/excursion as listed:

|  |  |
|--|--|
| <b>Group:</b>                            | <b>HHS Music Department</b>                    |
| <b>Number of Participating Students:</b> | 7  |
| <b>Grade Level:</b>                      | 9-12   |
| <b>Destination:</b>                      | Lampeter-Strasburg High School<br>Lampeter, PA |
| <b>Purpose:</b>                          | PMEA District 7 Orchestra                      |



|                     |                  |
|---------------------|------------------|
| <i>Depart:</i>      | January 30, 2020 |
| <i>Return:</i>      | February 1, 2020 |
| <i>Trip Leader:</i> | Brian Buterbaugh |

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

**c. Approval of Field Trip/Excursion - PMEA State Festival - Band & Orchestra**

The Administration recommends the approval of the proposed overnight field trip/excursion as listed:

|  |  |
|--|--|
| <b><i>Group:</i></b>                     | <b>Band &amp; Orchestra</b>                        |
| <i>Number of Participating Students:</i> | 6  |
| <i>Grade Level:</i>                      | 9-10   |
| <i>Destination:</i>                      | Kalahari Resorts & Conventions<br>Pocono Manor, PA |
| <i>Purpose:</i>                          | PMEA State Festival                                |
| <i>Depart:</i>                           | April 22, 2020                                     |
| <i>Return:</i>                           | April 25, 2020                                     |
| <i>Trip Leader:</i>                      | Brian Buterbaugh & Brandon Buterbaugh              |

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

**d. Approval of Field Trip/Excursion - PMEA Region V Band**

The Administration recommends the approval of the proposed overnight field trip/excursion as listed:

|  |  |
|--|--|
| <b><i>Group:</i></b>                     | <b>Band</b>                                  |
| <i>Number of Participating Students:</i> | 6  |
| <i>Grade Level:</i>                      | 9-10   |
| <i>Destination:</i>                      | Eastern York High School<br>Wrightsville, PA |
| <i>Purpose:</i>                          | PMEA Region V Band                           |
| <i>Depart:</i>                           | March 26, 2020                               |
| <i>Return:</i>                           | March 28, 2020                               |
| <i>Trip Leader:</i>                      | Brandon Buterbaugh                           |

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

e. 2020 Committee/Delegate Assignments

| 2020                                    | Board Member    | Board Member      | Board Member        | Board Member    |
|---|-----------------|-------------------|---------------------|-----------------|
| Athletics and Activities                | Judy Haverstick | Maria Memmi       | Tricia Steiner      | Terry Singer    |
| Communications and Community Engagement | John Abel       | Tricia Steiner    | Lindsay Drew        | Judy Haverstick |
| Curriculum Council                      | Donna Cronin    | Kathy Sicher      | Kip Shaw            | Tricia Steiner  |
| General Services                        | Donna Cronin    | Judy Haverstick   | Maria Memmi         | Terry Singer    |
| Policy Committee                        | John Abel       | Lindsay Drew      | Kip Shaw            | Tricia Steiner  |
| HR Committee                            | John Abel       | Lindsay Drew      | Maria Memmi         | Kathy Sicher    |
| Finance Committee                       | Lindsay Drew    | Kathy Sicher      | Terry Singer        | Kip Shaw        |
| Athletic Hall of Fame                   | Terry Singer    |                   |                     |                 |
| CAIU                                    | Tricia Steiner  |                   |                     |                 |
| DCTS                                    | Kathy Sicher    | Judy Haverstick   | ALT: Tricia Steiner |                 |
| Dauphin Co Tax Collection               | Kip Shaw        |                   |                     |                 |
| Downtown Association                    | John Abel       | Maria Memmi       |                     |                 |
| HACC                                    | Kip Shaw        |                   |                     |                 |
| Parks & Recreation                      | Terry Singer    | Maria Memmi       |                     |                 |
| PSBA                                    | Donna Cronin    |                   |                     |                 |
| TIF                                     | Terry Singer    | Kip Shaw          | Lindsay Drew        |                 |
| Derry Tax Association                   | Donna Cronin    | Maria Memmi       |                     |                 |
| Trojan Foundation                       | Lindsay Drew    | ALT: Donna Cronin |                     |                 |
| Wellness                                | Judy Haverstick | ALT: Lindsay Drew |                     |                 |
| Joint Work Group                        | Kathy Sicher    | Lindsay Drew      | ALT: Tricia Steiner |                 |
| Better Together Hershey                 | Judy Haverstick | Tricia Steiner    |                     |                 |
| All Things Diversity                    | Kathy Sicher    |                   |                     |                 |
| School Start Time                       | Kip Shaw        | Tricia Steiner    | Lindsay Drew        |                 |
| Comprehensive Plan                      | John Abel       | Kip Shaw          | Kathy Sicher        |                 |

**f. Request for the Use of School Facilities**

The Administration recommends the approval of the following Request for the Use of School Facilities with a waiver of \$80.00 per hour gym fee (Approximately \$5760.00):

|                            |  |
|----------------------------|--|
| <b>Group:</b>              | <b>Hershey Boys Basketball Boosters</b>  |
| <b>Date/Time:</b>          | Saturday February 8, 2020, from 7:30 a.m. - 8:00 p.m.<br>Sunday, February 9, 2020 from 7:30 a.m. - 6:00 p.m.   |
| <b>Requested Facility:</b> | High School, Middle School, & ECC Gyms   |
| <b>Event:</b>              | Chocolatetown Youth Basketball Tournament  |
| <b>Fee:</b>                | Gym Rental: \$80.00 per hour, per gym (approximately \$5,760.00)- <i>Waiver requested</i><br>Custodian Fee: \$59.93 per hour, per custodian (approximately \$4,584.65)<br>Total Fees: Approximately \$4,584.65 |

**5. NEW BUSINESS**

**a. Personnel - Resignations**

The Administration recommends the approval of the following resignations:

**Professional:**

**Johnson, Ryan**

Special Education Teacher  
Early Childhood Center  
Reason: Personal  
Effective: 02/18/2020

**Classified:**

**Fanning, Ashley**

Substitute Cafeteria/Recess Aide  
Elementary School  
Reason: Personal  
Effective: 01/03/2020 (retroactive)

**Minutes**

Following a motion by Mrs. Memmi and a second by Ms. Drew the Personnel - Resignation items were approved.

*Vote Results*

---

|                  |   |   |
|------------------|---|---|
| <b>Yea:</b>      | 8 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Terry Singer, Tricia Steiner |
| <b>Nay:</b>      | 0 |   |
| <b>Abstain:</b>  | 0 |   |
| <b>Not Cast:</b> | 1 | Kathy Sicher  |

**b. Personnel - General**

1. The Administration recommends the approval of the following appointments and recognition of the following transfer:

**Professional:**

**Mousoupetros, Melina\***

School Counselor

High School

Long Term Substitute

Bachelors, Step 1

Salary: \$52,494 (pro-rated)

Effective: extending (01/17/2020) through the end of the 2019-2020 school year

**Transfer of Classified Staff:**

**Seibert, Kelly\***

From: Paraprofessional

Intermediate Elementary School

To: Paraprofessional (Self-Contained Classroom) (replacing Rebecca Mohr)

Early Childhood Center

Level B: 6.5 hours per day

Salary: \$17.77 per hour

Effective: 01/14/2020

2. The Administration recommends the approval of the following request in accordance Section 6.10 of the HEA Collective Bargaining Agreement:

**Schlosser, Lisa\***

School Counselor

High School

Childbearing/Childrearing Leave

Effective: on or about 03/20/2020 through the end of the second marking period of the 2020-2021 school year (approximately 01/15/2021)

3. The Administration recommends the approval of the following request in accordance with District Policy 339:

**Lin, Geraldine\***

Paraprofessional

Middle School

Uncompensated Leave

Effective: 01/22/2020 through 02/21/2020

**\*This individual is currently an employee. Clearances are on file.**

**Minutes**

Following a motion by Ms. Drew and a second by Dr. Cronin the Personnel - General items were approved and transfers were recognized.

*Vote Results*

---

**Yea:** 8 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Terry Singer, Tricia Steiner

**Nay:** 0

**Abstain:** 0

**Not Cast:** 1 Kathy Sicher

## 6. DELEGATE REPORTS

### a. CAIU

#### **Minutes**

Mrs. Steiner attached her report to the agenda.

### b. Trojan Foundation

#### **Minutes**

Mr. Abel reported on the Trojan Foundation meeting. Mr. Abel noted that the Taste of Hershey would be held on March 8 from Noon to 2:30 p.m. at the Hershey Lodge. Mr. Abel noted the Foundation also reviewed 2 grant requests, one was approved and the other required further deliberation.

## 7. SPECIAL REPORTS

### a. Board Members' Report

#### **Minutes**

The following Board members provided reports to the Board:

- Mrs. Steiner reminded everyone of the All Things Diversity event/presentation at the Hershey Middle School on Wednesday January 15, 2020 from 5:30 p.m. to 7:30 p.m.

### b. Superintendent's Report

#### **Minutes**

Mr. McFarland provided the following report to the Board:

- Congratulations to our Future Business Leaders of America Delegation who took home 8 first place awards and had 21 students qualify for State Competition (which means they had to qualify in 1st, 2nd or 3rd place at Regionals).

### c. Board President's Report

#### **Minutes**

Mrs. Steiner provided the following report to the Board:

- None

## 8. RECOGNITION OF CITIZENS

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak are asked to come to the microphone and follow the same guidelines outlined at the initial public comment portion of our meeting.

### Minutes

The following citizens were recognized by the Board of Directors:

- Dan Searfass - Spoke on behalf of the Hershey Aquatic Club concerning a competition pool.

## 9. ADJOURNMENT

### Minutes

Following a motion by Ms. Drew and a second by Mrs. Memmi the meeting was adjourned at 7:25 p.m.

Respectfully submitted,



---

Michael Frentz  
Secretary to the Board  
Approved January 27, 2020



---

Kathy Sicher  
President of the Board of Directors

**Derry Township School District**  
**School Board Meeting**  
January 13, 2020

**Please Sign In AND Print Your Name**

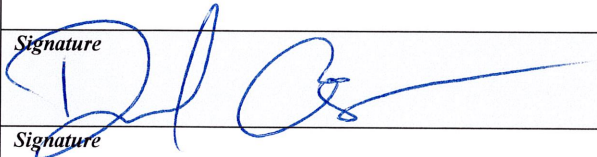
*Signature*

Daniel B Tredinnick

*Printed Name*

Dan Tredinnick

*Signature*



*Printed Name*

Domenick Argero

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

*Signature*

*Printed Name*

# Derry Township School District



## Request for Field Trip Form

Date Submitted: 12/16/2019

Name of Group, Class or Organization: HHS Music Department

Teacher(s) or Advisor(s): Brian Buterbaugh, Orchestra Director

Destination: Lampeter-Strasburg HS

Transportation Provider: school van (paperwork already submitted in 9/2019)

Date of Departure: 1/30/2020 Date of Return: 2/1/2020

Time of Departure: 11am Time of Return: 3pm

Does this trip need board approval (overnight fieldtrip)? ☒ Yes ☐ No

Purpose of Trip: PMEA District 7 Orchestra

Number of Students Participating: 7 Grade level(s): 9-12

Curriculum Connections

1. National Standards #1,5,6,7,8

2. \_\_\_\_\_

3. \_\_\_\_\_

Names of All Staff Participating: (Check ☐ if a substitute teacher is required)

|  |                                |
|--|--------------------------------|
| <input checked="" type="checkbox"/> <u>Brian Buterbaugh - sub 1/30/20 only</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____   | <input type="checkbox"/> _____ |

Name of Volunteer Chaperones: (Check ☐ if clearances have been approved – Verify with Human Resources)

|                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Teacher(s) or Advisor(s) Signature: Brian W. Buterbaugh Date: 12/16/19

The Principal/Supervisor must have the emergency contact information and list of all participants prior to the date of the trip.



| Field Trip Costs                                 |                            | Cost Per Student               | Qty. | Student Subtotal | Cost Per Staff or Chaperone | Qty. | Staff / Chaperone Subtotal | Amount      |
|--|----------------------------|--------------------------------|------|------------------|-----------------------------|------|----------------------------|-------------|
| A  | Transportation             | \$ 8.82                        | 7.00 | \$ 61.74         |                             |      | \$ 0.00                    | \$ 61.74    |
| B  | Lodging                    |                                |      | \$ 0.00          |                             |      | \$ 0.00                    | \$ 0.00     |
| C  | Meals                      |                                |      | \$ 0.00          |                             |      | \$ 0.00                    | \$ 0.00     |
| D  | Registration/Entrance Fees | \$ 145.00                      | 7.00 | \$ 1,015.00      |                             |      | \$ 0.00                    | \$ 1,015.00 |
| E  | Staff Substitutes          | (\$129 per substitute per day) |      |                  |                             |      |                            | \$ 129.00   |
| F  | Other Expenses (List):     |                                |      |                  |                             |      |                            |             |
| Total Trip Expense (Add Amounts for Lines A - F) |                            |                                |      |                  |                             |      |                            | \$ 1,205.74 |

| Field Trip Funding Sources                       |   | Fee | Qty. | Amount      |
|--|---|-----|------|-------------|
| G  | Fees paid by Student/Family   |     |      | \$ 0.00     |
| H  | Fees paid by Chaperone  |     |      | \$ 0.00     |
| I  | PTO/Booster Club (specify) _____  |     |      |             |
| J  | Activity Account (specify) _____  |     |      |             |
| K  | Department Budget (specify) 10-1110-000-30-80-121-580 - \$61.74...-30-80-121-810 - \$1015 |     |      | \$ 1,076.74 |
| L  | Other (specify) Building Sub  |     |      | \$ 129.00   |
| Total Trip Funding (Add Amounts for Lines G - L) |   |     |      | \$ 1,205.74 |


**Total Trip Funding Must equal Total Trip Expense**

Plan to cover costs for students with an economic hardship: N/A

Explanation if Funding Sources are less than Field Trip Costs: N/A


#### Approval/Disapproval

**Building/Supervisor's Principal:**

Approved 

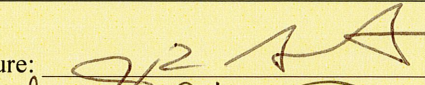
Disapproved \_\_\_\_\_

**Assistant Superintendent for Curriculum & Instruction:**

Approved 

Disapproved \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Principal's/Supervisor's Signature: 

Date Processed: 12/19/19

Superintendent's Signature: 

Date Processed: 1/3/19

Board Approval Date (if required): \_\_\_\_\_

✓

# Derry Township School District



## Request for Field Trip Form

Date Submitted: 1/3/20

Name of Group, Class or Organization: Band & Orchestra

Teacher(s) or Advisor(s): Brian Buterbaugh & Brandon Buterbaugh

Destination: Kalahari Resorts & Conventions - Pocono Manor, PA

Transportation Provider: DTSD Van

Date of Departure: April 22, 2020 Time of Departure: Morning (time TBD)

Date of Return: April 25, 2020 Time of Return: \_\_\_\_\_

Purpose of Trip: PMEA State Festival

Number of Students Participating: Approx. 6 Grade level(s): 9-12

### Curriculum Connections

1. National Standard MU:Cr6.1.E.IIIa - Perform: Present
2. National Standard MU:Re9.1.E.IIIa - Responding: Evaluate
3. \_\_\_\_\_

Names of All Staff Participating: (Check ☒ if a substitute teacher is required)

Brian Buterbaugh

Brandon Buterbaugh

Name of Volunteer Chaperones: (Check ☐ if clearances have been approved – Verify with Human Resources)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher(s) or Advisor(s) Signature: \_\_\_\_\_

Date: 1/3/20

The Principal/Supervisor must have the emergency contact information and list of all participants prior to the date of the trip.

✓

| Field Trip Costs                                 |   | Cost Per Student               | Qty. | Student Subtotal | Cost Per Staff or Chaperone | Qty. | Staff / Chaperone Subtotal | Amount    |
|--|---|--------------------------------|------|------------------|-----------------------------|------|----------------------------|-----------|
| A  | Transportation  | \$30.30                        | 6    | \$181.80         |                             |      |                            | \$181.80  |
| B  | Lodging   |                                |      |                  | \$244.00                    | 2    | \$488.00                   | \$488.00  |
| C  | Meals   |                                |      |                  | \$165                       | 2    | \$330.00                   | \$330.00  |
| D  | Registration/Entrance Fees                                  | \$500                          | 6    | \$3000           | \$165                       | 2    | \$330.00                   | \$3330.00 |
| E  | Staff Substitutes   | (\$129 per substitute per day) |      |                  |                             |      |                            | \$774.00  |
| F  | Other Expenses (List):                                      |                                |      |                  |                             |      |                            |           |
| Total Trip Expense (Add Amounts for Lines A - F) |   |                                |      |                  |                             |      |                            | \$5103.80 |
| Field Trip Funding Sources                       |   |                                |      |                  | Fee                         | Qty. | Amount                     |           |
| G  | Fees paid by Student/Family                                 |                                |      |                  |                             |      |                            |           |
| H  | Fees paid by Chaperone                                      |                                |      |                  |                             |      |                            |           |
| I  | Substitute  |                                |      |                  |                             |      | \$774.00                   |           |
| J  | 10-1110-000-30-80-121 Code: 635                             |                                |      |                  |                             |      | \$330.00                   |           |
| K  | Department Budget (specify) 10-1110-000-30-80-121 Code: 580 |                                |      |                  |                             |      | \$669.80                   |           |
| L  | Other (specify) 10-1110-000-30-80-121 Code: 810             |                                |      |                  |                             |      | \$3330.00                  |           |
| Total Trip Funding (Add Amounts for Lines G - L) |   |                                |      |                  |                             |      |                            | \$5103.80 |

**Total Trip Funding Must equal Total Trip Expense Plan**

to cover costs for students with an economic hardship:

Explanation if Funding Sources are less than Field Trip Costs:

**PLEASE NOTE: BRIAN & BRANDON WILL BE SHARING HOTEL ROOM & USING A SINGLE VAN TO SAVE COSTS.**



Approval/Disapproval

**Building/Supervisor's Principal:**

Approved X

Disapproved \_\_\_\_\_

**Assistant Superintendent for Curriculum & Instruction:**

Approved X

Disapproved \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Principal's/Supervisor's Signature: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Board Approval Date (if required): \_\_\_\_\_

✓

# Derry Township School District



## Request for Field Trip Form

Date Submitted: 1/2/20

Name of Group, Class or Organization: Band

Teacher(s) or Advisor(s): Brandon Buterbaugh

Destination: Eastern York High School

Transportation Provider: DTSD Van

Date of Departure: March 26, 2020 Time of Departure: Morning (time TBD)

Date of Return: March 28, 2020 Time of Return: \_\_\_\_\_

Purpose of Trip: PMEA Region V Band

Number of Students Participating: Approx. 6 Grade level(s): 9-12

### Curriculum Connections

1. National Standard MU:Cr6.1.E.IIIa - Perform: Present
2. National Standard MU:Re9.1.E.IIIa - Responding: Evaluate
3. \_\_\_\_\_

Names of All Staff Participating: (Check ☒ if a substitute teacher is required)

|                           |       |
|---------------------------|-------|
| <u>Brandon Buterbaugh</u> |       |
| _____                     | _____ |
| _____                     | _____ |

Name of Volunteer Chaperones: (Check ☐ if clearances have been approved – Verify with Human Resources)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Teacher(s) or Advisor(s) Signature: \_\_\_\_\_

Date: 1/3/20

The Principal/Supervisor must have the emergency contact information and list of all participants prior to the date of the trip.

✓

| Field Trip Costs                                 |                             | Cost Per Student               | Qty. | Student Subtotal | Cost Per Staff or Chaperone     | Qty. | Staff / Chaperone Subtotal | Amount  |
|--|-----------------------------|--------------------------------|------|------------------|---------------------------------|------|----------------------------|---------|
| A  | Transportation              | \$6.50                         | 6    | \$39.00          |                                 |      |                            | \$39.00 |
| B  | Lodging                     |                                |      |                  |                                 |      |                            |         |
| C  | Meals                       |                                |      |                  |                                 |      |                            |         |
| D  | Registration/Entrance Fees  | \$125                          | 6    | \$750            |                                 |      |                            | \$750   |
| E  | Staff Substitutes           | (\$129 per substitute per day) |      |                  |                                 |      |                            | \$129   |
| F  | Other Expenses (List):      |                                |      |                  |                                 |      |                            |         |
| Total Trip Expense (Add Amounts for Lines A - F) |                             |                                |      |                  |                                 |      |                            | \$918   |
| Field Trip Funding Sources                       |                             |                                |      |                  | Fee                             | Qty. | Amount                     |         |
| G  | Fees paid by Student/Family |                                |      |                  |                                 |      |                            |         |
| H  | Fees paid by Chaperone      |                                |      |                  |                                 |      |                            |         |
| I  | PTO/Booster Club (specify)  |                                |      |                  |                                 |      |                            |         |
| J  | Substitute                  |                                |      |                  |                                 |      | \$129.00                   |         |
| K  | Department Budget (specify) |                                |      |                  | 10-1110-000-30-80-121 Code: 580 |      | \$39.00                    |         |
| L  | Other (specify)             |                                |      |                  | 10-1110-000-30-80-121 Code: 810 |      | \$750.00                   |         |
| Total Trip Funding (Add Amounts for Lines G - L) |                             |                                |      |                  |                                 |      |                            | \$918   |

**Total Trip Funding Must equal Total Trip Expense Plan**

to cover costs for students with an economic hardship:

Explanation if Funding Sources are less than Field Trip Costs:

\_\_\_\_\_

**PLEASE NOTE: REGISTRATION COST IS APPROXIMATE, BUT CONSISTENT WITH PREVIOUS YEAR.**

**Approval/Disapproval**

**Building/Supervisor's Principal:**

Approved ✓

Disapproved \_\_\_\_\_

**Assistant Superintendent for Curriculum & Instruction:**

Approved ✓

Disapproved \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Principal's/Supervisor's Signature: [Signature]

Date Processed: 1/3/20

Superintendent's Signature: [Signature]

Date Processed: 1/4/20

Board Approval Date (if required): \_\_\_\_\_



---

# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 19, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

---

## Reports/Updates

- The Board Spotlight was on the Emerging Leader Development Program. Mark Hennes, CAIU Special Projects Supervisor, presented an overview of the program. The program is an 18-month program intended for aspiring leaders within the organization to help grow their leadership skills. A cohort of 14 participants across all departments were selected. Application and participation was voluntary. This was a pilot group and will be offered again next year. In addition, the program is available for the school districts. If interested, contact Mark Hennes.
- The Board recognized CAIU Retiree, Amy Silva, Mental Health Treatment Specialist, retirement after 12 years of service.
- The Board recognized the following departing Board Members: Dr. Fred Baldwin, Carlisle S.D.; Mr. Mike Berk, South Middleton S.D.; Ms. Hara Frank, Halifax Area S.D.; Dr. Elisabeth McLean, Northern York S.D.
- Ms. Alicia McDonald, Director of Student Services, reported that this has been a wonderful month with classes gearing up for the holiday break and staff embracing the season of giving. Staff donations helped provide meals for families in need; 92 gifts were purchased, wrapped, and distributed to children as part of the Champions for Children Giving Tree; staff at Enola and Hill Top raised over \$500 for Hill Top Academy's Holiday Shop where the children could shop for their loved ones for the holiday.
- Mr. Len Kapp, Supervisor of Operations & Transportation, reported that we are moving forward with the purchase of video cameras and GPS to collect better data for transportation. We have installed and tested 50 units in vehicles and hope to install in all vehicles by next summer. We currently transport 926 students, using 116 vehicles, covering 2.85 million miles. There is a substantial cost for the GPS and cameras but it will save us in the long run by providing us with the necessary data to run more efficiently.
- Mr. Dave Martin, Director of Technology Services, reported that the new PhishMe software will be implemented in the New Year. We will be launching a campaign in January 2020. Mr. Martin also provided an update on Cyber security. We are currently working with the attorney on the insurance piece related to Ransomware and will be updating the plan.
- Mr. Daren Moran, Director of Business & Operations, reported that a meeting of the Board Transportation Committee will be scheduled in the near future to discuss the critical issue of the driver shortage. In January, Mr. Moran will be doing the annual General Operating Budget presentation to the Board. The Auditor General will be joining the January Business Managers meeting to present to the group. Mr. Moran provided an update on the prescription carve out process. Currently, the CAIU is going through the carve out process of removing the prescription piece out of our medical plan. The transition has gone smoothly. Daren reported on this year's Champions for Children Giving tree. There were 92 tags available, all were taken and filled.
- Dr. Tom Calvecchio, Assistant Executive Director, was proud to announce the hiring of two new interns that will be joining our communication team in January to assist with things such as social media, graphics, etc. Dr. Calvecchio is currently working on a video for All Staff Day which will be a true celebration of our staff. Last Monday, Dr. Calvecchio visited Loysville Youth Development Center to cook with the students. He enjoyed the opportunity to connect and mentor the students.
- Mr. Brian Griffith, Director of Educational Services, provided an update on Act 158, which allows students alternative pathways to graduation other than passing the three Keystone exams. The legislation allows for students to pass other nationally recognized assessments such as SAT, PSAT, ACT, ASVAB, etc. PDE shared some preliminary numbers/scores which Mr. Griffith



shared with his curriculum group last week. In addition, at the December Curriculum meeting, two representatives from the US Census Bureau attended to speak about the importance of 2020 census and also provided educational materials related to the census and its related data. It was a very good presentation that provided valuable information showing how the census data impacts funding data for years to come. They encouraged participation in the census.

- Dr. Andria Saia, Executive Director, highlighted the importance of our transportation department and the new tracking system. Kudos to Len for coordinating this effort. The *All In* Newsletter was available for the Board's review. Dr. Saia highlighted the holiday spirit of our staff.

**Executive Session** – An Executive Session was held to discuss personnel matters.

### **Approved Action Items**

- Appointment of the following new Board Members:
  - Mrs. Emily L. Hoffman, Halifax Area School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
  - Ms. Patricia Schaffer, Northern York County School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
  - Ms. Elizabeth A. Knouse, South Middleton School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of November 21, 2019
- November 2019 Treasurer's Report – a total of \$6,182,297.60 and \$ 4,912,551.87 in expenditures
- Summary of Operations for November 2019 showing revenues of \$34,907,974.54 and \$28,914,837.92 in expenditures
- Other Fiscal Matters
  - 2018-19 Local Audit Report
- Budget Administration - None
- Other Business Items
  - Contracts – December 2019
  - 2020 Annual Convention/Election of Board Members
- Policies & Programs
  - Second Reading, New Policy #209.1 – Food Allergy Management
  - Second Reading-Revised Policy #333 - Professional Development
  - Second Reading-Revised Policy #100 - Program of Services
  - Second Reading-Revised Policy - #913 - Non-School Organizations/Groups/Individuals
- Job Descriptions
  - Second Reading, Existing Position, Revised Description - ACCESS Program Coordinator
  - Second Reading, Existing Position, Revised Description - ACCESS Program Secretary
  - Second Reading, Existing Position, New Description - ANPS School Counselor
  - Second Reading, Existing Position, New Description - Business Development Manager
  - Second Reading, New Position, New Description - Assistant Supervisor - Speech & Language
  - Second Reading, New Position, Revised Description - Projects Supervisor
  - First Reading, Existing Position, Revised Description - Administrative Services Secretary
- Personnel Items – See Attached Report.

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

- See attached report/newsletter.

## **President's Report**

- Mrs. Rice reported that next month, we will be revising the CAIU Board Committees with all of the recent transition. Mrs. Rice wished everyone a Merry Christmas and happy and healthy 2020.

**NEXT MEETING: Thursday, January 23, 2019, 8:00 a.m., Board Room, CAIU Enola Office**

---

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

---

### **RESIGNATIONS:**

- **KYNISHA CLOUD**, Speech and Language Clinician, Early Intervention Program, effective February 3, 2020. Reason: Personal.
- **KELLI FLINN**, Educational Paraprofessional, CATES Program, effective December 10, 2019. Reason: Personal.
- **OLIVIA KUHNS**, Educational Paraprofessional, Early Intervention Program, effective January 17, 2020. Reason: Personal.
- **HEATHER SHAFFNER**, Floater Teacher, Student Services Team, effective December 20, 2019. Reason: Personal.
- **WENDY SHAVER**, Teacher, Student Services Team, effective January 10, 2020. Reason: Personal.
- **CARISSA THROCKMORTON**, Speech and Language Clinician, Early Intervention Program, effective December 20, 2019. Reason: Personal.

### **RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

- **ANEATRA BRUNSON**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **KAREN ETTER**, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 12, \$65,217 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KELLIE FISHER**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$51,087 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KELLER**, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr per week. This is a temporary intern position funded through the Cumberland-Perry Area Vocational Technical School and Communication budgets.
- **JADEN JACKSON**, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr. per week. This is a temporary intern position funded through the Dauphin County Technical School and Communication budgets.

### **CHANGES OF STATUS:**

- **MICHELLE MARSHALL**, Program Secretary, Student Services Team, from part-time to full-time status, effective January 2, 2020.

- **RACHEL GONZALEZ-MONTIEL**, from Assistant Principal to Program Supervisor, effective January 2, 2020. Change of status results in a change of salary to Act 93 Grade 3, \$118,283 based on 260 days and will be prorated for a total of 129 days through June 30, 2020.
- **TANA THOMAS**, from Duplicating Mail Clerk/Receptionist, Administrative Team to Program Secretary, Student Services Team, effective October 29, 2019. Change of status results in a change of salary to \$29,250 which is based on 260 days and will be prorated for a total of 176 days through June 30, 2020.

**CHANGES OF SALARY:**

- **IRMA BAUGHMAN**, Human Resources Manager, Administrative Team – Human Resources, effective December 19, 2019. Change of salary to \$98,280 for 260 days will be prorated for a total of 140 days through June 30, 2020. This change is due to an increase in the scope of work.

**ISSUANCE OF TENURE:**

- The following temporary professional employee has met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 19, 2019: Jennifer Sturtevant

---

## Executive Director's Activities/Updates

### December 19, 2019

---

- December 5 – Meeting with Phase 4, an AESY provider
- December 9, 11 – Northern Tier District Grant opportunity
- December 11 – DCTS JOC Meeting
- December 12 – Holiday Luncheon and Crafternoon

**Projects getting a lot of attention:**

- All Staff Day planning
- Spring Champions for Children Bingo planning
- Teacher in the Workplace Grants

**Invitation to upcoming events**

- All Staff Day, January 17, 2020, Radisson Hotel, Camp Hill



# CAIU: ALL IN!



## CAIU: EMPOWERING GREATNESS THROUGH OUR VALUES



### In this Issue:

#### Did You Know?

ANDRIA SAIA

At the CAIU, we understand that meeting only the academic needs of our students is not enough. Their ability to fulfil their potential requires that we work outside the “school” box, striving to meet as many of their needs as possible. To change the lives of our students, and often their families as well, we rely on our own Champions for Children for help.

Outside all the everyday requests, every year our fantastic Champions for Children volunteers arrange a Winter Clothing Drive to provide our students in need with clothing, shoes, and coats.



This year there were 87 requests submitted by staff on behalf of our students. In response to the requests, Champions for Children made almost \$10,000 in purchases!

This year, in addition to receiving much needed new clothing, five students got to participate in community based instruction by doing their own shopping!

Thank you to the staff who took the time to make requests and to the Champions fo Children staff who fulfilled the needs of our kids!



#CHANGINGLIVES



MTG and her mountain of fleece for her blankets for the homeless service project



CAIU Student Artwork chosen for 2019 holiday cards.



Preschool students practiced their communication skills while viewing holiday decorations around Enola

| Topic                | Page |
|----------------------|------|
| Did You Know?        | 1    |
| Living Our Values    | 2    |
| Director's Message   | 2    |
| Student Services     | 3    |
| Tech Services        | 4    |
| Educational Services | 4    |
| Business Services    | 5    |
| HR & Communications  | 5    |
| CAIU Compliments     | 6    |
| News of Note         | 6    |
| Wellness             | 7    |
| Opportunities        | 8    |
| Help Wanted          | 8    |
| State of the Union   | 8    |
| District Spotlight   | 9    |
| Holiday Wishes       | 10   |

We're on social media!  
f t i  
@CapitalAreaIU

### IN THIS ISSUE

CAIU: LIVING OUR VALUES

CAIU WELLNESS

CAIU COMPLIMENTS



CAIU: EMPOWERING GREATNESS  
THROUGH LIVING OUR VALUES

ANDRIA SAIA

There is no doubt about it, there is a growing acceptance of incivility in social interactions. We have all seen the videos of people raging against strangers for a host of incomprehensible reasons. It is not hard to think that civil communication has seemingly lost its place in the world. What does this have to do with the CAIU you may wonder? We have the opportunity to build on what is great about the CAIU family and empower all staff to be great through living our values every day.

Each of the CAIU values - Dedication, Partnership, Innovation, Service, Leadership, and Expertise – speak in one way or another to how we interact.

To live these values every day, our expectations for one another go beyond good manners and proper etiquette. Our values require that we reflect an awareness that extends beyond ones' self, conveying respect and concern for the well-being of others. We

believe in demonstrating behaviors that are fundamental to positively connecting with others, building relationships, and empathizing. The upside of living our values are individual happiness and job satisfaction, productive teams, and a well running organization. In the absence of these valued behaviors, we face interpersonal strife, counterproductive work behavior, lower ratings of job satisfaction, and high turnover, all of which negatively impact staff and stakeholders alike.

Where can we grow? In an increasingly diverse world, we can work with intention around growing our awareness of, and sensitivity to, different cultures, races, religions, and belief systems. What does this look like? Question your own biases. We all carry around beliefs that impact how we see others. Be intentionally self-aware and question the basis for your beliefs about others. Ask questions rather than make assumptions. Be curious. Listen – really listen - to others. Listen to understand, not just to respond. Cultivate your knowledge about other cultures/races/religions, etc. Perhaps most importantly, build relationships with others.

Through increasing our awareness and sensitivity to diversity, we will improve communication, create a more welcoming environment, increase creative solutions and innovation through novel approaches, increase productivity and job satisfaction through better understanding of one another, and reduce misinterpretations and tensions. When misinterpretations and tensions happen, presume positive intent, be brave, and have a conversation! If you do not feel comfortable having a conversation, please speak to your supervisor or the Human Resources office.

In the days, months, years to come, we will be working actively on climate/culture, equity, and diversity here at CAIU. Want to take an active role? Let me know. Working together, I know we can accomplish anything.

Want to read more?:

<https://www.caiu.org/about>

<https://tinyurl.com/tcbu4am>

<https://tinyurl.com/s8v5eb1>

*Values* everyday we...

-  **Dedication** >> Commit to the well-being of students, peers, teams and organizations.
-  **Partnership** >> Establish trusting relationships and respect the perspectives of others.
-  **Expertise** >> Develop knowledge and skills. Cross-train and collaborate to build capacity.
-  **Innovation** >> Propose creative solutions, explore new ideas, and think beyond business as usual.
-  **Leadership** >> Commit to support, discuss differences, and resolve conflicts. Take ownership of the process and outcomes.
-  **Service** >> Make a difference in the lives of others by being responsive, positive, empathetic, and respectful.

*Changing lives and helping others to be great!*

Message from the  
Executive Director



ANDRIA SAIA

It's December! For me it means, the days are shorter, and the obligations go on and on: quickly finishing up the year, preparing for the holidays, and trying to find time for relaxing. Whether you are burning brightly, or feeling a bit like you are burning out, winter break is a great time to be intentional about your mental wellness.



Here are some suggested ways to do it:

Make time to get outside during the day – With the days growing ever shorter, we simply don't get enough sunlight in the winter. The lack of sunlight causes a reduction in vitamin D and serotonin, which can leave you feeling tired with a low mood.

Watch what you eat: The holidays are a winter wonderland of sugar laden treats. The downside of these treats are the negative impact they can have on mind and body. Sugar can increase your anxiety, negatively impact learning and memory, and accentuate the impact of depression. Be mindful of what you eat, and make sure to balance out sugary treats with veggies and healthy proteins.

Pick up a hobby: Being creative is an ultimate mood booster, and the long winter nights are a perfect time for picking an indoor activity.

Stay hydrated: this means inside and out! Combat dry air with drinking lots of water and keeping your skin hydrated. Drinking more water doesn't only help your body function, it impacts brain function! Drinking water decreases the risk for depression, feelings of fatigue, confusion and sleepiness, and those that drink more water report being happier and more positive.

Get by with a little help from your friends: Humans are social creatures that do best with connections to others. Make yourself a play date to spend time with others doing something you enjoy over the winter break.

Want to read more?:

<https://tiaharding.com/20-ways-to-self-care-for-mental-health-during-winter/>

<https://www.becomingwhoyouare.net/blog/9-simple-suggestions-blissful-self-care-winter>

<https://www.bustle.com/p/staying-hydrated-can-help-your-mental-health-research-shows-18181859>

<https://tinyurl.com/sugarandhealth>



Student Services



ALICIA MCDONALD

**Family Fun Night.** Preschool Inclusion Consultants, Kathy O'Connell, Patti Merrill, and Jamie Gordon partnered with Shippensburg Head Start and Pre K Counts programs for their Family Fun Night on November 20 and 21. Families, children and staff from Head Start, Pre K Counts, and the CAIU read books and created arts and crafts along with visual supports to enhance social emotional development. There was an incredible turn out on both nights (50 to 75 families). Needless to say, a good time was had by all!



**Preschool Transition Meetings.** Preschool kicked off the winter transition meetings earlier this year with several school districts who requested to start the transition process a month or two earlier than typically scheduled. December transition meetings took place on 12/6 and 12/10 with 8 districts. Winter meetings will continue to take place throughout January and February. At this point in time, 709 winter meetings have been scheduled and will occur between 12/6-2/28 for families who have a child eligible to transition to kindergarten in 2021.



**Center Point Family Day** Diakon held their annual family day on November 26. This is a time when families have the opportunity to get to know the program, meet with staff, enjoy a meal together, and engage in teambuilding activities. Twenty four students, three families, and four staff members from the United Methodist Home for Children took part in the day. Families, guests, students, and staff enjoyed a "minute to win it" competition, word games, and brain teasers for prizes. A student performed two songs for all in attendance and everyone in the room shared what they are thankful for.



**Elect December Event** Kudos to Jody Forney-Cole, Tracey Lentz, Melissa Rosdao, and Maxine Wenrich for providing our expecting and parenting teens with a great start to the holiday season! 41 expecting or parenting teens, along with their support people, and 17 children came together for dinner, participated in crafts, and enjoyed a visit from Santa, Ms. Klaus, and an Elf. Teens were able to use their "baby bucks" that they earned for meeting their goals (attendance, grades, and personal goals) to obtain baby items, toys, and clothes. Through partnerships with Carters and Toys for Tots, teens also received PJ's for their children as well as toys.



Tech Services



DAVE MARTIN

**Computer Science Education Week** December 9-15 marked the 10<sup>th</sup> anniversary of Computer Science Education Week [csedweek.org](https://csedweek.org). CSEdWeek began in 2009 as a week-long event dedicated to inspiring and encouraging K-12 students to become involved in computer science, and to strive to elevate computer science to a core academic subject. Many large technology companies, such as Google and Microsoft, are partners in this initiative. Since 2009, the grassroots campaign has been growing exponentially. In 2013, the founders of CSEdWeek allowed Code.org to organize the event around a new theme "Hour of Code." In its initial year *Hour of Code* reached 15 million students with over 35,000 events in 167 countries. Today, at their website, <https://hourofcode.com/us>, 835,274,092 individuals have participated. And in 2019, 84,809 events were registered to take place. Many of the CAIU districts organize events during CSEdWeek.

In 2018, Governor Wolf's office announced the passing of a resolution to make computer science education available to all students in the commonwealth, and the state has been holding an annual "Computer Science for all Summit" at PaTTAN. This year's event featured Bernard A. Harris, Jr. – CEO, National Math and Science Initiative & Astronaut, NASA, as well as Katie Hendrickson – Director of State Government Affairs for Code.org.

If you'd like more information on any of these initiatives, please visit:

- Code.org** - Code.org® is a nonprofit dedicated to expanding access to computer science in schools and increasing participation by women and underrepresented minorities. Our vision is that every student in every school has the opportunity to learn computer science, just like biology, chemistry or algebra.
- Hour of Code** – [hourofcode.com](https://hourofcode.com) The Hour of Code started as a one-hour introduction to computer science, designed to demystify "code", to show that anybody can learn the basics, and to broaden participation in the field of computer science. It has since become a worldwide effort to celebrate computer science, starting with 1-hour coding activities but expanding to all sorts of community efforts. Check out the [tutorials and activities](#). This grassroots campaign is supported by over [400 partners](#) and 200,000 educators worldwide.
- Computer Science for All** – [csforall.org](https://csforall.org) CSforALL is a central resource for individuals and organizations interested in K-12





computer science (CS) education. We connect providers, schools and districts, funders, and researchers working toward the goal of providing quality CS education to every child in the United States. Pennsylvania's CS for All event will be held June 25-26, 2020.

## Tech Tip of the Month

Where, oh where is the word I am looking for? If you are using Windows, you are able to search for words on a webpage or office document by doing the following:

1. Press Control (Ctrl) and the letter "F"
2. Type a word or phrase in the "search" box
3. It will tell you how many times the word or phrase appears
4. You can see each instance of the word or phrase by clicking on the "up" or "down" arrows.



## Educational Services



BRIAN GRIFFITH

### CAOLA Team Kudos.

The CAOLA team continues to lead the nation in on line learning best practices. The team has been selected to present several sessions at the Distance Learning Annual Conference (DLAC) in February 2020. DLAC celebrates K-12 digital learning practitioners, researchers, and policymakers; provides practitioners the opportunity to learn from each other; and share best (and worst!) practices in this innovative conference.



The CAOLA team will be presenting in two formats, a poster session and contributed talks. The titles of their sessions are "Capital Area Online

Learning Association: Personalized Options for Every Learner!", "Tracking Attendance In an Online Environment," and "Evaluating 10 Years of Online Learning."

### Emerging Leader Development Program (EDLP).

The CAIU (ELDP) 18 month program continued this fall with 14 participants. In addition to ongoing reading assignments, class discussions and reflections, each participant selected a culminating project for the performance component of the program. They will each lead and manage a project team over the next 6 months to accomplish such organizational goals as creating a digital resource library, developing a talent acquisition plan, analyzing and making recommendations based on our recent Employee Engagement Survey, etc. The ELDP program will continue throughout the end of this school year.



### Women's Network.

In Pennsylvania, women in education comprise over 70% of teachers, but they only account for 30% of district superintendents. This sad statistic is better than the nation overall, however, where of the U.S.'s almost 14,000 school district superintendents, roughly 15 percent (approximately 2,000) are women. To assist and support women educators in our region as they prepare for future leadership positions, CAIU has begun a Women's Network, which meets monthly here at the IU. The topics include various aspects of gender bias and leadership. We currently have 25 women from different public and non-public schools, as well as post-secondary institutions participating in facilitated discussions monthly at CAIU.



women's network



### Preparing Future Teachers.

As we approach 2020, the CAIU Ed Services team is busy providing High Impact Strategies training to approximately 125 new student teachers who will be out in our school districts during the second semester of this school year. Most of the student teachers come from Messiah College, Shippensburg University, and Penn State

Harrisburg. Developed and delivered by a cross-disciplinary group of CAIU consultants, the training is a full-day interactive workshop for pre-service teachers that provides opportunities to explore topics and skills that can be utilized in the classroom to engage and instruct diverse groups of learners. Throughout the day, participants work on a collaborative project by identifying an active engagement strategy and applying/adapting it based on their learning. Specific topics of the training include:

- Active student engagement
- Multi-Tiered Systems of Support (MTSS)
- Social Emotional Learning (SEL)
- Learner Variability
- Instructional and Assistive Technology
- PA Teacher Effectiveness System



Business Services



DAREN MORAN

In an effort to improve efficiency, timeliness, and proper delegation of priority maintenance needs, the CAIU Operations Team (Maintenance, Warehouse, Custodial) has begun the transition to an online work-order request and tracking software called **UpKeep**.

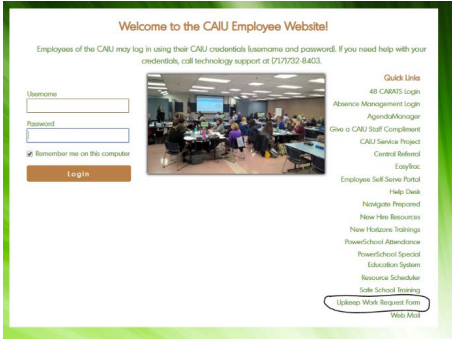
The goal of **UpKeep** is to better organize and prioritize requests coming into our team. The current system of requests involves emails, phone calls, sticky notes, and all too often the quick “stop and ask” in the hallway. The new system will allow all requests to be tracked in one convenient, easy to manage solution.

Through **UpKeep**, you can request maintenance, repairs, as well as classroom or furniture moves, all on one convenient online form. Another benefit of **UpKeep** is that you can use the system to check on the status or scheduling of your request.



The **UpKeep** work-order system can be located on the CAIU home page, under the links listed for Employees. To log into **UpKeep**, first log into the employee website, and once there, you can log into **UpKeep** using your CAIU e-mail address.

There are only a few mandatory fields to be completed in the online form, prior to submitting the request. As with any work request, the more information you can provide, the better the team is able to respond. The online form also allows for the optional downloading of pictures (if you are able to provide them) that will aid in providing details of needed repairs or the movement of specific items.



Thank you to Len and his team for their efforts on getting **UpKeep** implemented. We believe that you will find the system easy to use but if you need any help please don't hesitate to ask.

HR & COMMUNICATIONS



TOM CALVECCHIO

We are proud to announce that CAIU is growing its internship program to include two new Communications Interns! Representatives from Administrative Services, CAOLA, and Agenda Manager interviewed eight dynamic candidates from the region, and were blown away with the talent and promise they all showed in their work! Each candidate was tasked with developing a “new and improved” version of some materials from Agenda Manager (pictured) and were also given the opportunity to showcase their personal portfolios. Please join us in welcoming both **Laney Keller**, Cumberland-Perry Area Vocational Technical School, South Middleton School District and **Jaden Jackson**, Dauphin County Technical School, Harrisburg School District, to the CAIU family.



PLEASE READ:  
IMPORTANT  
MESSAGE



**Telework:** FYI to staff who are able to work from home or who periodically telework. Please note that beginning 1/1/2020, all staff who are teleworking must log their time doing so on the Frontline Absence Management Portal (just like any other absence). Please select telework from the dropdown menu. All bargaining unit members should submit for half or full days only, and non-bargaining unit members should submit all time. Updated telework guidelines have been posted to the CAIU website. Any questions, please contact your supervisor or the HR office.

Prescription Plan Change Reminder:

This is a reminder that Capital BlueCross has selected a new Pharmacy Benefit Manager and that they will no longer continue their partnership with CVS Caremark effective January 1, 2020. Due to this change and as part of our ongoing efforts to provide the most cost-effective benefits to our employees, the CAIU has decided to partner with RxBenefits and CVS Caremark for prescription drug benefits administration effective January 1, 2020. Employees will receive correspondence or a phone call with directions to ensure a smooth transition. Included in the correspondence will be access to a registered pharmacist 24/7 to answer questions and concerns. Please see HR staff if you have any additional questions.





CAIU Compliments

CAIU STAFF IN ACTION

**Tylor Miller:** I would like to thank Tylor Miller of the Help Desk for staying late one evening to ensure my computer was communicating with the printers at the IU. I travel to many sites during my week and depend on printing and technology on the go. The evening I was having my computer problem, Tylor put down his packed up items and coat to resolve my issue. ~ Suzanne Drda

**Kellie Custer:** I have the pleasure of working with Kellie in the classroom and on the Champions for Children committee. When Kellie is in the classroom she actively engages with the students and has so many creative talents she can interest every student in the room, even those she is not working with. Kellie spends many hours outside the classroom thinking of unique ways to get her difficult students interested in improving their behaviors and increasing their willingness to learn. This year, Kellie is operating as the leader of the C4C committee. She is always prepared for our meetings with facts and data that we can all view on the power point presentation. She also proposes questions as to how to improve the committee and serve more students, yet keeps our finances healthy. I enjoy working with Kellie and I believe she goes above and beyond in all of her jobs at the CAIU. ~ Judy Zemanek

**Sarah Kelly:** I wanted to take a moment to say how impressed I was with Sarah's delivery of the comprehensive plan information last night. Her presence, demeanor, and presentation skills are superb. It is so inspiring to see her thriving in her career. Sarah is an incredibly intelligent and talented woman and I have a great deal of respect for her. We often don't take the time to share these thoughts with others even though we are thinking them. ~ Eric Valentine, Derry Township SD



**Kellie Custer and the C4C Committee:** Thank you to Kellie Custer and the Champions for Children committee for all of their assistance to help a family of 9 (with unexpected baby #8 on the way) who lost everything about a year ago. Kellie answered my questions and kept me apprised of each step. What an amazing committee! Thank you for positively impacting our students and their families! ~ Stephanie Johnson

**Kim Matthews:** Kim Matthews went above and beyond her role here at the Children's Hospital. I am the clinical counselor for the Perinatal Program and we share office space. One day back in October, I was sharing how sad it is that one of our patients, who is not from this country, has absolutely no support here and is a first time mother with no experience. Kim took it upon herself to contact her sister who lives in MD and together they reached out to their vast community of friends who brought bags of clothing and diapers for Kim to donate to this mom. Kim arranged to get the items from her sister after they had been washed and cleaned, and brought all items to me to give to this mom. Kim is so generous with all she has. She makes herself available for not only her patients, but also her coworkers. She is quick to listen, offers support and moves to action when she sees a need. I am blessed to be working with her and to call her friend. I hope that Kim will be recognized for her outstanding patient care. ~ Jennifer E Stoner, Clinical Counselor, Penn State Health, Milton Hershey Medical Center



IN CASE YOU HAVE NOT BEEN ADEQUATELY INFORMED, PLEASE CONSIDER THIS OFFICIAL NOTIFICATION THAT YOU ARE AWESOME.



- **The Window for CAIU Service Projects for 19-20 is CLOSING SOON!** It is time to rise by lifting others! Looking for a project? Check out 48 C.A.R.A.T.S. Click on the link for details about service projects: <https://caiu-employee.caiu.org/welcome/hr-contact-list/caiu-service-project>
- **January is Board Appreciation Month!** Join in thanking a school board member for all that they do to support public education.
- **ALL STAFF DAY is January 17, 2020!**
  - Don't forget to nominate a peer for a STAR award.
  - Read up on all past issues of ALL IN! for trivia hints and show off your IU IQ!
  - Practice your Carpool Karaoke and win a lunch!
- **January 24<sup>th</sup> is National Compliment Day!** Don't forget to give a compliment to the rock stars you work with every day!



# Stress, Depression, and the Holidays – Tips for Coping

## CAIU WELLNESS COMMITTEE

The holiday season proves to be a challenging time for many individuals to engage in healthy behaviors. Shorter, colder days, busier schedules, and social events surrounded by food are just a few common reasons why health gets put aside during the end of the year.



Stress and depression can ruin your holidays and hurt your health. Being realistic, planning ahead, and seeking your group can help ward off stress and depression.

Our group of “Wellness Champions” are working hard to provide resources and programs to support you in staying healthy and happy throughout the holiday season.

We are just wrapping up a six-week Healthy Holiday campaign from November 11 – December 16, providing health education newsletters intended to help you stay healthy and well over the holiday season.

The Newsletters include the following topics:

- Cold and Flu
- Physical Activity
- Manage Stress
- Holiday Beverages
- Portions and Healthy Substitutions
- Home and Holiday Safety

If you missed the newsletters, you can find them all on the [Wellness Resources](#) page.

On December 5, Sharon Veet, UPMC, presented on the topic of *Holiday Stress*. Sharon provided some practical tips to help minimize the stress that often accompanies the holidays. If you missed this session, here is a brief summary of steps you can take to prevent stress and depression:

1. **Acknowledge your feelings.** If someone close to you has recently died or you can't be with loved ones, realize that it's normal to feel sadness and grief. It's OK to take time to cry or express your feelings.
2. **Reach out.** If you feel lonely or isolated, seek out community, religious or other social events. They can offer support and companionship. Volunteering your time to help others also is a good way to lift your spirits and broaden your friendships.
3. **Be realistic.** The holidays don't have to be perfect or just like last year. As families change and grow, traditions and rituals often change as well. Choose a few to hold on to, and be open to creating new ones.
4. **Set aside differences.** Try to accept family members and friends as they are, even if they don't live up to all of your expectations. Set aside grievances until a more appropriate time for discussion. And be understanding if others get upset or distressed when something goes awry. Chances are they're feeling the effects of holiday stress and depression, too.



CAIU Yoga group led by Mike from Evolution Power Yoga!

5. **Stick to a budget.** Before you go gift and food shopping, decide how much money you can afford to spend. Then stick to your budget. Don't try to buy happiness with an avalanche of gifts.
6. **Plan ahead.** Set aside specific days for shopping, baking, visiting friends and other activities. Plan your menus and then make your shopping list. Accept help from others!
7. **Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed. Friends and colleagues will understand if you can't participate in every project or activity.
8. **Don't abandon healthy habits.** Don't let the holidays become a free-for-all. Overindulgence only adds to your stress and guilt. Try these suggestions:
  - Have a healthy snack before holiday parties so that you don't go overboard.
  - Get plenty of sleep.
  - Incorporate regular physical activity into each day.
9. **Take a breather.** Make some time for yourself. Spending just 15 minutes alone, without distractions, may refresh you enough to handle everything you need to do. Find something that reduces stress by clearing your mind, slowing your breathing and restoring inner calm. Some options may include: Taking a walk, listening to music, getting a massage, and reading.
10. **Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling persistently sad or anxious, plagued by physical complaints, unable to sleep, irritable and hopeless, and unable to face routine chores. If these feelings last for a while, talk to your doctor or a mental health professional.

Don't let the holidays become something you dread. Instead, take steps to prevent the stress and depression that can descend during the holidays. Learn to recognize your holiday triggers, such as financial pressures or personal demands, so you can combat them before they lead to a meltdown. With a little planning and some positive thinking, you can find peace and joy during the holidays.

## HERE IS WHAT IS COMING UP:

- JANUARY 14 – FEBRUARY 18, 2020 - **EMPOWER PROGRAM** ~ 6-week onsite progressive-build multi-session program that will enable participants to create forward moving goals and arm them with the basic facts of physical activity and nutrition.
- **2019-20 WELLNESS REIMBURSEMENT PROGRAM** can help you save money on the healthy lifestyle choices you make. The CAIU Wellness Committee's activities are currently funded by grants issued by Capital Blue Cross. This year, we have \$12,000 that we want to give back to you for many of the most common health and fitness services and activities! See our website for details.
- **Tuesdays from 11:00 - 2:00 – CHAIR MASSESSES** - Stephen A. "Whitebear" Turbett is available evert Tuesday at Enola to provide 15 minute chair massages. The fee is just \$12 for 15 minutes.



Check out the website for more details [Programs and Events](#)

**CAIU YOGA** with [Evolution Power Yoga](#) was a huge success! A group of staff came together each week to practice yoga for 1-hour for 5-weeks. The feedback and participation was so wonderful that we hope to offer this class again in the spring.

“I wanted to take the opportunity to thank the Wellness Committee for the opportunity to engage in the practice of yoga with you! I love Mike's easy going approach, and would LOVE for it to continue! It is never easy to find time for self, and to be able to walk right into the class from work is a real plus.”



OPPORTUNITIES FOR GROWTH

“Change is inevitable, but transformation is by conscious choice.” ~ Heather Ash Amara

January, 2020

- 1/7/2020

  - School Counselors Network
- 1/8/2020

  - MTSS Year 2 Cohort
- 1/14/2020

  - ELD Networking
  - High Impact Strategies for Student Teachers
- 1/15/2020

  - SWIS overview
- 1/16/2020

  - Curriculum Advisory Council
  - PBIS Tier I Training
- 1/21/2020

  - CART meeting
  - Instructional Tech Coaches meeting
  - PIIC Coaches meeting
- 1/22/2020

  - LRE Institute
- 1/23/2020

  - Co-teaching overview
  - MTSS Year 1 Cohort
- 1/27/2020

  - LETRS Module 3: Spellography for Teachers
- 1/28/2020

  - Guest Teacher Training
  - Learners with ASD after high school
- 1/29/2020

  - Guest Teacher Training
- 1/30/2020

  - Going Gaga for Google AT
- CAIU Staff! Check out all the NEW opportunities for virtual learning on New Horizons

[LINK](#)
- Check Out all the offerings at 48 C.A.R.A.T.S.:

<https://48carats.caiu.org/48caratsDN2/LogIn.aspx>

Help Wanted!

Do you want to know what positions are open at the CAIU? Below is a list and a link to our application portal.



- Teacher(s)
- Paraprofessionals
- Speech and Language Pathologist
- Occupational Therapist

Link to CAIU Job Search:  
<https://www.applitrack.com/caiu/onlineapp/>

Know someone looking – please share!

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle." - Steve Jobs

State of the Union



EdAction in Congress  
December 8, 2019

**Increase Title I and IDEA in final funding bill:** House and Senate negotiators continue to seek agreement on a final funding bill for fiscal 2020 by Dec. 20, when the latest stopgap measure expires. NEA is pushing for significant increases like those in H.R. 2740, the education appropriations bill passed by the House earlier this year. The House bill includes a \$1 billion increase for Title I, which provides extra financial help for school districts with high numbers or high percentages of children from low-income families, as well as a \$1 billion increase for the Individuals with Disabilities Education Act (IDEA). In contrast, the pending Senate education appropriations bill provides no additional funding for either program. Federal funding for Title and IDEA have not kept pace with inflation, growing enrollment, or student needs. This year, more than half the nation’s Title I-eligible school districts will have their Title I funds reduced, according to U.S. Department of Education allocations. The federal share of the excess cost of educating students with disabilities has declined for five consecutive years and is now just 14 percent—far below the 40 percent Congress promised to provide. Tell your senators and representative to match the House increases for Title I and IDEA in any final funding bill. TAKE ACTION



**House passes Voting Rights Advancement Act:** The Voting Rights Advancement Act of 2019 (H.R. 4), passed by the House 228-127 on Dec. 6, would once again require states and localities with recent histories of voter discrimination to seek approval from the U.S. Department of Justice before making any changes in their election laws. The measure is a direct response to the Supreme Court’s 2013 decision in Shelby v. Holder, which invalidated key provisions of the Voting Rights Act first passed in 1965 to address persistent and purposeful discrimination—through literacy tests, poll taxes, intimidation, threats, and violence—that curtailed political participation for millions of Americans. Rep. Brian Fitzpatrick (R-PA) was the only Republican to VOTE YES on the Voting Rights Advancement Act.

The Senate passed a bipartisan amendment to the House-passed FUTURE Act to make permanent \$255 million in annual funding for Historically Black Colleges and Universities (HBCUs) and Minority Serving Institutions (MSIs).

Rep. Ayanna Pressley (D-MA) introduced the Ending PUSHOUT Act, which will work to disrupt the school-to-confinement pipeline by investing in safe and nurturing school environments for all students, especially girls of color.

Want to read more?: <https://educationvotes.nea.org/2019/12/08/edaction-in-congress-december-8-2019/>



DISTRICT SPOTLIGHT: HALIFAX AND UPPER DAUPHIN

Superintendents Dr. David Hatfield from Halifax SD, and Jared Shade from Upper Dauphin SD co-presented on the implementation of the Discovery Process program of character education.

The basis for the decision to implement the Discovery Process is the recognition that every school has a culture that is created by default or design, and they chose to design the culture they wanted. Based on the character education program develop by the Hyde School in Maine, the Discovery Process promotes a positive school environment through a highly structured character development program. Each building has multi-age discovery groups that meet with their Discovery teacher on a regular basis. The groups purposely participate in seminars, intramurals, community and school service, team building activities and clubs together, to build affinity and relationships.

The key words and principles of the program are:

Discovery Key Words & Principles  
(Adopted from the Hyde School and Lickona's 4<sup>th</sup> and 5<sup>th</sup> Rs.)

- ✓ **Destiny** - Each of us is gifted with a unique potential that defines a destiny.
- ✓ **Humility** - We trust in a power and purpose beyond ourselves.
- ✓ **Conscience** - We achieve our best by an inner sense of right and wrong.
- ✓ **Truth** - Fact and reality is our primary guide.
- ✓ **Brother's Keeper** - We help others achieve their best.
- ✓ **Courage** - to accept and face new challenges.
- ✓ **Integrity** - to be truly themselves while acting in sound moral character.
- ✓ **Concern** - for others.
- ✓ **Curiosity** - to explore life and learning.
- ✓ **Leadership** - in making the school and community a better place.
- ✓ **Respect** - for the environment, others, and ourselves.
- ✓ **Responsibility** - and accountability for our actions.

The Discovery Program builds capacity and understanding of expectations in their students by using a common language to hold each other accountable.

Discovery Process  
Common Language

- ☐ Maintain positive thoughts
- ☐ Is this **Your Best**?
- ☐ **Truth** is our primary guide.
- ☐ Are you following the **Golden Rule**?
- ☐ Are you acting as a **Brother's Keeper**?
- ☐ Are you being a **Leader**?
- ☐ What is your **Conscience** telling you?
- ☐ Our actions affect others!
- ☐ You can't control other people, but **you can control yourself**.
- ☐ We need to **"Clear the Decks"** to deal with issues.
- ☐ What is discussed in the Discovery Room, **STAYS** in the Discovery Room. (This is true to a large extent to protect the feelings of those involved, however, there are important exceptions such as when a person is threatening to harm himself or another.
- ☐ Leave a place **better than you found it**.
- ☐ Are you part of the solution or part of the problem?
- ☐ It is natural to feel "fear or anger," but it is **better to respond through "compassion or concern."**
- ☐ Will my words or actions **make the situation better** or worse?
- ☐ We all have a **purpose** in life. When we are "on purpose," our words and actions **make the world a better place**.
- ☐ All kids want to **do the right thing**.
- ☐ Most parents are teaching right and wrong. Why are the expectations any different at school?
- ☐ Do what is right, not what is cool.
- ☐ Character is what you say and do when no one else is looking.

The benefit of this work is creating a school climate in which students feel connected to their school, staff and peers, developing supportive relationships that reflect a culture of respect.

I FEEL LIKE A PART OF MY SCHOOL

■ Disagree ■ Somewhat Disagree ■ Somewhat Agree ■ Agree ■ Strongly Agree

| Response          | Percentage |
|-------------------|------------|
| Disagree          | 10%        |
| Somewhat Disagree | 8%         |
| Somewhat Agree    | 26%        |
| Agree             | 29%        |
| Strongly Agree    | 27%        |

The results have been all positive. In addition to a decrease in disciplinary infractions, students report positive relationships, better rapport with each other and staff, and a greater pride in their school.

Most of my teachers are interested in me.

| Response          | Percentage |
|-------------------|------------|
| Disagree          | 10.00%     |
| Somewhat Disagree | 10.00%     |
| Somewhat Agree    | 25.00%     |
| Agree             | 35.00%     |
| Strongly Agree    | 20.00%     |

Halifax How We Know It Works

| Year    | ISO Days Served | OSS Days Served |
|---------|-----------------|-----------------|
| 1998-99 | 120             | 20              |
| 1999-00 | 100             | 20              |
| 2000-01 | 80              | 20              |
| 2001-02 | 60              | 20              |
| 2002-03 | 40              | 20              |
| 2003-04 | 20              | 20              |
| 2004-05 | 10              | 20              |
| 2005-06 | 10              | 20              |
| 2006-07 | 10              | 20              |
| 2007-08 | 10              | 20              |
| 2008-09 | 10              | 20              |
| 2009-10 | 10              | 20              |
| 2010-11 | 10              | 20              |

In their own words, students reflect the value of the program:

Our Students Speak...

- "The Discovery Group is like an extended family"
- "We are taught to accept people for who they are and because of that we don't fight"
- "Teachers are more open with kids. We can tell teachers how we feel, and we talk about issues and the world"
- "Our teachers respect us"
- "We learn to be ourselves and make our own choices"
- "Discovery helps Halifax be a nicer town"

Do you have a story for ALL IN!? Do you know a member of the CAIU family we should recognize? Please send all stories and ideas to [asaia@caiu.org](mailto:asaia@caiu.org)

PAGE 9



