



educational excellence through leadership, partnership, and innovation

Executive Director's Report to the Board November 20, 2008

News

CAIU's 2008-2009 Special Education Plan has now been formally approved by the PA Department of Education. This approval had been tentative pending a review of the Individual Education Plans for students transferring to Hill Top Academy.

The Foundation for Enhancing Communities has awarded two grants to the CAIU to support the Nurses Aide Training Program for high school students which is coordinated through our Capital Region Partnership for Career Development. The grant awards total \$24,050. Thanks to Mike Thompson, Middletown Area School District, for initiating these grant applications.

Brian Griffith hosted a luncheon at the CAIU for the Schuylkill County IU superintendents to learn more about our region's implementation of Learning-Focused Schools from several of our superintendents. As the LFS initiative continues to grow beyond the CAIU, our consultants are providing excellent professional development to non-CAIU districts, generating income for the CAIU which can offset member district fees.

Nancy Neusbaum, CAIU Curriculum Specialist, has been asked to serve as a pilot "coach mentor" with the PA Institute for Instructional Coaching (PIIC), a collaborative grant project with PDE and the Annenberg Foundation. Nancy will serve as a mentor to district instructional coaches, providing guidance and support to align all instructional coaching initiatives with research-based practices. The CAIU is one of only six IUs involved in this first phase, and we have been selected to administer the PDE funds (1.4 million) associated with the statewide project.

The CAIU once again hosted a critical videoconference for PDE – this one on the changes districts and IUs must make in accessing FBI clearances for potential new employees. The technical aspects of this videoconference were viewed favorably across the state, with most sites receiving the videoconference through PAIUnet.

Updates

The CAIU submitted a 2.3 million dollar eFund grant proposal to the PA Department of Education on October 24, 2008. The proposal is a culmination of five months of research and planning. If awarded, funds will be used to offset the costs associated with re-bidding our regional Wide Area Network and developing a regional on-line learning solution for all of our districts. PDE will announce the grant recipients on December 12, 2008.

Following two days of presentations by four finalists, the superintendent committee co-chairs for our regional on-line learning solution will be meeting on November 26 to determine which national vendor will be recommended to the Superintendents' Advisory Committee to provide courses as early as this summer.

The best and final pricing from the vendors bidding on our next five-year lease for the regional wide area network would indicate that the CAIU will be able to provide twice the bandwidth for less than the current price. The RWAN committee, comprised primarily of district technology directors, will be making final

recommendations for the new vendor by the first week of December. After the eFund grant awards are announced, we will be able to provide pricing for both the RWAN and the on-line learning solution.

The Champions for Children Capital Campaign has secured its leadership positions and finalized the Steering Committee. Mayor Reed is honorary chairperson, and David Skerpon and Marc Bauer are serving as co-chairs. A complete list of committee members and sub-committee chairpersons will be included in the campaign brochure, scheduled for publication in December. The campaign goal of 2.26 million dollars will help reduce increases in tuition rates for the Capital Area School for the Arts and Hill Top Academy.

The office moves within the Summerdale Center continue to progress on schedule. The maintenance staff is currently painting the former business and human resources wing in preparation for carpeting in mid-December. The curriculum and technology services staff will move into this refurbished area just before the Christmas break. The business and human resources staff members have reported increased productivity as a result of their move to their new office location in Lemoyne.

Upcoming Travel:

- AESA Conference: December 3-6 in Phoenix AZ – Brian Griffith, Alicia McDonald and I will be participating in the annual Association of Educational Service Agencies conference.
- Family Vacation: December 14 - 20 in Massachusetts

Notification of Activities

- PDE Coaching Collaborative Board of Directors – I have been asked to serve on this statewide board which is responsible for recommending policy to the PA Secretary of Education regarding instructional coaching.
- University of Pennsylvania School Study Council – I have elected to join this study council because they are providing the PIL Act 45 credits I need to retain my letter of eligibility. Most meetings are held locally at the PA Association of School Administrators (PASA) offices.

2008-2009 Standards and Goals

Standard 1: Policy and Governance

- Effectively works with board to monitor/develop intermediate unit policy
 - [There are several policies on the agenda this month, including substantial changes to employee expense reimbursement processes.](#)
- Administers and supports policies throughout the intermediate unit (administrative procedures/guidelines)
 - [The administration is currently working on a process to revise the "Administrative Procedures" handbook and place these documents on the website. We are also coordinating the organization of other documents developed over the years, including policy guidelines and board resolutions.](#)

Standard 2: Planning and Assessment

- Utilizes or encourages the use of appropriate staff evaluation procedures, measuring for formative and summative purposes
 - [Jason Conway, administrative intern, has conducted several focus group sessions with various job-alike groups and with Team Directors to solicit input needed in developing new tools and procedures. He and I meet regularly to review his progress.](#)

Standard 3: Instructional Leadership and Student Performance

- Makes consistent efforts to observe classrooms to assure that the organization is fulfilling its mission
 - No activity this month

Standard 4: Organizational Management

- Develops and implements operational plans and processes to accomplish strategic goals using practical applications of organizational theories
 - Worked with Shawn Farr to finalize plans for reorganization of business office personnel

Standard 5: Communications, Board Relations and Community Relations

- Successfully builds intermediate unit-district partnerships that benefit students and staff
 - Four of eight planned district visits have been scheduled to date as part of the overall plan to have CAIU Team Directors meet once every three years with each district's administrative team. The purpose of these visits is to determine how the CAIU can better serve our district clients.
 - Attended the United Way Women's Leadership Network event at the invitation of Dr. Linda Bigos, East Pennsboro Superintendent.
 - Participated in the quarterly PA Inspired Leadership Advisory Council meeting with Rich Fry, Big Spring Superintendent.
 - Met with Colonel Matt Brown, Carson Long Military Institute, to identify any opportunities for partnering to serve district students and/or staff.
 - Met with Dr. Jerry Kohn, Harrisburg Superintendent, and his administrative team to review progress on district's achievement acceleration plan
 - Attended the Cumberland Valley School District Board Retreat at the invitation of Dr. Bill Harner, Superintendent, for the purpose of learning more about the International Baccalaureate program.

Standard 6: Professionalism

- Encourages board and administrative team to participate in professional development opportunities
 - Met with PSBA's Tom Templeton and CAIU Board members Nancy Fishman and Tony DeLuca to discuss PSBA services relative to IU Board member professional growth and development.
 - Secured lodging for July 2009 at no cost to CAIU for the Cabinet to meet for three nights in Williamsburg, VA to do in-depth planning and engage in professional growth as a team.
- Continues professional development through coursework and/or conference attendance
 - Attended the Bill Daggett session at Middletown Area High School.
 - Will be participating in newly formed Central PA IU Executive Directors sessions, scheduled to begin in January 2009. This group will network once per month to share concerns and solutions.

Annual Goal #1:

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

- A vendor recommendation is tentative following a November 26 meeting of the four sub-committee co-chairs
- The recommended vendor's solution will be demonstrated to the Superintendents' Advisory Council at their December 10 meeting and to all four sub-committee members on December 12.

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.

- Four new blog postings on Amy's Notes
- Superintendents have consented to creation of a secure on-line community

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.

- Attended "Woulda, Coulda, Shoulda" workshop by Meeting Professionals International (MPI) with Brian Griffith on creating a safe environment for attendees at workshops and conferences held in our facility.
- Met with Don Smith, Center for Safe Schools, to plan kickoff of CAIU Safety Team on January 5. Don will provide 3-hour orientation for the team. He will also be assisting us in developing our \$10,000 safe schools grant to plan and deliver a PIL/Act 45 credit program for administrators in Summer 2009 on the Incident Command System.
- Reviewed safe school audit results with representatives from the Auditor General's Office and am preparing response

Annual Goal #4:

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

- Completed communication via CAEA Quarterly meeting and distribution via "everyone" email to notify staff of new progressive discipline guideline posted on employee section of website.
- Team Directors provided feedback on current employee evaluation forms and processes