

# Executive Director's Report to the Board

## September 25, 2008

### News & Updates

Over 150 people attended the Hill Top Academy dedication on September 13. Superintendents Linda Bigos (East Pennsboro), Joe Hood (Mechanicsburg), and Patty Sanker (South Middleton) attended. CAIU Board members Jean Rice, Tony DeLuca, Howard Dougherty, Nancy Fishman, Ellen Sheffey, Linda Butler and Bob Winters were present as well. President Mark Rothermel provided remarks during the ceremony. Representative Jerry Nailor also spoke, and Tom Crabtree brought the house down with a reading of a Dr. Seuss book in which he managed to embed every Board member by name in the story as instrumental in creating the wonderful opportunity Hill Top Academy represents for students and families.

A handful of protestors from Philadelphia, including several young children, stood at the entrance to the complex with signs. They have since put an eight minute YouTube item on the internet about our dedication, which was forwarded to me by PDE. The message was extremely misleading and unfavorable.

PAIUnet Council will decide on October 2 whether to accept our proposal to manage PAIUnet with Chester County and ARIN IUs. There is one other proposal from another IU consortium also in the running.

CAIU's new website was recognized by the PA School Board's Association with its Award of Excellence. We received a perfect score!

The request for proposals (RFP) was distributed and a meeting for vendors was held regarding the re-bidding of our regional wide-area network. Proposals are due back to the CAIU by mid-October.

We continue to work diligently on the eFund grant application which would help offset the new R-WAN costs. We will be asking for over 2 million dollars over a three-year grant period.

The first Steering Committee meeting for the Champions for Children Capital Campaign is scheduled for October 10, 2008 from 7:30am-8:30am at the CAIU.

### 2008-2009 Standards and Goals

#### Standard 1: Policy and Governance

- Effectively works with board to monitor/develop intermediate unit policy
  - There are several policies for first reading on the September agenda, including *Naming Facilities and \_\_\_\_*.
- Administers and supports policies throughout the intermediate unit (administrative procedures/guidelines)
  - We are currently working on employee progressive discipline guidelines, and recently reviewed with Leadership Team the Board policy on non-job related use of CAIU equipment and materials.

#### Standard 2: Planning and Assessment

- Utilizes or encourages the use of appropriate staff evaluation procedures, measuring for formative and summative purposes
  - I meet regularly with Jason Conway, administrative intern, who is working on revising the employee evaluation tools.

#### Standard 3: Instructional Leadership and Student Performance

- Makes consistent efforts to observe classrooms to assure that the organization is fulfilling its mission
  - I completed a walk-through of Hill Top Academy the first week of school.

#### **Standard 4: Organizational Management**

- Develops and implements operational plans and processes to accomplish strategic goals using practical applications of organizational theories
  - All directors and supervisors are currently completing their annual goals to align with the five strategic goals.

#### **Standard 5: Communications, Board Relations and Community Relations**

- Successfully builds intermediate unit-district partnerships that benefit students and staff
  - I met this month with Harrisburg University personnel regarding their participation in our regional WAN and the possibility of partnering to provide learning technologies for our on-line learning initiative.
  - I met this month with Representative Buxton and Senator Piccola who will support our capital campaign to benefit districts sending students to Hill Top Academy and CASA.
  - Tom Gluck, Deputy Executive Secretary at PDE, shared information about the Secretary's request for local high school assessments with our superintendents at the September 10 Advisory Council meeting. I had a follow-up meeting with him on September 22 to discuss PDE connecting to our regional WAN and how our on-line learning initiative may help inform the Virtual High School project the state is currently contemplating.
  - The on-line learning initiative was launched on September 12 with seven superintendents co-chairing four working committees.
  - I met with Central Pennsylvania College President Todd Milano to discuss potential partnering opportunities.
  - I met the new Shippensburg University Education Dean.
  - I worked with local philanthropist and longtime friend of CAIU, Alyce Spector, to provide support for the training initiatives the Capital Region Mental Health Association will be bringing to the area. *Mental Health First Aid: Early Intervention* is the name of the training which is designed to identify potential mental health issues with individuals before they escalate.
  - I enjoyed a lunch meeting with Tom Gentzel, PSBA's executive director. We will be exploring some partnering opportunities with PSBA in the coming months.

#### **Standard 6: Professionalism**

- Encourages board and administrative team to participate in professional development opportunities
  - Began board development activities with new board binders for each member and creation of individual bios for each member.
- Continues professional development through coursework and/or conference attendance
  - Attended Shippensburg University School Study Council session on the changing demographics of students in our region

#### **Annual Goal #1:**

The Executive Director will improve student achievement by coordinating the development and implementation of a regional on-line learning solution.

- We held an introductory session and committee meetings for all districts participating in the planning stage. Committees include: governance & management, curriculum, communications & marketing, and technology, infrastructure & support.
- We reviewed several potential curriculum management solutions (Florida Virtual, Provost, Lincoln)

#### **Annual Goal #2:**

The Executive Director will ensure that internal staff and external clients and stakeholders have multiple means of communicating and collaborating to achieve the CAIU mission.

- Launched new blog on website to communicate “Amy’s Notes” on-line. The blog is interactive in that readers can post comments to entries.

**Annual Goal #3:**

The Executive Director will ensure that all CAIU staff and the students served by them in CAIU locations have a safe and appropriate environment in which to work and learn.

- Mike Hurley, Safe Schools Officer for Cumberland County, shared information about NIMS and the Safe Schools Audit at the September Superintendents’ Advisory Committee meeting.

**Annual Goal #4:**

The Executive Director will improve employee performance and satisfaction by implementing research-based approaches to supervision and evaluation.

- Leadership Team meetings designed to demonstrate appreciative leadership by beginning with celebrating the month’s accomplishments, then moving into professional development topics.

**Work Product/Performance Evidence:**

- ✓ New space secured for CASA
- ✓ Revitalization of CAIU Safety Team
- ✓ Up-to-date policies, administrative procedures and emergency plans
- ✓ Evidence of staff knowledge of and ability to implement emergency procedures

**Measure of Success:**

- Successful completion of PA Safe Schools Audit