
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 23, 2014** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, shared that all special education contracts for the 2014-15 school year have been received. The Presence Learning online speech and occupational therapy treatment program is growing. The preschool team evaluations with Dr. Tierney, a developmental pediatrician, have provided comprehensive medical and educational reports and recommendations relating to children with autism. The Early Intervention program is exploring options to open a classroom to support the students identified through this evaluation process.
- Theresa Kinsinger, Director of HR, Business and Communications, shared that the HR department is rolling out the Alio employee self-serve portal. Information was recently distributed to staff regarding the implementation of the 2015-2016 health and wellness initiative. Open Enrollment for employee benefits begins next week and in conjunction with Open Enrollment, there will be a spousal opt-out audit. The Decima Award nominations are being accepted.
- Brian Griffith, Director of Curriculum Services, shared that sixteen Blended Learning Grant applications were received and three \$50,000 grants were awarded to schools in our region: Cumberland Valley High School, East Pennsboro Area Middle School, and Northern Middle School. Recently, representatives from the CAIU and these school districts visited Henry County, near Atlanta, Georgia, to observe their schools' implementation of blended learning.
- David Martin, Director of Technology Services, shared information about the creation of a Disaster Recovery Team. It is important that the data on servers be duplicated in another location. DRC has developed an application that supports an online testing option for students using Chromebooks and iPads. Our Technology Team has seen about a 50% increase in internet usage as schools move toward a teaching and learning environment using online resources.
- Daren Moran, Business Manager, shared that the CAIU's new accountant started last week. The Accounts Payable position has been posted and the position should be filled in the near future. We had a very positive exit conference with State auditors with one verbal comment regarding a Statement of Financial Interest form. The local audit exit conference will be held in early November. He has established the 2015-16 General Operating Budget timeline. The Board Finance Committee members will be contacted in the near future to set a date to review the preliminary draft of the 2015-16 General Operating Budget. The Champions for Children Foundation Board held their quarterly board meeting. It was shared that Orrstown Bank donated \$5,000, and an anonymous donor submitted a \$500 money order to Champions for Children.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the 2015 Omni Circular will affect Federal Program reporting and will focus on outcomes specifically related to performance expectations rather than processes. The CAIU will host an Active Shooter training for state workers and district employees have been invited to attend free of charge.
- Cindy Mortzfeldt, Executive Director, indicated that her report was available for review. A presentation by Holly Brzycki, Supervisor for Online Learning, will provide additional information about the Capital Area Online Learning Association (CAOLA) immediately following the Board meeting. Brian Griffith, Dr. Rhonda Brunner, and Cheryl Rudawski recently attended Edison Learning's annual "Edison Learning Leadership Development

Academy. Edison Learning recently contracted with the CAIU to provide professional development and coaching for their online learning administrators and teachers. At the CAIU there are several networking opportunities. The Capital Region School Counselors Network, facilitated by David Colestock, continues to provide professional development, networking, advocacy, and leadership for our area's K-12 school counselors. She also had an opportunity to visit with the principal and staff at Loysville YDC this month.

- Len Kapp, Supervisor of Operations & Transportation, shared that his team has begun preparations for winter weather by evaluating facility needs and making sure equipment is ready for the winter season. Also, he has assisted with the assessment of facilities regarding work space and the changes to workspace configurations
- Rennie Gibson, Board Secretary, shared the results of last month's PSBA Election of Officers and At-large Representatives.

Executive Session – No Executive Session was held.

Board Committee Reports – Mrs. Laurie Reichert, Chair of the Act 93 Committee, indicated that a meeting is scheduled for the Board Committee to meet with the Act 93 Representatives.

Approved Action Items

- The Board accepted the resignation of Brenda Myers, Susquenita School District
- The Board accepted the resignation of Charles Brown, Newport School District
- The Board appointed Cheryl Capozzoli, Newport School District, to fill an unexpired term beginning October 23, 2014, and ending June 30, 2015
- Minutes from the September 25, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$11,302,340.17 in receipts and \$7,303,373.92 in expenditures for September 2014
- Summary of Operations for the 2013-14 fiscal year (for activity through 10/10/2014) showing revenues of \$75,662,199.45 and expenses of \$74,595,728.40
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$13,566,796.88 and expenses of \$11,204,690.01
- Budget Administration: No Budgets this month
- Other Fiscal Matters
 - 2014-15 Special Education Service Contracts for the following: Harrisburg City School District
- Policies & Programs
 - Second Reading, Revised Policy #100.1 – Comprehensive Planning
 - Second Reading, Revised Policy #004 – Membership
 - Second Reading, Revised Policy #331 – Job Related Expenses – Admin
 - Second Reading, Revised Policy #431 – Job Related Expenses – Professional
 - Second Reading, Revised Policy #531 – Job Related Expenses – Classified
 - Second Reading, New Position, New Description – Technical Business Analyst
 - First Reading, New Policy #805 – Emergency Preparedness
 - First Reading, Revised Policy #121 – Off-Site Experiences
 - First Reading, Existing Position, New Description – Educational Consultant: Curriculum & Technology
 - First Reading, New Position, New Description – Network Administrator II
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice shared that it is a pleasure to meet with the Board members each month and she appreciates their attendance.

Board Member Sharing of Information

- On behalf of the Cumberland Valley HS, Barbara Geistwhite thanked the CAIU for the Blended Learning planning grant that will support the high school's implementation of blended learning.
- Mr. Wilbur Wolf, Big Spring School District, shared that some parents in his district have expressed their concerns regarding the use of computers by their children.

Information Items

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

NEXT MEETING: Thursday, November 20, 2014, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Because of the scheduling conflict with the PSBA Conference on October 23, the site visit to the Preschool Classes at Foose Elementary take place on November 20.

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

A. RESIGNATIONS:

TODD RITTER, Network Administrator II, Technology Services effective November 3, 2014. Reason: Personal.

JACQUELYN ROBISON, personal care assistant, Capital Area Partial Program (CAPP) effective September 16, 2014. Reason: Resigned as part of overall settlement of workers' compensation claim.

BARBARA THOMAN, personal care assistant, Autism Support effective October 17, 2014. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

CHRISTOPHER CHASE, accountant, Business effective October 16, 2014. Base salary of \$45,000 for 12 months of service will be prorated for a total of 184 days. This is a replacement position funded through the General Operating Budget.

JOCELYN COLYER, occupational therapist, OT/PT effective November 5, 2014. Base salary of Masters, Step 5, \$49,759 for 189 days of service will be prorated for a total of 124 days. This is a new position funded through the OT/PT Budget.

LEEANN LETERSKY, part-time educational paraprofessional, Early Intervention effective October 15, 2014. To be paid at the rate of \$15.52 per hour based on HS+30, Step 7, \$22,011 for 189 days of service. This is a new position funded through the MAWA/District Budget.

JOYCE RASER, part-time, long-term substitute ESL teacher, Curriculum Services effective October 15, 2014 through December 15, 2014. To be paid at the rate of \$48.38 per hour based on Masters, Step 15, \$68,583 for 189 days of service. This is a long-term substitute position funded through the ESL Budget.

HILLARY WILLIAMS, program assistant, Curriculum Services effective October 20, 2014. Range 2 base salary of \$30,908 for 12 months of service will be prorated for a total of 182 days. This is a replacement position funded through the Pages Budget.

C. CHANGES OF STATUS:

ALEXANDRA CAMERO, service coordinator, Early Intervention, change in start date to October 16, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 139 days.

STEPHANIE DILLOW released from current school district to begin employment as a teacher, Emotional Support effective October 27, 2014. Base salary of Bachelors, Step 3, \$44,579 for 189 days of service will be prorated for a total of 142 days.

KIMBERLY HEINER, change of status from worker's comp to active status effective October 2, 2014. To be paid at the rate of \$14.59 per hour based on HS, Step 7, \$20,676 for 189 days of service. This is a temporary clerical position.

PATRICIA LACEY, mental health treatment specialist, Capital Area Partial Program, furlough due to CAPP restructuring effective December 23, 2014.

D. CHANGES OF SALARY:

TERRI MANDIA, remedial specialist, ANPS, change of salary for completion of Masters +15 credits effective October 20, 2014. New base salary of Masters +15, Step 12, \$63,066 for 189 days of service will be prorated for a total of 144 days.

WILLIAM MERCER, change of salary as the result of a change of status due to demotion from mental health worker, CAPP to educational paraprofessional, Autism Support effective October 20, 2014. MHW salary of \$41,372 for 189 days of service will be prorated for a total of 42 days; EPP salary of HS+30, Step 8, \$22,886 for 189 days of service will be prorated for a total of 147 days. This is a new position funded through the Autism Support Budget.

PAUL ZANGER, change of salary as the result of a change of status due to demotion from mental health worker, CAPP to personal care assistant, Autism Support effective October 20, 2014. MHW salary of \$31,766 for 189 days of service will be prorated for a total of 42 days; EPP salary of HS+30, Step 2, \$17,638 for 189 days of service will be prorated for a total of 147 days. This is a replacement position funded through the Autism Support Budget.

Executive Director's Report

October 23, 2014

PROGRAM SPOTLIGHT

Capital Area Online Learning Association (CAOLA)

Capital Area Online Learning Association (CAOLA) is a collaborative effort between CAIU, member school districts and Intermediate Units. CAOLA was created to address the need in Pennsylvania for a challenging and flexible education option for students who want or need something different from traditional schools but don't want to enroll in a full time cyber charter school. CAOLA districts have autonomy and are locally managed by a district team. CAOLA's web-based courses meet the increasing demand for high quality student instruction that incorporate online learning practices and next generation software. The key objectives of the program are to address unmet needs of students by increasing available learning options, meeting various learning modalities, connecting required learning to real-world applications and increasing available options for credit recovery, interventions, homebound, and alternative education. An overview of CAOLA will be shared immediately following the Board meeting.

NEWS

Curriculum Services

Edison Learning has contracted with CAIU to provide professional development and coaching for their online learning administrators and teachers who are located in Pittsburgh and South Carolina. In preparation for this new partnership, CAIU administrators Cheryl Rudawski, Brian Griffith and Rhonda Brunner recently attended Edison Learning's annual "EdisonLearning Leadership Development Academy" (ELDA). As part of the conference, the team provided two sessions to introduce the EdisonLearning administrators and board members to the Charlotte Danielson "Framework for Teaching". Over the next several months, CAIU will provide professional development for all of the EdisonLearning online teachers and will assist administrators as they begin implementing this new evaluation system, modeled after PA's Educator Effectiveness model.

Counselor Network

The **Capital Region School Counselors Network** is comprised of school counselors from school districts, charter schools, nonpublic schools, and graduate schools within the CAIU footprint. The mission of the Counselor Network is to provide professional development, networking, advocacy, and leadership opportunities for area K-12 school counselors in an effort to enhance services for students and to build stronger school and community relationships. The network meets monthly throughout the school year. Meeting agendas focus on topics that are relevant to the school counseling profession and reflect the needs of students in the region. Attendance at recent meetings has exceeded 30 counselors. Social service agencies are frequent guests at network meetings, presenting valuable information on local resources and supports for students and families. This year's meetings focus on Educator Effectiveness and supervision and evaluation of school counselors.

Technology Services

The CAIU hosted report training for **Content Keeper**, the Internet Consortium's new content filter, on Thursday October 9th. During the training, districts were shown how to configure the solution to meet their needs as well as how to run reports on Internet traffic. Two CAIU staff also assisted with the training and has become the regional experts on the Content Keeper filter which will allow greater support for our school districts.

Barracuda Backup Training: Barracuda representatives were at the CAIU on Wednesday, October 8th to conduct a “Deep Dive” training on their backup solution that is used by the CAIU and the majority of our school districts. During the training, Barracuda covered the following areas with district staff from our region:

- Product Demonstration
- Backup History and Roadmap
- Storage Portfolio
- Best Practices
- Resources available to districts when they need assistance

Student Services

Pupil Services: Premier Arts and Science Charter School has asked for guidance counselor and administrative time to assist with vacancies in these areas. CAIU Pupil Services will be providing guidance services for four hours per day and administrative supports are pending.

PresenceLearning: We continue to receive requests and inquiries from IUs, Districts, and Charter Schools for online therapy opportunities in speech and occupational therapy. We currently have 129 children receiving online therapy using the CAIU and PresenceLearning - compared to only 14 students at the end of last year. We are expecting this to continue to grow and are looking at ways to use our own staff to provide the services.

Autism Support

We recently received very positive written feedback from two outside sources related to the services provided by our Autism Support program and classes.

- One from a non-member district LEA expressing thanks and appreciation to the student's IEP team at Hill Top for their professionalism and demonstration of understanding student needs. The student is enrolled in Adam Shickley's Autism Support class.
- Another from an Assistant Professor of Special Education at Messiah College who recognized the consistent system of Positive Behavior Support that the Messiah College interns have observed in Stephanie Klinedinst's class at Elmwood Elementary.

Hill Top Academy

- This month, visitors from the Keystone Institute are coming to Hill Top to learn about how the CAIU works with school districts and families to provide programming for students here. They will meet with staff and observe in several classrooms.
- October 3rd, the Susquehanna Service Dog organization which supports the Hill Top therapy dogs, brought in puppies to visit with the students.
- October 10th, staff participated in training in the development of data driven PBSP (positive behavior support plans) and behavior crisis planning.
- The building is also participating in the Great Northeast Shake-Out on October 16th, an annual earthquake drill, to remind and practice “Drop, Cover and Hold On”.
- Parent conferences are being held on October 29th.
- Two days this month we have student wellness activities: Walk at School Day, October 8th and Apple Crunch Day on October 21st.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting. The meeting was held at Seneca Highlands IU #9 in Smethport, PA.
- Attended the monthly PAIU Central Region Executive Directors' meeting
- Attended the School Funding Campaign Statewide Videoconference Event. CAIU was one of 29 sites that hosted this event.
- Visited with Clyde Caldwell, Principal, and staff at Loysville YDC.
- Attended the monthly Professional Advisory Committee meeting at Cumberland Perry Area Vocational Technical School
- Met with Dr. Lesli Shuman, Principal at CPAVTS, to review the implementation of Principal Effectiveness within a vocational technical school setting.
- Attended PAIU-Curriculum Coordinators' meeting as the Executive Director Liaison
- Participated in the third PAIU Planning Process Work Group session
- Attended PASA-PSBA Leadership Conference and the PASA Women's Caucus Executive Board Meeting