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## Executive Director's Report (revised)

June 26, 2008

**New Professional Network** – Brian Griffith is working with several representatives from colleges and universities in our region who prepare teachers. A new network to discuss pre-service teacher preparation will begin later this year. One of the first issues to be addressed is the prerequisite our districts have endorsed which will require student teachers assigned to CAIU districts to complete the first two days of the Learning-Focused Strategies workshop at the beginning of the semester in which they will be student teaching.

**CAIU Wide Area Network** – The CAIU was the first intermediate unit in the state to complete a regional wide area network. We are moving into our fifth and final year of the contract with Level 3, the vendor who provides the network. Over the next several months we will be re-bidding the network and developing an eFund grant proposal to help cover costs associated with both the network and the content which resides on it. Our new Technology Director, David Martin, will be leading this effort.

**Internship** – Jason Conway, CAIU Program Evaluation and Data Specialist, is working on his Superintendent's Letter of Eligibility and will complete his internship with me this fall. Jason will be responsible for leading a major project – analyzing and recommending revisions to our current employee evaluation tools, processes and policies.

**Least Restrictive Environment (LRE) Concerns** – Representatives from PDE's Bureau of Special Education will be at the CAIU on July 14, 2008 to conduct a review of IEPs for students who will be attending school at Hill Top Academy. PDE has tentatively approved our 2008-2009 special education plan pending the outcome of this review.

**PA Academic Standards Revision Project** – Statewide roundtable sessions will be conducted by the State Board of Education as the next step in the process of adopting revised standards for Reading/Writing/Speaking/Listening and Mathematics. CAIU's responsibility to revise the current PA Academic Standards continues with the Science & Technology/Environment & Ecology Standards and all four disciplines within the Social Studies Standards. Statewide teams met at the CAIU the week of June 16 to develop the first draft of recommended changes.

**Facilities Update** – The new parking area is now open and the landscaping is completed around the new maintenance garage. The insulation problem discovered during installation of the new roof has been mitigated. Internal office changes are moving forward as planned. The furniture has been delivered and is being installed at the new Technology Offices in Lemoyne, with the move anticipated for late July.

### **Annual Goal #1: Entry Plan**

*The Executive Director will develop and complete an entry plan which focuses on establishing relationships with key stakeholder groups (CAIU Board, CAEA, CAIU staff, Superintendents, PDE, local legislators, PAIU executive directors, area business and community leaders, state professional associations, and regional higher education leadership personnel).*

- ✓ Continued visitations to district board meetings to introduce myself and share information about CAIU services associated with our districts' contribution to our general operating budget. To date, I have visited 17 districts (CV, NY, Susq Twp, WP, Susquenita, Mech, CH, LD, Carlisle, Shipp, WS, BS, EP, SM, Middletown, Newport, Millersburg) and have 1 more scheduled (Upper

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*It is the CAIU's mission to provide quality programs and services to its member districts and other customers.*

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Dauphin). Central Dauphin, Derry Township, Harrisburg, Greenwood, Steelton-Highspire and Halifax will be priorities for next year.

- ✓ The CAEA/CAIU Health Care Committee held its second official meeting on May 9 to review the implementation of the new health insurance program. All present (CAEA President Kathie Thomas, CAEA rep Peter Fidgett, Shawn Farr and me) commended Theresa Kinsinger (also present) for the fine job she did with the employee presentations last month.
- ✓ Participated in the Emotional Support and Multiple Disabilities Support graduation ceremonies. Many thanks to the five CAIU Board members who attended as well – Linda Butler, Jean Rice, Tony DeLuca, Ellen Sheffey, and Roy Christ.
- ✓ The Superintendents' committee met on June 3 to plan our Leadership Conferences for 08-09 and subsequently received endorsement from the larger Superintendents' Advisory Council to proceed with plans for a spring and fall conference. The fall conference will continue our focus on high school reform, and the spring conference will focus on the PA inspired Leadership initiative with regional coordinator Mike Clemens, former Executive Director at Lincoln IU 12.
- ✓ The June 11 Superintendents' Advisory Council included conversations with Shawn Scott from Capitol Blue Cross who presented information about the Fall 2008 United Way Campaign.
- ✓ The Act 93 group met on June 16 with me at my request to review a variety of items. Discussion was engaging and productive.

### **Annual Goal #2: Strategic Plan**

*The Executive Director will develop and begin to implement a strategic plan designed to achieve and sustain the CAIU mission.*

- ✓ Leadership Team worked on our strategic plan during their June 17 meeting, developing specific objectives and action plans associated with each of six organizational goals.
- ✓ Client satisfaction surveys were sent to district and internal clients of the various Teams during the week of June 23. Results will be included in the final version of the 2008-2011 Strategic Plan.

### **Annual Goal #3: Student Facilities**

*The Executive Director will secure student facilities which meet programmatic needs for center-based students.*

- ✓ The CASA Facilities Committee will be reviewing two proposals for potential new space – one in downtown Harrisburg and the other in mid-town Harrisburg. Drawings have been rendered and negotiations will soon commence to determine which of those two sites best serves the program's needs and is fiscally viable
- ✓ CAIU's Champions for Children Board of Directors has approved their role in receiving funds raised to offset costs associated with furnishing & equipping both CASA and Hill Top Academy. The fundraising proposal also includes creating an endowment to subsidize tuition/facility-related fees associated with both programs. Champions for Children will reimburse the CAIU for fund-raising fees once the funds raised exceed the fees by \$1.00.
- ✓ Shawn Farr and Alicia McDonald completed the processes associated with finalizing a recommendation to the CAIU Board for furnishing Hill Top Academy. The CAIU Board's Buildings & Grounds Committee met on June 16 to review the proposals. Furnishings will initially be paid from the deferred revenue account in the special education budget, with reimbursement to that account made once the fundraising campaign is completed.

### **Annual Goal #4: Public Awareness**

*The Executive Director will enhance public awareness of the CAIU through improved public relations efforts and through the internal organization's awareness of the CAIU mission.*

- ✓ Website redesign is on schedule with a launch expected on July 1.
- ✓ The new logo is scheduled to go into effect on July 1, with business cards, stationery, forms, etc. being revised so that we do not have a dual identity. Theresa Kinsinger, the administrative assistants and I have been working on developing some fun ways to compel employees to seek out all the incidences in which our old logo is in use so that we can replace it with the new one.

- ✓ I shared our new mission statement in a forum of about 250 intermediate unit leaders from across the state when I introduced our own Jim Gates as a keynote speaker during the PAIU conference earlier this month. Jim exemplifies our “leadership, partnership and innovation” qualities.
- ✓ On June 19 I presented a keynote session at Penn College to about 100 educators from around the state attending the Governor’s Institute on Career Education and Work.

### **Annual Goal #5: Instructional Technology Solutions**

*The Executive Director will provide leadership in 1) establishing PAIUnet, a private, high speed, statewide internet service for IUs and school districts; and 2) developing a strategic regional approach to distance learning solutions.*

- ✓ PAIUnet Operations Committee on which I serve has completed its review of the RFP for selecting a “lead IU” or project manager for PAIUnet.
- ✓ Tom Begandy presented his needs analysis on distance learning to the PVAC Board. Tom, Mark Hennes, Brian Griffith and Christine Smith of Dellicker Strategies met afterward to begin developing a more specific plan for next steps. Our distance learning initiative will coordinate well with our eFund grant proposal.
- ✓ Brian Griffith, Mark Hennes and I participated in a conference call with Virtual High School to determine whether or not to participate in a federal grant project with VHS that would bring AP and International Baccalaureate courses to low income districts in our region. Only two districts would qualify and we are waiting to hear back from them regarding their interest.

**Coming Up** – I will be on vacation July 17 and 18 for daughter Laura’s college visitations, and will also take vacation days on July 21-23 to conduct the tenth annual Diocesan Title I Leadership Conference, and August 6 to serve as keynote speaker at the Washington County Literacy Conference.