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Carbon Lehigh Intermediate Unit is a student-centered education agency committed to Excellence through Service.

CLIU Board of Directors 2007 - 2008

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Richwine</td>
<td>Penny Hahn</td>
</tr>
<tr>
<td>East Penn</td>
<td>Catasauqua Area</td>
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<table>
<thead>
<tr>
<th>Treasurer</th>
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<tbody>
<tr>
<td>Mary Ziegler</td>
<td>Diane Carfara</td>
</tr>
<tr>
<td>Salisbury Township</td>
<td>(Non-Member)</td>
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| Eileen Abruzzi | Carlos Lopez |
| Whitehall-Coplay | Jeffrey Glasser (resigned 12/4/07) |
| Bonita Barbas | Allentown |
| Weatherly Area | |
| Robert Bold | Peter McGuire |
| Herman Corradetti (off bd. 11/30/07) | Jim Thorpe Area |
| Parkland | James Pollard |
| Bryan Dorshimer | Palmerton |
| Northern Lehigh | |
| Duane Eidem | John Schubert |
| Evelyn Sannoff (resigned 12/4/07) | | |
| Lehighton Area | Southern Lehigh |
| Robert J. Keegan, Jr. (Non-voting member) | Donna Trimmel |
| | Dennis Vavra (off bd. 11/30/07) |
| | Panther Valley |
| | Kenneth Zellner |
| | Northwestern Lehigh |

Ellis Katz, Esquire

Robert J. Keegan, Jr.
Executive Director

Cathy Groller
Assistant Executive Director

Ivy L. Harding, Director
Business Services

Kimberly Talipan, Director
Human Resources

Dr. Jacqueline Attinello, Director
Curriculum and Instruction/ Educational Technologies

Stephen Unis, Director
Philip Fiore, Assistant Director
Management Information Systems

John B. Houser, Director
Tee Decker, Assistant Director
Deb Dendas, Assistant Director
Special Programs and Services

John Curry, Director
Transportation Services

The Carbon Lehigh Intermediate Unit is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex or non-relevant handicap in activities, programs, or employment practices. For information regarding civil rights or grievance procedures contact Mr. John B. Houser, Section 504 Coordinator, or Mrs. Kate Talipan, Title IX and ADA Coordinator at the Carbon Lehigh Intermediate Unit, 4210 Independence Drive, Schnecksville, PA 18078-2580, 800-223-4821. Sept. 2008
The Carbon Lehigh Intermediate Unit 21 (CLIU), located in Schnecksville, Pennsylvania, is an Educational Service Agency created by an Act of the General Assembly of Pennsylvania to help equalize educational opportunities for all students in the Commonwealth.

The CLIU serves as the coordinating agency that brings together diverse school districts, Career and Technical Institutes, businesses, higher education, and community groups. The CLIU uses a “regional team” approach and through cooperation and collaboration among school districts and community agencies, provides innovative, responsive, and cost-effective programs. It is the job of the Intermediate Unit to facilitate inter-district cooperation, provide educational and administrative services to schools, and function as a link between the Pennsylvania Department of Education and local school districts.

CLIU provides a broad range of services to fourteen public school districts, nonpublic schools, and two Career and Technical Institutes of the Carbon and Lehigh counties. Our services include: Curriculum and Instruction, Staff Development, Educational Technologies, Special Education Services, Nonpublic School, and Behavioral Health Services. Additionally, the CLIU also offers technology solutions through our Management Information Systems department as well as Business, Human Resources, and Management Services in community and educational settings.

### Budgets by Program 2007-2008

<table>
<thead>
<tr>
<th>Budget Name</th>
<th>Amount</th>
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<tr>
<td>Detention/Transitions</td>
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<tr>
<td>Adjudicated Youth - YFC</td>
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<td>Title 1 - Neglected &amp; Delinquent</td>
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<td>Delinquent Children - Title 1 CA</td>
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<td>Title I - Delinquent-Flowthrough</td>
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<td>Act 183</td>
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<tr>
<td><strong>Transportation Total</strong></td>
<td><strong>$9,500,000</strong></td>
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| **Grand Total** | **$72,893,610**
The 2007-2008 School Year was a banner year with many changes and innovations at the Carbon Lehigh Intermediate Unit. The year began with the identification of a new attitude and slogan for Carbon Lehigh Intermediate Unit 21, "Helping Children Learn." This great learning organization is focused on only one thing "Helping Children Learn." Regardless of a person’s role at CLIU 21, everything we are about is helping children learn. Our job in many ways is to help the most fragile and vulnerable children of our society to learn.

Education and Service is a calling and I believe the people who enter this calling are on a journey, specifically a hero’s journey. I believe most ordinary people are heroes and most heroes are ordinary people; ordinary people who do extraordinary things. When I think about heroes in our society, I think about the people involved in the education of children. The heroes are those who use their strengths and abilities to mentor and lead others. In the case of the people at CLIU 21, the others are the children, families, and school districts we serve. The heroes are the staff of CLIU 21.

Please take the time to review this Report to the Community and read about the great people and services provided by the Carbon Lehigh Intermediate Unit 21.

It is an honor and pleasure to be a part of CLIU 21.

Robert J. Keegan, Jr.
Executive Director
The award, named for Helen Keller’s teacher and friend, honors an educator who exemplifies caring involvement with students with disabilities, and helps others in school and the community understand and accept students with disabilities. The award is open to any CLIU teacher, therapist, administrator, psychologist, social worker, or other support staff employed by the CLIU. Please keep in mind the award is not intended to recognize someone for excellent performance of required job duties, career-long achievement, or length of service.

2007 Award Winner

Mr. Thomas Mullen is this year’s recipient of the Annie Sullivan Award. His career in education spans over four decades. Tom began his teaching career in the Lehighton School District in 1962 teaching Language Arts. He was hired by the Carbon County School Board as a therapist for the Hard of Hearing in 1969. In the early 1970’s, Tom was employed by the Carbon Lehigh Intermediate Unit and became a Supervisor of Speech in 1974. During his tenure at the Intermediate Unit, Tom has been a member of the Pennsylvania Speech and Hearing Association and the Northeastern Speech and Hearing Association in which he served as its President in the early 80’s. Tom has supervised, coached, and mentored hundreds of Speech and Hearing therapists during his career.

Tom is credited with starting many new initiatives in Speech and Hearing at the Intermediate Unit. He started CLIU’s Sign Language Interpreter Program and initiated the first programs for Hearing Impaired students in Carbon and Lehigh counties. Tom retired from CLIU in 1993, but not really. After retirement, he has remained active in education and has supervised Special Education programs across Carbon and Lehigh counties. Since his retirement, new and veteran professionals have had the opportunity to work with and learn from his vast experience. Tom has a reputation for being current in the latest innovations in the Speech and Language field. He is respected by staff, parents, and students across the Lehigh Valley.
Initial judging for the Pennsylvania Governor’s Governor’s School for the Arts (PGSA) was held at the CLIU in January. The School for the Arts is the only school that holds a first round of judging at each Intermediate Unit:

- Students from all of our districts were invited to send candidates for this first round of judging.
- Thirty-nine students sent applications to view and judge the works in the areas of dance, visual arts, music, creative writing, and theatre arts.
- Judges from around the Lehigh Valley were invited to view and judge the works based on criteria set by the PGSA.
- CLIU sent 26 students on as semi-finalists to the PGSA that was held June 29 through August 2, 2008 at Mercyhurst College in Erie.

CLIU Middle School Computer Fair

The Carbon Lehigh Intermediate Unit was proud to host the 2008 CLIU Regional Middle School Computer Fair. These students competed for a chance to advance to the PA State Middle School Computer Fair held at the Pennsylvania Department of Education in Harrisburg, PA on Wednesday, April 23, 2008.

- Thirty-four projects were entered in this year’s competition representing seven districts within Carbon and Lehigh counties.
- A total of sixty-five students and eight advisors attended this year’s competition.
- Emmaus took home second place honors in the Text-Based Desktop Publishing category, while Weatherly Area received honorable mention in the Multimedia category at the state competition.

Continued Improvements

- Reviewed and implemented all auditor recommendations from the 2005 - 2006 audit report. A complete and thorough analysis was performed for each recommendation and as a result none of the auditor recommendations were repeated on the 2006 - 2007 audit report. Improved the accuracy of monthly departmental reports by posting year end entries on a monthly basis and monitoring all budgets throughout the year with the support of the Directors and Supervisors.
- Segregated duties, per auditor’s recommendations, to payroll timesheet position by adding tracking of weekly bank deposits on excel spreadsheet, reconciling to fund accounting, and physically making the bank deposits to New Tripoli and PNC bank on an as needed basis.
- Updated Bank Data Base in fund accounting for easy access to Automated Clearing House (ACH) accounts and contact lists.
- Revised and audited the permanent employee files per IRS guidelines to ensure accuracy.
- Met regularly with Special Education Staff to discuss timesheet codes and appropriate coding to ensure accuracy.
- Updated W-4’s for all employees per IRS guidelines.
- Created additional checks and balances to direct deposit procedures to ensure accuracy.
- Implemented a new Accounts Payable filing system monthly by budget number so that a file can be easily located to assist with questions. Also implemented the eSchoolMall receive option to verify order delivery and process partial payments.
- Continued excellent communication with all eSchoolMall users, specifically Teachers and Supervisors by responding in a timely manner to all questions.
- Incorporated ePayStub on a voluntary basis for all CLIU employees on January 1, 2008. As of June 30th, approximately 670 employees are using ePayStub. This change is projected to save the CLIU about $15,000 in money and resources. Per the CLEA contract, all CLEA employees must utilize the ePayStub services for receiving payroll as of January 1, 2009.
- As of January 1, 2008, all Cabinet reports are created and emailed to each Director after the Cabinet meeting.
Vision
From Imagination to Achievement!

Mission
Cultivating and sustaining a 21st Century learning community where we all learn and teach one another.

CLIU Elementary Computer Fair
On May 16th, Mike Cichocki, Technology Integration Specialist, along with the Educational Technologies/Curriculum and Instruction Department, held the first ever Elementary Computer Fair at the CLIU main office. Students in grades one through five unleashed their creativity to convey information and enhance their learning process.

Tech Wizards
CLIU initiated a new program designed to transform the delivery of professional development within our member districts. The program is based on the premise of utilizing the technology knowledge and expertise of students to work in collaboration with teacher advisors to provide professional development and technology support to educators:

• The Technology Wizards program kicked-off with an initial session in November.
• The 2007 – 2008 cadre of Tech Wizards consisted of 26 students and 10 teacher advisors representing eight of our CLIU districts.
• The Tech Wizards met monthly from November through May 2008.
• At each meeting, the group experienced hands-on practice in the use of an emerging technology and developed an action plan for the delivery of professional development regarding the technology to faculty at each team’s home school.

The Technology Wizards program ended its initial year with a culminating showcase event on May 15th. The showcase featured displays and demonstrations including websites, movies, podcasts, and Google Earth virtual field trips created by the students. Projects illustrated the Technology Wizards’ work supporting and training teachers in the use of technology in the classroom.

83 students and 14 advisors were in attendance at this year’s High School Computer Fair competition.
CLIU hosted Student Forum this year with some dramatic changes:

- To focus the students on a common topic and keep the forum more streamlined, a central theme of Technology – Its Impact on Education and Life was created.
- The creation of a program plan template that was completed by the host school forum members; this template allowed the forum members to follow guidelines which will ensure they develop and execute a creditable Student Forum program.
- In total, 14 high schools from Carbon and Lehigh counties participate in Student Forum during the 2007-08 school year.

CLIU Digital Video Camp

- The Educational Technologies department hosted a Digital Video Camp for five days in June. The main goal of these camps was to provide students with the fundamentals needed to produce quality videos. The camp focused on scripting, storyboarding, videography, and editing. Family and friends attended a showcase at the end of the week where campers showed off their completed projects.

South Africa Comes to Lehighton

Heidi Faust, a 2003 Fulbright Scholar to South Africa, shared photographs, videos, and cultural artifacts with the student who were studying a unit on Africa:

- A tractor and a lizard made out of coca-cola cans, a telephone wire basket, Zulu baskets, and a hand-made radio that works, were among some of the colorful artifacts passing through the hands of Lehighton High School students.
- Students explored the diversity of South African wildlife, music, history, culture as well as global relationships between South Africa and other nations, including the U.S.

Curriculum and Instruction/Educational Technologies Staff Growth Opportunities

In order to continue to provide the highest quality service to our constituent districts, the Curriculum and Instruction/Educational Technologies staff attends and presents at various local, state, and national professional development conferences to remain up to date on current research on instructional best practices. Additionally, many Curriculum and Instruction/Educational Technologies professionals are also members/chairs of numerous educational and community committees, councils, boards, etc., across the Commonwealth of Pennsylvania. These opportunities and relationships help shape the planning and development of present and future professional development and educational opportunities for all members of the CLIU educational family.

Academic Literacy Task Force

The CLIU Academic Literacy Task Force, a subcommittee of the Literacy Council, was newly formed this year. The purpose of the Task Force is to support regional training sessions, collect data, provide district level/regional support, and improve literacy instruction to the students:

- This Task Force is comprised of representatives of all of our 14 districts, Lehigh Career and Technical Institute (LCTI)/Lehigh Carbon Community College (LCCC), and other institutions of post-secondary education.
- Each member of this group contributes to the knowledge base by providing and sharing current adolescent literature, recommending and justifying their recommendation of publications, and establishing a resource of recommended readings.
- The Literacy Task Force is developing a glossary on the language of Literacy which includes several hundred terms which includes several hundred terms to be utilized by regional educators to sustain and support a common understanding of vocabulary terms.

Kuwaiti Principals

- Ms. Harding and Ms. Mautino participated on a committee to form a consortium of LEA’s for the CLIU and Colonial Intermediate Unit 20 (CIU) to select a vendor for the purpose of providing Third Party Administration services. A Request For Proposal (RFP) was prepared and mailed to 13 vendors, nine vendor’s submitted proposals, and TSA Consulting was awarded the contract. All 18 LEAs in CIU are participating and nine LEA’s are participating from CLIU.
- The implementation began on August 12th with a meeting for all LEA’s to develop Plan/Documents and Service Provider Agreements. All LEA’s must be in compliance with the new IRS regulations regarding 403b plans before January 1, 2009.
- Created new working relationships with department representatives to educate, collaborate, prepare, and review the entire budget process from implementation to finalization. Meet with department representatives regularly to review budgets and make necessary budget transfers and journal entries.
- Assisted in the Lehigh County Schools Joint Purchasing Board (LCSJPB) bidding process for Art and Science Supplies. Facilitated monthly meetings and oversaw the creation of the first annual Art and Science Supply bids.

Cross Training

- Cross trained Payroll staff for preparation of quarterly payroll taxes.
- Allocated new employee orientation duties among all Payroll staff to ensure coverage at all times.

Other Education

- Our Fiscal Coordinator, Nancy Mautino, obtained the professional designation of Pennsylvania Registered School Business Administrator from the Pennsylvania Association of School Business Officials (PASBO) and received her Master of Business Administration degree from DeSales University. She currently serves as the President of the Lehigh Valley Association of School Business Officials (ASBO), a local chapter of PASBO.
- Business Office staff attended the Tides of Change Conference to improve upon team building skills.
The Business Office oversees the fiscal operations of the various programs operated by the CLIU. These operations include all financial management which includes invoicing, purchasing, and biweekly payroll for approximately 1,200 employees.

The CLIU currently offers eight educational and service programs, including Special Education, Transportation, Business Office, Curriculum, Corrections, MIs, Preschool, and Provider to the Carbon and Lehigh county school districts. Each program is supported by Local, State, and Federal dollars. We are currently using 59 budgets to account for the revenue and expenditures within each program.

The Business Office coordinates the bidding of co-operative purchasing of supplies for the school districts. The CLIU is also partnering with Lehigh Career Technical Institute (LCTI) to warehouse and distribute various supplies.

The Business Office has worked diligently in the past year to collaborate, cross train, educate, and improve all processes and procedures. Collaboration

- Established stronger working relationships throughout the past year by meeting on a regular basis with all departments. The meetings are structured for the Business Office to learn about the uniqueness of each program and to teach each department the budget process and how it can be beneficial to the decision making processes throughout the year. It is a win-win situation for the CLIU.
- Collaborated with our Management Information Systems Department to create a report which lists all teachers’ absences and substitutes assigned for the teachers to ensure the correct school district is being charged for the substitute’s time.
- Worked closely with each CLIU department to ensure accuracy of revenue codes, descriptions on invoices, and created a budget billing calendar to send reminders to each department two weeks prior to the billing date to ensure billing is done in a timely manner.

The group met four times this past year and to support them and each other throughout the year, a wiki has been created by Sharon Kinney so they can continue to communicate with each other: academicliteracy.pbwiki.com.

CLIU Literacy Council

The CLIU Literacy Council, facilitated by Sharon Kinney, elected to create and develop a 21st Century Literacy Website that can be accessed through the CLIU homepage. This site will be used as a literacy resource for serving districts and regional educators. The goal of the Literacy Council is to:

- Provide a forum for the networking of best literacy practices.
- Locate and acquire financial resources to promote and support the development of literacy best practices.
- Collaborate with other educational institutions.
- Work to reduce literacy challenges and barriers.
- Examine and make recommendations regarding commercial products and resources.

Academic Literacy

Academic Literacy continues to be in the forefront of our services to districts and moving forward at an exciting pace:

- Salisbury Township School District held their fourth day of training at CLIU in the fall, with CLIU staff and Salisbury staff again pairing for facilitation.
- Two follow-up sessions to the CLIU’s Summer Institute in Reading Apprenticeship were also held in the fall which brought participants together to further their knowledge of the Reading Apprenticeship Framework and literacy strategies.
- Sharon Kinney and Cynthia Bartynski provided an Academic Literacy overview to Lehighton School District’s literacy leaders from the high school and middle school at the Lehighton administration building in the fall. The outcome of this meeting was a commitment by district administrators to move forward with a long-term Academic Literacy professional development plan supported by CLIU.
- Lehightown Area School District, through the efforts of Gloria Bowman and Sharon Kinney, developed grades five through twelve, grade specific posters of essential PSSA (Pennsylvania System of School Assessment) math vocabulary and secondary high frequency vocabulary critical to the PSSA performance.
- Sharon Kinney, Beth Breiner, and Marybeth Alley supported Catasauqua Middle-School in developing an inservice devoted to vocabulary development.
- Marybeth Alley and Sharon Kinney presented read alouds research, research implications, and best practices to Sheekler Elementary School staff in the spring. Read alouds are intended to support comprehension, vocabulary, and fluency development across the grade levels.

Literacy Intervention Faire

More than 125 professionals attended the first CLIU Literacy Intervention Faire in November 2007 which was coordinated by Sharon Kinney. Attendees included teachers, specialists, administrators, vendors, and speakers from all over the region and state:

- Participants had the opportunity to attend four sessions: two in the morning and two in the afternoon and explore an Exhibit Hall area made up of 29 vendors.
- All overviews were leveled into developmentally appropriate strands: a high school strand, a middle school strand, and an elementary strand.
- The Faire culminated with a Grand Prize Raffle and Melissa Sommers, from the Whitehall-Coplay School District took home a $32 pad Classroom Performance System (CPS) set, which was provided by the CLIU’s Educational Technology Department.

Reading Apprenticeship in the 21st Century

Marybeth Alley, Beth Breiner, and Sharon Kinney presented a half-day workshop at the Lehighty University Middle Level Conference in April. The session titled, Reading Apprenticeship in...
the 21st Century, was designed for middle school teachers and administrators who already had a foundational knowledge of Reading Apprenticeship.

- The session was aimed to assist these teachers in infusing their lessons with free technology resources that will strengthen classroom instruction around the Reading Apprenticeship framework.
- The presenters shared tools and tips that would help engage and motivate all learners in the content classroom.
- The session began with a review of the Reading Apprenticeship Framework and an introduction to 21st Century skills; including innovation skills, information technology skills, and life skills.
- The presenters emphasized the fact that all instructional decisions must start with the learner and the data about the learner.
- Educators should be doing more than employing “best practice;” they should be employing the best practice for the individual student.
- Student needs were discussed and appropriate free technology tools were shared for each student.

**Differentiated Instruction in the RtI Classroom**

In January of 2008, the Carbon Lehigh Intermediate Unit Response to Intervention (RtI) Team presented a full-day workshop on the topic of Differentiated Instruction (DI) in the RtI Classroom. The presentation modeled DI strategies and techniques and the integration of technology in the curriculum. The workshop was one of a series of nine sessions presented by the CLIU RtI team over the 2007–2008 school year. Sharon Kinney and Beth Bremer were the members of the RtI team leading this session; assisted by Terrie Geisel, Donna Hirschman, and Natalie Reichl.

**Curriculum Mapping**

School districts are using curriculum mapping to ensure their courses are aligned to Pennsylvania Standards and to provide data for curricular decisions. These efforts have been supported by Heidi Faust and Cathy Enders who attended training at the Fall Regional Curriculum Mapping Institute sponsored by Curriculum Designers.

- Cathy Enders utilized this information to support Lehighton Area School District with training sessions and to provide individual assistance to teachers during work sessions.
- Heidi Faust and Cathy Enders supported Weatherly Area School District’s curriculum mapping core team through training and collaboration.

**Facing Change in the Lehigh Valley**

Teachers and administrators from CLIU Districts and outside the region filled the conference room on February 19, 2008 for the first of five class sessions offered at the CLIU dedicated to providing school and community leaders with tools and skills for working effectively with parents and students of diverse backgrounds:

- Led by instructor Tim Silvestri, Ph.D, of Lafayette College, the group explored intercultural communication styles, intergroup bias, and social identity theory.
- Participants took home strategies for anticipating and resolving possible conflicts related to communicating across cultures.
- Participants challenged their own biases and strived to build relationships with others unlike themselves.
- CLIU Staff Development Facilitator, Heidi Faust, and Lehigh University student, Janyynn Lucas, worked with Dr. Silvestri to design the course.
- Related opportunities are in the planning stages for the 2008-2009 school year.

**What Works for English Language Learners (ELLs)**

- Math, science, social studies, and ESL teachers from CIU 20 and CLIU came to CLIU’s Wyalusing Transportation Center on March 5, 2008 to discover What Works for English Language Learners. Sponsored by the Pennsylvania Department of Education and presented by McREL, this video-conference focused on researched-based strategies that help English Language Learners succeed in mainstreamed classrooms.
- Assisted one of our districts in setting up, SchoolMessenger, a district-wide calling system. This system provides a direct line to families, students, and staff, so that important information can be communicated quickly and reliably.
- Hosted several Eastern PA PSUG (PowerSchool User Group) meetings. Attendees included school districts using PowerSchool from Eastern PA, as well as a few that were from the western part of the state. In addition, we also hosted several PowerSchool User Group meetings for our CLIU Consortium members.
- Growth of clients using the PowerSchool student information software by adding new members to our PowerSchool Consortium.

**Desktop Publishing**

- Desktop Publishing and Document Imaging provide core services to our in-house staff, districts, and community. We design publications and scan documents into digital format. The scanning of documents reaches the goal of providing easy access to district level information. Our Desktop Publishing goal creates specialized informational documents. Communication with our clients to assess their needs is a key factor enabling us to provide the latest technology in assisting with publishing and document storage needs.
- Produced materials for the PETE&C Conference, PATIMS, and Professional Development programs.
- Collaborated with in-house and community programs for Project SEARCH.
- Created informational literature for physician’s offices/daycares.
- Published Athletic Competition and Lodge programs for community agencies.
- Assisted updating job descriptions for two school districts.
- Designed clinic posters.
- Produced flyers for local fire company.
- Worked on Flight Team brochure which assists with crisis intervention in school districts.

**Publication projects done this year:**

- Student Reports – 464
- Postcards/Cards – 101
- Newsletter – 54
- Tablets – 897
- PowerPoint Presentations – 6
- Brochures – 26
- Flyers – 40
- Acrobat PDF Forms – 14
- Handbook/Yearbook/Reports – 11
- Posters/Signs – 23
- Logos - 30

**Communication with our clients is a key factor, enabling us to provide the latest technology.**

**Internet, Data Storage, Student and Financial Management, Programming, Professional Publishing, and more.**

We can supply network/administration level service with emergency hours that includes 24/7 monitoring of infrastructure.

**Two central office computer labs and the Transportation building lab were reconfigured by the IT Department.**
The workshop introduced participants to the need for both content and language objectives in content lessons, and cues and questions for supporting ELLs while using non-linguistic representations to ensure comprehension.

The Title III consortium grant that supported teacher attendance at the workshop, has resulted in greater collaboration between ESL teachers and mainstream/content teachers and increased training for mainstream content teachers in supporting English Language Learners (ELLs).

Reaching all Learners in the Middle School Classroom

Marybeth Alley and Heidi Faust presented a three-hour workshop to the teachers of Northern Lehigh Middle School in April on strategies for meeting the needs and more fully including both gifted and ELL students in the regular education classroom.

Marybeth Alley modeled how teachers might design an inquiry unit that would allow gifted students to go even deeper into the same content the other students are learning.

Using an inquiry and active questioning approach with the teachers, she demonstrated how more in-depth questions lead to stronger understandings and greater motivation for all students, not just the gifted ones.

Teachers were provided with ways to incorporate higher level thinking skills into their content areas, and utilizing an interactive activity, the teachers worked to understand the difference between content objectives and language objectives for ELL students.

Heidi Faust helped teachers to understand the standards for ELLs and how these standards can be helpful to classroom teachers.

ESL Technology Workshop

The Educational Technologies Department provided an overview of the technology resources available to assist ESL teachers from CLIU and neighboring districts. The staff demonstrated a wide range of technologies which included:

- Discovery Education Streaming
- Audacity
- Podcasting
- Wiki Spaces
- Classroom Performance System (CPS)

Heidi Faust, CLIU ESL Coordinator, who was in Saudi Arabia, participated in the meeting through a program called Skype. The program allowed her to interact with the workshop participants through the internet.

Program Specialist - ESL Certification

The Pennsylvania Department of Education, Bureau of Teacher Certification and Preparation, prescribes English as a Second Language (ESL) Program Specialist guidelines. All teachers in ESL programs must have a Program Specialist-ESL Certification:

- In order to meet the needs of CLIU school districts, a Program Specialist-ESL Certification program has been developed in accordance with the Pennsylvania Department of Education.
- The program consists of four three credit courses which will be offered during the school year: Language Acquisition, ESL: Cultural Diversity in the Classroom, English Language Learners Language Assessment and Support Services Knowledge, and Instructional Materials.
- Participants may take the courses for Continuing Professional Education (CPE) credits or for graduate credits through Lehigh University.

Math and Science Workshops

Math and Science continue to be areas of focus for the CLIU:

- On October 11, 2007 a Reading Apprenticeship reunion for math teachers was held jointly with Intermediate Unit 20. Approximately 15 participants with varying levels of training in Reading Apprenticeship met for a day of literacy focused solely on math.
- Cathy Enders led the full-day session using PSSA released items for math as the text. Participants used the questions as they analyzed text structure, created a “Test Taking Strategies List” through a reading process analysis, examined Question-Answer Relationships as they pertain to math, and the test questions, and participated in activities to promote vocabulary development with the terms found in the Math Anchor Glossaries.

Please visit our website, www.cliu.org, for complete details on the program.

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Kinney and Beth Breiner attended a workshop entitled current on best practices, meet district needs, and provide leadership in the area of professional development Sharon

As part of the commitment by the Curriculum and Instruction and Educational Technologies Department to keep content of future professional development sessions and will also be included on department wikis and webpages

Emerging Technologies Workshops
The Educational Technologies Department ran a new series of professional development workshops called Emerging Technologies during the 2007-08 school year. The workshops included:

• Internet in the Classroom
• Beginning Podcasting
• Copyright in the Classroom
• Web 2.0 Tools
• Podcasting and Vodcasting
eSchool Builder Basics
• Google Earth Basics
• Wikis, Google Earth, and Flickr
• GeoCaching
• Video Editing using Adobe Premiere
• PhotoStory 3
• Movie Maker
• Intro to Second Life
• Content Management with Moodle
• Blogs
• iLife

Also in October, a group of math teachers, formed through the Career Pathways Initiative, worked with Charlie Wayne from the PA Department of Education and learned to score PSSA open-ended math questions.

This group will continue to meet throughout the 2008-2009 school year with a focus on creating and field testing grade/course appropriate open-ended math questions to use with students.

In December 2007, Cathy Enders presented a workshop for third and fourth grade teachers on Scoring PSSA math open-ended questions at the Whitehall-Coplay School District and a workshop on alternatives for student engagement at Emmaus High School for Algebra I teachers.

The Career Pathways Curriculum Subcommittee will be forming a group of science teachers to collaborate and focus on the Science PSSA since this is a major concern among districts.

Intermediate Units throughout Eastern Pennsylvania are collaborating on the designing of professional development opportunities for science teachers.

Bureau of Educational Research Workshop - Motivating the Unmotivated Student
As part of the commitment by the Curriculum and Instruction and Educational Technologies Department to keep current on best practices, meet district needs, and provide leadership in the area of professional development Sharon Kinney and Beth Breiner attended a workshop entitled Motivating the Unmotivated Student sponsored by the Bureau of Educational Research. The materials and knowledge obtained at the workshop will be shared as part of the content of future professional development sessions and will also be included on department wikis and webpages in an effort to strengthen educational professional learning communities among CLIU member districts.

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Management Information Systems

This year has taken the Management Information Systems (MIS) Department into exciting new directions to meet the CLIU Board goals.

Goal One
The MIS Department assisted in the development of the Emergency Management Plan Goal:
- The MIS Department currently monitors the alarm systems and building access levels for all central office employees. In the event of an emergency, the building access system gives us the ability to control all doors.
- The server room currently has the ability to operate in extreme conditions and to suppress fire suppression systems.
- The MIS Department also runs local real-time daily backups along with nightly transfers to two secure off-site locations out of the Commonwealth.

Goal Two
The MIS Department supported the Transportation Department Goal in several ways this past year to help achieve more efficient procedures and have reliable technology to aid in their ventures:
- The MIS Department also runs local real-time daily backups along with nightly transfers to two secure off-site locations out of the Commonwealth.
- The MIS Department implemented an Active Directory infrastructure with a Foundry Network Backbone directly connected to the central office which provides seamless communication and single-logon access for all staff at the Transportation facility.

Goal Three
The MIS has assisted in the implementation of professional development tools:
- Installing a web interface with a SQL database structure which collects all Professional Development data on conferences and trainings that CLIU faculty attend.
- The database can be queried to gather a wealth of information concerning the current status of Professional Development at CLIU.

Information Technology (IT)
This year the IT Department has expanded the backup safety net by joining forces with BitLeap. BitLeap is a company that offers off-site digital backup storage. We have partnered with them to provide another

Career Pathways
In December, the Curriculum and Instruction and Special Programs staff sponsored a program for the Carbon Lehigh Transition Council and the Lehigh County Career Pathways Career Education Committee. Wendy Smith, Donna Hibshman, and Cynthia Bartynski collaborated on this project:
- Mr. Jay Cannon from the Bureau of Career and Technical Education presented a session entitled Career Development Turning Dreams into Reality.
- Since Pennsylvania’s adoption of the Career Education and Work Academic Standards, which need to be integrated into the classroom, there have been many conversations on what this might look like.
- Participants were provided with an overview of the standards as well as many resources such as websites, portfolio suggestions, checklists, and information that could be utilized by counselors and classroom teachers for the successful implementation of the Career standards.

The Career Pathways Science group had their inaugural sessions on February 5 and 6, 2008 at the Troxell Building:
- The high school group met on the first day with teachers of Earth Science/Ecology, Biology, Chemistry and Physics; while the second day included teachers from grades five through eight representing the same districts.

The Carbon Lehigh Intermediate Unit’s Sharon Kinney joined efforts with Colonial Intermediate Unit, Bucks County Intermediate Unit, and DeSales University to offer an Instructional Coaching Academy in the coming year:
- Planning focused on all educational coaches; i.e., Literacy Coaches, Math Coaches, and Technology Coaches.
- The Academy was led by Elizabeth Powers, Senior Project Associate for the Center for Equity and Excellence in Education, and George Washington University.
- DeSales University’s Education Department has joined us to support the Intermediate Units by hosting the Academy and providing an option to earn three graduate credits for the completion of requirements.
- The first year Academy consisted of four days of professional development for current and prospective coaches and their coaching team.
- The sessions demonstrated how coaching can support teachers in a way that ultimately leads to improved student achievement.
- The instructor assisted coaching teams in creating a data-driven coaching plan linked to the state literacy framework and state standards and how to use effective coaching strategies to implement this plan.
- The Academy will span over three years and participants who complete the required projects will qualify for the Pennsylvania Coach Endorsement.
Classroom Performance System Training (CPS)

The Classroom Performance System (CPS) is an easy-to-use wireless response system that obtains immediate feedback from every student. This technology enables teachers to customize instruction, engage student learning, provide immediate feedback, streamline their grading, and export results to Excel, Word, PDF, or the CPS Gradebook. CPS’s automated assessment feature lets students answer questions at their own pace while keeping track of answers and grades behind the scenes. CPS can be utilized to increase benchmark test scores and report immediate results. This provides a non-threatening environment allowing all students to participate, including reluctant learners and students with learning problems. Diahann Ouly conducted full day trainings on CPS across the state during the 2007-2008 school year.

CLIU Flight Team: Districts Respond to Crisis Together

Teams of psychologists, mental health and social workers, educators, trainers, and administrators from CLIU and member districts came together, along with countywide Emergency Management and Local Police representatives in November for a five-day Flight Team training:

- Cheri Lovre from the Crisis Management Institute, who has responded to National and International Crises including September 11th, the Columbine and Nickel Mines School Shootings, Hurricane Katrina, and the Tsunami in Southeast Asia, led the second CLIU Flight Team Cohort in preparing to provide a countywide support system in times of crisis.
- The Flight Team, which spans the two counties and twelve districts, is on call to superintendents for support in responding to and coping with the aftermath of crisis in the school and community; including untimely tragedies, acts of violence, and natural disasters.
- When requested, the Flight Team will provide extra staff, technical assistance, and a process that enables schools to continue to function, while also providing time and space for staff and students to grieve.
- The CLIU Flight Team has responded to ten events in the past three years and has provided support to other communities as well.

Discovery Education Streaming Training

Anthony Newberry, Educational Resources Coordinator, held a training workshop at Lehigh Lutheran Academy in Allentown. The workshop focused on Discovery Education Streaming which is an online, on-demand, educational video library. The training focused on ways the teachers can incorporate the use of educational videos into their curriculum and ways to enhance students learning with differentiated instruction via streaming video.

eStrategic Planning Tool

Eleven of CLIU’s member districts are in Phase 3 of the eStrategic Planning process and in order to provide support to these districts a series of eStrategic Planning workshops were scheduled:

- The first workshop for both Phase 2 and Phase 3 schools was held in March of 2007.
- The second workshop, for Phase 3 schools only was held November 29th. Beth Breiner led the workshop focusing on the Strategic Planning Process and the use of the eStrategic Online Planning Tool.

the 2007 Summer Academy and Streamlined the offerings for the 2008 Summer Academy that will continue to support staff needs and best practices.

- Revised protocol/guidelines for the dysphasia program.
- Developed a Safe Feeding Policy.
- Revisited the Disruptive Student Behavior Policy for the Lehigh County Juvenile Detention Center Education Program.
- Continued Public Relations program by sponsoring CLIU Better Speech and Hearing Month Coloring and Poster Contest.
- Revised Service Delivery Model for MDS/Behavioral classes to focus on integrative/consultative speech/language program.
- As requested by the Catasauqua Area School District, conducted a study of their special education programs.
- Initiated the use of Guitar Hero and Dance Dance Revolution in several CLIU center-based programs.
- Received from the Pennsylvania Department of Education (PDE) an Early Intervention Inclusion Grant in the amount of $70,000, a Gifted Liaison Grant for $1,500, and Alternative Education Grants totaling $38,988.
- Trained staff and initiated Achieve3000 TeenBiz, My ACCESS Writing, and Choices at LLAS, CLAS, Alternative Education, and ACLAS.
- Developed long-term (10 years) and short-term plans for the Kids Korrail. Began fundraising and work on the miniature golf course at the Transportation facility. Presented Kids Korrail concept to the Special Needs Children's Foundation Board, CLIU Board of Directors, and District Special Education Contacts.
The third workshop, a question and answer forum, regarding the eStrategic process and online tool was held on December 17th at CLIU.

eInstruction eC Summit
Diahann Ouly and Cathy Groller attended the eConsultant Summit in Dallas, Texas in January. The theme for the Summit this year was Unlocking Success, The Winning Combination.
• Along with networking with other eConsultants, the days were filled with product updates and professional development.
• Case studies from districts across the country that are using CPS and other eInstruction products were very enlightening. (CPS is becoming a completely integrated classroom solution now with full compatibility with Exam View, PowerPoint, and its most recent integration of Study Island).

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Innovative Technology Workshop
As part of the commitment of the CLIU Educational Technology Department to stay on the cutting edge of innovative instructional technology, Michael Cichocki and Beth Breiner attended a Bureau of Education and Research workshop on Using Innovative Technology Projects to Strengthen Content Area Learning. The workshop provided numerous technology resources, applications, and tools applicable to all content areas. These resources will be shared in future Emerging Technologies workshops sponsored by CLIU.

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Continuing Professional Education Courses
Our focus is to offer multiple courses that address the teaching and assessing of Pennsylvania's Academic Standards. The courses that are offered continue to be high quality graduate level courses. In addition to supporting the standards, the courses also reflect the initiatives in our constituent districts:
• The Professional Development Council continues to aide the Curriculum and Instruction staff in making decisions regarding the continuing professional education courses for our district educators.
• We continue to offer three seasons of courses with approximately 12-15 credits.
• All courses are approved by the Pennsylvania Department of Education for one, two, or three credits.
• Courses can be taken to satisfy requirements for Level II Certificate, Master’s Equivalency, or active certification under the provisions of Act 48.

Designed new evaluation process to streamline evaluations of children transitioning from the Infant Toddler System vs. New Evaluations by adding an additional evaluation team.
• Presented Team Building and Team Maintenance training to new Early Intervention (EI) classroom teams.
• Provided and co-presented in-service training on March 25, 2008 to entire EI staff to address:
  1. Intentional teaching
  2. Using the Computer as a Teaching Tool
  3. Environmental Communication Training
• Researched and developed a list of 23 Alternative Education options in the Lehigh Valley for the CLIU Superintendents.
• Planned and developed, with the Curriculum and Instruction/Educational Technologies Department, over 100 workshops for

Wall Street West – Financial Literacy Institute
TJ McKeon facilitated the Financial Literacy Institute from January to June 2008. The program was created in collaboration with Misericordia University, The University of Scranton, Economics PA, and Northampton Community College:
• Wall Street West is comprised of nine counties in Pennsylvania.
• The objective of the program is to help teachers take on the challenge of building student financial literacy and career awareness in a way that merges with existing curriculum.
The CLIU staff plans and consults with each of the fourteen school districts within Carbon and Lehigh Counties to determine the student’s needs for special education programs and services.

- TaC Staff offered each Training of Paraprofessional Staff (TOPS) course twice throughout the school year, reaching over 600 paraeducators; each course being filled with waitlists. More CLIU paraeducators have earned the PA Credential of Competency Certificate which identifies them as highly qualified with the new Chapter 14 Regulations.

- Began contracted services with PaTTAN to produce Braille code math books, after two staff members achieved certification as Braille transcriptions from the Library of Congress.

- Began the use of FM systems which are integrated with cochlear implant devices for children who have them, which is a new technology.

- Installation of Smartboards in all hearing impaired classes, LLAS, CLAS, Alternative Education, Youth Forestry Camp, Detention Center, and Transitions.

- Provided training in a method called Visual Phonics, which is an enhanced cueing system for language and communication development, and implemented its usage within the Deaf/HH classes.

- On July 1, 2007, the CLIU obtained a contract with Community Care Behavioral Health (CCBH), the new managed care company which manages the behavioral health medical assistance funds for Carbon County.

- In order to maintain licenses, the Behavioral Health Rehabilitative Services (Provider 50), the Psychiatric Outpatient Clinic (Provider 29), and the Partial Hospitalization Students Intensive Treatment & Emotional Support (S.I.T.E.S.) Program (Provider 33) were surveyed by the PA Department of Public Welfare Office of Mental Health and Substance Abuse Services. The surveyors reviewed adequacy of program sites, standards of operation, staff credentials, treatment plans and chart documentation, program policies, and procedures. All Behavioral Health Programs were found to be in full compliance.

- Implemented Child Accounting and Tracking System (CATS) IEP in all Intermediate Unit programs and all students entered for IEP maintenance and attendance tracking.

- Assisted and trained the school districts on contingency fund application for high cost special education students.

- Trained and supported four additional school districts on the CATS IEP – Lehighton, Palmerton, Salisbury, and Catasauqua.

- Continued to support Allentown, East Penn, Southern Lehigh, and Whitehall-Claype School Districts on the CATS IEP.

- Expanded inclusive opportunities for 88 Allentown School District (ASD) preschool children through a collaborative partnership with Allentown School District.
  - Provided special education teachers and para-professionals for seven additional inclusive classrooms.
  - Provided ongoing training for ASD staff.

- Expanded inclusive opportunities for 10 ASD preschool children through a new collaborative partnership with Community Services for Children (CSC) Pre K Counts.

- Continued and expanded Inclusive Opportunities at St. Paul’s Head Start site providing a consulting teacher, two para-professionals, a speech therapist, and ongoing team training.

- Developed an inclusion training strand for inclusive partner sites/typical preschool and daycares which includes trainings addressing:
  1. Inclusion (Philosophy and Legal Implications)
  2. The Creative Curriculum
  3. Behavior Management
  4. Sensory Strategies
  5. Working with Young Children with Autism
  6. Visual Strategies
Project SEARCH originated in Cincinnati Children’s Hospital, Ohio and CLIU has a signed contract to replicate the program locally. The program is scheduled to begin September 2, 2008.

- Expanded the Work-Based Learning Program with the following data:
  - Hours per month: 9,429 (May 2007) vs. 10,395 (May 2008)
- Following data:
  - Expanded the Work-Based Learning Program with the Project SEARCH originated in Cincinnati Children’s Hospital, into their 7th year at Camp Wood program for teenage girls continued their 7th year at Camp Wood program for teenage girls continued
  - Needs Children's Foundation. A Carbon Lehigh Special program supported by the Needs Children's Foundation. A Carbon Lehigh Special program supported by the
  - Teenage boys to attend a Teenage boys to attend a
  - Expanded opportunities for all student data. Expanded opportunities for all student data.

The number of businesses participating in the program is 151 employers in Carbon and Lehigh counties.

- The Work-Based Learning Program expanded at the CLIU facilities to include offering a Breakfast Buffet once a week at the main office; operating a hot lunch program at the main office each week; building shelves for the CLIU Resource Room in Palmerton; and repairing the “CLIU Miniature Golf” at the Transportation building.

- Continued the implementation and data collection process of the Administrative Claims Program, ACCESS, bringing in over $60,000 each quarter.

- Organized and completed all requirements and timelines for four state upload periods with PIMS data as related to students, student enrollment, courses, staff courses, and student courses for students in CLIU operated programs and Youth Forestry Camp (YFC). Organized and completed all requirements and timelines for four state upload periods with PIMS data as related to students, student enrollment, courses, staff courses, and student courses for students in CLIU operated programs and Youth Forestry Camp (YFC).

- Began training and implementation of PowerSchool as a tool to manage all student data.

- Expanded opportunities for teenage boys to attend a summer residential camp program supported by the Expanded opportunities for teenage boys to attend a summer residential camp program supported by the

Carbon Lehigh Special Needs Children's Foundation. A program for teenage girls continued into their 7th year at Camp Wood Haven in partnership with the Eastern Region Girl Scout Council. Each program involves a week of tent or cabin camping with planned activities, community service projects, and many memories.

- Completed the application process as an approved Teen site, developed by Columbia University. TeenScreen provides “mental health screening” for students in grades eight through twelve.

- A local TeenScreen team was trained and implemented the program at St. Joseph the Worker School. The results included the following:
  - 93% of parents returned permission forms.
  - 53% of parents agreed to the administration of the screening.
  - 15% of students screened were positive and needed clinical intervention.
  - 12% of students screened positive were recommended for outside mental health evaluation/support.

- As a member of the Safe & Drug Free Schools and Communities Consortium Board for the nonpublic schools, we were able to use funds to organize five professional development trainings related to various troubleshooting factors in the lives of our youth today, understanding the culture, looking for signs, and ways to intervene.

- CLIU Nonpublic Teachers began a Books for Babies program. New and gently used children books were collected, organized, and given to parents at prenatal classes held at Sacred Heart Hospital every two months. Teachers provided printed materials about early literacy, spoke about the importance of reading to babies, developing rhythms, and actually read a book to the parents. Books were bundled in small quilts made by teachers.

- Facilitated the CLIU Induction Planning Committee which reviewed the current plan, revised the content to correspond with PDE requirements, and updated the activities to reflect responsibilities and expectations of mentors and scholars. A new Induction Plan was prepared for CLIU Administrative review in June 2008.

- TriC Staff facilitated the development and structure of a CLIU BrainSTEPS Team as a PDE initiative with Brenda Eagan Brown, Program Coordinator. The team has been participating in

PSSA Data Interaction by eMetric

Cynthia Bartsynski, Beth Breiner, and Cathy Enders presented a one-day data workshop on PSSA Data Interaction by eMetric on September 17, 2007 for the fourth and fifth grade teachers and administrators from Truman and Western Salisbury Elementary in the Salisbury Township School District:

- The participants were given a comprehensive guide created by the CLIU which will serve as a reference for the teachers when they go back to their classrooms and begin to create their own reports.

- This training is the beginning of a long-range plan for the district to have teachers utilizing data to assist in making decisions about curriculum and instruction in their classrooms.

- The focus of our work at CLIU is to provide ongoing support to Pennsylvania public schools, through on-site integration mentors and continued development and expansion of the Keystone Technology Integrators program.

Intel® Teach Coming to Pennsylvania

CLIU and the Department of Education have received a $10,000 grant from the Intel Corporation which will allow the state to offer the Teaching with Technology Course to educators across the state. The Curriculum and Instruction/Educational Technologies Department will manage the grant on behalf of Pennsylvania Department of Education:

- The Teaching with Technology course focuses on higher-order thinking skills using a set of free online thinking tools from the Intel Education website.

- The four-day workshop focuses on how teachers can use the Internet in new and effective ways and how to integrate online thinking tools that are designed to help students visually represent their understanding of complex and interconnected ideas.

- The grant money will be used to train the first round of PAU Technology Integration Mentors (PAU TIMs, formerly GTOs) as Master Intel Teach trainers.

Improving student achievement across all subject areas.
The conference was closed by Eileen Sheehan, Chairperson of the School Board, presenting on Transition Academy. The purpose of the committee is to keep each department informed and involved with the final emergency plans for the CLIU, our other buildings, and programs housed in different facilities. In connection with the CLIU’s emergency plan, meetings were held with regional, county, and local responders for input on our plan.

Mr. Lucas also supported and helped to coordinate the Table Top Bus Accident Drill with LCCC on March 12, 2008. There were representatives from over half of our districts in the drill as participants and observers.

A full scale drill was held on June 7, 2008. Tim worked with observers from our districts, Emergency Management Council, and visitors from IU 20. The project was funded by a Homeland Security Grant awarded to LCCC.

A specific course for building principals is being designed for the 2008-2009 school year, entitled Is Your School Safe? This course was approved by the Department of Education for Pennsylvania Inspired Learning Leadership (PILL) approved hours in early July. The course will cover:

- Fire Safety
- Emergency Management
- First Aid
- Safety

The following is a list of Special Programs and Services accomplishments during the 2007-2008 school year:

- Special Programs and Services presented at local organizations and events as public service including:
  - Eastern Down Syndrome Organization, Individualized Education Plan (IEP) Development and Transition Tools
  - Pediatric Trade Show, public awareness table
  - Penn State/Lehigh Valley student teachers, Overview of the Response to Intervention (RtI) Framework
  - Diocese of Allentown, Educational Convention, Autism 101, Math Manipulatives, Making Adaptations for IEP Development Framework
  - Special Needs Awareness Day
  - Autism Speaks Resource Fair

The RtI team supported 17 teams from nine districts, approximately 115 staff, in the 10 training modules for RtI implementation. Trainings in reading and math were added to the training schedule to support building teams.

- Training and Consultation (TaC) Staff, Education Consultants, presented at the National Autism Conference in August 2007. CLIU programs with students with autism were recognized as implementing best practices.
- TaC Staff were selected to participate on a Program Quality Review team to evaluate Autism programs in schools districts. The first district visited and evaluated was Spring Ford Area School District. The team is led by Ted Davis, Bucks County.

- Expanded the state initiative related to training and implementation of the CLM (Competent Learner Model) curriculum in two additional CLIU MDS Behavioral Programs. TaC Staff provided on-site training and direct support to classroom staff weekly with ongoing consultation of PaTtAN Staff. CLIU was chosen as operating model CLM sites across PA; the researcher for CLM development in the Lehigh Valley. Project SEARCH will support students in their last year of high school through an internship program at Good Shepherd with focus on gaining competitive employment. The classroom, instruction, and support are totally immersed within the business.

- Developed and nurtured a business partnership with Good Shepherd Rehabilitation Network, Office of Vocational Rehabilitation, and Office of Developmental Programs to begin a Project SEARCH program in the Lehigh Valley. Project SEARCH will support students in their last year of high school through an internship program at Good Shepherd with focus on gaining competitive employment. The classroom, instruction, and support are totally immersed within the business.

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As a result of facilities planning during the 2006-2007 school year and consultation with the district special education contacts, the CLIU added additional programs and services to meet the needs of the growing special education population in Carbon and Lehigh counties.

The CLIU opened an additional class at the Lehigh Learning and Adjustment School (LLAS). The program is now at total capacity with nine classes. An additional class was also added at the Carbon Learning and Adjustment School (CLAS). Four Early Intervention classes were added, three in Lehigh County and one in Carbon County. The CLIU is also providing additional speech therapy, occupational therapy, and psychological services to meet district requests.

The CLIU submitted a Request For Proposal (RFP) to the Allentown School District on August 1, 2007 to operate an Emotional Support/Alternative Educational program in a separate facility.

The Allentown School District Board of Directors approved the proposal in late August. The CLIU operated the Alternative Educational program at the Boys and Girls Club on 13th and Turner Streets in Allentown. The first day of school was October 1st with a total capacity of 36 students. The program is modeled after the CLIU’s LLAS and CLAS programs. The Intermediate Unit obtained a license from the PA Department of Public Welfare to operate the partial hospitalization component.

The CLIU also started a new Multisdiabilities Behavioral Support program at the Towamensing Elementary School, Palmerton Area School District, in October to meet the growing needs of students with autism.

These additions and changes provided enhanced services to students with disabilities on behalf of the CLIU’s member school districts.

The CLIU reported a total of 8,530 school age students with disabilities on the December 1, 2007 Child Count. This is an increase of 46 students from December 1, 2006. The CLIU served 616 more students from December 1, 2007 to June 2008.

In addition, there were increases in the numbers of students served in the following areas:

<table>
<thead>
<tr>
<th>Program/Service</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Intervention</td>
<td>1745</td>
</tr>
<tr>
<td>Behavioral Health/Rehabilitation Service/Provider 50</td>
<td>211</td>
</tr>
<tr>
<td>Partial Hospitalization Program (Provider 33)</td>
<td>229</td>
</tr>
<tr>
<td>Outpatient Clinic (Provider 29)</td>
<td>231</td>
</tr>
<tr>
<td>Nonpublic School Services Related Services</td>
<td>1666</td>
</tr>
<tr>
<td>Speech</td>
<td>1186</td>
</tr>
<tr>
<td>Itinerant Hearing</td>
<td>87</td>
</tr>
<tr>
<td>Itinerant Vision</td>
<td>98</td>
</tr>
<tr>
<td>Audiology</td>
<td>148</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>1717</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>263</td>
</tr>
<tr>
<td>Adaptive Physical Education</td>
<td>355</td>
</tr>
</tbody>
</table>

The CLIU reported 29 additional students with autism. The CLIU also provided additional speech therapy, occupational therapy, and psychological services to meet district requests.

The CLIU is in the final stages for our main building and started summer courses at Lehigh University in July 2008.

- Schools in Allentown and other districts are using their Teacher Leaders as members of their School Improvement Teams and in other leadership positions.
- Our model for the Teacher Leaders Certificated Program has been presented at state and national conferences and is being duplicated in other states and in Columbia, South America in their international school.
- Research conducted through Lehigh University has shown that a notable percentage of females from our urban districts in the Teacher Leadership Program have matriculated into graduate degree programs for educational leadership and the principal’s certification.

**CLIU School Nurses Advisory Board**

The School Nurses Advisory Board, which includes school nurses who represent the majority of school districts within the CLIU serving area, meets the first Monday of each month and is facilitated by Sharon Kinney. Their vision is to support constituent school districts in providing the highest level of health and wellness among its students and employees. They work collaboratively to do this through professional development, planned resource utilization, and health education. Highlights of the Board’s accomplishments this past year include:

- The Advisory Board researched and developed a position paper entitled the Recommendation of a Hand Sanitizer. This paper was spurred by CLIU’s proactive position on emergency preparedness and the fact that 80% of infections are spread through hands.
- The Board designed a CLIU School Nurses logo.
- The group facilitated a Columbus Day workshop which focused on providing school nurse specific professional development. A survey of local needs was completed and a morning presentation by Helwig Diabetes Center shared updates on the latest in research and the newest in Diabetes treatment. The afternoon presentation was by Hartzell’s Pharmacy and also provided updated information on inhalers, peak flow meters, and the latest medications.
- The Advisory Board Celebrated School Nurses’ Day 2008 by providing each district superintendent with a copy of the Critical Medical Information Card template for all personnel for use in the event of an accident.
- School Nurses’ Day 2008 was also commemorated by providing each school nurse in Carbon Lehig School Districts with a colorful school nurse tablet which was accompanied by a card thanking each for their commitment and compassion.
- The Board partnered with Carl Held of the Lehigh County Emergency Services to develop a proposal to the Regional Terrorism Task Force for School Nurse Emergency Go Bags.
- A two-day Drug Impairment Training for Education Professionals (DITEP) seminar was also held. DITEP is derived from the national Drug Evaluation and Classification (DEC) program and was delivered by the Pennsylvania State Police.
Curriculum and Instruction Council and Technology Council Meetings

The Carbon Lehigh Intermediate Unit hosts monthly Curriculum and Instruction and Technology Council Meetings throughout the school year:

- Directors of Curriculum, Technology Directors, and other professionals attend these meetings to stay current on the ever-changing world of curriculum, instruction, and technology.
- The meeting content consists of the latest PDE information and initiatives, hot topics in education, school district challenges and concerns, presentations, and professional discussions.

Keystones Technology Integrators

The Keystones Program recognizes and honors teachers who have made outstanding contributions to the integration of technology into the learning process:

- Beth Breiner of CLIU served as Regional Director for Region 2 of the program; coordinating and leading the regional judging of samples of work from nominated teachers from Intermediate Units 14, 20, 21, and 29.
- The teachers selected as representatives for the Intermediate Units in Region 2 were invited to attend the Keystone Technology Integrator Summit: a five-day intensive technology academy held at Shippensburg University in July.
- Four teachers from CLIU districts attended the Keystone Summit and a CLIU staff member served on the staff of the Summit.

Instructional Materials Center (IMC)

Carbon Lehigh Intermediate Unit utilizes two video retrieval systems for teachers in Carbon and Lehigh counties:

- The Instructional Media Center (IMC) offers VHS and DVD videos available for delivery to the teachers' school. The teachers log into an online cataloging service (WEB/MAX) where they may search for and select specific media. It is then delivered to their school via the CLIU van courier. In total, there were 903 videos delivered by CLIU van drivers from the IMC.
- Discovery Education Streaming offers teachers the ability to watch educational videos from their classroom via the internet. It is an on-demand video retrieval system. Teachers log into Discovery Education Streaming and search for the videos they would like, much the same as WEB/MAX, the major difference is Discovery Education Streaming videos are shown immediately on the teachers computer, no delivery of videos. There were 101,723 videos watched on Discovery Education Streaming.
- The Discovery Education numbers are strong with all Intermediate Unit districts utilizing this tremendous resource. The IMC numbers are not as impressive; however, this is to be expected with the emergence of streaming video, it has made the VHS and DVD the secondary choice for classroom teachers.
- Both of these vast resources ensure our constituent districts have access to content rich multimedia which will ensure we are doing our part to help children learn.

On behalf of our constituents, the HR Department provided the following services:

- Executive Searches: Assisted in two.
- HR Audit specifically reviewing job responsibilities and the creation of job descriptions.
- Training
  - Conducted Professional Development Trainings for two Districts.
  - Conducted a Certification/Tenure Trainings at request by Districts.
  - Facilitated an Act 45 of 2007 (Pennsylvania Inspired Leadership - PIL) Training at the request of our Districts.
- Facilitated Lehigh County Consortium
  - Facilitated monthly consortium meetings.
  - Developed a data grid for PPO and Traditional Plans at request of Districts.
- Facilitated HR Get Together Meetings
  - Meeting Topics/Guests Included:
    - Certification: Terry Barnaby – Director of Teacher Quality/Certification Bureau of School Leadership and Teacher Quality
    - Chapter 14: Pat Hozella, Assistant Bureau Director, Bureau of Special Education
    - PIMS: Deb Rodriguez - Educational Statistics Supervisor
    - Unemployment: Geoffrey Moomaw, Interstate Tax Service
    - High Qualified: Catherine Corman and Linda Benedetto, Pennsylvania Department of Education
    - Workers Compensation: Michael P. Lehr, PSBA, Director, Workers’ Compensation Division
- Coordinated the Guest Teacher Program
  - Successfully completed 2007 - 2008 Program resulting in 55 new substitute teachers.
  - Track and processed the emergency permit renewals of 263 substitute teachers.

We believe that the Human Resources Department strengthened services offered to all stakeholders this past year through the above accomplishments!
As a Department, we have had a procedures manual in place for:

- Certification/Tenure Management
- Evaluations
- Highly Qualified Status
- Managed Absence Process
- Managed Medical Documentation and Unpaid Sick Days
- Number of Tuition Reimbursement Pre-Approval Requests – 611
- Number of Tuition Reimbursements Processed - 191
- Benefit Calculations
  - Employee Drug Co-pays - Formula Driven
  - Employee Contribution – Formula Driven
- Benefit Statements Issued
  - The HR Department in conjunction with the MIS Department provided all full-time staff a statement of benefits.
- Salary Schedule Development
  - Developed Salary Schedule for CLEA and CLIU Administration review.
- Open Enrollment
  - Conducted Open Enrollment of benefits and Flex 125 program.
- Right to Know
  - Responded to several Right To Know requests on behalf of CLIU.
- Managed Medical Documentation and Unpaid Sick Days
  - Processed over 500 medical notes to support leaves and days off due to illness.
  - Sent letters to staff who exhausted all paid time for sick days or were absent the day before or after a holiday resulting in over 200 letters.
- Managed Absence Process
  - Disseminated daily absence lists.
  - Sent letters to staff members who called in late or failed to follow procedure resulting in 35 letters.
- Highly Qualified Status
  - Continued to facilitate the Highly Qualified Status of Special Education Teachers.
- Evaluations
  - Disseminated mid-year and end-of-year evaluations and followed up on completion of the documents – 967 evaluations disseminated, tracked, and collected in total.
- Certification/Tenure Management
  - Tracked and corresponded with 41 certified staff members regarding their Level I requirement.
  - Tracked and corresponded with eight educators regarding the attainment of tenure.
  - Tracked 35 educators through the induction process and served on the committee reviewing the induction process for the Pennsylvania Department of Education (PDE).

As a Department, we have had a procedures manual in place for several years. This past year we refined the manual to include cross training on every key function of the HR Department. Whenever a staff member is absent there exists an automatic list of duties that each

**Thinkfinity and Beyond!/Verizon Foundation**

The Verizon Foundation mission is to make a difference in the lives of students, teachers, families, and the communities in which they live and work. The Pennsylvania Department of Education recently received a grant from the Verizon Foundation to initiate a statewide roll-out of teacher training on the Thinkfinity website. The CLIU is partnering with both entities to offer a series of professional development workshops:

- The website is designed to improve student learning by offering high caliber content, free resources, and professional development for teachers at all grade levels.
- The scope of Thinkfinity is vast: providing more than 55,000 resources for teachers including lesson plans, interactive web tools, student materials, multi-media references, and appropriate website links.
- Thinkfinity, also committed to teacher education, has created a professional development program that aids educators in effectively incorporating Thinkfinity's resources into their instructional settings.

**A Framework for Understanding Poverty: Dr. Ruby Payne**

Over 385 administrators, educators, and community partners from CIU 20 and CLIU were present to hear author and national presenter Dr. Ruby Payne address the issue of poverty and how the Hidden Rules of Class impact school performance:

- Dr. Payne discussed the importance of knowing and teaching the hidden rules of class as a powerful tool to help students function in the varied environments of home, school, and work and reinforced that teaching these unspoken rules can have a positive impact on behavior, strengthen relationships between teachers, students and parents, and improve school performance.
- The author maintains that the two things that will help move students out of poverty are education and relationships - and that we can provide BOTH!

**Supporting Diverse Learners Understanding Poverty: World Cafe/Lehigh University**

The World Cafe series was a follow-up to Ruby Payne’s October presentation on a Framework for Understanding Poverty:

- Over 80 educators and community members from the CIU 20 and CLIU service areas gathered at Lehigh University in February and April to continue the dialog on poverty.
- The sessions were facilitated by Lehigh University’s Doctoral Candidate Lisa Kensler from the Center for Urban Leadership and Research, and table facilitators that included Heidi Faust and Cathy Enders of CLIU.

**The World Cafe** featured a panel of speakers with diverse perspectives on poverty who addressed the challenges and successes they have experienced in working with students and parents who are living in poverty.

Response to Intervention (RtI)/Cedar Crest College

 CLIU is working with Cedar Crest College Professors to provide pre-service educators with current information regarding “hot topics” in education. To this end, Sharon Kinney spent an evening with a Cedar Crest class examining Pennsylvania’s Response to Intervention (RtI) Framework:

- The session began with a Word Sort activity which provided the basis for defining RtI. Response to Intervention as a comprehensive, multi-tiered intervention model that supports early identification and intervention for students experiencing academic and/or behavioral challenges.
- Participants were provided with the RtI handouts which included: the 3Tier Model, an RtI Glossary of Terms, and suggested resources.

**Literacy in America:**

* A presentation to Kuwaiti Nationals/Lehigh University

Marybeth Alley and Sharon Kinney were invited to present *Learning to Read in America* to a group of Kuwaiti teachers and administrators at Lehigh University on March 19, 2008:

- The presentation focused on five major areas of reading instruction: phonemic awareness, phonics, vocabulary, comprehension, and fluency, and how literature should be incorporated into daily classroom activities to engage, motivate, and assist students in creating meaning.
- For each of the five literacy topics, a story was shared and the presenters led the Kuwaitis through an experience that mirrored an activity in an American classroom.
- For all the challenges that arose from the language barrier, the Kuwaitis had fun with all of the activities.
- They asked many insightful questions that compared learning to read in their country to the American system and probed for more information about our best practices.
- As a completion “reward” and gift, teachers were then invited to choose a mad-aloud book to take home with them.

**Thinkfinity is vast, providing more than 55,000 resources for teachers.**
Pennsylvania Standards Aligned System (SAS)

The Pennsylvania Standards Aligned System (SAS) is a collaborative product of research and good practice that identifies six distinct elements: clear standards, fair assessments, curriculum framework, instruction, materials and resources, and interventions. If these elements are utilized together, SAS will provide schools and districts with a common framework for continuous school and district improvement and enhancement:

- Sharon Kinney and Cathy Enders served on the Literacy and Math committees, respectively, developing this framework.
- Both the literacy and math groups identified the Big Ideas, Concepts, Competencies, and Enduring Understandings for all grade levels.
- The work of these committees and other content areas was utilized at the Governor's Institute July 13-18, 2008. Current SAS work may be viewed at Pennsylvania’s EdHub webpage via www.pde.state.pa.us.

Collaborative Coaching Board (CCB)

This board has been working to unify all of the coaching efforts in the state as well as to develop guidelines for a “coaching” endorsement to professional licenses. The board has already created the competencies and rubrics for evaluating such a credential, as well as created the competencies and rubrics for evaluating such a coaching program:

- The CCB is now focusing on the creation of a system that would support coach mentors.
- CFF, PATIMs, and Reading First all have coach mentors built into their systems.
- Pennsylvania is also working with a generous grant from the Anna Gerken Foundation to further develop a coaching institute in the state to create a consistent and sustainable system in Pennsylvania for the training, professional development, and capacity building of academic coaches, as well as to promote a “culture of coaching.”

Pennsylvania Inspired Leadership Intent to Qualify (PIL ITQ) Technical Assistance

The Curriculum and Instruction staff collaborated with the Pennsylvania Department of Education to offer a PIL ITQ technical assistance training session on May 5, 2008 here at CLIU. There were 16 participants from surrounding Intermediate Units, as well as our own districts, in attendance. Cynthia Bartymski coordinated this event with the office of Pennsylvania Inspired Leadership:

- The Pennsylvania Department of Education conducted the session using the web-based system, Vomix. Sharon Brumbaugh, the Program Leader for PIL was the presenter for this session.
- The purpose of the workshop was to prepare participants to satisfactorily complete the PIL ITQ proposal for the approval of courses/programs that meet the requirements of the Principal Induction and Continuing Professional Education for ACT 45 of 2007 for school and system leaders.

Higher Education Presentation

The Curriculum and Instruction/Educational Technologies Department has worked in conjunction with local college and universities over the past year to provide teachers with an introduction into 21st Century learning technologies:

- DeSales University
  - Diahann Ouly presented CPS, the Classroom Performance System, to a teacher education undergraduate class at DeSales University on November 13th. The focus was on technology integration and how to successfully use it in the classroom. The assessment and evaluation portion of CPS was shown to expose them to alternate ways to gather data in an efficient and timely manner in order to analyze it.

- Lehigh University
  - Diahann Ouly presented in Dr. Brad Cressman’s Educational Leadership and Teacher Leaders’ classes at Lehigh University on June 26th and July 17, 2007. The focus of the class was on assessment and evaluation and the goal of the Classroom Performance System presentation was to expose the graduate students to alternate ways to gather data in an efficient and timely manner in order to analyze it.

Understanding Adequate Yearly Progress 2008

On May 9th and May 15th, the Curriculum and Instruction staff collaborated with the Pennsylvania Department of Education to host two sessions utilizing the web-based system, Vomix, for delivery of a program for understanding the changes of AYP for 2008:

- These sessions were coordinated by Cynthia Bartymski and supported by Anthony Newberry and Cathy Enders, all from CLIU.
- Twenty-five district representatives attended these sessions which covered AYP targets and thresholds, at the school district and school levels, plus AYP determinations, and AYP appeals.

- Muhlenberg College
  - CLIU has partnered with Muhlenberg College to provide support to the College’s pre-service teachers preparing to enter the field of education. As part of this collaborative effort Beth Breiner, Diahann Ouly, and Anthony Newberry presented workshops on the topic of Instructional Technology in the Classroom to senior education students preparing for their second student-teaching assignment. The workshops are designed to expose pre-service teachers to a wide variety of technologies available for integration in the classroom and to provide the students with a foundation for the inclusion of technology across content areas.

- The 2007-2008 fiscal year started with the review of the report, the CLIU Board with the HR Department prepared an extensive final report regarding offering the service. After review of the report, the CLIU Board with the Executive Director’s recommendation chose to extinguish its relationship with Cogent Systems and not to offer the service.

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The CLIU is proud of its commitment to help children learn through continued growth and expansion of quality services. The Human Resources (HR) Department strives to serve the needs of the organization, departments, employees, and contingent districts to reach our ultimate end of helping children learn. The 2007 - 2008 fiscal year resulted in many accomplishments in the HR Department which supported all stakeholders.

On an organizational level, the HR Department has spearheaded several projects, initiatives, and processes to ensure efficient and collaborative growth for the CLIU. The HR Department facilitated the review, revision, and submission of the following sets of board policies:

- Program
- Certified Professional
- Non Certified Professional
- Support Personnel

This process has not come to a close but will continue into the 2008 - 2009 fiscal year until all policies have been reviewed, revised, and submitted to the CLIU Board. Board Policies assist the organization in moving forward with consistent guidelines, delineation of authority, and a framework for the work environment.

The spring of 2008 focused on the positive culmination of the CLEA/CLIU negotiations. The creation of an atmosphere of fairness and respect has provided the ongoing opportunity for both CLEA and CLIU to agree to enter into a collaborative negotiations format. This format resulted in a team from the CLIU and CLEA meeting twice a week for four months. The time and resource investment was well made as the end result was a fair and equitable settlement for both parties. The HR Department facilitated this process on behalf of the CLIU.

The HR Department facilitated the CLIU Wellness Committee. The Committee experienced many successes this year and offered the following programs:

- Lifestyle Returns
- Blood Pressure Screening
- Healthy Snacks
- Stress Reduction
- Walking Initiative

This Committee continues to strive to provide opportunities for staff to take a
Installing snow guards on the building’s roof to control sliding ice and snow.
Installing a video surveillance system to help safeguard assets.
Purchasing and upgrading utility equipment for grounds maintenance.
Installing automatic handicap door openers in the main entrance.

Painting of the conference rooms and office areas.

In addition to improving our facilities for safety and security related issues, CLIU has also been focusing on equipment and workplace upgrades as we continue to expand our operations. Some of those improvements include:

- Transforming the warehouse and tire storage building into a body repair shop and spray booth to help repair our fleet and extend the life of CLIU vehicles.
- Installing a new vehicle lift.
- Installing an alignment machine to reduce our reliance upon outside repair vendors.

During the 2007 – 2008 school year, the Transportation Department has seen a year of growth and change.

CLIU has been working to integrate the new management team and move forward with upgrades to our facilities.

While transporting children is our most important task, we have also been working on many upgrades to our facilities as the operation expands. Some of the improvements include:

- Paving of the upper parking lot to alleviate muddy conditions.
- Repairing and repaving the lower parking lot to correct potholes and deteriorating pavement issues.
- Installing new lighting in all parking lots to provide greater driver safety and visibility.

Finally, as our operation continues to grow and work with our school districts, we have seen the need to reorganize our staff to meet the needs of our employees and our member districts. Some of those changes include:

- An expansion and reorganization of the Transportation Department which grew from a director and a supervisor leading the way to a new structure of a director, a manager, and two supervisors leading the way.
- An expansion of an additional mechanic to help maintain and repair the fleet.
- The purchase of one new bus and three job coach vans to add to the fleet.
- Identifying and providing staff development opportunities for all levels of Transportation staff.

. . . a year of Growth and Change.
Installing snow guards on the building’s roof to control sliding ice and snow.
Installing a video surveillance system to help safeguard assets.
Purchasing and upgrading utility equipment for grounds maintenance.
Installing automatic handicap door openers in the main entrance.
Painting of the conference rooms and office areas.

In addition to improving our facilities for safety and security related issues, CLIU has also been focusing on equipment and workplace upgrades as we continue to expand our operations. Some of those improvements include:

- Transforming the warehouse and tire storage building into a body repair shop and spray booth to help repair our fleet and extend the life of CLIU vehicles.
- Installing a new vehicle lift.
- Installing an alignment machine to reduce our reliance upon outside repair vendors.
- Paving of the upper parking lot to alleviate muddy conditions.
- Repairing and repaving the lower parking lot to correct potholes and deteriorating pavement issues.
- Installing new lighting in all parking lots to provide greater driver safety and visibility.

During the 2007 – 2008 school year, the Transportation Department has seen a year of growth and change.

CLIU has been working to integrate the new management team and move forward with upgrades to our facilities. While transporting children is our most important task, we have also been working on many upgrades to our facilities as the operation expands. Some of the improvements include:

Finally, as our operation continues to grow and work with our school districts, we have seen the need to reorganize our staff to meet the needs of our employees and our member districts. Some of those changes include:

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- Identifying and providing staff development opportunities for all levels of Transportation staff.

... a year of Growth and Change.
The CLIU is proud of its commitment to help children learn through continued growth and expansion of quality services. The Human Resources (HR) Department strives to serve the needs of the organization, departments, employees, and contingent districts to reach our ultimate end of helping children learn. The 2007-2008 fiscal year resulted in many accomplishments in the HR Department which supported all stakeholders.

On an organizational level, the HR Department has spearheaded several projects, initiatives, and processes to ensure efficient and collaborative growth for the CLIU. The HR Department facilitated the review, revision, and submission of the following sets of board policies:

- Program
- Certified Professional
- Non Certified Professional
- Support Personnel

This process has not come to a close but will continue into the 2008-2009 fiscal year until all policies have been reviewed, revised, and submitted to the CLIU Board. Board Policies assist the organization in moving forward with consistent guidelines, delineation of authority, and a framework for the work environment.

The spring of 2008 focused on the positive culmination of the CLEA/CLIU negotiations. The creation of an atmosphere of fairness and respect has provided the ongoing opportunity for both CLEA and CLIU to agree to enter into a collaborative negotiations format. This format resulted in a team from the CLIU and CLEA meeting twice a week for four months. The time and resource investment was well made as the end result was a fair and equitable settlement for both parties. The HR Department facilitated this process on behalf of the CLIU.

The HR Department facilitated the CLIU Wellness Committee. The Committee experienced many successes this year and offered the following programs:

- Lifestyle Returns
- Blood Pressure Screening
- Healthy Snacks
- Stress Reduction
- Walking Initiative

The HR Department played a significant role in the PIMS (PA Information Management System) reporting process rolled out by the Pennsylvania Department of Education (PDE) this fiscal year. The HR Department held the responsibility for the data and uploading of staff templates. This process included working closely with the MIS Department as our HR Software Package was upgraded to assist in the efficient gathering and uploading of the required data. The HR Department has created protocols to ensure the necessary data is maintained accurately for ease of reporting in the future.

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- Lifestyle Returns
- Blood Pressure Screening
- Healthy Snacks
- Stress Reduction
- Walking Initiative

This Committee continues to strive to provide opportunities for staff to take a
Pennsylvania Standards Aligned System (SAS)
The Pennsylvania Standards Aligned System (SAS) is a collaborative product of research and good practice that identifies six distinct elements: clear standards, fair assessments, curriculum framework, instruction, materials and resources, and interventions. If these elements are utilized together, SAS will provide schools and districts with a common framework for continuous school and district improvement and enhancement:

- Sharon Kinney and Cathy Enders served on the Literacy and Math committees, respectively, developing this framework.
- The work of these committees and other content areas was utilized at the Governor’s Institute July 13-18, 2008. Current SAS work may be viewed at Pennsylvania’s EdHub webpage via www.pde.state.pa.us.

Collaborative Coaching Board (CCB)
This board has been working to unify all of the coaching efforts in the state as well as to develop guidelines for a “Coaching” endorsement to professional licenses. The board has already created the competencies and rubrics for evaluating such a coaching program:

- The CCB is now focusing on the creation of a system that would support coach mentors, CFF, PATIMs, and Reading First all have coach mentors built into their systems.
- The CCB will be creating a general job description for all instructional coach mentors in the state.
- Pennsylvania is also working with a generous grant from the Annenberg Foundation to further develop a coaching institute in the state to create a consistent and sustainable system in Pennsylvania for the training, professional development, and capacity building of academic coaches, as well as to promote a “culture of coaching.”

Pennsylvania Inspired Leadership Intent to Qualify (PIL ITQ) Technical Assistance
The Curriculum and Instruction staff collaborated with the Pennsylvania Department of Education to offer a PIL ITQ technical assistance training session on May 5, 2008 at CLIU. There were 16 participants from participating Intermediate Units, as well as our own districts, in attendance. The session was coordinated by Cynthia Bartynski and supported by Anthony Newberry and Cathy Enders, all from CLIU.

- Twenty-five district representatives attended these sessions which covered AYP targets and thresholds, at the school district and district levels, plus AYP determinations, and AYP appeals.

Understanding Adequate Yearly Progress 2008
On May 9th and May 15th, the Curriculum and Instruction staff collaborated with the Pennsylvania Department of Education to host two sessions utilizing the web-based system, Yonix, for delivery of a program for understanding the changes of AYP for 2008:

- These sessions were coordinated by Cynthia Bartynski and supported by Anthony Newberry and Cathy Enders, all from CLIU.

- The purpose of the workshop was to prepare participants to satisfactorily complete the PIL ITQ proposal for the approval of courses/programs that meet the requirements of the Principal Induction and Continuing Professional Education for ACT 45 of 2007 for school and system leaders.

Higher Education Presentation
The Curriculum and Instruction/Educational Technologies Department has worked in conjunction with local college and universities over the past year to provide teachers with an introduction into 21st Century learning technologies:

- DeSales University
  Diahann Ouly presented CPS, the Classroom Performance System, to a teacher education undergraduate class at DeSales University on November 13th. The focus was on technology integration and how to successfully use it in the classroom. The assessment and evaluation portion of CPS was shown to expose them to alternate ways to gather data in an efficient and timely manner in order to analyze it.

- Lehigh University
  Diahann Ouly presented in Dr. Brad Cressman’s Educational Leadership and Teacher Leader’s classes at Lehigh University on June 26th and July 17, 2007. The focus of the class was on assessment and evaluation and the goal of the Classroom Performance System presentation was to expose the graduate students to alternate ways to gather data in an efficient and timely manner in order to analyze it.

- Muhlenberg College
  CLIU has partnered with Muhlenberg College to provide support to the college’s pre-service teachers preparing to enter the field of education. As part of this collaborative effort Beth Breiner, Diahann Ouly, and Anthony Newberry presented workshops on the topic of Instructional Technology in the Classroom to junior education students preparing for their second student-teaching assignment. The workshops are designed to expose pre-service teachers to a variety of technologies available for integration in the classroom and to provide the students with a foundation for the inclusion of technology across content areas.

Pennsylvania Standards Aligned System (SAS)
The Pennsylvania Standards Aligned System (SAS) is a collaborative product of research and good practice that identifies six distinct elements: clear standards, fair assessments, curriculum framework, instruction, materials and resources, and interventions. If these elements are utilized together, SAS will provide schools and districts with a common framework for continuous school and district improvement and enhancement:

- Both the literacy and math groups identified the Big Ideas, Concepts, Competencies, and Enduring Understandings for all grade levels.
- Twenty-five district representatives attended these sessions which covered AYP targets and thresholds, at the school district and district levels, plus AYP determinations, and AYP appeals.

greater hand in their health. We look forward to greater participation as the “good news” spreads of the advantages of participating in the various programs.

The 2007 - 2008 fiscal year started with the CLIU offering of electronic fingerprinting service. The HR Department was responsible for coordinating this service. After weeks of monitoring the service and collecting data, the HR Department prepared an extensive final report regarding offering the service. After review of the report, the CLIU Board with the Executive Director’s recommendation chose to extinguish its relationship with Cognent Systems and not to offer the service at the CLIU.

The HR Department continued to offer supervision support to the CLIU Departments. This support assists the CLIU in maintaining a qualified and productive workforce. The Department assisted in over 22 employee performance concerns this year. The Department also coordinated the response to nine grievances composed of six terminations, two disciplinary actions, and a procedural issue. This service provides supervisors a resource for management initiatives and strategies for staff growth.

The HR Staff served internal customers daily which is the predominant focus of our Department. Our goal is to be a resource to our internal customers assisting wherever possible for positive outcomes. Below are some statistics which give a glimpse into daily function of the HR Department:

- Coordinated Candidates to be Interviewed – 278
- Coordinated the interviews for instructional assistants, transportation staff, and substitute staff resulting in the coordination and participation in 114 interviews.
- Facilitated Creation of the Personnel Section on the monthly Board Agenda
- Number of Board Letters/Personnel Actions - 1415
- Facilitated Workers Compensation Cases
  - Number of cases – 125 cases resulting in 577 pieces of correspondence
- Facilitated Emergency Permit Process
- Number of Emergency Permits - 24
As a Department, we have had a procedures manual in place for
• Certification/Tenure Management
  o Tracked and corresponded with 41 certified staff members regarding their Level I requirement.
  o Tracked and corresponded with eight educators regarding the obtaining of tenure.
  o Tracked 35 educators through the induction process and served on the committee reviewing the induction process for the Pennsylvania Department of Education (PDE).

As a Department, we have had a procedures manual in place for

The Pennsylvania Department of Education (PDE).

Tracked 35 educators through the induction process and served

As a completion “reward” and gift, teachers were then invited to choose a realise book to take home with them.

Over 80 educators and community partners from the CIU 20 and CLIU were present to hear author and national presenter Dr. Ruby Payne address the issue of poverty and how the Hidden Rules of Class impact school performance:

Dr. Payne discussed the importance of knowing and teaching the hidden rules of class as a powerful tool to help students function in the varied environments of home, school, and work and reinforced that teaching these unspoken rules can have a positive impact on behavior, strengthen relationships between teachers, students and parents, and improve school performance.

The author maintains that the two things that will help move students out of poverty are education and relationships - and that we can provide BOTH!

Supporting Diverse Learners Understanding Poverty: World Cafe/Lehigh University

The presentation focused on five major areas of reading instruction: phonemic awareness, phonics, vocabulary, comprehension, and fluency, and how literature should be incorporated into daily classroom activities to engage, motivate, and assist students in creating meaning.

For each of the five literacy topics, a story was shared and the presenters led the Kuwaitis through an experience that mirrored an activity in an American classroom.

For all the challenges that arose from the language barrier, the Kuwaitis had fun with all of the activities.

They asked many insightful questions that compared learning to choose a realise book to take home with them.

The Verizon Foundation mission is to make a difference in the lives of students, teachers, families, and the communities in which they live and work. The Pennsylvania Department of Education recently received a grant from the Verizon Foundation to initiate a statewide roll-out of teacher training on the Thinkfinity website. The CLIU is partnering with both entities to offer a series of professional development workshops:

The website is designed to improve student learning by offering high caliber content, free resources, and professional development for teachers at all grade levels.

The scope of Thinkfinity is vast: providing more than 55,000 resources for teachers including lesson plans, interactive web tools, student materials, multi-media references, and appropriate website links.

Thinkfinity, also committed to teacher education, has created a professional development program that aids educators in effectively incorporating Thinkfinity’s resources into their instructional settings.

A Framework for Understanding Poverty: Dr. Ruby Payne

Over 385 administrators, educators, and community partners from CIU 20 and CLIU were present to hear author and national presenter Dr. Ruby Payne address the issue of poverty and how the Hidden Rules of Class impact school performance:

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Supporting Diverse Learners Understanding Poverty: World Cafe/Lehigh University

The World Cafe series was a follow-up to Ruby Payne’s October presentation on a Framework for Understanding Poverty:

Over 80 educators and community partners from the CIU 20 and CLIU service areas gathered at Lehigh University in February and April to continue the dialog on poverty.

The sessions were facilitated by Lehigh University’s Doctoral Candidate Lisa Kensler from the Center for Urban Leadership and Research, and table facilitators that included Heidi Faust and Cathy Enders of CLIU.

• The World Cafe featured a panel of speakers with diverse perspectives on poverty who addressed the challenges and successes they have experienced in working with students and parents who are living in poverty.

Response to Intervention (RtI)/Cedar Crest College

CLIU is working with Cedar Crest College Professors to provide pre-service educators with current information regarding “hot topics” in education. To this end, Sharon Kinney spent an evening with a Cedar Crest class examining Pennsylvania’s Response to Intervention (RtI) Framework:

The session began with a Word Sort activity which provided the basis for defining RtI: Response to Intervention as a comprehensive, multi-tiered intervention model that supports early identification and intervention for students experiencing academic and/or behavioral challenges.

Participants were provided with the RtI handouts which included: the 3Tier Model, an RtI Glossary of Terms, and suggested resources.

Literacy in America:

A presentation to Kuwaitis National/Lehigh University

Marybeth Alley and Sharon Kinney were invited to present Learning to Read in America to a group of Kuwaiti teachers and administrators at Lehigh University on March 19, 2008:

• The presentation focused on five major areas of reading instruction: phonemic awareness, phonics, vocabulary, comprehension, and fluency, and how literature should be incorporated into daily classroom activities to engage, motivate, and assist students in creating meaning.

• For each of the five literacy topics, a story was shared and the presenters led the Kuwaitis through an experience that mirrored an activity in an American classroom.

• For all the challenges that arose from the language barrier, the Kuwaitis had fun with all of the activities.

• They asked many insightful questions that compared learning to choose a realise book to take home with them.

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Thinkfinity is vast, providing more than 55,000 resources for teachers.
The Carbon Lehigh Intermediate Unit hosts monthly Curriculum and Instruction and Technology Council Meetings throughout the school year:
- Directors of Curriculum, Technology Directors, and other professionals attend these meetings to stay current on the ever-changing world of curriculum, instruction, and technology.
- The meeting content consists of the latest PDE information and initiatives, hot topics in education, school district challenges and concerns, presentations, and professional discussions.

### Curriculum and Instruction Council and Technology Council Meetings

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- The meeting content consists of the latest PDE information and initiatives, hot topics in education, school district challenges and concerns, presentations, and professional discussions.

### Keystones Technology Integrators

The Keystones Program recognizes and honors teachers who have made outstanding contributions to the integration of technology into the learning process:
- Beth Breiner of CLIU served as Regional Director for Region 2 of the program; coordinating and leading the regional judging of samples of work from nominated teachers from Intermediate Units 14, 20, 21, and 29.
- The teachers selected as representatives for the Intermediate Units in Region 2 were invited to attend the Keystone Technology Integrator Summit: a five-day intensive technology academy held at Shippensburg University in July.
- Four teachers from CLIU districts attended the Keystone Summit and a CLIU staff member served on the staff of the Summit.

### Instructional Materials Center (IMC)

Carbon Lehigh Intermediate Unit utilizes two video retrieval systems for teachers in Carbon and Lehigh counties:
- The Instructional Media Center (IMC) offers VHS and DVD videos available for delivery to the teachers’ school. The teachers log into an online cataloging service (WEB/MAX) where they may search for and select specific media. It is then delivered to their school via the CLIU van courier. In total, there were 903 videos delivered by CLIU van drivers from the IMC.
- Discovery Education Streaming offers teachers the ability to watch educational videos from their classroom via the internet. It is an on-demand video retrieval system. Teachers log into Discovery Education Streaming and search for the videos they would like, much the same as WEB/MAX, the major difference is Discovery Education Streaming videos are delivered immediately on the teachers’ computer, no delivery of videos. There were 101,723 videos watched on Discovery Education Streaming.
- The Discovery Education numbers are strong with all Intermediate Unit districts utilizing this tremendous resource. The IMC numbers are not as impressive, however; this is to be expected with the emergence of streaming video, it has made the VHS and DVD the secondary choice for classroom teachers.

Both of these vast resources ensure our constituent districts have access to content rich multimedia which will ensure we are doing our part to help children learn.

### Human Resources

On behalf of our constituents this past year through:
- Facilitated Lehigh County Consortium meetings.
- Coordinated monthly consortium meetings.
- Developed a data grid for PPO and Traditional Plans at request of Districts.
- Facilitated HR Get Together Meetings
  - Meeting Topics/Guests Included:
    - Certification: Terry Barnaby – Director of Teacher Quality/Certification Bureau of School Leadership and Teacher Quality
    - Chapter 14: Pat Hozella, Assistant Bureau Director, Bureau of Special Education
    - PIMS: Deb Rodriguez - Educational Statistics Supervisor
    - Unemployment: Geoffrey Moomaw, Interstate Tax Service
    - High Qualified: Catherine Corman and Linda Benedetto, Pennsylvania Department of Education
    - Workers Compensation: Michael P. Lehr, PSBA, Director, Workers’ Compensation Division

- Directed Guest Teacher Program
  - Successfully completed 2007-2008 Program resulting in 55 new substitute teachers.
  - Track and processed the emergency permit renewals of 263 substitute teachers.

We believe that the Human Resources Department strengthened services offered to all stakeholders this past year through the above accomplishments!
As a result of facilities planning during the 2006 - 2007 school year and consultation with the district special education contacts, the CLIU added additional programs and services to meet the needs of the growing special education population in Carbon and Lehigh counties in 2007 - 2008.

The CLIU opened an additional class at the Carbon Learning and Adjustment School (CLAS). Four Early Intervention classes were added, three in Lehigh County and one in Carbon County. The CLIU is also providing additional speech therapy, occupational therapy, and psychological services to meet district requests.

The CLIU submitted a Request For Proposal (RFP) to the Allentown School District on August 1, 2007 to operate an Emotional Support/Alternative Educational program in a separate facility.

The Allentown School District Board of Directors approved the proposal in late August. The CLIU operated the Alternative Educational program at the Boys and Girls Club on 13th and Turner Streets in Allentown. The first day of school was October 1st with a total capacity of 36 students. The program is modeled after the CLIU’s LLAS and CLAS programs. The Intermediate Unit obtained a license from the PA Department of Public Welfare to operate the partial hospitalization component.

The CLIU also started a new Multidisabilities Behavioral Support program at the Towamencin Elementary School, Palmerton Area School District, in October to meet the growing needs of students with autism.

These additions and changes provided enhanced services to students with disabilities on behalf of the CLIU’s member school districts.

The CLIU reported a total of 8,530 school age students with disabilities on the December 1, 2007 Child Count. This is an increase of 46 students from December 1, 2006. The CLIU served 616 more students from December 1, 2007 to June 2008.

In addition there were increases in the numbers of students served in the following areas:

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>#of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Intervention</td>
<td>1745</td>
</tr>
<tr>
<td>Behavioral Health/</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation Service/</td>
<td></td>
</tr>
<tr>
<td>Provider 50</td>
<td>211</td>
</tr>
<tr>
<td>Partial Hospitalization Program/</td>
<td></td>
</tr>
<tr>
<td>Provider 33</td>
<td>229</td>
</tr>
<tr>
<td>Outpatient Clinic (Provider 29)</td>
<td>231</td>
</tr>
<tr>
<td>Nonpublic School Services</td>
<td>1666</td>
</tr>
<tr>
<td>Related Services</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>1186</td>
</tr>
<tr>
<td>Itinerant Hearing</td>
<td>87</td>
</tr>
<tr>
<td>Itinerant Vision</td>
<td>98</td>
</tr>
<tr>
<td>Audiology</td>
<td>148</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>1717</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>263</td>
</tr>
<tr>
<td>Adaptive Physical Education</td>
<td>355</td>
</tr>
</tbody>
</table>

and started summer courses at Lehigh University in July 2008.

• Schools in Allentown and other districts are using their Teacher Leaders as members of their School Improvement Teams and in other leadership positions.

• Our model for the Teacher Leaders Certified Program has been presented at state and national conferences and is being duplicated in other states and in Columbia, South America in their international school.

• Research conducted through Lehigh University, has shown that a notable percentage of females from our urban districts in the Teacher Leaders Program have matriculated into graduate degree programs for educational leadership and the principal’s certification.

CLIU School Nurses Advisory Board

The School Nurses Advisory Board, which includes school nurses who represent the majority of school districts within the CLIU serving area, meets the first Monday of each month and is facilitated by Sharon Kinney. Their vision is to support constituent school districts in providing the highest level of health and wellness among its students and employees. They work collaboratively to do this through professional development, planned resource utilization, and health education.

Highlights of the Board’s accomplishments this past year include:

• The Advisory Board researched and developed a position paper entitled the Recommendation of a Hand Sanitizer. This paper was spurred by CLIU’s proactive position on emergency preparedness and the fact that 80% of infections are spread through hands.

• The Board designed a CLIU School Nurses logo.

• The group facilitated a Columbus Day workshop which focused on providing school nurse specific professional development. A survey of local needs was completed and a morning presentation by Helwig Diabetes Center shared updates on the latest in research and the newest in Diabetes treatment. The afternoon presentation was by Hartzell’s Pharmacy and also provided updated information on inhalers, peak flow meters, and the latest medications.

• The Advisory Board Celebrated School Nurses’ Day 2008 by providing each district superintendent with a copy of the Critical Medical Information Card template for all personnel for use in the event of an accident.

• School Nurses’ Day 2008 was also commemorated by providing each school nurse in Carbon Lehigh School Districts with a colorful school nurse tablet which was accompanied by a card thanking each for their commitment and compassion.

• The Board partnered with Carl Held of the Lehigh County Emergency Services to develop a proposal to the Regional Terrorism Task Force for School Nurse Emergency Go Bags.

• A two-day Drug Impairment Training for Education Professionals (DITEP) seminar was also held. DITEP is derived from the national Drug Evaluation and Classification (DEC) program and was delivered by the Pennsylvania State Police.
The purpose of the committee is to keep each department informed and involved with the final emergency plans for the CLIU, our other programs, and other buildings housed in different facilities.

In connection with the CLIU’s emergency management plans, meetings were held with local, county, and regional responders for input on our plan.

Mr. Lucas also supported and helped to coordinate the Table Top Bus Accident Drill with LCCC on March 12, 2008. There were representatives from over half of our districts in the drill as participants and observers.

A full scale drill was held on June 7, 2008. Tim worked with observers from our districts, Emergency Management Council, and visitors from IU 20. The project was funded by a Homeland Security Grant awarded to LCCC.

A specific course for building principals is being designed for the 2008-2009 school year entitled, Is Your School Safe? This course was approved by the Department of Education for Pennsylvania Inspired School Board, presenting on

The conference was closed by Eileen Secretaries

In connection with the CLIU’s Emergency Management Projects, the following is a list of Special Programs and Services accomplishments during the 2007-2008 school year:

The following is a list of Special Programs and Services accomplishments during the 2007-2008 school year:

Project SEARCH originated in Cincinnati Children’s Hospital, Ohio and CLIU has a signed contract to replicate the program locally. The program is scheduled to begin September 2, 2008.

- Expanded the Work-Based Learning Program with the following data:
  - May 2007: 226 students participating, 92 referrals
  - May 2008: 329 students participating, 103 referrals

The number of businesses participating in the program is 51, employing 151 teachers in Carbon and Lehigh counties:

- The Work-Based Learning Program expanded at the CLIU facilities to include offering a "Breakfast Cart" once a week at the main office, operating a hot lunch program at the main office once a week; building shelves for the CLIU Resource Room in Palmerton; and repairing the "CLIU Miniature Golf" at the Transportation building.

- Continued the implementation and data collection process of the Administrative Claims Program, ACCESS, bringing in over $60,000 each quarter.

- Organized and completed all requirements and timelines for four state upload periods with PIMS data as related to students, student enrollment, courses, staff courses, and student courses for students in CLIU operated programs and Youth Forestry Camp (YFC).

- Began training and implementation of PowerSchool as a tool to manage all student data.

- Expanded opportunities for teenage boys to attend a summer residential camp program supported by the Carbon Lehigh Special Needs Children’s Foundation. A program for teenage girls continued into their 7th year at Camp Wool Haven in partnership with the Eastern Region Girl Scout Council. Each program involves a week of tent or cabin camping with planned activities, community service projects, and many memories.

- Completed the application process as an approved Teen Screen site, developed by Columbia University. Teen Screen provides “mental health screening” for students in grades eight through twelve. A local Teen Screen team was trained and implemented the program at St. Joseph the Worker School. The results included the following:
  - 93% of parents returned permission forms.
  - 53% of parents agreed to the administration of the screening.
  - 15% of students screened were positive and needed clinical interview.
  - 12% of students screened positive were recommended for outside mental health evaluation/support.

- As a member of the Safe & Drug Free Schools and Communities Consortium Board for the nonpublic schools, we were able to use funds to organize five professional development trainings related to various troubling factors in the lives of our youth today, understanding the culture, looking for signs, and ways to intervene.

- CLIU Nonpublic Teachers began a Books for Babies program. New and gently used children books were collected, organized, and given to parents at prenatal classes held at Sacred Heart Hospital every two months. Teachers provided printed materials about early literacy, spoke about the importance of reading to babies, developing rituals, and actually read a book to the parents. Books were bundled in small quilts made by teachers.

- Facilitated the CLIU Induction Planning Committee which reviewed the current plan, revised the content to correspond with PDE requirements, and updated the activities to reflect responsibilities and expectations of mentors and scholars. A new Induction Plan was prepared for CLIU Administrative review in June 2008.

- TaC Staff facilitated the development and structure of a CLIU BrainSTEPS Team as a PDE initiative with Brenda Eagan Brown, Program Coordinator. The team has been participating in

### Pennsylvania Value Added Assessment System Training

The Curriculum and Instruction Department continues to support the use of Pennsylvania Value Added Assessment System (PV/AAAS) as another data tool for strategic planning, School Improvement, Response to Intervention, EAP/Tutoring, and overall data analysis for our local districts and schools:

- The CLIU held a hands-on training on PV/AAAS on October 26, 2007. Jim Bohan from the State PVAAS Core team was the main presenter and Cynthia Bartynski and Sharon Kinney served as CLIU facilitators. Participants explored their own student data and learned how to interpret the reports available in this tool.

- The two major reporting strengths of this tool are being able to look back at what type of growth/evaluation students made and to project forward to what students may score in future tests if all things remain the same.

### PSSA Data Interaction by eMetric

Cynthia Bartynski, Beth Breiner, and Cathy Enders presented a one-day data workshop on PSSA Data Interaction by eMetric on September 17, 2007 for the fourth and fifth grade teachers and administrators from Truman and Western Salisbury Elementary in the Salisbury Township School District:

- The participants were given a comprehensive guide created by the CLIU which will serve as a reference for the teachers when they go back to their classrooms and begin to create their own reports.

- This training is the beginning of a long range plan where the district to have teachers utilizing data to assist in making decisions about curriculum and instruction in their classrooms.

### The Pennsylvania Technology Integration Mentor (PA TIM) Grant/Getting to One

The Pennsylvania Technology Integration Mentor (PA TIM)/Getting to One (GTO) is a statewide initiative to improve student achievement across all subject areas including information and technology literacy through teaching, learning, and leading:

- The grant is intended to build the leadership capacity of the mentor and to advance differentiated instruction and data-driven decision making in the school(s) through the effective use of technology.

- The Pennsylvania Department of Education seeks to assist schools in developing a culture of teaching and learning that is student centered, data driven, and results focused.

- Many staff members from the Curriculum and Instruction/Educational Technologies Department began their annual visits to the GTO Mentors and school districts who were awarded grants two years ago.

- The CLIU staff, the Pennsylvania Department of Education, and the GTO mentors have formed a tightly knit bond throughout this two-year process as we learn the most effective ways to integrate and infuse technology into the classroom.

- The focus of our work at CLIU is to provide ongoing support to Pennsylvania public schools, through on-site integration mentors and continued development and expansion of the Keystones Technology Integrators program.

### Improving student achievement across all subject areas.

**Intel®Teach Coming to Pennsylvania**

CLIU and the Department of Education have received a $10,000 grant from the Intel Corporation which will allow the state to offer the Teaching with Technology Course to educators across the state. The Curriculum and Instruction/Educational Technologies Department will manage the grant on behalf of Pennsylvania Department of Education:

- The Teaching with Technology course focuses on higher-order thinking skills using a set of free online thinking tools from the Intel Education website.

- The four-day workshop focuses on how teachers can use the Internet in new and effective ways and how to integrate online thinking tools that are designed to help students visually represent their understanding of complex and interconnected ideas.

- The grant money will be used to train the first round of PAIU Technology Integration Mentors (PAIU TIMs, formerly GTOs) as Master Intel Teach trainers.
The CLIU staff plans and consults with each of the fourteen school districts within Carbon and Lehigh Counties to determine the student’s needs for special education programs and services.

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The third workshop, a question and answer forum, regarding the eStrategic process and online tool was held on December 17th at CLIU.

eInstruction eC Summit
Diahann Ouly and Cathy Groller attended the eConsultant Summit in Dallas, Texas in January. The theme for the Summit this year was Unlocking Success, The Winning Combination.

- Along with networking with other eConsultants, the days were filled with product updates and professional development.
- Case studies from districts across the country that are using CPS and other eInstruction products were very enlightening. (CPS is becoming a completely integrated classroom solution now with full compatibility with Exam View, PowerPoint, and its most recent integration of Study Island).

Innovative Technology Workshop
As part of the commitment of the CLIU Educational Technology Department to stay on the cutting edge of innovative instructional technology, Michael Cichocki and Beth Breiner attended a Bureau of Education and Research workshop on Using Innovative Technology Projects to Strengthen Content Area Learning. The workshop provided numerous technology resources, applications, and tools applicable to all content areas. These resources will be shared in future Emerging Technologies workshops sponsored by CLIU.

Wall Street West – Financial Literacy Institute
TJ McKeon facilitated the Financial Literacy Institute from January to June 2008. The program was created in collaboration with Misericordia University, The University of Scranton, Economics PA, and Northampton Community College:

- Wall Street West is comprised of nine counties in Pennsylvania.
- The objective of the program is to help teachers take on the challenge of building student financial literacy and career awareness in a way that merges with existing curriculum.

Continuing Professional Education Courses
Our focus is to offer multiple courses that address the teaching and assessing of Pennsylvania’s Academic Standards. The courses that are offered continue to be high quality graduate level courses. In addition to supporting the standards, the courses also reflect the initiatives in our constituent districts:

- The Professional Development Council continues to aide the Curriculum and Instruction staff in making decisions regarding the continuing professional education courses for our district educators.
- We continue to offer three seasons of courses with approximately 12-15 credits.
- All courses are approved by the Pennsylvania Department of Education for one, two, or three credits.
- Courses can be taken to satisfy requirements for Level II Certificate, Master’s Equivalency, or active certification under the provisions of Act 48.
Classroom Performance System Training (CPS)

The Classroom Performance System (CPS) is an easy-to-use wireless response system that obtains immediate feedback from every student. This technology enables teachers to customize instruction, engage student learning, provide immediate feedback, streamline their grading, and export results to Excel, Word, PDF, or the CPS Gradebook. CPS' automated assessment feature lets students answer questions at their own pace while keeping track of answers and grades behind the scenes. CPS can be utilized to increase benchmark test scores and report immediate results. This provides a non-threatening environment allowing all students to participate, including reluctant learners and students with learning problems. Diahann Ouly conducted full day trainings on CPS across the state during the 2007-2008 school year.

CLIU Flight Team: Districts Respond to Crisis Together

Teams of psychologists, mental health and social workers, educators, trainers, and administrators from CLIU and member districts came together, along with countywide Emergency Management and Local Police representatives in November for a five-day Flight Team training:

- Cheri Lovre from the Crisis Management Institute, who has responded to National and International Crises including September 11th, the Columbine and Nickel Mines School Shootings, Hurricane Katrina, and the Tsunami in Southeast Asia, led the second CLIU Flight Team Cohort in preparing to provide a countywide support system in times of crisis.
- The Flight Team, which spans the two counties and twelve districts, is on call to superintendents for support in responding to and coping with the aftermath of crisis in the school and community; including untimely tragedies, acts of violence, and natural disasters.
- When requested, the Flight Team will provide extra staff, technical assistance, and a process that enables schools to continue to function, while also providing time and space for staff and students to grieve.
- The CLIU Flight Team has responded to ten events in the past three years and has provided support to other communities as well.

Discovery Education Streaming Training

Anthony Newberry, Educational Resources Coordinator, held a training workshop at Lehigh Lutheran Academy in Allentown. The workshop focused on Discovery Education Streaming which is an online, on-demand, educational video library. The training focused on ways the teachers can incorporate the use of educational videos into their curriculum and ways to enhance students learning with differentiated instruction via streaming video.

eStrategic Planning Tool

Eleven of CLIU’s member districts are in Phase 3 of the eStrategic Planning process and in order to provide support to these districts a series of eStrategic Planning workshops were scheduled:

- The first workshop for both Phase 2 and Phase 3 schools was held in March of 2007.
- The second workshop, for Phase 3 schools only was held November 29th. Beth Breiner led the workshop focusing on the Strategic Planning Process and the use of the eStrategic Online Planning Tool.

the 2007 Summer Academy and Streamlined the offerings for the 2008 Summer Academy that will continue to support staff needs and best practices.

- Revised protocol/guidelines for the dysphasia program.
- Developed a Safe Feeding Policy.
- Revised the Disruptive Student Behavior Policy for the Lehigh County Juvenile Detention Center Education Program.
- Continued Public Relations program by sponsoring CLIU Better Speech and Hearing Month Coloring and Poster Contest.
- Revised Service Delivery Model for MDS/Behavioral classes to focus on integrative/consultative speech/language program.
- As requested by the Catasaqua Area School District, conducted a study of their special education programs.

- Initiated the use of Guitar Hero and Dance Dance Revolution in several CLIU center-based programs.
- Received from the Pennsylvania Department of Education (PDE) an Early Intervention Inclusion Grant in the amount of $70,000, a Gifted Liaison Grant for $1,500, and Alternative Education Grants totaling $38,988.
- Trained staff and initiated Achieve3000 TeenBiz, My ACCESS Writing, and Choices at LLAS, CLAS, Alternative Education, and ACLAS.
- Developed long-term (10 years) and short-term plans for the Kids Korral. Began fundraising and work on the miniature golf course at the Transportation facility. Presented Kids Korral concept to the Special Needs Children’s Foundation Board, CLIU Board of Directors, and District Special Education Contacts.
The MIS Department assisted in Goal One CLIU Board goals. This year has taken the Management Information Systems (MIS) Department into exciting new directions to meet the Information Systems (MIS) Department following technologies:

- The server room currently has the function in the event of an emergency. To operate in extreme conditions and control all doors.
- The CLIU server room was designed to have an alarm systems and building access control system in the event of an emergency, the building levels for all central office employees. In the building access system gives us the ability to the event of an emergency, the building levels for all central office employees.
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Goal Two
The MIS Department assisted in the development of the Emergency Management Plan Goal:
- The MIS Department currently monitors the alarm systems and building access levels for all central office employees. In the event of an emergency, the building access system gives us the ability to control all doors.
- The server room was designed to operate in extreme conditions and function in the event of an emergency. The server room currently has the following technologies:
  - Multiple Internet Service Providers.
  - Redundant UPS systems with 120k Diesel Generator.

Goal Three
The MIS Department supported the Transportation Department Goal in several ways this past year to help achieve more efficient procedures and have reliable technology to aid in their ventures:
- The MIS Department also runs local real-time daily backups along with nightly transfers to two secure off-site locations out of the Commonwealth.
- The MIS Department has assisted in the implementation of professional development tools:
  - Installing a web interface with a SQL database structure which collects all Professional Development data on conferences and trainings that CLIU faculty attend.
  - The database can be queried to gather a wealth of information concerning the current status of Professional Development at CLIU.

Information Technology (IT)
This year the IT Department has expanded the backup safety net by joining forces with BiLeap. BiLeap is a company that offers off-site digital backup storage. We have partnered with them to provide another

Career Pathways
In December, the Curriculum and Instruction and Special Programs staff sponsored a program for the Carbon Lehigh Transition Council and the Lehigh County Career Pathways Career Education Committee. Wendy Smith, Donna Hiebman, and Cynthia Bartynski collaborated on this project:
- Mr. Jay Cannon from the Bureau of Career and Technical Education presented a session entitled Career Development Turning Dreams into Reality.
- Since Pennsylvania’s adoption of the Career Education and Work Academic Standards, which need to be integrated into the classroom, there have been many conversations on what this might look like.
- Participants were provided with an overview of the standards as well as many resources such as websites, portfolio suggestions, checklists, and information that could be utilized by counselors and classroom teachers for the successful implementation of the Career standards.

The Career Pathways Science group had their inaugural sessions on February 5 and 6, 2008 at the Troxell Building:
- The high school group met on the first day with teachers of Earth Science/Ecology, Biology, Chemistry and Physics; while the second day included teachers from grades five through eight representing the same districts.
- The Carbon Lehigh Intermediate Unit’s Sharon Kinney joined efforts with Colonial Intermediate Unit, Bucks County Intermediate Unit, and DeSales University to offer an Instructional Coaching Academy in the coming year:
  - Planning focused on all educational coaches; i.e., Literacy Coaches, Math Coaches, and Technology Coaches.
  - The Academy was led by Elizabeth Powen, Senior Project Associate for the Center for Equity and Excellence in Education, and George Washington University.
  - DeSales University’s Education Department has joined us to support the Intermediate Units by hosting the Academy and providing an option to earn three graduate credits for the completion of requirements.
  - The first year Academy consisted of four days of professional development for current and prospective coaches and their coaching team.
  - The sessions demonstrated how coaching can support teachers in a way that ultimately leads to improved student achievement.
  - The instructor assisted coaching teams in creating a data-driven coaching plan linked to the state literacy framework and state standards and how to use effective coaching strategies to implement this plan.
  - The Academy will span over three years and participants who complete the required projects will qualify for the Pennsylvania Coach Endorsement.

Career Pathways prepares a student for a promising career-based on their unique interests and abilities.
Kinney and Beth Breiner attended a workshop entitled current on best practices, meet district needs, and provide leadership in the area of professional development. Sharon

Bureau of Educational Research Workshop - Motivating the Unmotivated Student

- Internet in the Classroom
- Beginning Podcasting
- Copyright in the Classroom
- Web 2.0 Tools
- Podcasting and Vodcasting
- eSchool Builder Basics
- Google Earth Basics
- Wikis, Google Earth, and Flickr
- GeoCaching
- Video Editing using Adobe Premiere
- Photosstory 3
- Movie Maker
- Intro to Second Life
- Content Management with Moodle
- ilife

Emerging Technologies Workshops

The Educational Technologies Department ran a new series of professional development workshops called Emerging Technologies during the 2007-08 school year. The workshops included:

- Internet in the Classroom
- Beginning Podcasting
- Copyright in the Classroom
- Web 2.0 Tools
- Podcasting and Vodcasting
- eSchool Builder Basics
- Google Earth Basics
- Wikis, Google Earth, and Flickr
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- Also in October, a group of math teachers, formed through the Career Pathways Initiative, worked with Charlie Wayne from the PA Department of Education and learned to score PSSA open-ended math questions.
- This group will continue to meet throughout the 2008-2009 school year with a focus on creating and field testing grade/course appropriate open-ended math questions to use with students.
- In December 2007, Cathy Enders presented a workshop for third and fourth grade teachers on Scoring PSSA math open-ended questions at the Whitehall-Coplay School District and a workshop on alternatives for student engagement at Emmaus High School for Algebra I teachers.
- The Career Pathways Curriculum Subcommittee will be forming a group of science teachers to collaborate and focus on the Science PSSA since this is a major concern among districts.
- Intermediate Units throughout Eastern Pennsylvania are collaborating on the designing of professional development opportunities for science teachers.

Bureau of Educational Research Workshop - Motivating the Unmotivated Student

As part of the commitment by the Curriculum and Instruction and Educational Technologies Department to keep current on best practices, meet district needs, and provide leadership in the area of professional development, Sharon Kinney and Beth Breiner attended a workshop entitled Motivating the Unmotivated Student sponsored by the Bureau of Educational Research. The materials and knowledge obtained at the workshop will be shared as part of the content of future professional development sessions and will also be included on department wikis and webpages in an effort to strengthen educational professional learning communities among CLIU member districts.

Network infrastructure maintenance, upgrades, new installations, cabling infrastructure, and basic PC tech work. We support several different contracts which can be customized to any district. Services range from a full-time on-site technician to four hours of support a week. In addition, we can supply network/administration level service with emergency hours that includes 24/7 monitoring of infrastructure.

Application Support

The Application Support Group provides direct software support to our districts. Our goal this year has been to upgrade the software we support to our districts at all levels including implementation and training. We reached this goal by:

- Upgrading the PowerSchool Premier servers to the latest version of PowerSchool Premier 5.2.
- Supporting the new version of PowerSchool Premier which offers our PowerSchool clients the advantages of an Oracle database.
- Oracle provides a more robust, scalable, and better performing information system solution.
- Offering the Incident Management module which is now available as part of the 5.2 release. Incident Management gives schools the ability to track all of the details related to discipline incidents that are now part of each school district’s state reporting responsibilities.
- Provide training on all modules of the software packages we support, including PowerSchool, SchoolMax, and CSIU 16 software.
- Due to the new initiative called PIMS (Pennsylvania Information Management System), we presented several workshops for our districts to assist them with the new requirements.

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MIS provided our contracted districts with full scale infrastructure protection.

Provided training on all modules of the software packages we support, including PowerSchool, SchoolMax, and CSIU 16 software.
The workshop introduced participants to the need for both content and language objectives in content lessons, and cues and questions for supporting ELLs while using non-linguistic representations to ensure comprehension.

The Title III consortium grant that supported teacher attendance at the workshop, has resulted in greater collaboration between ESL teachers and mainstream/ content teachers and increased training for mainstream content teachers in supporting English Language Learners (ELLs).

Reaching all Learners in the Middle School Classroom

Marybeth Alley and Heidi Faust presented a three hour workshop to the teachers of Northern Lehigh Middle School in April on strategies for meeting the needs and more fully including both gifted and ELL students in the regular education classroom.

Marybeth Alley modeled how teachers might design an inquiry unit that would allow gifted students to go even deeper into the same content the other students are learning.

Using an inquiry and active questioning approach with the teachers, she demonstrated how more in-depth questions lead to stronger understandings and greater motivation for all students, not just the gifted ones.

Teachers were provided with ways to incorporate higher level thinking skills into their content areas, and utilizing an interactive activity, the teachers worked to understand the difference between content objectives and language objectives for ELL students.

Heidi Faust helped teachers to understand the standards for ELLs and how these standards can be helpful to classroom teachers.

ESL Technology Workshop

The Educational Technologies Department provided an overview of the technology resources available to assist ESL teachers from CLIU and neighboring districts. The staff demonstrated a wide range of technologies which included:

- Discovery Education Streaming
- Audacity
- Podcasting
- Wiki Spaces
- Classroom Performance System (CPS)

Heidi Faust, CLIU ESL Coordinator, who was in Saudi Arabia, participated in the meeting through a program called Skype. The program allowed her to interact with the workshop participants through the internet.

Program Specialist - ESL Certification

The Pennsylvania Department of Education, Bureau of Teacher Certification and Preparation, prescribes English as a Second Language (ESL) Program Specialist guidelines. All teachers in ESL programs must have a Program Specialist-ESL Certification:

- In order to meet the needs of CLIU school districts, a Program Specialist-ESL Certification program has been developed in accordance with the Pennsylvania Department of Education.
- The program consists of four three credit courses which will be offered during the school year: Language Acquisition, ESL: Cultural Diversity in the Classroom, English Language Learners Language Assessment and Support Services Knowledge, and Instructional Materials.
- Participants may take the courses for Continuing Professional Education (CPE) credits or for graduate credits through Lehigh University.

Math and Science Workshops

Math and Science continue to be areas of focus for the CLIU:

- On October 11, 2007 a Reading Apprenticeship reunion for math teachers was held jointly with Intermediate Unit 20. Approximately 15 participants with varying levels of training in Reading Apprenticeship met for a day of literacy focused solely on math.
- Cathy Enders led the full-day session using PSSA released items for math as the text. Participants used the questions as they analyzed text structure, created a “Test Taking Strategies List” through a reading process analysis, examined Question-Answer Relationships as they pertain to math, and the test questions, and participated in activities to promote vocabulary development with the terms found in the Math Anchor Glossaries.
Facing Change in the Lehigh Valley

Teachers and administrators from CLIU Districts and outside the region filled the conference room on February 19, 2008 for the first of five class sessions offered at the CLIU dedicated to providing school and community leaders with tools and skills for working effectively with parents and students of diverse backgrounds:

- Led by instructor Tim Silvestri, Ph.D, of Lafayette College, the group explored intercultural communication styles, intergroup bias, and social identity theory.
- Participants took home strategies for anticipating and resolving possible conflicts related to communicating across cultures.
- Participants challenged their own biases and strived to build relationships with others unlike themselves.
- CLIU Staff Development Facilitator, Heidi Faust, and Lehight University student, Janylnn Lucas, worked with Dr. Silvestri to design the course.
- Related opportunities are in the planning stages for the 2008-2009 school year.

What Works for English Language Learners (ELLs)

- Math, science, social studies, and ESL teachers from CIU 20 and CLIU came to CLIU’s Walnutport Transportation Center on March 5, 2008 to discover What Works for English Language Learners. Sponsored by the Pennsylvania Department of Education and presented by McREL, this video-conference focused on researched-based strategies that help English Language Learners succeed in mainstreamed classrooms.
- Assisted one of our districts in setting up, SchoolMessenger, a district-wide calling system. This system provides a direct line to families, students, and staff, so that important information can be communicated quickly and reliably.
- Hosted several Eastern PA PSUG (PowerSchool User Group) meetings. Attendees included school districts using PowerSchool from Eastern PA, as well as a few that were from the western part of the state. In addition, we also hosted several PowerSchool User Group meetings for our CLIU Consortium members.
- Growth of clients using the PowerSchool student information software by adding new members to our PowerSchool Consortium.

Desktop Publishing

- Desktop Publishing and Document Imaging provide core services to our in-house staff, districts, and community. We design publications and scan documents into digital format. The scanning of documents reaches the goal of providing easy access to district level information. Our Desktop Publishing goal creates specialized informational documents. Communication with our clients to assess their needs is a key factor enabling us to provide the latest technology in assisting with publishing and document storage needs.
- Produced materials for the PETE&C Conference, PATMIS, and Professional Development programs.
- Collaborated with in-house and community programs for Project SEARCH.
- Created informational literature for physician’s offices/daycares.
- Published Athletic Competition and Lodge programs for community agencies.
- Assisted updating job descriptions for two school districts.
- Designed clinic posters.
- Produced flyers for local fire company.
- Worked on Flight Team brochure which assists with crisis intervention in school districts.

Document Imaging processed 16 projects of record retention scanning documents into a digital format in a secured environment. Document Imaging projects consisted of:

- Payroll - 46,365 images
- Personnel - 22,946 images
- Student records (Sp Ed/Reg Ed) - 67,094 images
- Health records - 1,091 images
- CDL trainings - 532 images
- Conversions - 17 CDs
- Microfiche - 33,840 converted images

Communication with our clients is a key factor, enabling us to provide the latest technology.
supplies for the school districts. The CLIU is responsible for bidding on co-operative purchasing of supplies to minimize expenditures within each program and budgeting to account for the revenue and expenses generated. We currently support over 59,000 employees in the county school districts. Each program is managed by a Certificate of Professional Standing (CPS), which is provided by the Classroom Performance System (CPS) set, which was provided by the Carbon and Lehigh county school districts. Each program is supported by Local, State, and Federal dollars. We are currently using 59 budgets to account for the revenue and expenditures within each program.

The Business Office coordinates the bidding of co-operative purchasing of supplies for the school districts. The CLIU is also partnering with Lehigh Career Technical Institute (LCTI) to warehouse and distribute various supplies.

The Business Office has worked diligently in the past year to collaborate, cross train, educate, and improve all processes and procedures.

Collaboration
- Established stronger working relationships throughout the past year by meeting on a regular basis with all departments. The meetings are structured for the Business Office to learn about the uniqueness of each program and to teach each department the budget process and how it can be beneficial to the decision making processes throughout the year. It is a win-win situation for the CLIU.
- Collaborated with our Management Information Systems Department to create a report which lists all teachers' absences and substitutes assigned for the teachers to ensure the correct substitute school district is being charged for the substitute's time.
- Worked closely with each CLIU department to ensure accuracy of revenue codes, descriptions on invoices, and created a budget billing calendar to send reminders to each department two weeks prior to the billing date to ensure billing is done in a timely manner.

The group met four times this past year and to support them and each other throughout the year, a wiki has been created by Sharon Kinney so they can continue to communicate with each other: academicliteracy.pbwiki.com.

CLIU Literacy Council
The CLIU Literacy Council, facilitated by Sharon Kinney, elected to create and develop a 21st Century Literacy Website that can be accessed through the CLIU homepage. This site will be used as a literacy resource for serving districts and regional educators. The goal of the Literacy Council is to:
- Provide a forum for the networking of best literacy practices.
- Locate and acquire financial resources to promote and support the development of literacy best practices.
- Collaborate with other educational institutions.
- Work to reduce literacy challenges and barriers.
- Examine and make recommendations regarding commercial products and resources.

Academic Literacy
Academic Literacy continues to be in the forefront of our services to districts and moving forward at an exciting pace:
- Salisbury Township School District held their fourth day of training at CLIU in the fall, with CLIU staff and Salisbury staff again pairing for facilitation.
- Two follow-up sessions to the CLIU’s Summer Institute in Reading Apprenticeship were also held in the fall which brought participants together to further their knowledge of the Reading Apprenticeship Framework and literacy strategies.
- Sharon Kinney and Cynthia Bartynski provided an Academic Literacy overview to Lehighton School District’s literacy leaders from the high school and middle school at the Lehighton administration building in the fall. The outcome of this meeting was a commitment by district administrators to move forward with a long-term Academic Literacy professional development plan supported by CLIU.

Lehighton Area School District, through the efforts of Gloria Bowman and Sharon Kinney, developed grades five through twelve, grade specific posters of essential PSSA (Pennsylvania System of School Assessment) math vocabulary and secondary high frequency vocabulary critical to the PSSA performance.

Sharon Kinney, Beth Breiner, and Marybeth Alley supported Catasauqua Middle-School in developing an inservice devoted to vocabulary development.

Marybeth Alley and Sharon Kinney presented read alouds research, research implications, and best practices to Sheckler Elementary School staff in the spring. Read alouds are intended to support comprehension, vocabulary, and fluency development across the grade levels.

Literacy Intervention Faire
More than 125 professionals attended the first CLIU Literacy Intervention Faire in November 2007 which was coordinated by Sharon Kinney. Attendees included teachers, specialists, administrators, vendors, and speakers from all over the region and state:
- Participants had the opportunity to attend four sessions: two in the morning and two in the afternoon and explore an Exhibit Hall area made up of 29 vendors.
- All overviews were leveled into developmentally appropriate strands: a high school strand, a middle school strand, and an elementary strand.
- The Faire culminated with a Grand Prize Raffle and Melissa Sommers, from the Whitehall-Coplay School District provided home a 32-pad Classroom Performance System (CPS) set, which was provided by the CLIU’s Educational Technology Department.

Reading Apprenticeship in the 21st Century
Marybeth Alley, Beth Breiner, and Sharon Kinney presented a half-day workshop at the Lehighton University Middle Level Conference in April. The session titled, Reading Apprenticeship in
CLIU Student Forum

CLIU hosted Student Forum this year with some dramatic changes:

- To focus the students on a common topic and keep the forum more streamlined, a central theme of Technology - Its Impact on Education and Life was created.
- The creation of a program plan template that was completed by the host school forum members; this template allowed the forum members to follow guidelines which will ensure they develop and execute a credible Student Forum program.
- In total, 14 high schools from Carbon and Lehigh counties participated in Student Forum during the 2007-08 school year.

CLIU Digital Video Camp

- The Educational Technologies department hosted a Digital Video Camp for five days in June. The main goal of these camps was to provide students with the fundamentals needed to produce quality videos. The camp focused on scripting, storyboarding, videography, and editing. Family and friends attended the showcase at the end of the week where campers showed off their completed projects.

South Africa Comes to Lehighton

Heidi Faust, a 2003 Fulbright Scholar to South Africa, shared photographs, videos, and cultural artifacts with the students who were studying a unit on Africa:

- A tractor and a lizard made out of coca-cola cans, a telephone wire basket, Zulu baskets, and a hand-made radio that works, were among some of the colorful artifacts passing through the hands of Lehighton High School students.
- Students explored the diversity of South African wildlife, music, history, culture as well as global relationships between South Africa and other nations, including the U.S.

Academic Literacy Task Force

The CLIU Academic Literacy Task Force, a subcommittee of the Literacy Council, was newly formed this year. The purpose of the Task Force is to support regional training sessions, collect data, provide district level/regional support, and improve literacy instruction to the students:

- This Task Force is comprised of representatives of all of our 14 districts, Lehigh Career and Technical Institute (LCTI)/Lehigh Carbon Community College (LCCC), and other institutions of post-secondary education.
- Each member of this group contributes to the knowledge base by providing and sharing current adolescent literature, recommending and justifying their recommendation of publications, and establishing a resource of recommended readings.
- The Literacy Task Force is developing a glossary on the language of Literacy which includes several hundred terms to be utilized by regional educators to sustain and support a common understanding of vocabulary terms.
- Ms. Harding and Ms. Mautino participated on a committee to form a consortium of LEA’s for the CLIU and Colonial Intermediate Unit 20 (CIU) to select a vendor for the purpose of providing Third Party Administration services. A Request For Proposal (RFP) was prepared and mailed to 13 vendors, nine vendor’s submitted proposals, and TSA Consulting was awarded the contract. All 18 LEA’s in CIU are participating and nine LEA’s are participating from CLIU.
- The implementation began on August 12th with a meeting for all LEA’s to develop Plan/Document and Service Provider Agreements. All LEA’s must be in compliance with the new IRS regulations regarding 403b plans before January 1, 2009.
- Created new working relationships with department representatives to educate, collaborate, prepare, and review the entire budget process from implementation to finalization. Meet with department representatives regularly to review budgets and make necessary budget transfers and journal entries.
- Assisted in the Lehigh County Schools Joint Purchasing Board (LCSJPB) bidding process for Art and Science Supplies. Facilitated monthly meetings and oversaw the creation of the first annual Art and Science Supply bids.

Cross Training

- Cross trained Payroll staff for preparation of quarterly payroll taxes.
- Allocated new employee orientation duties amongst all Payroll staff to ensure coverage at all times.

Continued Education

- Our Fiscal Coordinator, Nancy Mautino, obtained the professional designation of Pennsylvania Registered School Business Administrator from the Pennsylvania Association of School Business Officials (PASBO) and received her Master of Business Administration from DeSales University. She currently serves as the President of the Lehigh Valley Association of School Business Officials (ASBO) and attended the Tides of Change Conference to improve upon team building skills.

Kuwaiti Principals

Business Services

Business Services
Vision

From Imagination to Achievement!

Mission

Cultivating and sustaining a 21st Century learning community where we all learn and teach one another.

CLIU Elementary Computer Fair

On May 16th, Mike Cichocki, Technology Integration Specialist, along with the Educational Technologies/Curriculum and Instruction Department, held the first ever Elementary Computer Fair at the CLIU main office. Students in grades one through five unleashed their creativity to convey information and enhance their learning process.

Tech Wizards

CLIU initiated a new program designed to transform the delivery of professional development within our member districts. The program is based on the premise of utilizing the technology knowledge and expertise of students to work in collaboration with teacher advisors to provide professional development and technology support to educators:

- The Technology Wizards program kicked-off with an initial session in November.

- The 2007 – 2008 cadre of Tech Wizards consisted of 26 students and 10 teacher advisors representing eight of our CLIU districts.

- The Tech Wizards met monthly from November through May 2008.

- At each meeting, the group experienced hands-on practice in the use of an emerging technology and developed an action plan for the delivery of professional development regarding the technology to faculty at each team’s home school.

The Technology Wizards program ended its initial year with a culminating showcase event on May 15th. The showcase featured displays and demonstrations including websites, movies, podcasts, and Google Earth virtual field trips created by the students. Projects illustrated the Technology Wizards’ work supporting and training teachers in the use of technology in the classroom.

83 students and 14 advisors were in attendance at this year’s High School Computer Fair competition.
Pennsylvania Governor's Schools of Excellence

Initial judging for the Pennsylvania Governor's School for the Arts (PGSA) was held at the CLIU in January. The School for the Arts is the only school that holds a first round of judging at each Intermediate Unit:

- Students from all of our districts were invited to send candidates for this first round of judging.
- Thirty-nine students sent applications in the areas of dance, visual arts, music, creative writing, and theatre arts.
- Judges from around the Lehigh Valley were invited to view and judge the works based on criteria set by the PGSA.
- CLIU sent 26 students on as semi-finalists to the PGSA that was held June 29 through August 2, 2008 at Mercyhurst College in Erie.

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The Carbon Lehigh Intermediate Unit was proud to host the 2008 CLIU Regional Middle School Computer Fair. These students competed for a chance to advance to the PA State Middle School Computer Fair held at the Pennsylvania Department of Education in Harrisburg, PA on Wednesday, April 23, 2008:

- Thirty-four projects were entered in this year's competition representing seven districts within Carbon and Lehigh counties.
- A total of sixty-five students and eight advisors attended this year's competition.
- Springhouse Middle School from Parkland won first place at the state competition in the Digital Movie category.

The Pennsylvania Department of Education (PDE) provides tuition, room and board, and all instructional methods to participating students.

All students in our region who attend a Pennsylvania Governor's School over the summer will be honored at a banquet at CLIU in October 2008.

Emmanuel took home second place honors in the Text-Based Desktop Publishing category, while Weatherly Area received honorable mention in the Multimedia category at the state competition.

Continued Improvements

- Reviewed and implemented all auditor recommendations from the 2005 - 2006 audit report. A complete and thorough analysis was performed for each recommendation and as a result none of the auditor recommendations were repeated on the 2006 - 2007 audit report. Improved the accuracy of monthly departmental reports by posting year end entries on a monthly basis and monitoring all budgets throughout the year with the support of the Directors and Supervisors.
- Segregated duties, per auditor's recommendations, to payroll timesheet position by adding tracking of weekly bank deposits on excel spreadsheet, reconciling to fund accounting, and physically making the bank deposits to New Tripoli and PNC bank on an as needed basis.
- Updated Bank Data Base in fund accounting for easy access to Automated Clearing House (ACH) accounts and contact lists.
- Revised and audited the permanent employee files per IRS guidelines to ensure accuracy.
- Met regularly with Special Education Staff to discuss timesheet codes and appropriate coding to ensure accuracy.
- Updated W-4's for all employees per IRS guidelines.
- Created additional checks and balances to direct deposit procedures to ensure accuracy.
- Implemented a new Accounts Payable filing system monthly by budget number so that a file can be easily located to assist with questions. Also implemented the eSchoolMall receive option to verify order delivery and process partial payments. Continued excellent communication with all eSchoolMall users, specifically Teachers and Supervisors by responding in a timely manner to all questions.
- Incorporated ePayStub on a voluntary basis for all CLIU employees on January 1, 2008. As of June 30th, approximately 670 employees are using ePayStub. This change is projected to save the CLIU about $15,000 in money and resources. Per the CLEA contract, all CLEA employees must utilize the ePayStub services for receiving payroll as of January 1, 2009.
- As of January 1, 2008, all Cabinet reports are created and emailed to each Director after the Cabinet meeting.

The CLIU Business Office is the fiscal agent for all revenue and expenditures made by the CLIU. The Business Office oversees approximately 25 different budgets. The Business Office processes roughly 1,100 to 1,200 payroll checks on a bi-weekly basis.
The award, named for Helen Keller’s teacher and friend, honors an educator who exemplifies caring involvement with students with disabilities, and helps others in school and the community understand and accept students with disabilities. The award is open to any CLIU teacher, therapist, administrator, psychologist, social worker, or other support staff employed by the CLIU. Please keep in mind the award is not intended to recognize someone for excellent performance of required job duties, career-long achievement, or length of service.

2007 Award Winner

Mr. Thomas Mullen is this year’s recipient of the Annie Sullivan Award. His career in education spans over four decades. Tom began his teaching career in the Lehighton School District in 1962 teaching Language Arts. He was hired by the Carbon County School Board as a therapist for the Hard of Hearing in 1969. In the early 1970’s, Tom was employed by the Carbon Lehigh Intermediate Unit and became a Supervisor of Speech in 1974. During his tenure at the Intermediate Unit, Tom has been a member of the Pennsylvania Speech and Hearing Association and the Northeastern Speech and Hearing Association in which he served as its President in the early 80’s. Tom has supervised, coached, and mentored hundreds of Speech and Hearing therapists during his career.

Tom is credited with starting many new initiatives in Speech and Hearing at the Intermediate Unit. He started CLIU’s Sign Language Interpreter Program and initiated the first programs for Hearing Impaired students in Carbon and Lehigh counties. Tom retired from CLIU in 1993, but not really. After retirement, he has remained active in education and has supervised Special Education programs across Carbon and Lehigh counties. Since his retirement, new and veteran professionals have had the opportunity to work with and learn from his vast experience. Tom has a reputation for being current in the latest innovations in the Speech and Language field. He is respected by staff, parents, and students across the Lehigh Valley.
The 2007-2008 School Year was a banner year with many changes and innovations at the Carbon Lehigh Intermediate Unit. The year began with the identification of a new attitude and slogan for Carbon Lehigh Intermediate Unit 21, “Helping Children Learn.” This great learning organization is focused on only one thing “Helping Children Learn.” Regardless of a person’s role at CLIU 21, everything we are about is helping children learn. Our job in many ways is to help the most fragile and vulnerable children of our society to learn.

Education and Service is a calling and I believe the people who enter this calling are on a journey, specifically a hero’s journey. I believe most ordinary people are heroes and most heroes are ordinary people; ordinary people who do extraordinary things. When I think about heroes in our society, I think about the people involved in the education of children. The heroes are those who use their strengths and abilities to mentor and lead others. In the case of the people at CLIU 21, the others are the children, families, and school districts we serve. The heroes are the staff of CLIU 21.

Please take the time to review this Report to the Community and read about the great people and services provided by the Carbon Lehigh Intermediate Unit 21.

It is an honor and pleasure to be a part of CLIU 21.

Robert J. Keegan, Jr.
Executive Director

2007-2008 Total Expenditures by Program

2007-2008 Total Revenue by Revenue Source
The Carbon Lehigh Intermediate Unit 21 (CLIU), located in Schnecksville, Pennsylvania, is an Educational Service Agency created by an Act of the General Assembly of Pennsylvania to help equalize educational opportunities for all students in the Commonwealth. The CLIU serves as the coordinating agency that brings together diverse school districts, Career and Technical Institutes, businesses, higher education, and community groups. The CLIU uses a “regional team” approach and through cooperation and collaboration among school districts and community agencies, provides innovative, responsive, and cost-effective programs. It is the job of the Intermediate Unit to facilitate inter-district cooperation, provide educational and administrative services to schools, and function as a link between the Pennsylvania Department of Education and local school districts. CLIU provides a broad range of services to fourteen public school districts, nonpublic schools, and two Career and Technical Institutes of the Carbon and Lehigh counties. Our services include: Curriculum and Instruction, Staff Development, Educational Technologies, Special Education Services, Nonpublic School, and Behavioral Health Services. Additionally, the CLIU also offers technology solutions through our Management Information Systems department as well as Business, Human Resources, and Management Services in community and educational settings.

### Budgets by Program 2007-2008

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<tr>
<th>Budget Name</th>
<th>Amount</th>
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<tr>
<td>Detention/Transitions</td>
<td>521,160</td>
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<td>Adjudicated Youth - YFC</td>
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<td>Title 1 - Neglected &amp; Delinquent</td>
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<td>Delinquent Children-Title 1 CA</td>
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<td>Title I - Delinquent-Flowthrough</td>
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<td>Perkins-Vocational Educ at Youth Forestry Camp</td>
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<td>Curriculum &amp; Instruction</td>
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<td>Governors Institute</td>
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<td>IDEA 619-Preschool</td>
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The Carbon Lehigh Intermediate Unit is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex, or non-relevant handicap in activities, programs, or employment practices. For information regarding civil rights or grievance procedures contact Mr. John B. Houser, Section 504 Coordinator, or Mrs. Kim Talipan, Title IX and ADA Coordinator at the Carbon Lehigh Intermediate Unit, 4210 Independence Drive, Schnecksville, PA 18078-2580, 800-223-4821. Sept. 2008

Carbon Lehigh Intermediate Unit is a student-centered education agency committed to Excellence through Service.

Carbon Lehigh Intermediate Unit 21
4210 Independence Drive
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800-223-4821, 610-769-4111

Transportation Building
4850 W. Mountain View Drive
Walnutport, PA 18088

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