

Executive Director's Report to the Board

October 23, 2008

News & Updates

PAIUnet Project Management has been awarded to consortium of CAIU, ARIN IU and CCIU. Current CAIU staff members (Shawn Farr, Brian Griffith, David Martin, and Amy Morton) will be working on this project, generating additional revenue for CAIU without adding additional personnel. John Branson, CCIU, is the Project Manager and single point of contact for PAIUnet.

Governor and Judge Rendell presented a civics lesson via videoconference and live streaming from the CAIU on October 8. The technology worked flawlessly, thanks to our David Martin and our Technology Services Team. The building and grounds were beautiful thanks to Len Kapp and his staff. Mark Hennes, Special Projects Supervisor, provided overall coordination. The Governor was so impressed, he would like to do a return engagement in January.

Our eFund grant application for 2 million dollars over three years has been completed and will be submitted to PDE on Friday, October 24. Awardees will be announced on December 12.

The first Steering Committee meeting for the Champions for Children Capital Campaign was held on October 10 with 15 of 22 Steering Committee members attending. Tom Crabtree and Brad Jones, members of the Committee, presented the two sites to be served by this campaign – Hill Top Academy and Capital Area School for the Arts. CAIU Board members Sheri Matter, Linda Butler and Howard Dougherty are serving on the Steering Committee. (Howard also serves on the Champions for Children Board.)

Superintendents met October 7-9 to further explore and develop plans associated with redesigning our high school programs. 18 of our 24 superintendents participated. Several follow-up activities are already underway, including a Dual Enrollment conference, a 9th Grade Transition workshop, electronic sharing of all districts' high school course selection guide, and networking sessions on specific topics such as Advanced Placement courses.

The Central Penn Business Journal is planning with CAIU to publish a 12-16 page insert in the April 24 edition of the Central Penn Business Journal. This insert will focus on our regional initiatives to achieve educational excellence. CAIU incurs no expense for this insert.

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 or second reading on the October agenda.](#)
- Administers and supports policies throughout the intermediate unit (administrative procedures/guidelines)
 - [Met with CAEA on 10/22 to review new progressive discipline guidelines](#)
 - [Reviewed upcoming policy change recommendations on expense reimbursement with Leadership Team on 10/21](#)

Standard 2: Planning and Assessment

- Utilizes or encourages the use of appropriate staff evaluation procedures, measuring for formative and summative purposes

- Jason Conway is currently working on the EPP/PCA and Administrative Support evaluation tools and processes

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
 - PAUnet management team developed an organizational plan
 - Strategic approach to operationalizing regional high school redesign efforts

Standard 5: Communications, Board Relations and Community Relations

- Successfully builds intermediate unit-district partnerships that benefit students and staff
 - Participated in initial meetings with Mental Health Association, including Judge John Cherry and Pinnacle Health psychiatrists, MHA President Alyce Spector and former DPW Deputy Karen Snider
 - Participated in exploratory and follow-up meetings with Dave Shankweiler regarding a spring publication on CAIU as 12-18 page insert in Central Penn Business Journal
 - Meeting with Livia Riley, Superintendent of Harrisburg Diocese, on inclusion of Diocese in eFund grant application
 - Met with Susan Sherwood, National Civil War Museum board member, regarding possibly RWAN connection
 - Met twice with Jim Sheffer, PA Assoc of Federal Program executive director, and Renee Palakovic, Division of Federal Programs chief, on various projects we administer
 - Attended/introduced Shippensburg University School Study Council teacher recognition luncheon and participated in SUSSC Advisory Committee meeting
 - Met with Ellen and Bruce Eisenberg who work with the Annenberg Foundation on the multimillion dollar instructional coaching initiative; subsequently invited by PDE Special Assistant John Nau to serve on PA Coaching Collaborative Board of Directors
 - Held quarterly meeting with CAEA leadership
 - Presented session on PA Standards Revision project at PSBA Conference with several staff members

Standard 6: Professionalism

- Encourages board and administrative team to participate in professional development opportunities
 - Met with Linda Butler following her participation as CAIU legislative liaison at PSBA conference
 - Leadership Team agenda includes 30-45 minutes monthly for professional development; October topics: managing your computer files, using the new phone system
 - Theresa Kinsinger attended PSBA legal session
- Continues professional development through coursework and/or conference attendance
 - Attended PSBA conference (one day)

Annual Goal #1:

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

- Committee meetings continue; superintendents discussed and agreed on CAIU management of solution

- Request for Proposals issued for on-line learning management system and courses
- Substantial time spent developing eFund grant proposal to help cover non-recurring cost of on-line solution

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.

- Added nine new postings to “Amy’s Notes” blog
- Utilized *Eliminate* tool to participate in several PAIUnet Project Management Team meetings

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.

- Met with Mike Hurley and Brian Griffith to plan spring NIMS training
- Prepared draft FAQ on proposed CASA lease in preparation for Board meeting

Annual Goal #4:

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

- Progressive discipline guidelines ready for distribution
- Focus group discussions planned for revising staff evaluation tools.