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## **Substitute Executive Director's Report January 27, 2011**

### **NEWS**

In December, Holly A. Brzycki, Supervisor of Online Learning, shared the development and vision of the Capital Area Online Learning Association (CAOLA) during a session at the national conference for the Association of Educational Service Agencies (AESAs) in Atlanta, Georgia. As a result of her presentation, several educators from an educational service agency in Washington State were intrigued with our regional solution to online learning. Earlier this month, five educators from Washington's ESD 123 visited the CAIU to learn more about the process of developing a regional solution so that they could potentially replicate the same program in their area. The educators from Washington met with several CAIU staff and representatives from Lower Dauphin and Camp Hill School Districts. The group visited Camp Hill School District to experience firsthand how the program was being implemented at a district level.

Nearly sixty participants completed training on January 18-20 through our Guest Teacher Program. Those who successfully completed the training, paperwork, and all required clearances are qualified to substitute teach in any subject area in the participating public school districts. These participants are trained in classroom management, educational laws, the art of teaching, professionalism, and special education related issues.

CAIU staff provided two-day sessions (January 4-5 and 6-7) on High Impact Strategies to approximately 170 pre-service teachers who will be student teaching in our local school districts this spring. This week our CAIU staff will provide the training at Messiah College for 80 pre-service teachers. These two-day sessions provide participants with in-depth knowledge of research-based high-impact strategies to improve student achievement that support Learning Focused Schools.

**ORGANIZATIONAL GOALS UPDATE** – Our goals are reviewed monthly by the CAIU Leadership Team

- **Identify, define and implement regional practices for delivery of student services**
  - Alicia McDonald, along with superintendents, district special education directors, and CAIU staff continue to meet to review and revise the Regional Special Education Strategic Plan. There are two sub-



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committees, one focusing on fiscal review and the other on special education programming needs.

- Holly Bryzcki, supervisor for Online Learning, continues to provide presentations for potential new members through Capital Area Online Learning Association (CAOLA). Student participation in CAOLA continues to expand. Currently, discussions are taking place with four intermediate units who are interested in joining CAOLA.
- Preliminary planning has taken place to review and revise the Capital Area School for the Arts Strategic Plan. Participants have been identified and invited to be involved in this process.
- Safari Montage has been implemented on PAIUnet and provides digital content for use by teachers across our districts.
- CAIU staff has met with Edison Learning to discuss an online solution for Alternative Education programming.
- **Design and implement plans, policies and procedures to consistently provide safe and secure environments for students, staff and visitors**
  - The Core Safety Team meets monthly to review and provide input for the CAIU Emergency Operations Plan.
  - The Enola Security Doors are fully operational providing a secure office space for our employees and new visitor sign-in procedures have been implemented.
  - The CAIU's Radiological Emergency Response Plan is nearing completion.
- **Consistently implement models of effective supervision and leadership**
  - Professional Learning Communities have been established across the Leadership Team. The purpose of these small group communities is to provide unique professional learning opportunities for our leadership team. Topics for the learning communities include two book studies, the evaluation process, supervisor "101", integration of technology in instruction, and budget "101". Each group is facilitated by a member of the Leadership Team.
  - In January, we evaluated what we had completed through our Professional Learning Community activities. About half of the staff will continue with their topics for at least one more month. The group focusing on Supervision has topics planned for several more months.
  - The revision and implementation of Professional Development Evaluation Program (PDEP) continues. Rubrics for teachers to accompany the



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evaluation tool have been presented to the Leadership Team for review and feedback.

- **Model the appropriate integration of technology solutions to enhance all aspects of job performance**
  - Cabinet members and supervisors have participated in training to begin the implementation and use of ALIO financial software across teams for business and budget information.
  - The Early Intervention supervisors have begun the process for implementation of the Pelican student information system in preschool.
  - Links to Facebook and Twitter are established on the CAIU webpage. CAIU announcements of events are posted through these social media.
  - Initial work has been completed to establish access into the Employee Portal in Alio. Initially, staff will be able to view and verify employee information.
  - Monarch Technologies is partnering with CAIU's Autism program to implement a program called "VizZle" (visual language technology) in our Autism classrooms. Teachers can create web-based lessons and get access to a large library of developmental materials. Currently, this is operating in 5 of our classrooms.

## **NOTIFICATION OF ACTIVITIES**

- Met with PDE staff and representatives from other IUs and school districts from across PA to plan the February New Federal Program Coordinators' training session.
- Completed required annual workplace safety training along with our committee members.
- Attended the monthly PAIU Executive Directors' meeting. The January meeting was held at the CAIU Enola office, but most directors participated from their own locations through video conference.
- Assisted Cumberland Valley's Director of Elementary Education with facilitating their annual Title I Nonpublic Consultation meeting.
- Attended Crisis Management for School-Based Incidents training held at HACC with four other members of our Safety Team.
- Met with representatives from the Center for Safe Schools, Dauphin County Emergency Management Agency, and Exelon Nuclear to review the draft CAIU Radiological Emergency Response Plan. Our Capital Area School for the Arts location will be included in the TMI exercise planned for April 2011.



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- Joe Fay, CAIU teacher at Diakon, will be completing his practicum activities to obtain his Letter of Eligibility this semester. I will be providing him assistance and guidance as he completes these requirements.

### **Upcoming Activities:**

- Will attend the PAIU Central Region Executive Directors' meeting in State College on January 28.
- Will participate in TMI Tabletop exercise on February 14 with CASA staff to prepare for the drill planned for April 2011.
- Will provide New Federal Program Coordinators' training on behalf of PDE's Division of Federal Programs on February 17.
- Will attend PAIU Monthly Executive Directors' Meeting on February 2-4, 2011