## SENECA HIGHLANDS INTERMEDIATE UNIT NINE



# Program of Services 2023 / 2024

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 11,321 public school students in fourteen school districts and 719 non-public school students in six schools. Intermediate Unit Nine covers an area of 3,300 square miles with a population of 90,981.

#### 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	
Julia Anderson	
Cynthia Murphy	Director of Curriculum
Kimberly DeGolier	Director of Business and Management
Edward Bell	Director of Technology
James Young	Director of Career and Technical Education

#### Intermediate Unit Board of Education

Mr. Raymond Learn (President)Smethport Area School District
Mr. David Allegretto (Vice-President)
Mrs. Melissa Shields (Secretary)Non-member
Mrs. Kimberly DeGolier (Treasurer)
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 Daugherty
Mr. Christopher ErnstPort Allegany School District
Ms. Shelia Guisto
Mr. Cale Grimes
Maj. Thomas Kerek
Ms. Aimee Kemick
Ms. Kelly Macensky
Mr. Jerome Sasala

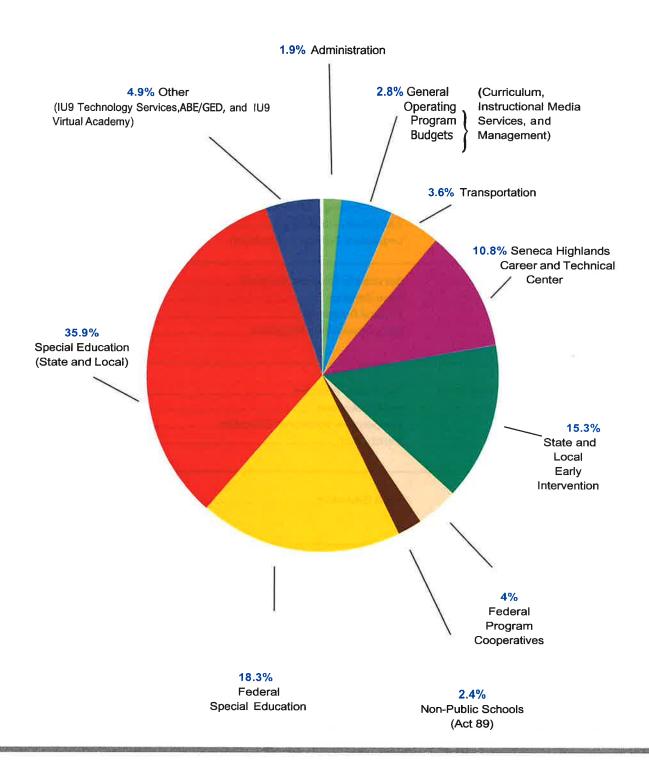
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Because Intermediate Units must budget by program, a General Operating Budget and individual budgets are developed for each of the services listed.

Comparative Analysis of General Operating Budget to Total SHIU Combined Budgets \$23,374,186



#### I. 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 BlueCross and Blue Shield at an annual cost of \$810,000. Today, the Trust insures 1,520 employees enrolled in Medical and Dental Insurance with annual incurred daims of \$21,851,157.

#### **Budget**

\$448,948 (includes \$96,557 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 Curriculum Services provides consultation and technical assistance in three areas: Curriculum Development, Educational Planning, and Instructional Improvement.

#### Curriculum Development

- Providing assistance to districts in curriculum mapping, Standards Aligned Systems (SAS), and Standard Implementation
- Facilitating the IU9 Elementary and Secondary Principal Meetings, and IU9 School Counselors
- Maintaining ESL resource library
- Acting as IU9 contact/facilitator for the Pennsylvania Inspired Leadership (PIL) initiative for school administrators

#### **Educational Planning**

- Acting as a resource for Pennsylvania's Chapter 4, which includes the Academic Standards, the PSSA (PA System of School Assessment), Keystone Exams, and PA Core
- Facilitating workshops and meetings which provide professional education opportunities for IU and district staff members
- Developing and coordinating the annual Seneca Highlands Summer Curriculum Institute

#### Budget \$471,052

#### Personnel

Program Director, Curriculum Specialist, Instructional Technology Integrator, contracted teachers and consultants, and a secretary (60%)

## Program Director Cynthia Murphy

- Gifted Programming Support
- Pennsylvania Computer Fair Regional and State-Wide computer fairs for high school and middle school students
- Coordinating the delivery of Continuing Professional Education courses(face-to-face and online instruction)
- STEM Lending Library maintain resources and provide professional development in the implementation of the resources in the classroom
- IU9 liaison for Acts 48 and 45 and training/consultation on Acts 48 and 45 Guidelines

#### Instructional Improvement

- Working with districts to design and implement Comprehensive Plans
- Delivering specific training on Literacy, Math and Science instructional strategies
- Delivering specific training on instructional strategies for content-area teachers
- Providing ongoing training/consultation for districts and IU staff on data analysis tools
- Providing focused assistance to struggling schools
- Providing training and consultation in Content Literacy
- Providing training and resources in STEM
- Participating in the IU9 Training Team
- Delivering specific training on implementing virtual instruction
- Delivering professional development as requested by districts

#### 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

#### Budget

\$158,628

#### Personnel

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

#### **Contact Persons**

Ed Bell Cynthia Murphy

#### 3. Management

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.

#### Budget \$31,721

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

Program Director Kimberly DeGolier

Administrator Anita R. Danielson

#### 4. 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** \$555,420

#### Personnel

Coordinator of Special Programs (43%) is responsible for program operation, 3 full-time teachers, 1 fulltime teachers (70%), 1 part-time teacher

(Services for non-public school students are paid by the State according to a per pupil allocation, \$516.83 in 2023-2024)

Contact Person Kelly Davis

## **Summary**

## **General Operating Budget**

**Total Budget** 

\$1,665,769

(includes \$555,420 for non-public schools)

State Funds

\$683,298

Local Funds

\$982,471

(includes interest and beginning cash balances)

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

## II. Programs

## by Special Arrangements

#### A. 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 \$679,570

#### Personnel

Program Coordinator (16%),

- 2 full-time teachers,
- 1 part-time paraeducator, and
- 1 full-time teacher (30%),

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

#### B. 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

\$82,492

#### Personnel

Program Coordinator (4%)

#### Source of Funds Federal

#### Contact Person

Kelly Davis

#### C. 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 all students.

## 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

\$43,139

#### Personnel

**Program Coordinator** 

#### Source of Funds

Federal

#### Contact Person

Kelly Davis

#### D. IU9 Technology Services

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

#### The following services are provided:

- 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 \$462,873

#### Personnel

Director of Technology (40%), Network/Systems Administrator, 2 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 (occasional)

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

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, as well as one part-time bus aide.

#### Budget

\$7,058,345 (instructional) \$835,338 (transportation)

#### Personnel

4.05 Instructional Supervisors,
2.8 Psychologists, 2 part-time
Psychologists, 1 Psychologist
Intern, 28.25 teachers, 3
Hearing & Vision teachers, 1
part-time vision teacher, 3
speech therapists, 2 part-time
speech therapists, 2 social
workers, 2.15 Behavior
Specialists, 36 classroom
paraeducators, (24 full-time, 12
part-time), 1 part-time counselor,
3 Interpreters, 1 part-time nurse,
and a secretary (90%)

Source of Funds Local

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** \$1,337,225

#### Personnel

Executive Director (20%), Program Director (90%), 2 occupational therapists, 1 part-time occupational therapist, 3 occupational therapy assistants, 2 physical therapists, 1 part-time physical therapy assistant, 1.7 secretaries, and 7 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 \$22,154 for this purpose.

#### Budget \$368,315

#### Personnel

Early Intervention Supervisor, Instructional Supervisor (20%), secretary (35%), 1 teacher, and 5 part-time paraeducators

#### Contact Person

Julia Anderson

#### Budget \$663,751

#### Personnel

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

#### Contact Person

Cynthia Murphy

#### Budget \$2,427,658

#### Personnel

Psychologist, 3 Instructional Supervisors (55%),3.75
Autistic Support teachers, 12 paraeducators (4 full time, 8 part-time), Community-Based Vocational Coordinator, 3.6
Community-Based Vocational Assistants, (2.7 full time, 1 part-time), Behavior Specialist (20%), CTC Learning Support teacher, a secretary, and staff to provide extended school year programs and services

In July 2023, the Extended School Year program was provided for 87 school-age, 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 \$153,355

#### 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 Assistance 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 Public Consulting Group (a contractor of the Pennsylvania Department of Education). Funds generated 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 222 school-age students and 197 Early Intervention students currently enrolled in the program.

#### Budget \$662,560

#### Personnel

1.3 secretary, 2 Behavior Specialists (65%), Psychologist (95%)and 3 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 \$3,050,398

#### Personnel

2 Psychologists (25%), 3.3 Service Coordinators, 10 teachers (8 full-time, 2 parttime), 9 speech therapists, (8 full time, 1 part-time),16 parttime 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** \$532,334

#### 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 334 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** 

#### Budget \$2,498,347

#### Personnel

Executive Director (10%), Program Director, Network/Systems Technician (40%),10 teachers, Learning Facilitator, part-time career mentor, school counselor, 5 parttime paraeducators, secretary, maintenance supervisor, and 3 custodians (2 full-time, 1 parttime)

Source of Funds

Local

**Program Director** 

James Young

#### 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.

#### **Budget**

\$4,000

Personnel part-time instructors

Source of Funds

Tuition

**Contact Person** 

James Young

#### C. Work Based Learning/Cooperative Education Progam

Co-Op/Work Based Learning for 46 (41 consortium, 5 Johnsonburg) students through cooperation of eleven school districts and industries, businesses, professions, and service agencies. An additional 14 students are receiving work experience through the CTC Capstone Program. The total number of students served is 60.

#### **Budget**

\$33,523

Personnel

Teacher-Coordinator (20%)

Source of Funds

\_ocal

Contact Person

James Young

#### D. Perkins IV

The learning facilitator helps students who are at risk of failing their CTC program or home school academic course of study to remain in school.

#### Budget

\$121,210

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** \$604,984

#### Personnel

Coordinator responsible for program (40%), 3 full-time teachers/case managers, one staff member assisting with professional development, and volunteers

#### Source of Funds

\$316,858 \$105,619 \$182,507 Federal Local State

#### Contact Person

Kelly Davis

## **Budgets and Personnel**

## Summary 2023/2024

Program		Total	Employees		Students
riogram		Budget full-time part-time		part-time	e served
General Operating		\$1,110,349	6.95		11,321
Act 89 (non-public school	ol program)	555,420	4.13	2	719
Shared (business office,	Human Resources, & building staff)		5.25	2	
Title I Part A (Improving	the Academic Achievement of the Disadvantaged)	679,570	2.46	1	97
Title II Part A (Support	ing Effective Instruction)	82,492	.04		
Title IV Part A (Student	Support and Academic Enrichment Grants)	43,139			
IU9 Technology Serv	rices	462,873	5.1		
IU9 Virtual Academy		89,000			117
Special Education	• Instruction (disabled)	7,058,345	75.15	20	591
	◆ Core Services	1,337,225	10.8	10	
	◆ Transportation	835,338	.5	1	262
Federal Assistance for Special Education (IDEA-B)		3,459,724	23.95	13	
Medical ACCESS		662,560	2.9	3	
Pre-School Programs	S ◆ IDEA Section 619	153,355	1.35		
	◆ Early Intervention (State)	3,050,398	18.55	19	549
	Early Intervention (Local)	532,334	6.1		
Career and Technica	l Center (CTC)	2,498,347	16.58	5	308
CTC Adult Education	· · · · · · · · · · · · · · · · · · ·	4,000			
Co-op/Work Based Learning		33,523	.2		46
Carl D. Perkins Voca	tional	121,210	,72	2	
Adult Education		640,984	3.4	1	217
TOTAL		\$23,574,186	184.43	79	
				12)*	

(263.43)\*

#### **Notes**

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

<sup>\*</sup> does not include 10 contractors who transport students



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, 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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