

CAIU: ALL IN!

CAIU: EQUITY & SOCIAL JUSTICE - INTENT & IMPACT



Did You Know?

ANDRIA SAIA

In response to the ongoing pandemic, all public schools and IUs are required to develop a Health and Safety plan prior to engaging in in-person instruction with students. Utilizing all the resources available, including guidance from the Centers for Disease Control (CDC) and the Pa. Department of Health (DOH), the CAIU Command Response Team has been hard at work developing our Health and Safety plan for Board approval on July 23, 2020. Below are some highlights, with the full plan available on our website:

- CAIU has identified and already begun implementing a heightened regimen of cleaning, sanitizing, disinfecting consistent with CDC recommendations, as well as changes to the ventilation systems of locations under our control.
- CAIU has identified and already begun implementing social/physical distancing, face coverings, and restricted meetings. The health and safety plan continues these protocols, as well as expanding how these objectives will be met with students.
- Signage and reminders to self-monitor health will continue, consistent with CDC and DOH guidelines.
- Continued training will be provided as protocols change and communication will go out in multiple formats to ensure connection with staff and stakeholders.



There is no doubt that these are extremely stressful times. Please do not hesitate to speak to your supervisor or HR about any concerns you have about your health and safety. We are stronger together!



In this Issue:

Topic	Page
Did You Know?	1
CAIU	2
Director’s Message	2
Student Services	3
Tech Services	3
Educational Services	4
Business Services	5
HR & Communications	5
CAIU Compliments	5
CAIU Wellness	6
News of Note	6
Opportunities	6
Help Wanted	6



Do you have a story for *ALL IN*?
Do you know a member of the CAIU family we should recognize? Please send all stories and ideas to communications@caiu.org

We're on social media!



@CapitalAreaIU

CAIU: BUILDING AN ORGANIZATION BASED IN EQUITY AND SOCIAL JUSTICE STARTS WITH EXAMINING OUR INTENT AND IMPACT.

ANDRIA SAIA

2020 has brought many things to the surface of the nation’s consciousness. In facing a pandemic, we have seen how a public health crisis has been racialized here in America and other parts of the world. We are also hearing a rising call for equity and social justice after an escalating number of race related murders. In our quest to #begreat, and in continuing to do the critical work of #changinglives, we need to start by looking within.

One way to start to examine our own thoughts and actions is to start with understanding “intent” versus “impact.” Intent is often described as “what we mean.” Impact is defined as “how the message/action was received.” We often judge ourselves by our intent – if we think of ourselves as kind, thoughtful, motivated to help, then we are unlikely to judge when our “impact” fell short of these qualities, by a little or a lot, because we meant well. Interestingly, while people generally judge themselves based on their intent, they judge others based on their impact. Know that while you can ALWAYS be aware of your own intentions and the other person’s impact on you, you can NEVER be aware of the other person’s intent or your impact on them.

What does this boil down to? Intent and impact are equal contributors to people’s perceptions and attributions of harm and wrong. Solutions and understanding however, come from focusing on the harm caused. To fully communicate and work through any issues, we need to focus on how words/actions that harm others, regardless of intent, can be addressed and not dismissed because a person “didn’t mean” to do anything harmful.

We are all speakers. We are all listeners. It is important to understand the ideal way to occupy both roles. In the context of intent versus impact, this plays out as follows:

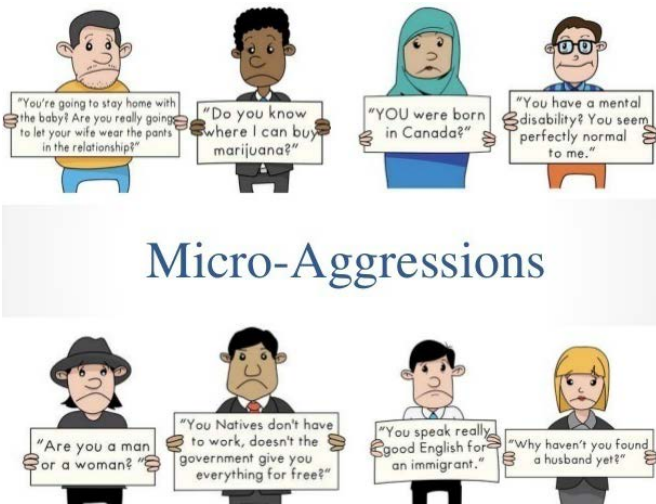
- I, with the purest of intent, inadvertently say something that feels offensive/harmful to another person, creating negative impact.
- The audience feels that negative impact, shares how they feel, and explains why.
- I then clarify my intent and rephrase my original expression to avoid negative impact.
- The audience accepts this rephrasing and we move on.

This could be very difficult to do, even in a high trust situation. It will take courage to accept such an opportunity to seek clarity. Do not assume you know the intent of another, and do not assume they are aware of the impact – you know what they say about assumptions! There are many factors that influence impact: cultural differences, personalities, communication styles, social status, personal history, outside events, and unconscious bias. Not knowing what factors may be at play, how might you address intent and impact without being defensive or dismissive, diminishing the conversation and the relationship? **Be curious.** Consider every conversation as an opportunity to understand before being understood.

What does intent and impact have to do with equity and social justice?

Our cultural lenses have an impact on how we view others. We may say/do things that we are unaware are negatively impacting our peers and students. Presuming positive intent – assuming that all who work here value diversity and eschew inequality, we may still falter. As part of our strategic plan, the CAIU is committed to diversity, equity and inclusion, and developing in all our staff the cultural awareness and knowledge to be great peers and partners to everyone. Keep an eye out for trainings and lecture opportunities, as well as ways to get involved.

Want to read more?:
<https://tinyurl.com/idadntmeanit>
<https://tinyurl.com/coreofunderstanding>
<https://tinyurl.com/7reasonswhyyour>

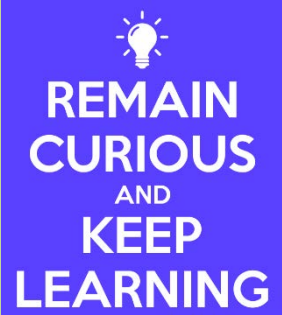


Message from the Executive Director



ANDRIA SAIA

With a new year comes the opportunity to think deeply about your place in the organization, get curious about your future self, and set goals that align the two.



With a little bit of thought and conversation with your supervisor, goal setting is far more than just a rote exercise. It is the opportunity to:

- Set focus for the year
- Develop a sense of self-mastery
- Mobilize energy
- Increase satisfaction/improve performance
- Increase self-efficacy and ability

What is goal setting important? Goal setting triggers the behaviors that mobilize and focus your efforts. When you set a goal and reach it, you naturally look towards the next step. Goals also help us sustain momentum – there is nothing more addictive than progress/success. Goal setting also supports professional development by aligning direction with need. Goals support wellbeing by reducing stress through prioritization, providing a clear direction thereby supporting decision making, and ultimately lead faster results.

In setting your goals for the year, make sure you start with a great conversation with your supervisor. What are the organizational goals for the year? How do you see yourself in that plan? What might you need to develop to be better aligned for the future? What is your “Why?” What resources will you need to achieve the goal you are setting? What is the timeline? What action steps will you take, and what will be the evidence of completion/success?



Want to read more?:
<https://www.thriveyard.com/20-tips-on-how-to-set-goals-at-work/>
<https://www.topresume.com/career-advice/10-steps-to-setting-and-reaching-goals-at-work>
<https://www.forbes.com/sites/hvmacarthur/2019/02/07/how-to-set-goals-that-actually-work/#52a110df48e3>
<https://tinyurl.com/goalbenefits>

Student Services



ALICIA MCDONALD



ELECT

Summer fun!! Pictured are some of our Elect students little ones enjoying their summer toys that their parents purchased with their baby bucks. ELECT students earn baby bucks as incentives throughout the school year to spend in the ELECT baby bucks store in June. Due to COVID-19 and the school closings, the ELECT staff needed to get creative. ELECT students issued their baby bucks to make online purchases with their ELECT case manager. This week ELECT case managers made porch deliveries. Students sent pictures in of their children enjoying the some of the items they purchased. How cute is the food truck?!



CAMhP End of Year

As the 2019-2020 school year came to an end, CAMhP Elementary students and their families wrapped up the school year in style! It certainly was an enjoyable morning, as students, staff, and families danced, laughed, cried, and smiled as our amazing students received special awards via ZOOM, individualizing their strengths throughout the school year at their own CAMhP Elementary Prom/Awards Ceremony. The students shared memories throughout the school year and enjoyed a slideshow of special events throughout the year. Each student brought their favorite snack to the event. In such a time of uncertainty and change, our students have shown such resiliency and growth and we couldn't be more proud of them. It was a great day, spent with amazing co-workers, families, and students!

Caring Bus Driver

Lori Robertson is a Boyo bus driver, transporting preschoolers to their EI classes. She contacted a Preschool Supervisor recently to inquire about the return to school. During the conversation, she shared her care and concern for the children and that she misses seeing them. She shared that she and the families have been in contact with each other to make sure everyone is doing well. During those conversations, she takes time to talk with the children themselves. At Easter, she made baskets for each of them and delivered them to their doorsteps wearing Bunny Ears.

Rapid Response Project

Team: Jamie Gordon, Johanna Tesman, Beth-Ann McConnell, & Irene Reedy

The RRT has worked on developing a website and resources for use by community sites. The following resources are included on this website - <https://sites.google.com/capitalareaiu.org/rapid-response-toolkit>

- Program Development Manual- Including updated data outcomes
- RRT Training Manual and Resources- includes literature review supporting RRT
- Toolkit of Rapid Response Strategies- featuring printable materials and original artwork for responders to use.
- Teacher and Parent Education Series

Project & Team Next Steps:

- The team is discussing expansion to Dauphin County
- We are investigating two grant opportunities to continue funding the development and implementation of the project. Team contacts with the Partnership for Better Health led us to knowing about those grants.
- Planning for project sustainability to support future services and expansion. The team has had 3 response calls since July started.

Tech Services



DAVE MARTIN

The CAIU Technology Services Team just implemented a Remote Monitoring and Management solution (RMM), ConnectWise Automate, to better support our staff and students. ConnectWise Automate is a powerful tool that allows our technology team to track and manage IT resources from a single location regardless of where they are. This has become more important as our working environment has become more complex with staff working from any location and not always our standard classroom. Having the correct systems in place will be even more critical as we move into the new school year and the uncertainty of what the schedule will look like. Our technology staff need to be prepared for whatever comes our way so the teachers and administrators can effectively deliver instruction to educate our students.

The search for an RMM started early in this school year. The Technology Services Team did extensive research and evaluated different solutions to determine which one meets our needs. Some of our priorities were to minimize downtime, increase our security, more efficient ways to keep up with maintenance of our systems, and increase our productivity by automating some tasks. We also were looking at consolidating some of our solutions into one unified platform.

Using an RMM really puts automation in our hands as it allows our support staff to expedite issue resolution, remotely access devices, push out software remotely, identify problems before the user often know they exist, increase our productivity, keep our systems updated and enhance our security. Using ConnectWise for automation for some tasks enables our technology staff to invest more time in high-value tasks. We are able to push software to end users no matter where they are as long as they have an Internet connection. While this has always been an option for us, our previous method did not work if the end users were not on our network. Implementing ConnectWise will also increase our security by having enhanced patch management options, which is another resource for us to keep our technology environment safe.



Tech Tip of the Month

Your Cell Phone, Your Information!

Cell phones are everywhere and we all love having this valuable tool, but so do cybercriminals. It is important to have a password set on your cell phone. While most people do have a password on their phone, there are plenty of people that choose not to set a password. The top reasons they give for not setting a password are: 1. There is nothing on my phone that people would want and 2. It is inconvenient. You would be surprised on how much information a cybercriminal can obtain from an average cellphone that would help them steal your identify or obtain other information that could be detrimental to you. In addition to personal information, if you have your work email setup on your phone, your employer probably has a policy stating that you need to have a password set on your phone. If being secure is not enough for you to set a password on your phone, it also helps reduce accidental pocket dialing.

Educational Services

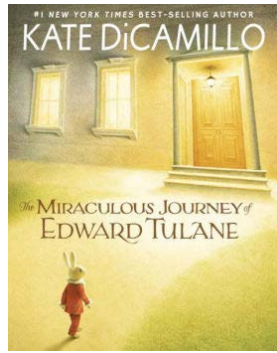


BRIAN GRIFFITH

ESL Summer Classes – Submitted by Mari Bender – ESL Teacher

“If you have no intention of loving or being loved, then the whole journey is pointless. You might as well leap from this shelf right now and let yourself shatter into a million pieces.”~ *The Miraculous Journey of Edward Tulane* by Kate DiCamillo

During the ESL summer sessions, I am combining my love of novel study and Wilson Comprehension S.O. S. (Stop, Orient, Scaffold) strategy to improve comprehension skills. As the students listen to the story, they create a movie in their minds about the text. Through discussion, modeling of thinking, and retelling of the story, the students establish a deep understanding of the story. The students will also be learning about how characters in a story respond to challenges through reading and listening to the story that has advanced vocabulary and complex syntactic structure.



I decided to use the book titles *The Miraculous Journey of Edward Tulane* by Kate DiCamillo. It is one of my very favorite books, and my students and I are having a blast reading about Edward Tulane.

Edward is a china rabbit who is egotistical, and he thinks he is the most exquisite specimen on earth! The students are wondering... “What kind of journey

will Edward have?” “What does Pellegrina’s story mean?” Eventually, the students will find answers to these questions, and in the end, they will identify the theme of the story by learning about the character changes of Edward. This session is packed with learning opportunities in literacy, and at the same time, we are having a great time discussing the story!



CAOLA Announces Winners of 29-20 Scholarships - Submitted by Holly Brzycki, CAOLA Program Supervisor

CAOLA has officially announced the winners of the 19/20 SY scholarship. Students from across the entire region were welcome to apply for \$1,000 scholarship. The funds will be awarded to either the college, university, or training school the student will attend in the fall. Any student across the CAOLA consortium was welcome to apply. The scholarship committee consisted of representatives from IU17 and IU18, as well as CAOLA team members.

This year we had eighteen applicants from four IU's across the consortium. The following students were selected based on their creative responses, strong academics, and the requirement that they must take at least one CAOLA course online.

- Scholarship 1: Jose Renteria Aguilera, Mechanicsburg Area SD
- Scholarship 2: Ethan Hunt, Big Spring SD
- Scholarship 3: Emily Brightbill, Annville-Cleona SD

Aid to Non-Public Schools (ANPS) – Summer Math & Reading Packs

During the month of May, Aid to Non-Public Schools (ANPS) was busy handing out book packs and math games/activities to 582 students who receive reading and/or math support from an ANPS specialist.

Students in grades K-4 received the following titles *EllRay Jakes* is a Rock Star by Sally Warner, *Rump* by Liesl Shurtliff, and *Toys Go Out* by Emily Jenkins. These titles were selected to ensure students and their families have access to engaging literature throughout the summer, despite the closure of school and community libraries.

The books were sent home with a reading schedule as well as activities, trivia questions, and STEM connections through the company Read to Them and their #OneBookConnects initiative. Middle and high school students received titles specifically matched with their age and maturity level. Some of the titles that were distributed were: *Efren Divided* by Ernesto Cisneros, *Black Brother Black Brother* by Jewel Parker Rhodes, *Insignificant Events in the Life of a Cactus* by Dusti Bowling, *Just Mercy* (for Young Adults) by Bryan Stevenson, and *All American Boys* by Jason Reynolds.

Titles were chosen that were of high interest to engage students and hopefully spark applicable conversations when students return in the fall. These books are often what students and parents remember about the ANPS program. ANPS staff strive to build lifelong readers and mathematicians, and we believe providing these books and resources is one small way we are promoting this objective.

*The attached picture shows Beth Ann Connolly (ANPS Specialist) and Robin Garlick (ANPS Specialist) at one of the pick-up locations (CAIU).



Business Services



DAREN MORAN

Year End

Did you know that although we consider school to be over for the CAIU in early June, the CAIU’s fiscal year doesn’t end until June 30?

The summer is an extremely busy time in the business office because we are required to close our books and have an annual independent audit done of our finances. The purpose of an audit is for an independent third party to examine the financial statements of the IU.

This examination is an objective evaluation of the statements, which results in an audit opinion regarding whether the statements have been presented fairly and in accordance with the applicable accounting standards. This opinion greatly enhances the credibility of our financial statements.

The independent auditors give an annual presentation to our board to discuss the audit and the representation of the financial statements. Many organizations that we work with use the audit report to ensure the money that is granted to us, is being spent in accordance with grant guidelines. A clean audit report also carries a lot of weight with financial institutions. Think of it as having a high credit score when you are applying for a loan. The higher your credit score the more competitive rate you should be able access.

Thank you to all the hard work by the accounting staff to ensure a timely and accurate closing of the CAIU books!

HR & COMMUNICATIONS



TOM CALVECCHIO



A friendly reminder: salary and assignment letters are now delivered in an electronic format through the CAIU employee self-serve portal. Keep an eye out for an email around July 31st that will contain directions on how you can view your 2020-21 salary, assignment, and assignment location. Directions on how to navigate the employee self-serve portal will also be provided. The self-serve portal will display the most update information and will reflect any changes that occur throughout the school year.



Welcome Triniti!
The Communications Team is excited to introduce Triniti-Lynn Thornhill as our new Communications Contractor. Triniti is from Willow Grove, PA and is a proud first-generation immigrant from Trinidad and Tobago, and a 2020 graduate of Millersville University of Pennsylvania. She currently lives in Swatara Township with her boyfriend Carson, their lovable dog Kermit, and his best friend Alex. Triniti splits her workweek between Susquehanna Township School District and CAIU. We are very excited to have her join our team!

Coming Soon- Supervisor Hiring Manual: This summer we will be releasing a hiring manual to support our hiring managers in navigating the hiring process at the CAIU. This document will review position management, advertising, the Frontline Recruiting and Hiring tool, scheduling interviews, job descriptions, interns and other key functions of position management within our organization. An initial overview was conducted on July 15, 2020 during our CAIU leadership e-retreat, where supervisory staff were given a draft copy to review and provide feedback for improvement. CAIU will publish this document for our leadership team, following any additional items provided from the group!



CAIU Compliments

CAIU STAFF IN ACTION



Student Services Secretarial and Data Team - Huge Thank You goes out to Lauren Mahoney, Beth Flick, Amy Moyer, Tana Thomas, Lynn Barrick, Vickie Armstrong and Lynn Rothermel who assisted in orientation and training for Teresa Freeland, Student Services Program Secretary. They each took time out of their busy day to offer a thorough review of processes and procedures and advice related to the day to day. With all of the support, I feel confident that our Student Services team is stronger than ever! ~ Meghan Harvey, CAIU Assistant EI Speech/Language Supervisor



#begreat

CAIU Wellness

RENNIE GIBSON

2019 – 20 CAIU Wellness Committee Wrap-up

Wow – what a year! The CAIU Wellness Committee partnered with Capital Blue Cross to develop a robust Wellness Plan for 2019-2020. We were able to offer some amazing programs, resources, and tools to help improve the health and well-being of our staff. With the exception of yoga, all of our programs offered a virtual participation option to try to reach as many of you as possible!

Let’s recap!

Our first quarter was spent planning and building a foundation for our programs. We worked closely with Capital Blue Cross in developing a calendar of supports and programs.

Quarter two focused on Stress and Mindfulness. Many staff took advantage of such programs as: Healthy Holiday, the Mindfulness Campaign, several UPMC presentations, and Baptiste Yoga with Mike from Evolution Power.

October was Tackling Hunger Month, and for the third year in a row, the CAIU Wellness Committee sponsored a Food Drive to benefit the Central Pennsylvania Food Bank. Last year we collected 745 pounds - which helped put just over 600 meals on the tables of local families. This year, thanks to the kind generosity of so many of you, the CAIU far exceeded that number by collecting over 870lbs of food donations, enough to put nearly 1,000 meals on the tables of local families!



Cheryl Fisher was our top donator with 138 items!

Thank you all for your kind generosity!



Quarter three focused on Nutrition and Heart Health and we offered the following programs to all staff: the Water Campaign, Simple Bites, and the Empower Program.

The committee had big plans for Quarter four with a focus on Physical Activity, and we did not let COVID rain on our parade! We were able to continue providing much needed resources and programs for our staff. We stuck to our mission of providing information and encouragement to inspire and empower our CAIU family to make positive, life-enhancing changes. Understanding the importance of maintaining our physical and emotional health during a crisis, we continued to provide wellness tips, support, and inspiration virtually.

We started a Facebook Page - CAIU Virtual Wellness Group - where daily tips, inspiration, motivation, chats, etc. were shared, daily, around specific topics to help keep us connected, healthy, and well! We updated the CAIU Wellness Resource Page with resources and tips on things such as:

- Managing stress and anxiety
- Weight management while under quarantine
- How to work from home comfortably
- Exercising at home
- Rest/Sleep
- Play and have fun
- Connect with others
- How we can help others

In addition, we ran a successful Move in May Challenge where staff were encouraged to embrace new, healthy habits.

Thank you in supporting each other in maintaining our health and wellness!

#CAIUStrong #BeGreat

We ended the year with our highly successful Wellness Reimbursement Program. We received 81 submissions from CAIU staff, for a total \$25,329.61 in requests. The committee reviewed each submission and divided the \$14,500 reserve accordingly.

We will begin planning for the 2020-21 year in August/September and expect that it will be quite a challenging year! PLEASE, drop us an email at wellness@caiu.org and tells us how we can best support you in your Health and Wellness in 2020-21.

UPCOMING EVENTS/ACTIVITIES/CELEBRATIONS

- July 30 - National Intern Day
- July 31 – Systems Administrators Day

OPPORTUNITIES FOR GROWTH

The best project you will ever work on is you! Take some time to explore all the ways there are to grow – personally and professionally.



“Change is inevitable, but transformation is by conscious choice.” ~ Heather Ash Amara

Check Out all the offerings at 48 C.A.R.A.T.S.:
<https://48carats.caiu.org/48caratsDN2/LogIn.aspx>

Check out all our virtual training offerings:
<https://tinyurl.com/CAIUtraining>

Help Wanted!

Do you want to know what positions are open at the CAIU? Below is a list and a link to our application portal.

- Paraprofessionals
- 1 –COTA
 - 4 – EPP
 - 1 – Job Coach
 - 1 – PCA



- Professional
- 3 – Speech Pathologists
 - 4 – Teacher

- Support
- 1 – Online Learning Support Administrator (CAOLA)

Link to CAIU Job Search:
<https://www.applitrack.com/caiu/onlineapp/>

Know someone looking – please share!

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle." - Steve Jobs