



Central Intermediate Unit #10

345 Link Road West Decatur PA 16878 ~ 814-342-0884 or 1-800-982-3375 (PA only)

THE GO TO IU!

Central Intermediate Unit # 10 Comprehensive Plan 2017-2020

Board Approved May 25, 2017

**Dr. J. Hugh Dwyer, Executive Director
Central Intermediate Unit #10
April 2017**

CENTRAL INTERMEDIATE UNIT # 10

2017-2020 Comprehensive Plan

MISSION STATEMENT

Build the capacity of all learners by identifying needs, developing courses of action and supporting the implementation of strategies to allow for continuous advancement and achievement.

VISION STATEMENT

Foster a culture of learning and growth.

GOALS

- 1. CAPACITY - Develop the capacity of the IU by analyzing its facilities and policies.
Strategy Areas: Facilities, Policy Development**
- 2. SERVICE MODEL - Develop and implement new, efficient service models.
Strategy Areas: Delivery, District Liaison Initiative, Independent Contractors, Partnerships**
- 3. CULTURE – Cultivate and solidify a culture of innovation that supports the learning and growth of our IU.
Strategy Areas: Communication/Marketing, Image**

Comprehensive Planning Process

The CIU # 10 received approval from the Pennsylvania Department of Education (PDE) to submit its Comprehensive Plan at a date later than that prescribed for Phase 2 entities.

Ms. JoAnn Perotti, Bucks County IU #22, Director of Strategic Services Administrator, is the Lead Facilitator of the CIU # 10 process. She met with the Comprehensive Planning Administrative Leadership Team for two days in November 2016.

Executive Director J. Hugh Dwyer met multiple times with all CIU # 10 administrators to develop Shared Values, Mission, Vision and Goals, Strategies and other elements of the Plan. Individual administrators or pairs of

administrators updated the PDE Comprehensive Planning Tool. The Lead Facilitator critiqued and advised on all the above documents.

Haylee Hickman, Administrative Assistant to the Executive Director, served as scribe throughout the process.

The Lead Facilitator met with the Comprehensive Plan Community Steering Committee on January 5, 2017 to receive input from stakeholders. She facilitated Action Step writing with the Administrative Team and then provided a draft of the 2017-2020 Comprehensive Plan to the Executive Director for his review. In March 2017 the Administrative Team reviewed and modified the Strategic Areas and Action Steps. The Executive Director and Cabinet reviewed the new draft and presented it to the CIU # 10 Board of Directors for review and input at the April 27, 2017 Board of Directors meeting. The Executive Director submitted the final draft to the Board of Directors at the May 25, 2017 meeting for approval. The Board approved the Plan for implementation on May 25, 2017.

In January, PDE sent a notice to all Pennsylvania School Districts/Intermediate Units /CTCs that all comprehensive plans would be delayed for one year as the department reorganizes the web tool and regulations for submitting comprehensive plans. The CIU # 10 Executive Director decided to complete the process and implement the new Comprehensive Plan upon Board approval on May 25, 2017. The final PDE submission of the Comprehensive Plan is due in November 30, 2017. After a 30 day required public comment period and Board confirmation, the CIU # 10 will submit the official PDE plan to PDE in November 2017.

COMMUNITY STEERING COMMITTEE:

Goal 1—CAPACITY

1. Dr. Dan Duffy—Board Member
2. Stan LaFuria—Business Rep
3. Michele Saylor—Superintendent
4. Scott Burfield—Teacher
5. Jen Moore—Teacher
6. Michelene Springer—Teacher
7. Tammy Torretti—Parent
8. Tom Rowles—IU Staff

Administrators:

McCain

Brady

Krise

Goal 2—SERVICE MODEL

Administrators:
Hammersla-Quick
Johnston

1. Ruth Saupp—Board Member
2. Micki Dutrow—Superintendent
3. Kurt Nyquist—Education Specialist
4. Jodi Caprio—Teacher
5. Elizabeth Frankhouser—Career Center Rep.
6. Ingrid Gilpatrick—Teacher
7. Abby Danko—Parent
8. Crystal Owens—Business Rep

Goal 3—CULTURE

Administrators:
Dwyer
Witherite
Catherman

1. Victoria Albert—Non-Pub Rep
2. Traci Kennedy—Charter School Rep
3. Nancy Matchock—Education Specialist
4. Judy Koch—Teacher
5. Ryan Gill—Teacher
6. Jeri Webster—IU Staff
7. Mike Owens—Community Rep
8. Bob Selfridge—Community Rep

CIU # 10 Marketplace Team / Administration

Kristen	Baughman-Gray	STEAM Consultant/Curriculum Development
Katie	Bish	Special Education Supervisor
*William "Edd"	Brady	Human Resource Manager (Ending April 2017)
Laurie	Castagnolo	Human Resources Manager (Beginning April 2017)
Edward	Catherman	Director of IT and Non-Public School Services (Ending March 2017)
Patti	Condon	Assistant Business Manager
*Dr. J. Hugh	Dwyer	Executive Director
Amy	Garvey	Special Education Supervisor
*Dr. Michele	Hammersla-Quick	Special Education Director
Jeff	Holter	Educational Consultant-TAC Special Education
Diane	Hubona	Curriculum Educational Consultant
*Erick	Johnston	Director of Business Services
Cathy	Kaltenbaugh	Special Education Supervisor
*Karen	Krise	Director of Preschool Services
*Dr. Bethann	McCain	Supervisor of Curriculum and Innovation
Dawn	Moss	Educational Consultant-TAC Special Education
Kim	Moyer	Data Quality Consultant
Cherie	Neely	Educational Consultant-TAC Special Education
Christine	Sanker	Educational Consultant-TAC Special Education
Heather	Spotts	Educational Consultant-TAC Special Education
Marjorie	Stewart	Educational Consultant-TAC
*Jenna	Witherite	Adult and Community Programs Coordinator

**Cabinet Member*

Central IU #10 Comprehensive Planning Action Plan

Goal #1 Capacity: Develop the capacity of the IU by analyzing its facilities and policies.

Strategy Area: Facilities

Action Step	Start-End Date	Lead Administrators
<p>1. Develop the interior of the new training facility at Centre County Site, Decibel Plaza.</p>	<p>Spring 2017- Fall 2017</p>	<p>Facilities Planning Team and Dawn Moss, Chair</p>
<p>2. Develop five-year budget for the Centre County Site.</p>	<p>Fall 2016- Winter 2017</p>	<p>Erick Johnston and Facilities Planning Team</p>
<p>3. Develop an events calendar for the Centre County Site focusing on service to customers and revenue generation.</p>	<p>Spring 2017</p>	<p>Dr. J. Hugh Dwyer and Marketplace Team</p>
<p>4. Formally Open the Centre County Site.</p>	<p>August 1, 2017</p>	<p>Dr. J. Hugh Dwyer and Facilities Planning Team</p>
<p>5. Begin “Facilities Planning Phase II: The West Decatur Site”.</p>	<p>Summer 2017</p>	<p>Dr. J. Hugh Dwyer and Facilities Planning Team</p>

Central IU #10 Comprehensive Planning Action Plan

Goal #1 Capacity: Develop the capacity of the IU by analyzing its facilities and policies.

Strategy Area: Policy Development

Action Step	Start-End Date	Lead Administrators
1. Designate a point of contact with PA School Board Association.	Completed	Dr. J. Hugh Dwyer
2. Develop subcommittees from each department to address different series (i.e. finance, pupils).	May 2017	Dr. J. Hugh Dwyer
3. Review recently updated Policies and those requiring updates.	April 2017- Summer 2017	Dr. J. Hugh Dwyer and Laurie Castagnolo, Human Resource Manager
4. Develop Employee Handbook.	Summer 2017	Laurie Castagnolo, Human Resource Manager
5. Communicate handbook to staff through various media.	Summer 2017	Dr. J. Hugh Dwyer and Laurie Castagnolo, Human Resource Manager
6. Prepare administrative procedure for	Summer 2017- Summer 2018	Dr. J. Hugh Dwyer and Cabinet

<p>appropriate policies.</p> <p>7. Prepare Administrative Team reorganization plan for Board consideration that enhances management efficiency, customer service and cost effectiveness.</p>	<p>Summer 2017- Fall 2018</p>	<p>Dr. J. Hugh Dwyer and Cabinet</p>
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Central IU #10 Comprehensive Planning Action Plan

Goal #2: Service Model: Develop and implement new, efficient service models.

Strategy Area: Delivery

Action Step	Start-End Date	Lead Administrators
<p>1. Identify specific service delivery models that are cost efficient and meet needs.</p>	<p>April 2017- Spring 2017</p>	<p>Dr. Michele Hammersla-Quick, Dr. Bethann McCain and Marketplace Team</p>
<p>2. Continuously explore and implement new effective delivery systems.</p>		<p>Dr. Michele Hammersla-Quick, Dr. Bethann McCain and Marketplace Team</p>
<p>3. Survey the teachers and administrators within the footprint of the CIU # 10 to determine their professional delivery model preferences.</p>	<p>Spring 2017- Summer 2017</p>	<p>Dr. Michele Hammersla-Quick and Dr. Bethann McCain</p>

<p>4. Determine the staffing needed to ensure the delivery of goods completed.</p>	<p>May 2017- June 2017</p>	<p>Dr. J. Hugh Dwyer and Cabinet</p>
<p>5. Market the new service model.</p>	<p>Summer 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Cabinet</p>
<p>6. Begin implementation of new and improved service model.</p>	<p>Summer 2017- Spring 2020</p>	<p>Dr. Michele Hammersla- Quick and Dr. Bethann McCain</p>
<p>7. Implement educator course delivery system “Educator University”.</p>	<p>On-going</p>	<p>Dr. Bethann McCain</p>

Central IU #10 Comprehensive Planning Action Plan

Goal #2: Service Model- Develop and implement new, efficient service models.

Strategy Area: District Liaison Initiative

Action Step	Start-End Date	Lead Administrators
1. Perform a district needs assessment (DNA).	Bi-annual	Dr. Michele Hammersla-Quick
2. Analyze the results of the DNA.	Bi-annual	Dr. Michele Hammersla-Quick and Marketplace Team
3. Assign MT members to one of the twelve school districts that are located in the footprint of the CIU # 10 to serve as that district's liaison (DL) to the CIU # 10. Most districts will have two MT members assigned to their respective district and update as needed.	On-going	Dr. J. Hugh Dwyer
4. Communicate/meet with the superintendent of the district. They are to determine the most advantageous	On-going	Dr. J. Hugh Dwyer and District Liaisons

<p>manner(s) in which the DL(s) can accomplish the goals of the DL initiative.</p>		
<p>5. Begin the implementation plan as developed by the DL(s) and the superintendent.</p>	<p>Completed</p>	<p>Dr. J. Hugh Dwyer and District Liaisons</p>
<p>6. Assist the district and the district’s administration via direct communications resulting from the interactivity of the DL(s) and the district personnel.</p>	<p>On-going</p>	<p>Dr. J. Hugh Dwyer and District Liaisons</p>
<p>7. Discuss the initiative impact on each district, with the goal of generating additional ideas that have been implemented/used in other districts.</p>	<p>On-going</p>	<p>Dr. J. Hugh Dwyer, Marketplace Team and District Liaisons</p>
<p>8. Expand the District Liaison Initiative to include Charter Schools and Non-Public Schools.</p>	<p>Fall 2017-Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Marketplace Team</p>

Central IU #10 Comprehensive Planning Action Plan

Goal #2: Service Model- Develop and implement new, efficient service models.

Strategy Area: Independent Contractors

Action Step	Start- End Date	Lead Administrators
<p>1. Determine if an independent contractor is appropriate:</p> <p>a. The employee that has an idea for a new service considers the feasibility of performing the new service with current staff members, with current and new personnel, or exclusively with new personnel.</p> <p>b. The new service idea is presented to the CIU # 10 Cabinet to determine if the new service idea has enough merit to continue the process of new service implementation.</p> <p>c. The project manager with the assistance of the Cabinet</p>	<p>April 2017- Spring 2020</p> <p>April 2017- Spring 2020</p> <p>April 2017- Spring 2020</p> <p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Department Heads</p> <p>Dr. J. Hugh Dwyer and Cabinet</p> <p>Dr. J. Hugh Dwyer and Cabinet</p> <p>Dr. J. Hugh Dwyer</p>

<p>determines the staffing needs of the new project/idea while considering the expertise of our current staff members, availability of our current staff members, the cost of hiring a full-time employee, the cost of hiring a part-time employee, and the cost of contracting with independent contractor(s).</p> <p>d. The project manager makes a recommendation to the CIU # 10 Board of Directors to fund the new service project which includes the staffing of the project.</p>	<p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer</p>
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Central IU #10 Comprehensive Planning Action Plan

Goal #2: Service Model- Develop and implement new, efficient service models.

Strategy Area: Partnerships

Action Step	Start- End Date	Lead Administrators
<p>1. Determine if a community partnership is appropriate:</p> <p>a. The employee that generates new service idea discusses the idea with his/her direct supervisor to determine if they believe that the idea should be presented to the CIU # 10's Cabinet Team for continued examination of the new idea.</p> <p>b. In conjunction with the Cabinet, the employee/project manager determines the chief stakeholders/partners that would be affected by the new service idea.</p>	<p>April 2017- Spring 2020</p> <p>April 2017- Spring 2020</p> <p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Department Heads</p> <p>Dr. J. Hugh Dwyer, Department Heads and Cabinet</p> <p>Dr. J. Hugh Dwyer, Department Heads and Cabinet</p>

<p>c. The project manager and Cabinet determine the staffing and funding needs of the new service idea.</p>		<p>Erick Johnston, Laurie Castagnolo and Cabinet</p>
<p>d. Project Manager identifies partners.</p>	<p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Department Heads</p>
<p>e. The Project Manager communicates with the identified partners to ascertain the partner(s) confidence of the viability of the new service idea.</p>	<p>April 2017- Spring 2020</p>	<p>Department Leaders</p>
<p>f. If appropriate, the Project Manager makes a recommendation to the CIU # 10 Board of Directors to staff & fund the new service project, and to execute any applicable service agreements or contracts with the affected partners.</p>	<p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer, Cabinet and Department Heads</p>

Central IU #10 Comprehensive Planning Action Plan

Goal #3: Culture: Cultivate and solidify a culture of innovation that supports the learning and growth of our IU.

Strategy Area: Communication/Marketing

Action Step	Start-End Date	Lead Administrators
<p>1. Create common and consistent branding; using the same logo and slogan throughout all modes of communication.</p>	<p>Completed</p>	<p>Dr. J. Hugh Dwyer and Cabinet</p>
<p>2. Within the Marketplace Team meetings, continue to discuss this need and brainstorm ideas to service educators and community members.</p>	<p>April 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Marketplace Team</p>
<p>3. Reestablish/Revitalize the Marketing Committee.</p>	<p>June 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer</p>
<p>4. Charge all Departments with Marketing their programs.</p>	<p>July 2017- Spring 2020</p>	<p>Dr. J. Hugh Dwyer and Department Heads</p>

<ul style="list-style-type: none"> • Photo and Caption for local newspaper, if applicable • Email flyer/information to local Chamber of Commerce and Economic Development groups. <p>7. Through the Marketing Committee, designate specific contact persons to make sure the information is dispersed to the community.</p> <p>8. Make a physical community presence - CIU # 10 will provide information at Back to School Nights, Family Nights, School Open Houses, PTO Meetings to provide families with resources.</p> <p>9. CIU # 10 will revisit this need at the end of the school year with each district.</p>	<p>April 2017- Spring 2020</p> <p>May 2017- May 2020</p> <p>May 2018- May 2020</p> <p>May 2018- May 2020</p>	<p>Dr. J. Hugh Dwyer, Marketplace Team and Marketing Committee</p> <p>Dr. J. Hugh Dwyer and Marketplace Team</p> <p>Dr. J. Hugh Dwyer and Marketplace Team</p> <p>Dr. J. Hugh Dwyer and Marketplace Team</p>
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Central IU #10 Comprehensive Planning Action Plan

Goal #3: Culture: Cultivate and solidify a culture of innovation that supports the learning and growth of our IU.

Strategy Area: Image

Action Step	Start-End Date	Lead Administrators
1. Create a standard or CIU # 10 Image Statement as to what the definition of “image” is to the CIU # 10 Marketplace Team:	May 2017- Spring 2020	Laurie Castagnolo and Marketplace Team
2. Revisit and evaluate our image at the end of each school year.	Summer 2018- Spring 2020	Dr. J. Hugh Dwyer and Marketplace Team