
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **February 26, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retirees: Donald Orsinger, Custodial, retirement after almost 36 years of service and Karen Ott, Technology Special Projects Coordinator, retirement after 43 years of service.
- Alicia McDonald, Director of Student Services, shared that she is currently holding contract meetings with key staff from each district. Once the contract meetings are concluded, her team will begin staffing for the 2015-16 school year.
- David Martin, Director of Technology Services, indicated that the CAIU Canvas Conference will take place on March 4th. Canvas is a Learning Management System and staff from districts will present how they are using this tool in their district. The annual Regional Computer Fair will be held on March 25th. Board members are welcome to attend to see the presentations from our district students. The PETE&C Conference was held earlier this month. Staff from CAIU provides the overall technology support for the conference. Students from West Shore School District and Derry Township School District also provided technology support for the presenters at the conference.
- Brian Griffith, Director of Curriculum Services, shared the summary report for students enrolled in the Capital Area Online Learning Association (CAOLA) through their respective districts. The report included a total number and the full time student numbers for each district. He also provided a brief overview of the Regional Blended Learning Planning grants. These planning grants are assisting three of our districts to plan for implementation of personalized learning within their schools.
- Daren Moran, Business Manager, reported that the Limited Procedures Engagement audit work has concluded. The project will go to the Auditor General's Central Office for review. If additional questions arise, the auditors will return. If not, the CAIU should receive a report which will complete the process. The 2015-16 General Operating Budget was sent to the local districts to be placed on their Board agenda for a vote. The budget has been approved by 16 of our 24 districts and we have received 289 positive votes. The requirements for an approved budget have been met; however, we still need to receive the Board Resolution from 8 remaining districts.
- Rennie Gibson, Board Secretary, reminded the Board members to return the Statement of Financial Interest form. The document needs to be in her office no later than May 1, 2015.
- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Regional Blended Learning Planning grant and shared that the principals from East Pennsboro Middle School, Cumberland Valley High School, and Northern Middle School would be providing an overview of their work immediately following today's meeting. She also shared that our Early Intervention program is currently serving 1,046 children, ages 3-5. One of our students in the Multiple Disabilities Program received an Honorable Mention for a photography piece at the South Central Pennsylvania Scholastic Art & Writing Award Competition. Currently, the School-Age Speech/Language program is piloting a new service, Augmentative Communication (AC) Coaching, in an elementary building in Shippensburg Area SD. This service will be offered as a new service during the 2015-16 school year. The CAIU administrators have begun their annual visits with our school districts. Cindy and Rhonda will also continue their Board visits over the next several months.

Executive Session –The Board met in Executive Session to review the details of a compensation plan and a legal issue.

Approved Action Items

- Minutes from the January 22, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$8,185,968.23 in receipts and \$6,466,605.97 in expenditures for January 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$37,383,620.84 and expenses of \$34,978,132.16
- Budget Administration
 - Proposed 2014-15 Original Budget – International Baccalaureate Project in the amount of \$91,894
 - Proposed 2014-15 Budget Revision A – Driver Education in the amount of \$131,600
 - Proposed 2014-15 Budget Revision A – Transportation in the amount of \$2,897,100
- Other Fiscal Matters
 - 2015-16 Marketplace Services
 - PAIUnet Consortium Contract
- Policies & Programs
 - Second Reading, Revised Policy #307 – Student Teacher/Interns
 - Second Reading, Revised Policy #309 – Assignment and Transfer
 - Second Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
 - Second Reading, New Policy #317.1 – Educator Misconduct
 - Second Reading, Revised Policy #333 – Professional Development
 - Second Reading, Revised Policy #806 – Child Abuse
 - Second Reading, Revised Policy #818 – Contracted Services
 - Second Reading, Existing Position, Revised Description – Director, Organizational Services
 - Second Reading, Existing Position, New Description – Inclusion Consultant
 - First Reading, Revised Policy #246 – Student Wellness
 - First Reading, Revised Policy #302 – Employment of Executive Director/Assistant Executive Director
 - First Reading, Revised Policy #304 – Employment of IU Staff
 - First Reading, Revised Policy #305 – Employment of Substitutes
 - First Reading, New Position, New Description – Business Support Specialist
 - First Reading, Existing Position, Revised Description – Director of Curriculum Services
 - First Reading, Existing Position, Revised Description – Director of Student Services
 - First Reading, Existing Position, New Description – Human Resources Clerk
 - First Reading, Existing Position, New Description – Employment Coordinator
 - First Reading, Existing Position, New Description – Administrative Assistant, Human Resources & Communications
 - First Reading, New Position, Revised Description – HR Generalist
 - First Reading, Existing Position, Revised Description – Payroll Clerk
 - Review of Policy #249 – Bullying/Cyberbullying
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Rice thanked the Board for their time this morning. She appreciated their attendance.

Board Members Sharing of Information

- Dr. Tezik, West Shore School District, thanked Mrs. Otstot for her attendance at the Indoor Color Guard competition. Red Land HS continues to perform well in additional competitive events.
- Several Board members shared the dates for their spring musicals:
 - Mrs. Otstot – East Pennsboro Area SD – “Annie” will be held on March 6-8
 - Dr. McLean – Northern York County SD – “Music Man” will be held on March 6-8
 - Mrs. Geistwhite – Cumberland Valley SD – “Mary Poppins” will be held on March 18-22
- Dr. Baldwin, Carlisle Area School District, recommended that the Board consider inviting Glen Grell, PA State Representative, to a meeting to provide information about pension reform. He also suggested inviting Tim Potts to share information about a temporary financial transaction tax.

Information Items

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

NEXT MEETING: Thursday, March 26, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the March Board Meeting, Board members are invited to visit the Deaf/Hard of Hearing class at East Hanover Elementary School.

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

A. RESIGNATIONS:

KIMBERLY HEINER, educational paraprofessional, Autism Support effective January 21, 2015. Reason: Resignation and release as part of workers' compensation settlement.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

KATHERINE KLOPP, part-time educational paraprofessional, Early Intervention effective March 2, 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 replacement position funded through the MAWA Budget.

DEAN PORR, custodian, Buildings and Grounds effective February 9, 2015. Range 6 base salary of \$25,350 for 12 months of service will be prorated for 102 days through June 30, 2015. This is a replacement position funded through the Hill Top Academy Facilities Budget.

C. CHANGES OF STATUS:

SHANNON ELLISON, from educational paraprofessional to long-term substitute teacher, CAPP effective March 9, 2015 through June 5, 2015. Base salary of Bachelors, Step 2, \$43,660 for 189 days of service will be prorated for a total of 61 days. Dates are subject to change. This is a long-term substitute position funded through the CAPP Budget.

SARAH TROVATO, from long-term substitute to permanent full-time speech pathologist, Early Intervention effective January 5, 2015. Position is funded through the MAWA Budget.

MICHAEL ZITO, from educational paraprofessional, Crisis Intervention Team to personal care assistant, Autism Support effective February 18, 2015. No change in salary. This is a new position funded through the Autism Support Budget.

D. CHANGES OF SALARY:

KEVIN FATHERREE, teacher, Student Services, change of salary for completion of Master's Degree. New base salary of Masters, Step 6, \$51,069 for 189 days of service will be prorated for the remaining 104 days of the 2014/2015 school year.

DEBRA ZERVANOS, full time EPP/PCA, change of salary effective January 5, 2015, from HS+30, Step 11 \$25,491 to HS+30, Step 13 \$27,237 for 189 days of service, prorated for 103 days.

Executive Director's Report

February 26, 2015

PROGRAM SPOTLIGHT

Regional Blended Learning Grant

CAIU is administering a regional, competitive grant process to assist schools in implementing a blended, or personalized, learning environment. The competition is open to all public middle and high schools in the CAIU region. Through a combination of three planning grants and one launch grant, the primary goals are to spur wider and deeper thinking and discussion about new teaching and learning environments, and to crystalize that into actual implementation. The grant selectees will serve as useful examples to other schools in order to advance the implementation of personalized learning throughout our region. The secondary goal is to test and refine CAIU support mechanisms for personalized learning, so we can better support other schools. CAIU's process closely mirrors the successful, national Next Generation Learning Challenge process and requirements.

Key Points:

- Participation is limited to public middle and high school buildings from the 24 school districts within the CAIU service region.
- Planning and implementation must result in systemic, building-wide change.
- School Building teams will be required to design, develop, and implement a learning environment in which learning experiences for all students are tailored to their individual developmental needs, skills, and interests; in which advanced teaching practices utilizing technology-enhanced, blended learning models and techniques support all learners; and in which leadership and management practices inspire, motivate, and support the new learning environment.
- Separate grants will be awarded for planning and launch (implementation). Three planning grants were awarded in October 2014 for amounts up to \$50,000 each and a single launch grant will be awarded in March 2015 for up to \$400,000. The launch grant will support a building implementation beginning in August 2015 (Academic Year 15-16), leading to complete building transformation within 3 years. Recipients of the three planning grants were Cumberland Valley High School, East Pennsboro Middle School and Northern Middle School.

Additional information about the grant can be found at <http://www.caiu.org/services/partner-initiatives/regional-blended-learning-grant.aspx>.

NEWS

Student Services

Preschool/Early Intervention

- We are currently serving 1,046 children, ages 3-5, in our program and have served a total of 1,673 so far this year.
- Preschool to School Age Transition meetings have taken place in January and February.
- Early Intervention Connections (EIC) has started planning The EI Carnival which will take place on 6/23/15 at Adventure Zone. Last year there were over 400 families that participated.
- EI Supervisors met with Capital Area Head Start (CAHS) Director of Health and Human Services and CAHS Special Services Coordinators to strengthen collaboration and referral

process for CAIU and CAHS preschool children and families. CAHS will co-present with CAIU Service Coordinators in a professional development training for CAIU staff in April.

- Parent presentation on “*Sleeping Difficulties with Young Children*” is scheduled on April 9 at the CAIU from 6 p.m. – 8 p.m.
- A parent recently took the time to write a thank you to a Service Coordinator regarding an initial evaluation. Please see attachment in Agendamanager.

Hill Top Academy

- Enrollment continues to grow with approximately 110 students attending HTA.
- Staff had training on IEP /RR timelines and development and Smartboard training. Staff continues to collect building behavior data. The data has shown continued improvement of student behaviors and reduced hands-on interventions.
- Students went snow tubing for their monthly activity.
- Our custodian, “Mr. Donnie” Orsinger, retires this month after 35 years of service with the IU.

Multiple Disabilities Program



One of our students in the Camp Hill HS classroom, Harry S, was awarded an Honorable Mention for his Photography piece entitled *Untitled1*. This South Central Pennsylvania Scholastic Art & Writing Award Competition was sponsored by Commonwealth Connections Academy and The Alliance for Young Artists & Writers. The Scholastic Art & Writing Awards is the nation’s largest, longest-running scholarship and recognition program for teenage artists and writers. For over 85 years, The Scholastic Art & Writing Awards have been the preeminent showcase for student creativity. Congratulations to Harry on his success in the South Central Pennsylvania Scholastic Art & Writing Awards.

Data Systems

- The CAIU continues to support school districts in their data governance responsibilities. The January Data Quality Network (DQN) meeting addressed upcoming PVAAS reporting and the February DQN session was devoted to *Using Data to Improve Student Achievement*. All sessions are recorded for access at a later date.
- The upcoming [PDE Data Summit](#) to be held in Hershey, March 22 – 25, offers valuable content for effective data management. Cindy Gavazzi will be assisting with facilitation and presentations. Staff members from Shippensburg, West Shore, Greenwood, Newport, Derry Township and Central Dauphin School Districts are all presenting at the Data Summit.

Pupil Services/Hospital/Diakon/ELECT-EFI/Homeless

- Coordinated efforts are underway between our Hershey Medical Center Children’s Hospital teachers and the Child Life Specialist for the NCIU to start a library for these infants. Our team has started a book drive to start this library and is spearheading a volunteer group to read to the infants while in hospital care.
- Kristen Hoffa is the new Regional Coordinator for the Homeless Grant. In addition, Trish Lacey is the new Site Coordinator at the CAIU. Districts have been introduced to Trish and are aware she is their new contact for any homeless student questions/concerns.
- The new Senior Vice President of Diakon Youth Services has invited the CAIU staff to join the Diakon staff for a strategic development meeting.

School-Age Speech/Language Program

During the 2014-15 school year, the School-Age Speech/Language Program piloted a new service: **Augmentative Communication (AC) Coaching**. Presently, they are working in an elementary classroom in Shippensburg Area School District. They will be expanding this service to all districts in the upcoming school year. This student-specific service is available to assist with the implementation of devices for students with alternative and augmentative communication needs. The CAIU AC Coach works directly with the team and the student on a regular basis. The coach can assist with installation of software, customization of vocabulary and display, overview of device and its functions, staff and student training in the use of the device, modeling of device implementation across the curriculum including introductory functional activities, guided practice, provision of initial framework for progress monitoring IEP goals, and support to parents in the school setting.

Technology Services

The 11th annual **Pennsylvania Educational Technology Expo and Conference (PETE&C)** was held at the Hershey Convention Center from February 8-11, 2015. This is a statewide event that brings together educators, administrators, school board members, parents and students. The purpose is to provide quality programs focused on technology in the educational field. The Capital Area Intermediate Unit was highly involved in making this a successful conference. CAIU employees provided technical support for the conference. They coordinated the set-up of presentation rooms with projectors and other technical supplies. They supported presenters by troubleshooting to ensure that everything ran smoothly. Students from West Shore and Derry Township School Districts joined the CAIU Team on Monday and Tuesday. They helped presenters with technical needs and took time to learn about the latest and greatest technology. Thank you for allowing your students to be involved with our team and the conference. They represented the districts well and we hope this was a valuable experience for each student.

The second **Regional Disaster Recovery Technology Team** meeting occurred on Thursday, February 19, 2015. Representatives from 5 school districts are part of this team and are charged with developing a Disaster Recovery plan template for our region. This has been particularly important as we utilize and rely more on electronic data. This past meeting, we had Mark Walz, an attorney for Sweet, Stevens, Katz, and Williams, in to talk about the legal issues involved in data backup and retention and disaster recovery planning and policy. The next steps are to start drafting the framework for components of a Disaster Recovery Plan.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting. As part of the monthly meeting, the Executive Directors met with Acting Secretary Pedro Rivera and key PDE staff.
- Attended the Central Region PAIU Executive Directors' meeting.
- Attended the PAIU Curriculum Coordinators meeting as the Executive Director Liaison for the group.
- The CAIU Cabinet members began the annual visits with our school districts. We visit each district on a three year cycle. The CAIU Administrative Cabinet met with Harrisburg School District's administrative team on February 3. Visits with our districts' teams are scheduled over the next few months.
- Dr. Brunner and I provided an overview of CAIU services at the Lower Dauphin School District board meeting on February 16. Board visits are scheduled through May 2015.
- Attended the Career and Technical Education Forum hosted by Dr. Peggy Grimm and Senator Rob Teplitz at the Dauphin County Technical School (DCTS).

Upcoming CAIU Events

CAIU CanvasCon 2015 – March 4, 2015 – This will be a day for teams from any district to join us to learn more about Canvas. We begin by discussing how Canvas supports a Blended Learning

environment. Staff from districts will present about how they are using Canvas, what they like about it, etc. Canvas representatives will also present new features and answer questions.

CAIU Regional Computer Fair – Registration is now open for the 2015 Regional Computer Fair at the Capital Area Intermediate Unit. The event will be held on Wednesday, March 25, 2015 and will showcase both Middle and High School student products/projects created using technology. The Computer Fair is an annual event where students from our districts submit projects in the area of: Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design. While judging of the projects is being completed, students have the opportunity to attend technology sessions on a variety of topics. The winners of the CAIU Regional Computer Fair will advance to the statewide competition on May 19th and 20th at Dickinson College in Carlisle and compete against students from across Pennsylvania. Please visit the site for details:
<http://www.caiu.org/services/technology/computer-fair.aspx>

Upcoming Events

The Pennsylvania Emergency Management Agency is offering **Multi-Hazard Emergency Planning for Schools** at the CAIU on March 2-5, 2015. Priority registration is given to School/School District Administrators from our IU region.