
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 25, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- As January is **School Board Recognition Month**, the CAIU staff and students would like to take this opportunity to express our utmost gratitude to our nineteen Board Members for their commitment and dedication to support education and serve the local schools and community.
- Dr. Andria Saia, CAIU Executive Director, provided an overview of her entry plan for the CAIU, her personal goals, and her experience at All Staff Day held on January 12.
- The Board announced the following retiree: **Debra Snyder**, Driver's Education, retirement with almost 37 years of service.
- Daren Moran, Business Manager, presented an overview of the General Operating budget (PowerPoint is available in Agendamanager). Both the Board and Superintendent's Finance & Budget Committees have met to review the 2018-19 General Operating Budget and have expressed their support. Daren provided a financial overview of the CAIU and highlighted the budget timeline, budget assumptions, and current budget issues and concerns. He spoke about the school district contributions and the services that are included in that contribution. That number has not increase and has remained stable for many years. Mr. Moran highlighted the **budget issues**: PSERS and one debt that will be paid in full in 2021; **2018-19 changes**: New Marketing/Communication position, facility upgrades and Technology infrastructure. Mr. Ford Thompson expressed Central Dauphin's support and many others echoed these same sentiments. In summary, looking at the actual 2018-19 General Operating budget, you will find helpful information here:
 - Pages 4-6 - Executive Summary - high-level summary - history of indirect
 - Pages 7-17 - Budget details
 - Page 18 -20 - Facility Upgrade and Technology Plan Upgrade - details
 - Page 21- Proposed district contribution - DRAFT - this is what the district will pay next year, plus or minus 3% for budgeting purposes.He also provided a status on the Partnership for Career Development's loan, which is in good standing and had a great visit with the Auditor General, who the CAIU invited to speak to the Business Manager's group.
- Alicia McDonald, Director of Student Services, shared that Loysville Youth Development Center currently has 92 residents, which includes 15 new residents who were admitted in December and 24 who were released. Eighteen of the 92 students, 19.5% of the population, already had their GED or High School Diploma when they arrived and attend school regardless, and one more student passed the GED in October. Two students passed the GED test in December 2017. Alicia also highlighted the Positive Behavior Support program at Hill Top and the "Lab Loot" that the children can earn for good behavior. The children use their "earnings" to "purchase" gifts for their families.
- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources and Curriculum Services partnered to provide a Guest Teacher Training on January 17&18. There were 14 participants. Human Resources also partnered with the Technology team to create and roll out a new web-based application for school districts to report their Annual Salary survey. Dr. Janylyn Elias and Theresa Kinsinger will be attending the Millersburg Teacher's Job Fair, and HR will be bringing two revised job descriptions next month for approval due to internal transitions.
- Len Kapp, Supervisor, Operations and Transportation, shared that we are currently undergoing some landscape work/upgrades. Len also reported that there has been a revitalization of the school district transportation clerk's group; they will regularly meet to discuss current needs, regulations and requirements.

- Brian Griffith, Director of Curriculum Services, shared information on the State Every Student Succeeds Act (ESSA) plan and some of the new changes. He spoke about the accountability measures which will include performance on PSSA and Keystone Exams, Academic Growth (PVAAS), English Language proficiency, career standards benchmarks, and chronic absenteeism reporting. PDE will use a formula based on these measures to identify the lowest performing Title I schools. Those in the bottom 5% will be placed into "comprehensive school improvement".
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She spotlighted the Education Leading to Employment and Career Training (ELECT) program, which enables CAIU to help pregnant and parenting teens earn a diploma or GED certificate, become better parents and make the transition to employment or higher education. Dr. Saia provided various program highlights and shared her monthly activities. She also invited the Board members to attend several upcoming events.
- Rennie Gibson shared that the Statement of Financial Interest form is at each board member's place and is to be completed and returned by April 20. She also passed around the annual School Board Organization form for each member to verify employment as required by the Auditor General and noted that the Board Member Annual election will take place by mail ballot this spring.

Approved Action Items

- Minutes from the December 21, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$10,893,545.97 in receipts and \$6,472,035.86 in expenditures for December 2017
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$41,100,300.99 and expenses of \$31,201,451.77
- Budget Administration
 - Proposed 2018-2019 Original Budget – General Operating Budget (1st Reading) in the amount of \$6,390,000
- Other Business Items
 - Appointment of the following Board members: Ms. Natalie Bowman, Steelton-Highspire SD, to fill an unexpired term of January 25, 2018 - June 30, 2018 and Ms. Illecia Buckner, Susquehanna Township SD, to fill an unexpired term of January 25, 2018 - June 30, 2019
- Policies & Programs
 - Second Reading, Revised Policy #249 – Bullying/Cyberbullying
 - Second Reading, Revised Policy #808 – Food Service
- Job Descriptions
 - Second Reading, Existing Position, New Description - Statewide Comprehensive Planning Program Supervisor
 - Second Reading, Existing Position, Revised Description - Program Supervisor, Student Services
 - Second Reading, Existing Position, New Description - Program Director, Student Services
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

Board Member Sharing of Information

None

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She shared that she had the pleasure of attending the All Staff day and introducing Dr. Saia. It was a great day and she enjoyed the program and staff. Mrs. Rice also shared a thank you card from Cindy Mortzfeldt.

NEXT MEETING: Thursday, February 22, 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:

PATSY CONFER, Educational Paraprofessional, Emotional Support Program, effective January 11, 2018. Reason: Personal.

BARBARA FIDLER, Physical Therapist, OT/PT Program, effective February 2, 2018. Reason: Retirement after more than 27 years of continuous CAIU service.

DEBRA SNYDER, Behind-the-Wheel Teacher, Driver's Education Program, effective January 31, 2018. Reason: Retirement after more than 36 years of continuous CAIU service.

CYNTHIA WALKER, Access Program Coordinator, Student Services Team, effective April 6, 2018. Reason: Retirement after 42 years of continuous CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

JENNIFER BROSKY, Educational Consultant, Training and Consultation Program, effective March 5, 2018, pending release from current position. Base salary of Masters + 15, Step 15, \$71,739 for 189 days of service will be prorated for a total of 64 days with additional new hire days as required. This is a replacement position funded through the CSPD budget.

KELLIE CUSTER, Educational Consultant, Student Services Team, effective March 26, 2018, pending release from current position. Base salary of Masters, Step 6, \$52,950 for 189 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Educational Consultants budget.

MARCI JO MERLINA, Long Term Substitute Speech and Language Clinician, Early Intervention Program, effective January 22, 2018 – May 8, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 66 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

JENNIFER SCHLEGEL, Occupational Therapist, OT/PT Program, effective January 9, 2018. Base salary of Bachelors, Step 12, \$60,557 for 189 days of service will be prorated for a total of 94 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

CHANDRENIE WASHINGTON, Educational Paraprofessional, Early Intervention Program, effective January 2, 2018. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 99 days with additional new hire days as required. This is a new position funded through the MAWA budget.

C. CHANGES OF STATUS:

COLLEEN BUSHMAN, from Clerk, Administrative Team – Human Resources, to Administrative Assistant, Curriculum Team, effective date to be determined. Change of status results in a change of salary to \$41,925 for 12 months of service and will be prorated based on the number of days worked in new position through June 30, 2018.

MITZI MCKENZIE, Long Term Substitute Educational Paraprofessional, CATES Program, change in end date of assignment from December 22, 2017 to June 4, 2018, resulting in an increase of days from 85 to 186.

WENDY SHAVER, Teacher, Center Point Program, change in leave of absence return to work date from March 27, 2018 to January 19, 2018.

LISA SMILEY, from part-time Educational Consultant, Student Services Team to full-time Educational Consultant, Curriculum Team, effective March 5, 2018, pending release from current position per the terms of the CBA.

D. CHANGES OF SALARY:

E. LEAVES OF ABSENCE:

RACHEL DIEM, Speech and Language Clinician, Early Intervention Program, leave of absence effective January 29, 2018 – May 8, 2018. Leave is requested using accumulated

paid leave time from January 29, 2018 – the morning of February 22, 2018 for a total of 16.5 paid days and without pay from the afternoon of February 22, 2018 – May 8, 2018 for a total of 43.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

BARBARA KAUFFMAN, School Counselor, ANPS Program, intermittent FMLA leave through January 3, 2019. Leave is requested in accordance with CAIU and FMLA policies.

WENDY SHAVER, Teacher, Center Point Program, leave of absence effective January 8, 2018 – March 27, 2018. Leave is requested using accumulated paid leave time from January 8, 2018 – March 1, 2018 for a total of 36 paid days and without pay from March 2, 2018 – March 27, 2018 for a total of 18 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

January 25, 2018

PROGRAM SPOTLIGHT

ELECT Program

The Education Leading to Employment and Career Training (ELECT) program enables Capital Area Intermediate Unit (IU) to help pregnant and parenting teens earn a diploma or GED certificate, become better parents and make the transition to employment or higher education. The program is designed to meet the challenging needs of pregnant and parenting teens, the ELECT program uses group and one-on-one approaches to meet each student's unique needs.

The ELECT program underwent its annual state monitoring on January 9th. The monitors came from the Department of Education and the Department of Human Services. They observed a group meeting, facilitated by Jan Cuva-Primmer, Mental Health Worker, at Shippensburg Area Senior High School and then came to Enola to complete an interview and review files.

A few current statistics on our program:

- There are 50 students enrolled.
- These students are in 18 buildings throughout our IU area.
- In June, the program graduated all 22 students who were eligible for graduation, an excellent statistic because a major goal of the program is to help pregnant and parenting teens to stay in school and graduate.

Through a grant, The Foundation for Enhancing Communities provided a speaker, Lis Murray, on January 9th for the students in the ELECT program. The topic was "How to Behave so your Kids Will, Too." Preschool families were also invited.

NEWS

January is School Board Recognition Month. In honor of the work, our Board members do, not only the districts, but for the IU, we want to express our appreciation. We could not successfully carry out our mission to achieve educational excellence with families, schools and communities through leadership, partnership and innovation without the governance and support of our Board Members.

Every Student Succeeds Act (ESSA) Update: The United States Department of Education (USDOE) has approved Pennsylvania's ESSA implementation plan.



Curriculum Services

Guest Teacher Training (coordinated by HR and Curriculum Services)

On January 17th & 18th, training was held for new Guest Teachers to become certified and permitted to substitute in participating CAIU Districts. There were 14 participants in this training.

Update on Capital Area Online Learning Association (CAOLA) growth

As of January 15, 2018, CAIU is providing online learning services to 4,833 students in PA. This is an increase of 1,264 students over this same time last year. Approximately 1,500 of these students are from CAIU School Districts.

Coding in the Classroom - On January 9, 2018, over 25 educators attended the Coding in the Classroom workshop that was conducted by Karen Ditzler at the CAIU. Coding (also called programming or developing) is telling a computer, app, phone or website what you want it to do. Some educators and experts are calling it the 'new literacy', a subject so important that every child needs to know the basics to excel in our rapidly changing world.



Coding teaches students four essential skills: Communication, Collaboration, Critical Thinking and Creativity! Participants learned coding fundamentals by participating in online and unplugged activities. Attendees explored resources and find ways to begin integrating coding into their elementary school classrooms— as students are never too young to learn to code!



Student Services

Preschool - Early Intervention

The Preschool Program welcomes 21 dual certification students from Shippensburg University. These students will work closely with 11 CAIU Preschool teaching teams from January to May as they complete their 25 hours of field experience in their "Preschool Block Semester".

We will also continue our partnership with Messiah with 12 students doing internships in six preschool classes in addition to those placed at Hill Top Academy.

School Health Services

All IU AED machines have been replaced and can now be found in our preschool buildings, Hill Top, and the Enola office. Most of the machines were coming to the end of their life cycle, and it was more cost effective to replace them all at the same time.

Social Work

Beth-Ann McConnell, Social Worker, is co-presenting on Navigating the Mental Health System at the Statewide Adoption Network Conference on June 14. Her conference attendance is sponsored by the state and she will look for other sessions to attend that will benefit our IU system.

Loysville Youth Development Center (LYDC)

The current population is 92 residents, which includes 15 new residents who were admitted in December and 24 who were released. Eighteen of the 92 students, 19.5% of the population, already had their GED or High School Diploma when they arrived and attend school regardless, and one more student passed the GED in October. Two students passed the GED test in December 2017.

Ashlee Fleming was selected as "Employee of the Month" at LYDC. The Student council made the nomination and she was selected by a committee. She will have preferred parking for the next 30 days. With the cold weather, this is the best time to park by the gatehouse!

Students participated in a PHEAA presentation on December 20 in the Employability classes. The guest speaker from PHEAA was Tiffanie DeVan. This presentation was arranged through the Transition staff at LYDC, Elena Taylor, Job Coach, and Connie Swift, Para-educator.

Michele Painter, Biology Teacher, organized an assembly on December 22 with Zoo America. Local community and church groups donated snacks and homemade cookies for all the students to enjoy during the assembly.

The teachers, with help from the Transition office, organized student winter photos and gave each student three sheets of pictures that students can send home. These photos are a LYDC tradition and were greatly appreciated by the students.

Five High School Diplomas were ordered for the students who will have earned their diplomas at the end of the second marking period, January 22.

Technology Services

CAIU Regional Computer Fair – Registration is now open for the 2018 Regional Computer Fair at the IU. The event will be held on Tuesday, March 27 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 areas 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 22nd and 23rd at Dickinson College in Carlisle and compete against students from across Pennsylvania. Please visit the website for further details: http://www.caiu.org/Schools_and_Districts/technology-services/instructional-technology-services/computer-fair.

NOTIFICATION of ACTIVITIES

- Held All Staff Day, January 12
- Toured the various departments in Enola
- Toured Hill Top Academy
- Attended JOC and Board Meetings at Dauphin County Career and Technical School
- Attended JOC meeting at Cumberland Perry Area Vocational Technical School
- Attended PAIU and PAIU Central Region Meetings
- Met with President and Vice President of the Union.

UPCOMING ACTIVITIES

Date Savers (*all Board members are invited to attend any and all*):

- **February 22:** Transition to Kindergarten Conference, Carlisle YWCA
- **April 6:** Champions for Children Spring Bingo, CAIU Enola, PA
- **February 8:** Active Shooter Training for Enola staff
- **February 11-14:** Pa. Education Technology Expo and Conference, Hershey, PA
- **February 22:** Why Race and Culture Matter in Schools: Closing the Achievement Gap in America's Classrooms, CAIU Enola Office
- **February 26-28:** Mid-Atlantic Conference on Personalized Learning, Pittsburgh, PA
- **February 28-March 2:** PA Association of School Personnel Administrators (PASPA), Harrisburg, PA