
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 21, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mrs. Rice recognized and thanked the following departing Board Members for their dedicated service and commitment:
 - Mr. Clifton Edwards, Susquehanna Township SD
 - Mr. Robert Copeland, East Pennsboro Area SD
- The Board announced the following retirees: **Susan Laird**, School Counselor, ANPS, retirement with over 15 years of service, and **Cindy Mortzfeldt**, Executive Director, retirement with over 31 years of service.
- Alicia McDonald, Director of Student Services, shared an email from the LYDC Principal about a success story for one of the Loysville youth. The judge in Juvenile Court was very complimentary of the progress and success of the young man.
- Theresa Kinsinger, Director of Organizational Services, shared that we have over 560 employees but still have several openings. We continue to struggle to find special education teachers and para-educators. In addition, the board members will be receiving an email requesting information to be submitted for the recent Right to Know request. We are also in the process of moving to the new Qualified High Deductible Health Plan.
- Len Kapp, Supervisor of Operations and Transportation, shared that some minor remodeling and upgrade for the facility is taking place. Changes are being made to improve team function and work flow. We are also beginning a process to revitalize the landscaping at the Enola facility. Our transportation services continue to grow. We currently have 115 vehicles transporting children across our region.
- David Martin, Director of Technology Services, shared that since we have installed a new security appliance, we have been able to interrupt and stop DDoS attacks. Our region's goal is to continue to increase our cyber security. On December 14th, the TAC group had Office 365 training. Every other month during the TAC meetings, more intense training will be offered based on the feedback and needs of the districts. The CAIU will continue to provide Helpdesk support over the holidays.
- Daren Moran, Business Manager, reported that the Board Finance Committee will meet today to review the draft proposed 2018-19 General Operating Budget. This budget is the only one that requires approval at the district level by 50% of the districts and 50% of the weighted votes. The 2016-17 Local Audit Report is on today's agenda for approval. There were no findings or weaknesses noted.
- Cindy Mortzfeldt, Executive Director, shared that her report was available for review. She highlighted the student artists from Hill Top Academy who entered their work into the 44th Annual Our Art, Our Voice Art Exhibition. This was a juried art show and several of our students won. The art exhibit will be displayed across various sites in the region and then displayed at Susquehanna Art Museum in March. The ELECT program will be monitored in early January. The annual CAIU All Staff Day will be held on Friday, January 12, 2018.

Approved Action Items

- Appointment of new Board Members:
 - Ms. Gwendolyn Soult, Newport SD, to fill an unexpired term of December 21, 2017 – June 30, 2018
 - Mr. Dennis Helm, East Pennsboro Area SD, to fill an unexpired term of December 21, 2017 – June 30, 2019

- Mrs. Melanie Gurgiolo, Camp Hill SD, to fill an unexpired term of December 21, 2017 – June 30, 2019
- Mrs. Maria Memmi, Derry Township SD, to fill an unexpired term of December 21, 2107 – June 30, 2018
- Minutes from the November 16, 2017 CAIU Board Meeting
- Minutes from the December 7, 2017 CAIU Special Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,777,382.48 in receipts and \$5,740,049.78 in expenditures for November 2017
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$33,018,827.43 and expenses of \$25,103,115.58
- Budget Administration
 - Proposed 2017-18 Original Budget – Early Intervention State –in the amount of \$13,782,372
 - Proposed 2017-18 Original Budget – National Network of Partnership Schools Grant in the amount of \$7,500
 - Proposed 2017-18 Original Budget – Statewide System of Support in the amount of \$205,413
- Other Fiscal Items
 - 2016-17 Local Audit Report
- Other Business Items
 - Dr. Saia E-Signature Resolution
- Policies & Programs
 - Delete Policy #248 – Unlawful Harassment
 - Delete Policy #348 – Unlawful Harassment
- Job Descriptions
 - First Reading, Existing Position, New Description – Statewide Comprehensive Planning Supervisor
 - First Reading, Existing Position, Revised Description – Program Supervisor, Student Services
 - First Reading, Existing Position, Revised Description – Program Director, Student Services
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice wished everyone a Merry Christmas and Happy New Year. She thanked the Board for their attendance this morning.

Board Member Sharing of Information

- Mr. Eric Samples, Lower Dauphin SD, shared that their superintendent, Dr. Sherri Smith, is retiring and Dr. Robert Shultz will become their new superintendent on January 5, 2018.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that the Wreaths Across America event at Fort Indiantown Gap was the second largest event after Arlington Cemetary.

NEXT MEETING: Thursday, January 25, 2018, 8:00 a.m., Board Room, CAIU Enola Office

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

A. RESIGNATIONS:

- **MELISSA BIALAS**, Educational Coach, Student Services Team, effective December 22, 2017. Reason: Personal.
- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, effective November 22, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **KAREEM COTTON**, part-time Educational Paraprofessional, Early Intervention Program, effective January 2, 2018. Base salary of HS+30, Step 3, \$19,790 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **SARAH FINDLAY**, Teacher, Emotional Support Program, effective December 5, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ASHLEY REDDIG**, Remedial Specialist, ANPS Program, effective December 18, 2017. Base salary of Masters, Step 2, \$48,904 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **SARAH ROGERS**, Long Term Substitute Teacher, ESL Program, effective December 14, 2017 – March 27, 2018. Base salary of Masters, Step 3, \$49,404 for 189 days of service will be prorated for a total of 65 days. This is a replacement position funded through the ESL budget.
- **EMILY WOLSZCZENSKI** part-time Teacher, ESL Program, effective November 29, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a new position funded through the ESL budget.

C. CHANGES OF STATUS:

- **BETHANY BORNAK**, Speech and Language Clinician, Early Intervention Program, change in resignation date from January 22, 2018 to January 11, 2018.
- **ROSEMARY BRAUGHT**, from part-time to full-time Secretary, Student Services Team, effective December 4, 2017.
- **ELIZABETH BRYER**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective December 4, 2017.
- **AARON CLARKE** from Administrative Assistant to Online Learning Account Manager, CAOLA Program, effective January 2, 2018. Change of status results in a change of salary to \$50,350 for 12 months of service and will be prorated for a total of 129 days through June 30, 2018.
- **CARLY COALSON**, Remedial Specialist, ANPS Program, change in resignation date from November 22, 2017 to November 17, 2017.
- **STEPHANIE CRATER**, Long Term Substitute Remedial Specialist, ANPS Program, change in end date of assignment from December 21, 2017 to January 3, 2018 resulting in an increase of days from 65 to 67.
- **DEBORAH EVANS**, from Educational Consultant to Long Term Substitute Program Supervisor, Training and Consultation Program, effective January 2, 2018 – June 30, 2019. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, High \$115,172 for 12 months of service and will be prorated for 129 days through June 30, 2018.

- **KELLY HERMAN**, from Educational Paraprofessional to Social Worker, Pupil Services Program, effective January 2, 2018 Change of status results in a change of salary to Masters, Step 9, \$57,676 for 189 days of service and will be prorated for a total of 111 days.
- **SARAH HOFFEE**, Speech and Language Clinician, Early Intervention Program, change in leave of absence return to work date from January 2, 2018 to June 25, 2018.
- **ERIC SCHNECK**, from Application Support Specialist II to Application Support Specialist III, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$42,285 for 12 months of service.
- **MEREDITH SEIDEL**, from Long Term Substitute Teacher to permanent Teacher, CATES Program, effective November 29, 2017. This is a replacement position funded through the CATES budget.
- **LINDSEY STAUFFER**, from Educational Paraprofessional to Mental Health Worker, Pupil Services Program, effective January 2, 2018 Change of status results in a change of salary to MHW Bachelors, Step 5, \$32,946 for 189 days of service and will be prorated for a total of 111 days.
- **AREIL SUTTON**, from Application Support Specialist III to Senior Application Support Specialist, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$47,460 for 12 months of service.
- **EMILY WOLSZCZENSKI**, from part-time to full-time Teacher, ESL Program, effective December 14, 2017.

D. CHANGES OF SALARY:

E. LEAVES OF ABSENCE:

- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, leave of absence August 21, 2017 – November 22, 2017. Leave is requested using accumulated paid leave from August 21, 2017 – August 25, 2017 for a total of 5 paid days and without pay from August 28, 2017 – November 16, 2017 for a total of 55 unpaid days. Employee will then take leave without pay for an additional 4 unpaid days from November 17, 2017 – November 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **AMBER KELLER**, Teacher, ESL Program, leave of absence effective January 3, 2018 – March 29, 2018. Leave is requested using accumulated paid leave time from January 3, 2018 – the morning of January 10, 2018 for a total of 5.5 paid days and without pay from the afternoon of January 10, 2018 – March 29, 2018 for a total of 54.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NICOLE MILLER**, Program Assistant, Curriculum Team, leave of absence effective December 5, 2017 – December 20, 2017. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.
- **MELISSA ROBERTS**, Occupational Therapist, OT/PT Program, leave of absence effective November 6, 2017 – November 17, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.

F. ISSUANCE OF TENURE:

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 21, 2017:

- Morgan Coldren
- Katherine Strohm

Executive Director's Report

December 21, 2017

FAREWELL

As I write my final Executive Director's report, I am deeply honored to have had the opportunity to work at the CAIU over these past 31 ½ years. While I look forward to retirement, I will truly miss being part of the CAIU team. The CAIU staff demonstrates tireless dedication in their work and commitment to children, families, and school districts in our region. The school districts in our region excel and the CAIU is proud to collaborate with staff across many areas in our districts. Thank you to each of you for your leadership and support. I wish the very best to all of you as you continue your work supporting education in the Capital Region.

NEWS

Curriculum Services



New Teacher Induction: The CAIU continues to offer a New Teacher Induction series designed for teachers new to the profession that focuses on establishing a clear understanding of the responsibilities of a teacher and how to fulfill those responsibilities with quality and integrity. Using Multi Measure Educator Effectiveness, Cheryl Giles-Rudawski, Supervisor and Curriculum Specialist, leads the series recognizing the state changes for evaluation of teachers, the active nature of learning, and the complex decision making that characterizes

good teaching. Each session focuses on one of the four domains of the framework: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities.

Student Services

Student Artists

Fifteen students at Hill Top Academy entered their artwork into the 44th Annual Our Art, Our Voice Art Exhibition. This is a juried art show sponsored by The Arc, Dauphin County. The exhibition will move around through many locations before they retire the exhibition on Sunday, March 25th. In early March, the art exhibit will be displayed at the Susquehanna Art Museum in Harrisburg. Several of the Hill Top Academy students were winners in the art show. They will receive their awards at the March celebration.

Hill Top Academy

- The mobile dentist was at Hill Top on November 10th and saw approximately 30 students who had otherwise not been able to access a dentist.
- The staff at the neighboring University of Pittsburgh building have provided gifts to some of the needier students. This has become an annual tradition for them, and we appreciate their generous spirit!

Preschool

- Erin Hogan, student at Dickinson College majoring in Educational Studies, will be volunteering at Delbrook Preschool. We are looking forward to working with our volunteer in January.
- The Preschool Speech/Language program will be providing supervision to four graduate interns in the Spring semester. Graduate students will have placements in our program from Western Kentucky University, Eastern Carolina University, University of

South Carolina and Loyola University (Maryland). We are committed to helping the next generation of speech pathologists have rich learning experiences to prepare them for their careers!

ELECT

- The ELECT program held its annual holiday event in the evening of December 5th for the teen parents and their children. The teens had an opportunity to do some holiday activities with their children such as icing painting a cookie, making a picture frame, and using jingle bells to engage them in music. Pictures of the children were taken with our visiting Santa, and the students used their Baby Buck incentives to purchase items from our holiday store. We had about 70 people attend – the parents, their children, and additional adult guests.

OT/PT Program

- On December 6th, the OT/PT program held one of three scheduled program meetings. There were two main discussion sessions during the afternoon. One was about how we write and progress monitor goals. The other was an opportunity for each therapy group to hold clinical conversations about their successes and concerns. The day ended with an ice cream sundae bar with door prizes to celebrate the season a bit, too.

Loysville Youth Development Center

- The current population is 101 residents. That includes 9 new residents admitted in November and 12 who were released. There are 4 residents, who have already graduated from high school, who are unable to attend school due to class sizes being at the regulatory maximum.
- Seventeen of the 101 students already had their GED or High School Diploma when they arrived.
- Students participated in a Transition Fair on November 15th. This is arranged through the Transition office at Loysville, Elena Taylor, and Connie Swift.
- Mr. David Harper, Special Education Teacher, organized an Anti-Bullying awareness unit that included organized lessons, student self-assessment, and an assembly with a movie. Several students read a message and/or poem with anti-bullying content that was developed by the students at the assembly on November 21st.
- LYDC and our Technology team have added NetSupport software to the network system at Loysville. Implementation on a trial basis was successful and we are working on full implementation. This helps track student activity on the network. It seems like a solution to many of the security concerns and be a great monitoring tool for school staff.
- Staff is working with Holly Brzycki to develop CAOLA courses that are customized to the needs of the population at LYDC. These courses will have limited need for external links and more use of printed supporting materials. Keeping appropriate links open while blocking all other links is an issue for student and community security at LYDC. They selected 8 courses that are commonly used and expect the first to be ready for a trial period soon.
- Honor Roll calculations for the first marking period –
 - a. Honors – 42 students
 - b. High Honors – 3 students

Pupil Services

- Referrals continue to be submitted requesting school psychologist time for our districts. A new psychologist was hired and another position is posted.
- The CAMhP (Capital Area Mental Health Program) classes have grown, and we have added a Mental Health Worker, shared across the classrooms, to be able to provide an additional layer of support to the students.

- Dr. Janilyn Elias, Program Director, has met with KidsPeace for discussions about how we could collaborate to streamline referrals and admissions. KidsPeace provides community, residential, and hospital services for children with significant mental health needs.

Variety, A Children's Charity



Janessa, age 11 received an adaptive bike from Variety about a year ago, and then on Tuesday, November 14th, we presented her with a communication device at the Capital Area Intermediate Unit.

Her mother told Variety, “Last year, Janessa started using a communication device in school, and right before Christmas (last year), she came up to me, held my face with both of her hands, and said, ‘I love you, Mommy.’ Other kids, you know, their moms hear that at one and a half or two years old, but it took ten years for her to get that out.

Having this device is a game changer for us as a family because she will have a voice at home now – not just at school. We have four other teenagers at home. When Janessa tries to get her thoughts across, there are times when she’s trying to say something and just gives up with a sigh. I’m hoping that this device will help to change all of that. Because of Variety, she will now be able to have a voice every day, all day, and to especially be able to talk with her family.”

NOTIFICATION OF ACTIVITIES

- Planning for **All Staff Day** to be held on Friday, January 12, 2018, at the Radisson Hotel, Camp Hill, is nearing completion. All staff will attend the morning session with various presentations and celebrations. Our keynote speaker will be Carlos Ojeda, Jr. Workshop sessions and service projects will be offered in the afternoon. Nearly 300 CAIU organized and completed service projects prior to All Staff Day.
- Held the Fall Communications Meeting in person and virtually with staff and introduced Dr. Saia to staff.
- Attended CPAVTS Professional Advisory Meeting.
- Met with leadership of CAEA along with Theresa Kinsinger and Alicia McDonald for our quarterly Meet and Discuss.

*Wishing All a Very Merry Christmas
and a Joyous New Year!*