

DCIU Update

DRIVE | CREATE | INSPIRE | UNDERSTAND



JANUARY 2018

Message from the Executive Director

DCIU is off to a strong start in 2018! Our Delaware County Technical High School (DCTS) at Aston is one of 12 schools in Pennsylvania to earn a Career and Technical Education Excellence Award in 2018 from the Pennsylvania Department of Education. Governor Tom Wolf applauded DCTS, along with the other schools, in a press conference on January 29. Our program was chosen out of more than 16,000 career and technical programs in the state - a success that is a true testament to the leadership and hard work of the DCTS teachers and staff.

Also of note this month are the numerous activities staff put together for our students in several programs to share the Eagles Spirit. Thank you to the staff and teachers in Early Intervention at Pennington, Head Start at Yeadon, DCTS at both Aston and Folcroft, TCA, and the Low Incidence Program at Marple for putting extra time and effort into planning special activities for your students to enjoy!

Maria Edelberg, Ed.D
Executive Director, DCIU



**WATCH THE
DCIU EAGLES
FUN AT:**



[HTTPS://WWW.FACEBOOK.COM/
DCIU25/VIDEOS/64912831192451
6/](https://www.facebook.com/DCIU25/VIDEOS/649128311924516/)

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Announcements

1. THANK YOU!

Thank you to everyone who took the time to complete the internal communications survey! We received 336 survey responses and over 200 comments and are going through them thoughtfully. Stay tuned for follow up!

2. IT'S TAX SEASON - YOUR W-2

W-2s for the 2017 tax year are currently available online through the Employee Access Center, which you can find under the IU Staff dropdown at www.dciu.org. As a reminder, the login for the Employee Access Center is your employee ID and the default password is your Social Security Number.

3. 403(B) ENROLLMENT

The DCIU offers all employees the opportunity to enroll in a tax sheltered annuity (403B) plan. A 403B is retirement plan that allows public school employees to make tax deferred contributions to annuity contracts or custodial accounts. The employee elects to make contributions to an approved vendor by use of a salary reduction agreement. For information, please contact Joanne Matteucci at 610-938-9000 ext. 2003 or jmatteucci@dciu.org.





Your Paycheck

AND THE NEW TAX PLAN

What does the new tax law mean for you?

The DCIU payroll department updated the IRS tax table per the new tax law approved by the federal government. The tax table is used to calculate employees biweekly payroll federal withholding taxes over the 2018 calendar year. With this change DCIU employees will see a reduction of the federal taxes coming out of paychecks beginning with the 1/26/18 pay. Employees with equal biweekly pays may have noticed their net take home pay increasing over their previous pay as a result of the new law. Over the course of the

calendar year, the net increase in take home adds up, meaning more money directly in your pocket. For example, if the increase was \$10 to your pay, the annual amount equals \$250 which represents \$10 over 25 pays. If your pay increased \$50, your annual amount is \$1,250. DCIU employees can do this quick calculation by taking the increase in pay and multiplying it by 25, which represents the number of pays affected under the change in the 2018 calendar year. This increase may fluctuate slightly from pay to pay depending on one's own personal tax situation.

DCIU SCHOOL PSYCHOLOGIST CREATES TOOL TO KEEP CLOSE EYE ON KIDS AT RISK OF SUICIDE

Featured on CBS Philly, KWY Newsradio 1060, and Pivot.Today

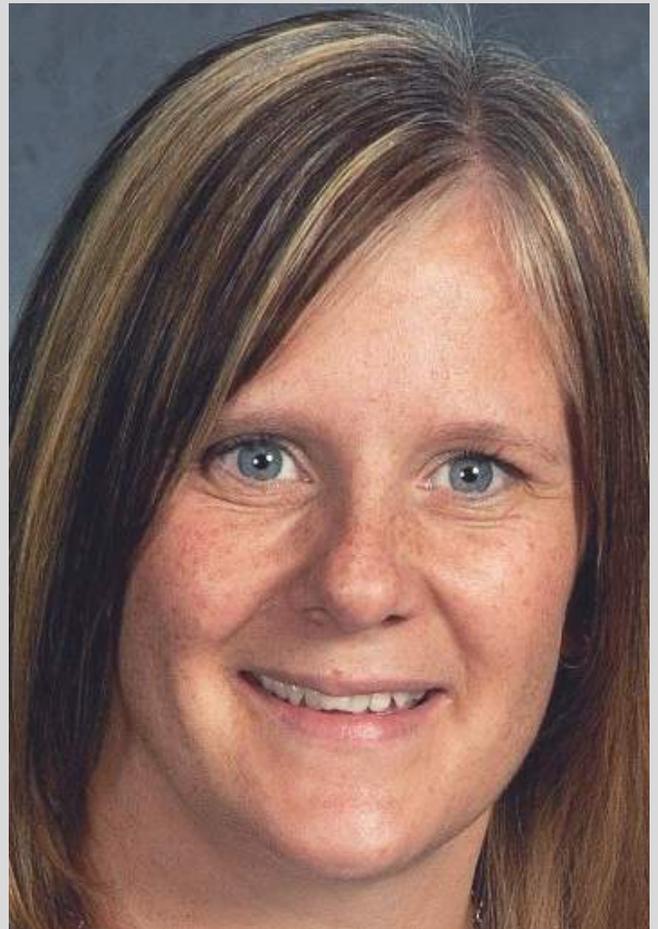
THANK YOU DR.
TERRI ERBACHER
FOR ALL YOU DO
FOR STUDENTS!

Dr. Terri Erbacher, a DCIU school psychologist, has created a tool to better monitor students when they return to school after attempting suicide.

"There are fluctuations in suicide risks that can be daily or even within about four hours," she said. "We meet with the student just to meet with the student and look at the major triggers and then we're assessing for risk."

She says some students always have suicidal thoughts, and rating that risk from 1-10 can let educators know when a student needs help. It can also help educators to step in quickly when a student's suicide risk is assessed on a daily or weekly basis.

It's extra work, she admits, but it can keep kids safe.



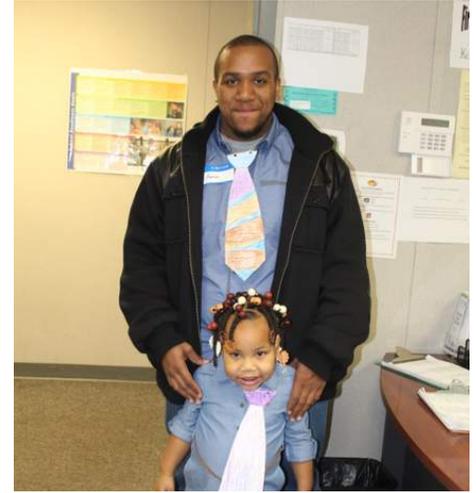


DCTS Represents at SkillsUSA Leadership Conference

Recently, several DCTS students attended the SkillsUSA leadership conference at Hershey Lodge and Convention Center.

The students participated in team building activities, such as creating their own school, nominating board members, and creating a school calendar.

This year, our students won the gold medal for their cheer they performed at the conference!



DONUTS

WITH DADS AND DAUGHTERS

On Wednesday, January 18, the daughters at Chester Township Regional Head Start brought their dads to school with them for some fun quality time together.

The dads and daughters colored and carefully cut out paper neckties to wear, and perhaps best of all, got to enjoy some delicious donuts.

Thank you to all the staff who spent their time organizing and hosting this fun activity for our families!

Time-Saving Microsoft Word Hacks



Microsoft Word tips? Is it 1995 again?

No - we're definitely squarely in 2018, but that doesn't mean that Microsoft's software is a relic of the past. While you might look at the program as a familiar annoyance that's been around since your middle school days, you can get some serious work done with it if you know how to use it correctly.

Here are a few lesser-known, but highly effective tricks to make Word your time-saving helper at work.

If you're constantly having to cut and paste different sections of text

Usually you can only work with one text selection at a time. And that can be frustrating if you have to move a lot of text around and the single copy and paste process can be long-winded and downright time-consuming.

Word has a feature called "spike," which allows you to cut pieces of text from documents and pages and paste them all in one go! To use it, simply highlight the text you want to copy and press Ctrl+F3. Repeat this and when you're satisfied with what you have, you can paste everything on another document by pressing Ctrl+Shift+F3.

If your worst fear is losing work unexpectedly

Sometimes Word crashes - and it seems like it's always at the least convenient time. Microsoft Word can restore and recover unsaved documents when a crash occurs, but you can also add an extra layer of protection by enabling the AutoRecover feature.

In Word, navigate to File --> Options --> Save, and check the box that enables AutoRecover. This feature will automatically save your document at regular intervals that you specify, minimizing the risks of losing important documents in an event where your computer crashes, reboots itself, or experiences any issues that shut Word down before you can hit the save button.

If there's something throwing the whole document off

If you're a regular Word user, chances are you've come across that moment when something feels just a little off, whether it's an extra space, out of place paragraph, or weird bullet points.

If you can't understand why your document is behaving unexpectedly, you can get to the root of the problem by clicking on the paragraph symbol under the Paragraphs tab to make all the hidden marks (spaces, paragraphs, tabs) visible. This makes it easier to remove any characters that are causing an error.

LADIES, JUST SAY "OM"

For women in the prime of life, learning how to relax may be especially important for heart health.

Keeping your cool during difficult situations is a truly empowering feeling. And managing those moments effectively helps your heart stay strong and healthy, too, no matter what your age or gender. Normally, stress prompts the heart to pump extra blood to the extremities so that you can run away or defend yourself - the classic fight-or-flight response.

Women under 55, however, are also prone to reduced blood flow to the heart in times of mental stress - so it's important to learn how to manage challenging situations with daily practice.

Physical exercise like walking or swimming can bring on a more relaxed state, as do mind-body practices, such as yoga, tai chi, or meditation. The key is to do something (or many things) regularly. Be sure to set aside time to feed your friendships, too; close relationships have a protective effect on women's hearts.

By Cleveland Clinic Wellness Editors

WEEKEND WORKOUT - SUPERMANS

Benefits: This beginner exercise works the lower back, abdominals, and glutes. Increases strength and stability and improves balance.

Lie prone on the floor (or mat if you have one) with arms and legs extended, head neutral. Contract your core and lift both arms and legs off the floor.

Pause at the top and return to starting position. Perform exercise 10-20 reps, 3 sets.

