SENECA HIGHLANDS INTERMEDIATE UNIT NINE



Program of Services 2024 / 2025

Providing educational programs and services for the schools of Cameron, Elk, McKean and Potter Counties

Introduction

The purpose of this booklet is to provide basic information about the programs and services of Seneca Highlands Intermediate Unit Nine.

The Intermediate Unit

The Intermediate Unit is a part of Pennsylvania's educational system. Established July 1, 1971, the Intermediate Units replaced the County Offices of Education. By legislation, all 500 school districts in Pennsylvania belong to one of the twenty-nine Intermediate Units.

About Intermediate Unit Nine

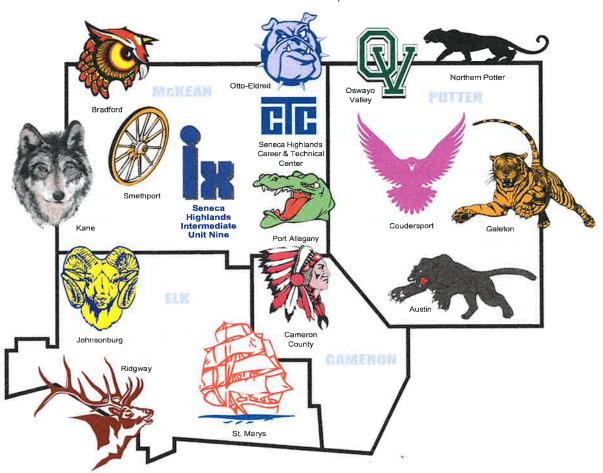
Intermediate Unit Nine is the Intermediate Unit in Pennsylvania which replaced the Offices of Education of Cameron, Elk, McKean and Potter Counties. It serves 11,163 public school students in fourteen school districts and 701 non-public school students in six schools. Intermediate Unit Nine covers an area of 3,300 square miles with a population of 90,096.

Location of Intermediate Unit Nine

The main office is located at 119 S. Mechanic Street in Smethport, Pennsylvania. There are also branch offices at 85 Clyde Lynch Drive in Port Allegany, 306 North Main Street in Coudersport, and 3786 Wilcox Road in Wilcox.

Purpose of the Intermediate Unit

The Intermediate Unit is an organization through which school districts can work cooperatively to provide services which they cannot afford or prefer not to offer individually. By providing certain services cooperatively, districts can avoid duplication of personnel, building space, instructional materials, and equipment. The Intermediate Unit also has been assigned responsibilities by the Legislature and by the Department of Education.



Financing the Intermediate Unit

The Intermediate Unit receives payment from the fourteen districts for services, and other federal and State funds.

Control of the Intermediate Unit

The Intermediate Unit is a local educational agency controlled locally. The policy-making body is a board of education which consists of fourteen members. To be a school director of the Intermediate Unit, one must be on the board of school directors of one of the constituent districts.

Ultimately, the fourteen school districts, by approving expenditures for services, determine the work of the Intermediate Unit. Intermediate Unit staff, who meet at least five times per year with an Advisory Council consisting of the fourteen district superintendents, develop and recommend services to school directors of districts and of the Intermediate Unit.

Commissioned Officer and Program Directors

Brock R. Benson	Executive Director
Anita R. Danielson	Assistant to the Executive Director
Julia Anderson	Director of Special Education
Kelly Compton	Director of Educational Services
Kimberly DeGolier	Director of Business and Management
Edward Bell	Director of Technology
James YoungD	irector of Career and Technical Education

Intermediate Unit Board of Education

Mr. Raymond Learn (President)Smethport Area School District
Mrs. Melissa Shields (Secretary)Non-member
Mrs. Kimberly DeGolier (Treasurer)Non-member.
Mr. Lance BakerOtto-Eldred School District
Ms. Julie BishSt. Marys Area School District
Ms. Lisa Bretz
Mrs. Linda Burks Oswayo Valley School District
Ms. Gretchen DaughertyBradford Area School District
Mr. Christopher ErnstPort Allegany School District
Ms. Shelia Guisto
Mr. Cale GrimesNorthern Potter School District
Maj. Thomas Kerek
Ms. Aimee Kemick
Ms. Kelly Macensky
Mr. Ryan Miller
Mr. Jerome Sasala

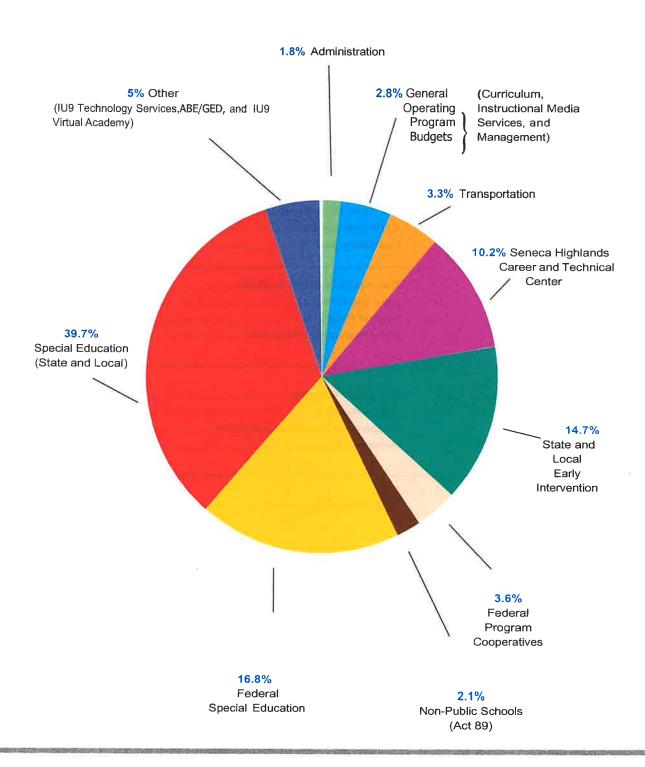
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24/25

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Because Intermediate Units must budget by program, a General Operating Budget and individual budgets are developed for each of the services listed.

Comparative Analysis of General Operating Budget to Total SHIU Combined Budgets \$25,784,259



Services

General Operating Budget

A. Administration

The administration oversees and manages all programs of the Intermediate Unit, Working with the Board of Education, Superintendents' Advisory Council, and Program Directors, the administrators direct the total Intermediate Unit operation and staff in providing services in the four-county region.

The office of the Assistant to the Executive Director provides technical assistance to districts in the following areas:

- Contracted transportation services
- Workshops for school board members, administrators, and other nonteaching school personnel
- Training sessions for business managers on accounting and PIMS (PA Information Management System) reporting
- Liaison services for the IU9 Virtual Academy
- Participate in negotiations with Seneca Highlands Education Association and Seneca Highlands Career and Technical Center Education Association

The Assistant to the Executive Director administers the coordination of medical insurance premiums for all schools within the Seneca Highlands Regional Insurance Trust. This cost-plus financial arrangement with HighmarkBlue Cross began in 1982 with approximately 2000 employees enrolled in Blue Cross and Blue Shield at an annual cost of \$810,000. Today, the Trust insures 3,973 employees enrolled in Medical and Dental Insurance with annual incurred claims of \$25,902,714.

Budget

\$459,792 (includes \$92,225 for operation and maintenance of central administration building)

Personnel

Executive Director (70%), Assistant to the Executive Director (50%), and Administrative Assistant (50%)

Administrators

Brock R. Benson Anita R. Danielson

B. Programs

1. Curriculum

The Office of Educational Services partners with districts, administrators, and teachers to provide expert consultation and hands-on support in Curriculum Development, Educational Planning, and Instructional Improvement. From crafting high-impact professional learning opportunities to promoting innovation, the Office of Educational Services helps schools navigate and find solutions.

Curriculum Development

- Provides assistance to districts in curriculum mapping initiatives, Standards
 Aligned Systems (SAS), research-based practices, assessment audits, and
 PA Core Standards alignment and implementation
- Facilitates IU9 Elementary and Secondary Principal Councils and other collaborative role-alike groups
- » Maintains English Language Learners (ESL) resource library
- Acts as IU9 contact and facilitator for the Act 45 course offerings for district and school administrators

Educational Planning

- Acts as a resource for Pennsylvania's Chapter 4 regulations (PA Core Standards, PA System of School Assessment (PSSA), and End-of-Course Keystone Exams
- Facilitates workshops, meetings, and professional learning experiences for IU9 and district staff members including superintendents, school leaders, teachers and paraprofessionals

Budget \$493,789

Personnel

Program Director, 2 Teaching & Learning Specialists, and a secretary (60%)

Program Director

Kelly Compton

- Develops and coordinates the annual Seneca Highlands Summer Curriculum Institute
- Provides programming support for district's Gifted Liaison personnel
- Organizes and hosts regional and state-wide computer fairs for high school and middle school students
- Designs and delivers Continuing Professional Education courses (faceto-face and virtually)
- Curates, maintains, and demonstrates resources within the IU9 STEM Lending Library
- Serves as the primary liaison to the state, ensuring compliance with Act 48 and Act 45 requirements

Instructional Improvement

- Works with districts to design and implement PA School Improvement and Comprehensive Plans
- Provides targed training on effective instructional strategies in all content areas
- Coordinates PennSEL team initiatives and conducts PASTEELS training
- Promotes and advocates for Environmental Literacy
- Builds a regional Stem ecosystem
- Offers continuous training and consultation for districts and IU9 staff on data analysis and the use of PDE Data Tools
- Delivers targeted support to schools in need of improvement
- Offers training and consultation in content literacy strategies, including Reading Apprenticeship
- Develops training and gathers resources to support STEM education, Computer Science, and innovation
- Serves on the IU9 Training Team
- Creates and delivers specialized training on effective virtual instruction
- Delivers customized professional development and learning opportunities as requested by districts
- Supports educators and students in effectively integrating AI into teaching and learning by providing training, resources, and guidelines for responsible and ethical AI use in schools
- Promotes Student-Centered Learning efforts and initiatives

2. Instructional Media

Instructional Media Services includes technology and media services including:

- IU9 Educational Technology Group—comprised of technology coordinators in all districts, meeting to discuss technology issues and solutions for schools
- Lead Cybersecurity discussions using the K12 SIX Essential Cybersecurity Protections Framework
- Organize and facilitate in-person technology meetings and trainings for IU9 member school districts
- Digital Streaming Video—provide access to Discovery Education digital video resources such as Digital Curriculum
- Maintains a fully equipped television studio

Budget \$199,096

Personnel

Director of Technology (50%), IT Support Technician (35%), IT Administrative Assistant (50%)

Contact Persons

Ed Bell Kelly Compton

3. Management

4.

The office of Management Services provides technical assistance to districts in the following areas:

- Provide negotiations information to school administrators and solicitors
- Participate in negotiations with Seneca Highlands Education Association and Seneca Highlands Career and Technical Center **Education Association**
- Negotiate property and casualty insurances for the IU and CTC
- Coordinate industrial appraisals and fixed asset evaluations
- Monitor and coordinate use of IU-owned vehicles to maximize use of IU resources
- Purchase school and custodial supplies through a cooperative purchasing venture
- Facilitate telecommunications and internet funding reimbursement through the E-Rate process
- Comply with State and federal regulations governing such things as asbestos, underground storage tanks, hazardous substances, disposal of medical waste and computer equipment, Americans with Disabilities Act, HIPAA, and Integrated Pest Management Plans
- North Central PASBO Group- Comprised of Business Managers in all districts, meeting monthly

The Director of Business and Management Services also oversees the operations of the Business Office, including payroll and benefit administration, cash management, budgeting, accounts payable and receivable, audit coordination and all state and federal financial reporting for the Seneca Highlands Intermediate Unit and the Seneca Highlands Career and Technical Center.

Aid to Non-Public Schools – Act 89 of 1975

Remedial reading and mathematics, language arts and mathematics enrichment, and testing services to students enrolled in six non-public schools.

Budget

\$33,757

Program Director (10%) and secretary (20%)

Program Director Kimberly DeGolier

Administrator Anita R. Danielson

Budget \$550,206

Personnel

Coordinator of Special Programs (38%) is responsible for program operation, 2 full-time teachers, 1 fulltime teachers (60%), 1 full-time teacher 50%),1 part-time teacher

(Services for non-public school students are paid by the State according to a per pupil allocation, \$508.68 in 2024-2025)

Contact Person

Kelly Davis

Summary

General Operating Budget

Total Budget

\$1,736,640 (includes \$550,206 for non-public schools) State Funds

\$687,830

Local Funds

\$1,048,810

(includes interest and beginning cash balances)

Note: Personnel budgeted under Building and Shared Expenses: Director of Business and Management (90%), Assistant to the Executive Director (20), part-time Accounts Payable Clerk, Payroll Clerk, Assistant Business Manager, Administrative Assistant (50%), IT Analyst (65%), Receptionist (50%) and a Personnel Secretary. The costs of these personnel are distributed among all programs.

II. Programs

by Special Arrangements

Title I - Every Student Succeeds Act of 2015

Part A - Improving the Academic Achievement of the

Disadvantaged

The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments.

The Intermediate Unit serves as consortium lead for three school districts and is responsible for:

- collecting the necessary data to determine program needs
- writing the consolidated program application
- accounting and fiscal control
- serving as liaison between the Pennsylvania Department of Education and the participating school districts
- recruiting, employing and supervising teachers and paraeducators

Budget \$664,830

Personnel

Program Coordinator (16%), 2 full-time teachers, 1 full-time teacher (50%), 1 full-time teacher ((40%), and 1 parttime paraeducator

In addition to the Intermediate Unit personnel listed above, school districts use Title I funds to contract services with district-employed teachers and paraeducators.

Source of Funds

Federal

Contact Person

Kelly Davis

Title II - Every Student Succeeds Act of 2015

Part A - Supporting Effective Instruction

The purpose of Title II, Part A is to increase student achievement by improving the quality and effectiveness of teachers, principals, and other school leaders; provide low-income and minority students greater access to effective teachers, principals, and other school leaders; and to reduce class size.

The Intermediate Unit serves as consortium lead for three school districts and is responsible for:

- » collecting the necessary data to determine program needs
- writing the consolidated program application
- accounting and fiscal control
- serving as liaison between the Pennsylvania Department of Education and participating school districts

Budget

\$89,173

Personnel

Program Coordinator (4%)

Source of Funds

Federal

Contact Person

Kelly Davis

Title IV - Every Student Succeeds Act of 2015

Part A - Student Support and Academic Enrichment Grants

The purpose of Title IV, Part A is to provide all students access to a well-rounded education; to improve school conditions for student learning; and to improve the use of technology to improve the academic achievement and digital literacy of

The Intermediate Unit serves as consortium lead for three school districts and is responsible for:

- collecting the necessary data to determine program needs
- writing the consolidated program application
- accounting and fiscal control
- serving as liaison between the Pennsylvania Department of Education and participating school districts

Budget

\$50,653

Personnel

Program Coordinator

Source of Funds

Federal

Contact Person

Kelly Davis

D. IU9 Technology Services

Member schools are Austin, Coudersport, Galeton, Johnsonburg, Northern Potter and the IU9 Career and Technical Center.

The following services are provided:

- Personnel: IU9 technology professionals work within the districts to which they are assigned
- Work with district leaders to advise, plan, budget, and implement technology initiatives
- Help with all facets of technology within a district, keeping technology working for students, teachers, staff, and administration

Budget \$501,782

Personnel

Director of Technology (50%), Network/Systems Administrator, 4 Network/Systems Technicians, Network/ Systems Technician (60%), and an IT Support Technician

Source of Funds Local Contact Person Ed Bell

E. Virtual Academy

This program provides virtual learning opportunities for the school districts in IU9. The IU9 partners with Allegheny Intermediate Unit 3's Waterfront Learning program to offer schools the ability to provide online courses in which students can participate on a full or part-time basis. IU9 acts as the liaison between the school districts and Waterfront Learning.

Budget

\$89,000

Personnel

Assistant to the Executive Director acts as liaison

Source of Funds

Local

Contact Person

Anita R. Danielson

F. Legislative Service

To determine impact of significant legislation on the constituent districts and the Intermediate Unit and to convey to State Legislators and their staff members our position on the legislation. Additionally, IU9 hosts a legislative roundtable with our state representatives each spring.

Contact Person

Brock R. Benson

III. Special Education

A. Services to Disabled Children

Contracted Special Education programs and services are provided to fourteen of our member school districts. These services include Learning Support, Life Skills Support, Autistic Support, and Emotional Support classes. Additional program services include Speech/Language Support, Vision Support, Orientation and Mobility, Hearing Support, and Counseling. Occupational and Physical Therapy services are also coordinated through the Special Education Program.

Staff and program supervision, as well as psychological services and behavioral consultation, are afforded at each level of support.

In addition to the program staff listed, the equivalent of one full-time person is responsible for coordinating transportation and processing payments for contractors to deliver transportation services to special education and early intervention students throughout the IU area.

Budget

\$8,727,036 (instructional) \$855,128 (transportation)

Personnel

4.45 Instructional Supervisors, 3.45 Psychologists, 2 part-time Psychologists, 1 Psychologist Intern, 30.75 teachers, 4 Hearing & Vision teachers, 1 part-time vision teacher, 3 speech therapists, 2 social workers, 3.15 Behavior Specialists, 47.5 classroom paraeducators, (33.5 full-time, 14 part-time), 2 counselors, 3 interpreters, 1 nurse, and a secretary (90%)

Source of Funds

Program Director Julia Anderson

B. Core Services

For administering special education programs operated by the Intermediate Unit, providing and maintaining central and satellite office space for all services, assisting school districts to implement and to operate special education, to comply with laws and regulations, and for assisting the State to implement initiatives.

Budget

\$1,506,760

Personnel

Executive Director (20%), Program Director (90%), 4 occupational therapists, 3 occupational therapy assistants, 1 pt occupational therapy assistant, 3 physical therapists, 1.7 secretaries, and 5 part-time custodians

Source of Funds State

Contact Person
Julia Anderson

C. Federal Programs related to Special Education

1. IDEA-B (Education of Disabled)

a. Component I

(Pre-School Disabled)

Funding is provided to support and provide educational programs for Early Intervention students (ages 3 to 5). The Seneca Highlands Intermediate Unit is the MAWA (Mutually Agreed upon Written Agreement) holder. It contracts with the Pennsylvania Department of Education to carry out this function in the four-county area.

b. Component II

(Instructional Support System of PA)

Each Intermediate Unit is required to provide consultation and support to school districts within its area of service. This consultation and support includes the following areas: reading, learning environment and engagement, behavior, autism, inclusion, transition, least restrictive environment, STEM, equity, and assistive technology.

c. Component III

(Instructional Support and Extended School Year Program {beyond 180 days} for severely disabled children)

Equitable Participation

Requires Intermediate Units to conduct special child find activities to locate those children eligible for special education who are attending private schools (placed by parents, not the local education agency), and provide benefits to them. A determination of the proportionate amount of federal funds to serve parentally-placed private school children eligible for special education will be calculated. Services are provided through direct and/or alternative programs which are mutually agreed upon by the Intermediate Unit and private school officials. The Component III budget includes \$75,525 for this purpose.

Budget \$388,381

Personnel

Early Intervention Supervisor, Instructional Supervisor (20%), secretary (35%), 1 teacher, and 4 part-time paraeducators

Contact Person

Julia Anderson

Budget \$700,579

Personnel

5.3 full-time Training and Consultation (TaC) staff and a secretary (10%)

Contact Person

Kelly Compton

Budget \$2,313,047

Personnel

Psychologist, 3 Instructional Supervisors (55%),4.25
Autistic Support teachers, 13 paraeducators (5.5 full time, 7.5 part-time), Community-Based Vocational Coordinator (85%), 2.55 Community-Based Vocational Assistants, Behavior Specialist (5%), CTC Learning Support teacher, a secretary, and staff to provide extended school year programs and services

In July 2024, the Extended School Year program was provided for 108 schoolage, disabled students

Contact Person Julia Anderson

2. IDEA Section 619

This program provides services to preschool disabled children. Funding is provided to supplement programs for students (ages 3 through 5) with disabilities and/or developmental delays who are enrolled in Early Intervention.

Budget \$143,942

Personnel

Service Coordinator (70%) and secretary (65%)

Contact Person

Julia Anderson

3. Medical ACCESS

A medical assistance program through which school districts and Intermediate Units may request reimbursement for certain health-related services provided to early intervention and special education students. These services include occupational therapy, physical therapy, speech, hearing, nursing, orientation and mobility, counseling, and personal care aide. To be eligible for reimbursement through ACCESS, a student must have a Medical Asassistance card, parental consent to bill Medical Assistance, an Individualized Education Plan (IEP) which lists recommended health-related services, and verification by a medical practitioner that these services are necessary. Costs are then billed to a special Medical Assistance fund via Sivic Solutions Group (SSG) Group (a contractor of the Pennsylvania Department of Education). Fundsgenerated and placed in the IU Nine ACCESS account are used to reduce the cost of providing special education in school districts and State-funded Early Intervention. There are approximately 287 schoolage students and 167 Early Intervention students currently enrolled in the program.

Budget \$778,940

Personnel

1.3 secretary, 1 Behavior Specialist (30%), and 1.5 part-time paraeducators

Source of Funds

Federal

Contact Person

Julia Anderson

D. State Financed Early Intervention Program

A program for disabled children from age three to age five who reside in one of the member school districts. Services are provided in IU-operated preschool classrooms, in partnership with Head Start, PreK Counts, privately-operated preschools, and in the home.

Budget \$3,221,161

Personnel

2 Psychologists (15%), 3.3 Service Coordinators, 10 teachers (8 full-time, 2 parttime), 11 speech therapists, (8 full time, 3 part-time),17 part-time paraeducators, part time secretary, part-time hearing, vision, and physical/ occupational therapy services, and a part-time secretary

Contact Person

Julia Anderson

E. Local Early Intervention Program

McKean County Commissioners contract with the Intermediate Unit to provide a program for disabled birth to age three children. The Commissioners receive funding from the Department of Public Welfare under Act 212.

Budget \$569,527

Personnel

Director (10%), 5 Service Coordinators and a secretary

Contact Person

Julia Anderson

IV. Seneca Highlands Career and Technical Center (CTC)

A. Secondary Program

Ten Career and Technical Programs for 314 students

Programs of Study

Culinary Arts Health Assistant Heavy Equipment Maintenance Homeland Security Networking Technology

Automotive Mechanics **Building Construction Occupations** Early Childhood Education Welding Technology Engineering Technology

B. Adult Education

Adult evening programs for out-of-school people from the area as we work cooperatively with the Potter County Education Council. Additional service: cooperative with Department of Transportation to certify people to inspect motor vehicles.

C. Work Based Learning/Cooperative Education Progam

Co-Op/Work Based Learning for 42 (35 consortium, 7 Johnsonburg) students through cooperation of eleven school districts and industries, businesses, professions, and service agencies. An additional 12 students are receiving work experience through the CTC Capstone Program. The total number of students served is 54.

D. Perkins IV

The Perkins Act provides federal funding to states to improve career and technical education programs. The funding supports career and technical education by enhancing students' academic and technical skills. States allocate funds to eligible recipients, including local educational agencies, postsecondary institutions, and consortia that provide career and technical education programs at both secondary and postsecondary levels. This funding is intended to support program improvements, innovation, and alignment with labor market demands.

Budget \$2,587,699

Personnel

Executive Director (10%), Program Director, Network/Systems Technician (40%), 10 teachers, Learning Facilitator, part-time career mentor, school counselor, 6 parttime paraeducators, secretary, maintenance supervisor, and 2 custodians (1 full-time, 1 parttime)

Source of Funds

Program Director James Young

Budget \$4,000

Personnel part-time instructors

Source of Funds Tuition

Contact Person James Young

Budget \$35,903

Personnel

Teacher-Coordinator (20%)

Source of Funds Local

Contact Person James Young

Budget \$129,616

Personnel

Learning Facilitator (72%), part-time career mentor, part-time paraeducator

Source of Funds

Federal/Local

Contact Person

James Young

V. Adult Programs

Adult Education

Adult basic education programs are funded by the Pennsylvania Department of Education, Division of Adult Education, to provide a full range of instructional services that prepare Pennsylvanians looking to develop the basic skills necessary to participate fully in the education of their children, find and keep family-sustaining employment, or obtain a secondary school credential.

Budget \$690,462

Personnel

Coordinator responsible for program (40%), 3 full-time teachers/case managers, and one full-time program coordinator

Source of Funds

\$326,364 \$81,591 \$282,507 Federal Local State

Contact Person

Kelly Davis

Budgets and Personnel

Summary 2024/2025

Program		Total	Employees		Students
		Budget	full-time	full-time part-time	
General Operating		\$1,186,434	6.95		11,163
Act 89 (non-public school	program)	550,206	3.48	1	70
Shared (business office,	Human Resources, & building staff)		5.75	2	
Title I Part A (Improving	the Academic Achievement of the Disadvantaged)	664,830	3.06	1	974
Title II Part A (Supporting	89,173	.04			
Title IV Part A (Student S	Support and Academic Enrichment Grants)	50,653			
IU9 Technology Servi	ces	501,782	7.1		
IU9 Virtual Academy	89,000			123	
Special Education	◆ Instruction (disabled)	8,727,036	80.3	22	564
	Core Services	1,506,760	11.8	6	VI
	◆ Transportation	855,128	.5	0	147
Federal Assistance for Special Education (IDEA-B)		3,402,007	22.6	11.5	
Medical ACCESS		778,940	1.6	1.5	
Pre-School Programs	IDEA Section 619	143,942	1.35		
	Early Intervention (State)	3,221,161	18.45	21	490
	◆ Early Intervention (Local)	569,527	6.1		
Career and Technical Center (CTC)		2,587,699	16.58	4	314
CTC Adult Education		4,000			
Co-op/Work Based Learning		35,903	.2		42
Carl D. Perkins Vocational		129,616	.72	2	
Adult Education		690,462	4.42	0	208
TOTAL		\$25,784, 25 9	191	72	
11-11-11-11-11-11-11-11-11-11-11-11-11-			(263)	*	

^{*} does not include 10 contractors who transport students

Notes

There are no employees shown for some programs because the responsibilities are assumed by people already counted in others.



To comply with Federal laws (including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, the Seneca Highlands Intermediate Unit declares itself to be an Equal Rights and Opportunities District. As an Equal Rights and Opportunities District, it does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. For information regarding services, activities, and facilities that are usable and accessible to disabled persons, contact the Assistant to the Executive Director.

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