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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **August 28, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board recognized the following retiree: **Deborah Mabry-Hewitt**, Reading Specialist, ANPS, after 38 years of service.
- Alicia McDonald, Director of Student Services, shared that Champions for Children is utilizing the Community Aid donation program as a fundraiser. Loysville Youth Development Center has been flat funded for 2014-2015 which, in addition to regulations around PREA, has had staffing and programmatic implications. There have been CAPP program challenges regarding licensing and Medical Assistance billing. Alicia will be working with school districts to identify their programmatic needs for students with mental health concerns.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that the IU has added a third party vendor, AESOP/Source4Teachers for substitutes and staff attendance. The Human Resources Team has been busy with new employee orientation and making sure all positions are filled. It has been a busy start to the school year.
- Brian Griffith, Director of Curriculum Services, shared 2013-2014 enrollment numbers for CASA Charter School. He also shared that initial CAOLA enrollment numbers are significantly higher than in the past at this time of the year.
- David Martin, Director of Technology Services, shared that the technology staff have been busy with addressing needs associated with the opening of school, implementing a new content filter which has improved service to districts, and learning more about online testing and changes with e-Rate funding and reimbursement.
- Len Kapp, Supervisor of Operations and Transportation, shared that the bathroom remodels are now complete. He also shared that he has been receiving unique transportation requests that have meant adding vehicles and drivers for our current transportation contractors.
- Daren Moran, Business Manager, shared that the State Auditors have completed their work at the Intermediate Unit and the local auditors have begun their work. At this time there have been no concerns reported. It was noted that the payment of bills detail looks different than in the past.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she has been visiting preschool classrooms and attended program meetings for IU staff. She has begun revising policies to reflect legislative changes and legal updates. All federal program grants have been submitted for the 2014-2015 fiscal year.
- Cindy Mortzfeldt, Executive Director, introduced Bill Zee from Hartman Underhill & Brubaker, who is filling in for Bob Frankhouser as solicitor. She shared highlights from her Executive Director's report. One of the IU's speech/language pathologists co-authored a study that will be presented at a national convention and another speech/language pathologist will be a recipient of an Outstanding Teacher Award from SUSSC. Opening week went well and she attended all staff and program meetings as well as a preschool graduation. She has been meeting with all new superintendents. Additionally, Mrs. Mortzfeldt shared 2014-2015 CAIU Organizational Goals as a 3-year plan, with benchmarks forthcoming. The CAIU is a host site for the PA Basic Education Funding Campaign event on September 30<sup>th</sup> and a flyer for the event was distributed to board members. A fiscal review letter for IDEA noting several commendations was received from PDE and shared with the board.

**Executive Session** – An Executive Session was held to discuss a personnel matter.

### **Approved Action Items**

- Minutes from the July 24, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,992,044.52 in receipts and \$5,450,283.70 in expenditures for July 2014
- Summary of Operations for the 2013-14 fiscal year (for activity through 8/12/2014) showing revenues of \$70,880,648.65 and expenses of \$70,003,738.36
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$2,082,479.53 and expenses of \$2,885,224.01
- Budget Administration:
  - Proposed 2014-15 Budget, Revision A – Loysville Youth Development Center (LYDC) in the amount of \$2,003,410
  - Proposed 2014-15 Original Budget – Preschool Assistive Technology (AT) Grant in the amount of \$10,000
  - Proposed 2014-15 Original Budget – Title I, Part D – Loysville Youth Development Center (LYDC) in the amount of \$136,026
- Other Fiscal Matters
  - 2014-15 Special Education Service Contracts for the following: Central Dauphin SD, Commonwealth Connections Academy CS, Dauphin County Technical School, Derry Township SD, East Pennsboro Area SD, Greenwood SD, Mechanicsburg Area SD, and Susquehanna Township SD
- Policies & Programs
  - Second Reading, Revised Policy #203.1 – HIV Infection
  - Second Reading, Revised Policy #235 – Student Rights and Responsibilities
  - Second Reading, Revised Policy #235.1 – Surveys
  - First Reading, Revised Policy #102 – Academic Standards
  - First Reading, Revised Policy #105 – Curriculum
  - First Reading, Revised Policy #105.1 – Review of Instructional Materials by Parents/Guardians and Students
  - First Reading, Revised Policy #113 – Special Education
  - First Reading, Revised Policy #533 – Tuition Reimbursement
  - First Reading, Existing Position, New Job Description – Accountant
  - First Reading, Existing Position, Revised Description – Program Supervisor
- Personnel Items – see attached report

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

- See attached written report.

### **President's Report**

- Mrs. Jean Rice thanked the Board members for their attendance. She appreciates the time and effort they give every month. She hopes that all of the districts had a great opening to the new school year.

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

- Mrs. Brenda Myers, Susquenita SD, asked the board members for input regarding their policy and procedures regarding drug testing in their district. She was interested in knowing the groups tested and at what grade level the testing began.
- Dr. Fred Baldwin, Carlisle Area SD, shared his insight into the revenue bond concept of Representative Grell's pension reform plan. He urged the board members to examine the elements of the plan.
- Mr. Wilbur Wolf, Jr., Big Spring SD, shared that during the 13-14 school year, all ninth graders in Big Spring SD were provided with Chromebooks to assist in the instructional process. This school year, Big Spring SD has decided to implement the 1:1 initiative with all students in Grades 6-12 receiving a Chromebook.

- Dr. Tony Tezik, West Shore SD, asked other members if their districts were experiencing a turnover in administrative staff. Several principal positions were recently replaced at West Shore.

**Information Items**

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

**NEXT MEETING: Thursday, September 25, 2014, 8:00 a.m., Board Room, CAIU Enola**

**DATE SAVER:** Immediately following the September meeting, an overview of Training and Consultation (TaC) services will be provided.

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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:**

**MELISSA BROWN**, behind-the-wheel driver education instructor effective September 30, 2014. Reason: Retirement.

**VERONICA CHAPMAN**, teacher, Early Intervention effective August 13, 2014. Reason: Personal.

**LISA CONRAD**, personal care assistant, Autism Support effective August 20, 2014. Reason: Personal.

**LAUREN FRISBIE**, speech therapist, Early Intervention effective July 30, 2014. Reason: Released early due to hiring of replacement.

**CLAIRE GRIMM**, program assistant, Curriculum Services effective September 10, 2014. Reason: Personal.

**JENNIFER HILBISH**, personal care assistant, Multiple Disability Support effective August 19, 2014. Reason: Education.

**ALEXIS LOPEZ**, educational paraprofessional, Intervention Team effective August 8, 2014. Reason: Accepted a position outside of the CAIU.

**CHERYL MYERS**, part-time educational paraprofessional, Early Intervention effective August 22, 2014. Reason: Personal.

**MEGAN SEIBER**, Language Arts Teacher, Loysville Youth Development Center effective August 31, 2014. Reason: Personal.

**ASHLEY SCHAEFFER**, accountant, Business/HR/Communications effective September 5, 2014. Reason: Accepted a position as senior accountant, Red Lion School District.

**LINDSAY WILSON**, educational paraprofessional, Autism Support effective August 15, 2014. Reason: Personal.

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

**LISA AMMON**, school psychologist, Pupil Services effective August 25, 2014. Salary will be based on Masters, Step 1, \$45,817 for 192 days of service. This is a new position funded through the Pupil Services Budget.

**STACEY CHYR**, long-term substitute inclusion consultant, Early Intervention effective August 25, 2014 through June 30, 2015. Base salary of Masters, Step 11, \$59,603 for 189 days of service will be prorated for a total of 170 days. This is a long-term substitute position funded through the MAWA Budget.

**MICHELE DEMPSEY**, long-term substitute speech therapist, Early Intervention effective August 25, 2014 through June 30, 2015. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for a total of 170 days. Employee is eligible for payment of \$2,500 ASHA stipend effective for the 2014/2015 school year, prorated for 170 days. This is a long-term substitute position funded through the MAWA Budget.

**STEPHANIE DILLOW**, teacher, Emotional Support. Start date will be determined when released from current school district. Salary will be based on Bachelors, Step 3, \$44,579 for 189 days of service, prorated based on start date. This is a replacement position funded through the ES Budget.

**KELLY GARRETT**, educational paraprofessional, Autism Support effective August 25, 2014. Base salary of HS+30, Step 9, \$23,759 for 189 days of service will be prorated for a total of 186 days. This is a new position funded through the AS Budget.

**MATTHEW GAUMER**, part-time educational paraprofessional, Early Intervention effective August 25, 2014. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**CAITLIN HANCOX**, teacher, Capital Area Partial Program effective August 25, 2014. Salary will be based on Masters, Step 2, \$46,604 for 192 days of service. This is a replacement position funded through the CAPP Budget.

**CAITLYN HIBALA**, personal care assistant, Autism Support effective September 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 180 days. This is a replacement position funded through the AS Budget.

**LAURA KOROT**, secretary, Curriculum Services effective August 26, 2014. Range 4 base salary of \$27,000 for 12 months of service will be prorated for a total of 220 days. This is a replacement position funded through the CAOLA Budget.

**JORDAN MARSHALL**, educational paraprofessional, Autism Support effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 184 days. This is a new position funded through the AS Budget.

**CASSANDRA MIZAK**, educational paraprofessional, Autism Support, effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 184 days. This is a replacement position funded through the AS Budget.

**JESSICA PACE**, physical therapist, OT/PT effective August 25, 2014. Base salary of Masters +60, Step 4, \$54,217 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the EI OT/PT Budget.

**ERIC SCHNECK**, application support specialist, Technology Services effective September 2, 2014. Range 2 base salary of \$36,309 for 12 months of service will be prorated for 216 days through June 30, 2015. This is a new position funded through the Network Services Budget.

**ADAM SHICKLEY**, teacher, Autism Support effective August 25, 2014. Base salary of Bachelors, Step 4, \$45,630 for 189 days of service will be prorated for a total of 186 days, with an additional three (3) days for new employee orientation and induction. This is a new position funded through the AS Budget.

**MEGAN SLAUTTERBACK**, teacher, Early Intervention effective September 15, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 156 days. This is a replacement position funded through the MAWA Budget.

**AARON SICA**, application support specialist, Technology Services effective August 25, 2014. Range 2 base salary of \$36,309 for 12 months of service will be prorated for 221 days through June 30, 2015. This is a replacement position funded through the Network Services Budget.

**HELEN STARNER**, program assistant, Curriculum Services effective August 25, 2014. Range 2 base salary of \$30,780 for 12 months of service will be prorated for a total of 221 days. This is a replacement position funded through the Special Projects Budget.

**MICHAEL ZITO**, full-time intervention EPP, Student Services effective September 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 180 days. This a replacement position funded through the ES Budget.

### **C. CHANGES OF STATUS:**

**SHARON BRANDT**, from day-to-day substitute to part-time, long-term substitute educational paraprofessional, Early Intervention effective August 25, 2014 through June 30, 2015. To be paid at the rate of \$12.20 per hour based on HS+30, Step 1, \$17,299 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

**DANIELLE DAVIS**, teacher, Emotional Support effective July 30, 2014, placed on inactive status pending further action.

**NATASHA DECKER**, from part-time educational paraprofessional in 2013/2014 to full-time educational paraprofessional, Emotional Support effective August 25, 2014. Salary will be based on HS+30, Step 1, \$17,299 for 189 days of service. This position is funded through the ES Budget.

**VALERIE FRANCIS**, from day-to-day substitute to part-time educational paraprofessional, Early Intervention effective August 25, 2014. To be paid at the rate of \$12.20 per hours based on HS+30, Step 1, \$17,299 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**TERESA FREELAND**, full-time program assistant, Curriculum Services to part-time access secretary, Student Services effective August 1, 2014. To be paid at the Range 4 rate of \$15.05 per hour, 7 hours per day, prorated for a total of 177 part-time days. This is a replacement position funded through the Access Budget.

**BARBARA FREY**, from part-time, long-term substitute in 2013/2014 to full-time permanent educational paraprofessional, Emotional Support effective August 25, 2014. Salary will be based on HS+30, Step 13, \$27,237 for 189 days of service. This position is funded through the ES Budget.

**TERSANDRIA HASKINS**, from part-time, long-term substitute in 2013/2014 to part-time permanent educational paraprofessional, Diagnostic effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days. This position is funded through the Diagnostic Budget.

**JENNIFER HOPKINS**, from long-term substitute in 2013/2014 to full-time permanent educational consultant, Student Services effective August 25, 2014. Salary will be based on Masters, Step 2, \$46,604 for 189 days of service. This position is funded through the EC Budget.

**TAMMY POFF**, from long-term substitute in 2013/2014 to full-time permanent educational consultant, Student Services effective August 25, 2014. Salary will be based on Masters +15, Step 2, \$47,967 for 189 days of service. This position is funded through the EC Budget.

**SUSAN ROTH**, from teacher, Emotional Support to educational consultant, Student Services effective August 25, 2014. This is a replacement position funded through the ES Budget.

**NICOLE WERTZ**, from long-term substitute in 2013/2014 to full-time permanent teacher, Emotional Support effective August 25, 2014. Salary will be based on Bachelors, Step 2, \$43,660 for 189 days of service. This position is funded through the ES Budget.

**D. CHANGES OF SALARY:**

**KYNISHA CLOUD**, speech therapist, Early Intervention, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**STEPHANIE KLEESE**, long-term substitute speech therapist, Early Intervention, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**STEPHANIE KRAMER**, speech therapist, School-age, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**COTY MARTIN**, change of salary for completion of requirements of an Application Developer II, Technology Services effective August 29, 2014. New base salary of \$68,850 for 12 months of service will be prorated for a total of 217 days through June 30, 2015.

# Executive Director's Report

## August 28, 2014

### CONGRATULATIONS

#### Speech Language Pathologists

**Stephanie Kramer**, an ASHA-certified Speech Language Pathologist employed in the CAIU School-Age Speech/Language Program, co-authored a study on strained voice quality, while a graduate student at Bloomsburg University, Bloomsburg PA. The results of this study have been accepted for presentation at the annual American Speech-Language-Hearing Association National Convention which will be held in November 2014. Over 12,000 Speech-Language Pathologists and Audiologists attend this annual conference. The title of the study is, "A Multi-Dimensional Examination of Strained Voice Quality". Multidimensional analysis using acoustic, aerodynamic, and electroglottographic methods was conducted to provide insight regarding measures that most effectively characterize vocal strain. Dr. Shaheen Awan, from Bloomsburg University, will present the results of the study. Additional co-authors include Diona Marie Chan and Jennifer Hillman.

**Alice Womer**, Speech Language Pathologist, has been selected to be a recipient of the 2014-15 Outstanding Teacher Award sponsored by the Shippensburg University School Study Council. Every year the Study Council takes pride in being able to recognize the accomplishments of so many outstanding teachers who largely, with minimal acclaim, work so hard on behalf of our students and our schools. Ann Bailets, Speech/Language Program Supervisor, shared that Alice "has been instrumental in researching evidence-based assessment and intervention strategies, particularly in the area of social skills and social cognition. Because of her on-going commitment to providing quality programming for students, she is always willing to assist colleagues within the intermediate unit and our local school districts. She is frequently called upon to provide training for regular and special education teachers, and speech and language pathologists. Additionally, districts seek her out because of her knowledge and expertise in meeting the needs of challenging students."

### NEWS

#### CAIU Opening Week

School-age program staff returned for the 2014-15 school year during the week of August 18. Staff providing services for our preschool children returned on August 25. Beginning of the year program meetings are held at various times during this two week time period. Dr. Brunner and I visited each program meeting to welcome staff to the new school year.

#### Champions for Children Golf Tournament

The 18<sup>th</sup> Annual Champions for Children Golf Tournament was held on July 29 at the Cumberland Golf Club in Carlisle. We had 108 golfers and raised over \$8,300 from the event. Children served in the CAIU programs face many challenges; and the funds that were raised help meet the special needs of our students. Thank you to all who participated this year.

#### Nonpublic School Services

The Title I Summer Tutoring program concluded on July 31<sup>st</sup>. The Summer Tutoring Program was federally funded with Title I dollars and targeted students from Kindergarten to Sixth Grade who received Title I Remedial Reading services during this past school year. Thirty-two students residing in Central Dauphin, Harrisburg, Steelton-Highspire and Susquehanna Township school districts participated. This year, twenty-six parents attended a two day parent workshop that was held during the Summer School hours.

## **Student Services**

### **Pupil Services**

- There is a new district referral process in place for Diakon. This will be the first year districts will be able to refer a student to Diakon in addition to the court adjudicated system already in place
- Hershey Medical Center is inquiring about possible educational services in their Dialysis Center. Discussion with the hospital and districts is underway.
- The Pupil Services Network will continue this year with quarterly meetings for district and IU staff. Our first training for school psychologists is October 27 at the Enola office.

### **Hill Top Academy**

We are continuing to work on staffing for two teachers and multiple EPP/PCA positions. We are fortunate that there are several good candidates for these positions. Staff has been actively preparing for the opening of school on August 25<sup>th</sup>, attending trainings and setting up their classrooms. We are looking forward to a good year!

### **CAPP (Capital Area Partial Program)**

We continue to work closely with the licensing and insurance agencies to try to meet the targets for compliance with paperwork and treatment schedules. This continues to be extraordinarily challenging and the targets do not seem to be static. We are convening a small focus group of district representatives, who consistently demonstrate a need for placements in this program, and will be working with them to identify key characteristics of programming that are essential for future placement options. We will then expand that group to include our medical staff and additional stakeholders as we work to communicate our progress with the agencies and options that may be available to the CAIU and our member districts.

### **Data Systems & PIMS**

The first of the 2014/15 Data Quality Network (DQN) meetings was held on Wednesday, August 20 focusing on the new 14-15 Data Collection Consolidation and a multitude of changes affecting state reporting. CAIU was honored to be a host site for a statewide video conference and welcomed several presenters from PDE to our Enola office: Dale Hamby, Special Assistant, Department of Education, Jamie Gerkin, PDE Project Manager, Center for Data Quality & Information Technology, Julie Patton, PDE Project Manager, Center for Data Quality & Information Technology, and Brian Truesdale, Educator Effectiveness Data Coordinator.

## **NOTIFICATION OF ACTIVITIES**

- Met with several of our new superintendents in our region: Dr. Jay Burkhart, East Pennsboro Area SD; Dr. Michael O'Brien, West Perry SD; Dr. Michele Orner, Halifax Area SD; Dr. Todd Stoltz, West Shore SD and Dr. Jeffrey Miller, Acting Superintendent at Susquehanna Township SD.



- Attended Preschool Graduation at Heather Donovan's class at Carroll Elementary.
- Visited Extended School Year (ESY) classes at Hill Top Academy.
- Attended Teachscape Coaches Clinic. I continue to work with our administrators on implementation of Educator Effectiveness and the use of Teachscape.
- Participated in the PAIU Planning Process Work Group – representatives from intermediate units will be meeting over the next few months to lead the process for establishing PAIU's strategic priorities for the coming years.