

CLARION COUNTY CAREER CENTER

447 Career Lane

Comprehensive Plan | 2020 - 2023

MISSION STATEMENT

The mission of the Clarion County Career Center is to provide a superior hands-on, technical education that promotes core academic skills, teamwork and professionalism which empowers our students to become productive members of an ever-changing global economy. Through the expertise and commitment of our staff, the students will be equipped with the tools necessary to develop a strong work ethic fostering leadership and a commitment to personal growth.

VISION STATEMENT

The vision of the Clarion County Career Center is to provide students with a comprehensive education that includes; technical and academic competency, critical thinking, troubleshooting skills and a commitment to work ethic that are essential for success in the 21st century workplace. Our vision is to provide high quality career and technical education which is an option for all students. Programs being offered will provide students with training and skills needed for high-priority occupations, which lead to industry standard credentials and life sustaining wages. Cooperative relationships with local stakeholders and business and industry will help promote the success of our programs and provide employment avenues for our students.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

- Diverse educational opportunities and choices will be accessible to all students. - Career and technical education will be a pathway to prosperity for students. - All students will have access to a free and appropriate education in a well-equipped facility. - Students will understand the necessity and process of fulfilling employment expectations and responsibilities. - Students will gain the critical hard and soft skills to aid in employment acquisition and maintenance.
- Students will understand the need and importance of zero tolerance regarding drug and/or alcohol usage in the workplace.

STAFF

- High standards will be set for all students. - Students will be provided with the necessary hands-on training to succeed in a technical career path. - A motivational, inspiring and challenging education will be provided for all students. - Differentiated instructional practices will be utilized to appeal to all students in promoting equal learning opportunities. - Encouragement of student responsibility and accountability will be directly exemplified through modeling.

ADMINISTRATION

- An environment consisting of life-long learning opportunities will be continuously promoted. - CTE students will be provided the same opportunities and viewed as equals when compared to the students on the college track. - Strong administrative leadership will work with all stakeholders in building a collaborative vision.

PARENTS

- Active involvement will be demonstrated by parents in regard to their child's education. - Collaboration will exist between parents and school staff in promoting regular school attendance for their child. - Positive behavior will be modeled and supported by parents for their child. - Direct, parental communication will take place with the Career Center, regarding any possible concerns with their child's education.

COMMUNITY

- Cooperative community partnerships will be fostered to benefit both Career Center students and the county.

OTHER (OPTIONAL)

- Career and Technical Education is a vital part of the public education system. - Vocational education is a critical component in today's society. - Student interests should be in the

forefront of every decision made by the Career Center stakeholders.

STEERING COMMITTEE

Name	Position	Building/Group
Douglas J. Mays	Interim Director	Clarion County Career Center
Paula Davis	Student Services Director	Clarion County Career Center
David McDeavitt	Superintendent of Record	Allegheny - Clarion Valley School District
Neil Donovan	CTDSL	PDE
Traci Wildeson	Allied Health Science Instructor	Clarion County Career Center
Walter Slywczuk	Computer Networking Instructor	Clarion County Career Center
Bridget O'Brien	Cosmetology Instructor	Clarion County Career Center
Randy Shook	Culinary Arts and Hospitality Instructor	Clarion County Career Center
Dan Emings	Construction Technology Instructor	Clarion County Career Center
Ben Black	Construction Technology Instructor	Clarion County Career Center
Terry Clark	Diesel Technology Instructor	Clarion County Career Center
Troy Geer	Automotive Technology Instructor	Clarion County Career Center
Jeffrey Courson	Welding and Fabrication Instructor	Clarion County Career Center
Christopher Richardson	Police Science Instructor	Clarion County Career Center

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Staff will hold routine Occupational Advisory Committee meeting twice annually	Other Career Standards Benchmark Career Standards Benchmark
The Clarion County Career Center will strive to establish and maintain consistency to continue building the goals being set from year-to-year. The staff will work to continue implementing positive changes to the curriculum, as well as introduce new programs and ideas.	Other Career Standards Benchmark Career Standards Benchmark
Through professional development opportunities for staff, instructors will align instructional practices with each Program of Study Task List and the PA Core Standards.	Professional learning Career Standards Benchmark Career Standards Benchmark
Better processes will be created for keeping families involved and interested in their children's education.	Parent and family engagement Career Standards Benchmark Career

Priority Statement	Outcome Category
	Standards Benchmark
Through a diverse group of stakeholders, a new vision and mission will be developed to provide more pathways for student career opportunities and goals.	School climate and culture Career Standards Benchmark Career Standards Benchmark

ACTION PLAN AND STEPS

Evidence-based Strategy
SAS Portal

Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
Task List and PA Core Standard Alignment	By June 2023, all POS will have their task list aligned to the PA Core Standards.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
PD - PA Academic Standards (Explanation of Math and English Standards and Choosing Correct Standard)	2020-08-24 - 2021-08-24	Director/PD Committee	IU6
PD - Integration of PA Math/English Academic Standards into	2020-08-31 - 2020-12-18	Director/PD Committee	Math & English Teachers from Sending Schools

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Unit/Lessons Based on POS Task List/Curriculum			
PD - 3 Levels of Instruction within each Program - Mapping of Tasks from POS to each Student Year/Level 1-3	2022-08-24 - 2023-01-04	Director	CCCC Instructors, Director, Curriculum Director from Sending School
Creation of a Standardized Unit Plan	2020-07-01 - 2020-08-24	Director	Director of Student Services, IUP Lesson Plan Template
PD - Standardized Unit Plan	2020-08-25 - 2020-08-25	PD Committee	Standardized Unit Plan Template, IT for Digital Presentation

Anticipated Outcome

Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.

Monitoring/Evaluation

The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.

Evidence-based Strategy

Focus Groups

Measurable Goals

Goal Nickname

Measurable Goal Statement (Smart Goal)

Mission and Vision Focus By June 2023, a new mission and vision will be developed and be the focal point of student instruction, opportunities and Career Center decisions for the future.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Focus group with stakeholders (community businesses, sending school administration, counselors & teachers, Career Center administration, faculty, parents, & students and local post-secondary institutions)	2020-08-24 - 2020-11-16	Director	meeting room at Career Center, handouts, lunch
Meeting with Career Center staff to review/revise draft Mission & Vision	2021-01-04 - 2021-02-08	Director	Draft Mission and Vision
Communicate Mission and Vision to stakeholders and community with posting on the Career Center's website and throughout the school	2021-02-19 - 2021-03-08	Director	Inclusion on PAC/JOC agenda, update website

Anticipated Outcome

A new mission and vision for the Career Center is developed and utilized to direct instruction and decision making within the Career Center.

Monitoring/Evaluation

Director will monitor student instruction and decision making to ensure alignment with mission and vision.

Evidence-based Strategy

Parent Engagement Plan

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Increased Parent Involvement in Child's Education	By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Inform instructors to include a parent/guardian in the OAC starting with the Fall Meeting	2020-08-25 - 2020-10-30	Director	None
Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year	2020-08-25 - 2020-08-25	Director, PD Committee	IT equipment for demonstration in Jupiter
Instructors survey parent/guardians for interest in becoming a member of the OAC and obtain JOC approval.	2020-09-01 - 2020-09-28	Program Instructors	Internet, Mailings, JOC agenda
Instructors will make contact via telephone, Jupiter, email, Google Classroom to 50% of parents of students in class.	2020-08-25 - 2021-05-28	Instructors	internet, telephone, communication logs
Instructors will make contact via telephone,	2021-08-23 - 2022-05-27	Instructors	Internet, telephone, communication logs

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Jupiter, email, Google Classroom to 75% of parents of students in class.	2022-08-22 - 2023-05-26	Instructors	Internet, telephone, communication logs
Instructors will make contact via telephone, Jupiter, email, Google Classroom to 100% of parents of students in class.	2022-08-22 - 2023-05-26	Instructors	Internet, telephone, communication logs
Director will survey parents/guardians for interest in becoming a member of the LAC and obtain JOC approval for new members.	2021-09-01 - 2021-09-28	Director	Internet, mailings, JOC agenda

Anticipated Outcome

Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Monitoring/Evaluation

The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.



PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - PA Academic Standards (Explanation of Math and English Standards and Choosing Correct Standard)	08/24/2020 - 08/24/2021

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Integration of PA Math/English Academic Standards into Unit/Lessons Based on POS Task List/Curriculum	08/31/2020 - 12/18/2020

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - 3 Levels of Instruction within each Program - Mapping of Tasks from POS to each Student Year/Level 1-3	08/24/2022 - 01/04/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Standardized Unit Plan	08/25/2020 - 08/25/2020

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)</p>	<p>Parent Engagement Plan</p>	<p>Inform instructors to include a parent/guardian in the OAC starting with the Fall Meeting</p>	<p>08/25/2020 - 10/30/2020</p>

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)</p>	<p>Parent Engagement Plan</p>	<p>Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year</p>	<p>08/25/2020 - 08/25/2020</p>

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that this plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Includes **at least one evidence-based strategy that meets one of the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student outcomes**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we request the Pennsylvania Department of Education grant formal approval to implement this plan.

School Board Minutes or Affirmation Statement ;

Signature (Entered Electronically and must have access to web application).

Superintendent/Chief Executive Officer

School Improvement
Facilitator Signature

Building Principal Signature

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Industry Based Learning For Students with Disabilities - Students with Disabilities scored at meets or exceeds Statewide goal with a percentage of 85.3 on the NOCTI testing.

N/A

N/A

N/A

An analysis of the last two years NOCTI testing indicates an increase in student growth on scores from the fall pre-NOCTI test to those on the NOCTI tests taken the spring. The number of students who score Advanced or Competent show a significant growth.

Through the collaboration between the sending school district and the Student Services Director, the CCCC does very well at identifying and addressing student learning needs within the classroom.

The administration and staff have been able to foster a culture of high expectations for success for all students, educators, families, and community members.

The CCCC is working to build a strong community focused on student learning within the school.

The CCCC promotes and sustains a positive school environment where all members feel welcomed, supported, and safe in school: socially, intellectually, and

Challenges

Regular Attendance - Our percentage did not meet the Statewide average. This may be due to coding issues within our PIMS reporting system. Adjustments and changes will need to be made to reflect a more accurate measurement in the future.

Career Standards Benchmarks - Our percentage for all students do not meet the Statewide average. Our percentage was at 84.1%.

Industry Based Learning - Within this section, the subgroup of Economically Disadvantaged is does not meet the Statewide average. Our score was 83.6%.

Advanced on Industry Based Competency Assessment - Our total Advanced score is below the Statewide average at 37.4%. This is in part due to the Economically Disadvantaged students and Students with Disabilities who are below 30% in this category.

N/A

N/A

N/A

The main challenges to the Career Center is the fact that we do not teach those Core Courses for which the Keystone State Tests are taught. It is very difficult to measure how students do to show progress in achieving our vision and mission.

A challenge at this time is to ensure that

Strengths

physically.

The school monitors the use of time, materials, equipment, and fiscal resources to support learning and teaching.

Students are required to complete an Occupational Objective Form aligned with a career research activity utilizing O'NET. The activity is a research of their program and associated occupations, as well as occupational data, to help them make more informed decisions about their career choice.

In collaboration with CareerLink, senior students conduct a mock interview with CareerLink representatives based on real-life questions that would appear in a perspective job interview following graduation. Students are provided a score through a rubric indicating strengths and areas of need for improvement.

Students are provided a classroom aide.

Collaboration between home school and Career Center regarding special populations students.

Students arrive to the Career Center with IEPs written by district personnel identifying modification and adaptations necessary for students to be successful.

The Career Center is a major component of all sending schools' Career Readiness Plans.

Student Services Director from the Career Center collaborates with special education

Challenges

all curricular materials and resources align to the PA Standards.

The CCCC needs to do a better job to collectively shape the vision for continuous improvement and increased end of program assessment scores.

Despite promoting a positive school environment, there is a need to develop evidence-based strategies to engage families to support learning and regular attendance for their child.

The CCCC must continue to engage and partner with local businesses, community organizations, and other agencies to meet the needs of the LEA.

The CCCC must align professional learning with identified needs based on personnel evaluation, school performance, and student learning needs.

The Career Center does not offer ELA and Algebra I, as stand alone classes.

A high percentage of special population students who attend the Career Center, compared to the number of professional staff available in each program.

Due to economic constraints, it is difficult to upgrade the technology infrastructure of the Career Center.

Implement a multi-tiered system of supports for academics and behavior

Align curricular materials and lesson plans to the PA Standards

Strengths

and guidance personnel from the sending districts to help ensure student needs are being met.

Identify and address individual student learning needs

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically *

Foster a culture of high expectations for success for all students, educators, families, and community members *

Partner with local businesses, community organizations, and other agencies to meet the needs of the school *

Challenges

Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school

Collectively shape the vision for continuous improvement of teaching and learning

Most Notable Observations/Patterns

Through a discussion of the trends noted in the assessment process, there is one constant that reflects on the area of challenges found at the Clarion County Career Center. Over the past handful of years, there has been a constant changing of Directors to lead the school. Within the past three years, the school has had two Directors who have left the school and two Interim Directors to lead the school. This change has led to a loss of the vision necessary over time to create positive changes in programming and culture. This is most noted in the development of curriculum within each of the programs of study.

Challenges	Discussion Point	Priority for Planning
A challenge at this time is to ensure that all curricular materials and resources align to the PA Standards.	Through our team discussion, the committee felt the competencies necessary through each Program of Study were being met. The curriculum also aligns the competencies to the PA State Standards. However, the instructors at the Career Center are not versed in how to incorporate the standards into their individual unit and lesson plans.	✓
Despite promoting a positive school environment, there is a need to develop evidence-based strategies to engage families to support learning and regular attendance for their child.	The committee agrees that communication with a parent is a vital ingredient to a student's success in school. Too often, instructors and administration are not in tune to parents, and likewise. The committee felt there needed to be some better processes for keeping families involved and interested in their children's education.	✓
Collectively shape the vision for continuous improvement of teaching and learning	The committee feels that within the three year time frame of this Comprehensive Plan, a stakeholder group will be organized to tasked with creating a new mission and vision statement for the Career Center.	✓

ADDENDUM B: ACTION PLAN

Action Plan: SAS Portal

Action Steps	Anticipated Start/Completion Date
PD - PA Academic Standards (Explanation of Math and English Standards and Choosing Correct Standard)	08/24/2020 - 08/24/2021

Monitoring/Evaluation	Anticipated Output
<p>The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.</p>	<p>Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.</p>

Material/Resources/Supports Needed	PD Step	Comm Step
IU6	yes	yes

Action Steps	Anticipated Start/Completion Date
PD - Integration of PA Math/English Academic Standards into Unit/Lessons Based on POS Task List/Curriculum	08/31/2020 - 12/18/2020

Monitoring/Evaluation	Anticipated Output
The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.	Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.

Material/Resources/Supports Needed	PD Step	Comm Step
Math & English Teachers from Sending Schools	yes	yes

Action Steps	Anticipated Start/Completion Date
PD - 3 Levels of Instruction within each Program - Mapping of Tasks from POS to each Student Year/Level 1-3	08/24/2022 - 01/04/2023

Monitoring/Evaluation	Anticipated Output
The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.	Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.

Material/Resources/Supports Needed	PD Step	Comm Step
CCCC Instructors, Director, Curriculum Director from Sending School	yes	yes

Action Steps	Anticipated Start/Completion Date
Creation of a Standardized Unit Plan	07/01/2020 - 08/24/2020

Monitoring/Evaluation	Anticipated Output
<p>The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.</p>	<p>Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.</p>

Material/Resources/Supports Needed	PD Step	Comm Step
Director of Student Services, IUP Lesson Plan Template	no	no

Action Steps	Anticipated Start/Completion Date
PD - Standardized Unit Plan	08/25/2020 - 08/25/2020

Monitoring/Evaluation	Anticipated Output
<p>The Director will monitor the appropriate inclusion of PA Academic Standards and POS Task List objectives on the unit plans by cross referencing the unit plans with the PDE POS Crosswalk. In addition, the Director will monitor the inclusion of Academic Standards through walk-throughs and formal/informal observations of the programs.</p>	<p>Through PD, instructors will gain knowledge of the PA Math & English Standards and how to incorporate these into daily instruction. Unit and lesson plans will list the appropriate PA Standards and application will be visible within each program's instruction. All programs will have each level of instruction mapped according to the POS Task List and PA Academic Standards for curriculum mapping purposes. All instructors will begin to utilize a standardized unit plan beginning in the 20/21 school year that will include the POS tasks and PA Academic Standards.</p>

Material/Resources/Supports Needed	PD Step	Comm Step
Standardized Unit Plan Template, IT for Digital Presentation	yes	yes

Action Plan: Focus Groups

Action Steps	Anticipated Start/Completion Date
Focus group with stakeholders (community businesses, sending school administration, counselors & teachers, Career Center administration, faculty, parents, & students and local post-secondary institutions)	08/24/2020 - 11/16/2020

Monitoring/Evaluation	Anticipated Output
Director will monitor student instruction and decision making to ensure alignment with mission and vision.	A new mission and vision for the Career Center is developed and utilized to direct instruction and decision making within the Career Center.

Material/Resources/Supports Needed	PD Step	Comm Step
meeting room at Career Center, handouts, lunch	no	yes

Action Steps	Anticipated Start/Completion Date
Meeting with Career Center staff to review/revise draft Mission & Vision	01/04/2021 - 02/08/2021

Monitoring/Evaluation	Anticipated Output
Director will monitor student instruction and decision making to ensure alignment with mission and vision.	A new mission and vision for the Career Center is developed and utilized to direct instruction and decision making within the Career Center.

Material/Resources/Supports Needed	PD Step	Comm Step
Draft Mission and Vision	no	no

Action Steps**Anticipated Start/Completion Date**

Communicate Mission and Vision to stakeholders and community with posting on the Career Center's website and throughout the school

02/19/2021 - 03/08/2021

Monitoring/Evaluation**Anticipated Output**

Director will monitor student instruction and decision making to ensure alignment with mission and vision.

A new mission and vision for the Career Center is developed and utilized to direct instruction and decision making within the Career Center.

Material/Resources/Supports Needed**PD Step****Comm Step**

Inclusion on PAC/JOC agenda, update website

no

yes

Action Plan: Parent Engagement Plan

Action Steps	Anticipated Start/Completion Date
Inform instructors to include a parent/guardian in the OAC starting with the Fall Meeting	08/25/2020 - 10/30/2020

Monitoring/Evaluation	Anticipated Output
The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.	Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed	PD Step	Comm Step
None	yes	yes

Action Steps	Anticipated Start/Completion Date
Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year	08/25/2020 - 08/25/2020

Monitoring/Evaluation	Anticipated Output
The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.	Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed	PD Step	Comm Step
IT equipment for demonstration in Jupiter	yes	yes

Action Steps	Anticipated Start/Completion Date
Instructors survey parent/guardians for interest in becoming a member of the OAC and obtain JOC approval.	09/01/2020 - 09/28/2020

Monitoring/Evaluation	Anticipated Output
The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.	Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed	PD Step	Comm Step
Internet, Mailings, JOC agenda	no	yes

Action Steps	Anticipated Start/Completion Date
Instructors will make contact via telephone, Jupiter, email, Google Classroom to 50% of parents of students in class.	08/25/2020 - 05/28/2021

Monitoring/Evaluation	Anticipated Output
The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.	Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed	PD Step	Comm Step
internet, telephone, communication logs	no	yes

Action Steps**Anticipated Start/Completion Date**

Instructors will make contact via telephone, Jupiter, email, Google Classroom to 75% of parents of students in class.

08/23/2021 - 05/27/2022

Monitoring/Evaluation**Anticipated Output**

The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.

Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed**PD Step****Comm Step**

Internet, telephone, communication logs

no

yes

Action Steps**Anticipated Start/Completion Date**

Instructors will make contact via telephone, Jupiter, email, Google Classroom to 100% of parents of students in class.

08/22/2022 - 05/26/2023

Monitoring/Evaluation**Anticipated Output**

The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.

Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed**PD Step****Comm Step**

Internet, telephone, communication logs

no

yes

Action Steps**Anticipated Start/Completion Date**

Director will survey parents/guardians for interest in becoming a member of the LAC and obtain JOC approval for new members.

09/01/2021 - 09/28/2021

Monitoring/Evaluation**Anticipated Output**

The Director will monitor the biannual OAC meetings to verify each program has a parent/guardian representative invited to each meeting in addition to the Director's LAC meetings. Also, the Director will monitor instructor communication logs on a quarterly basis to ensure monthly parent contacts are occurring.

Each of the nine Career Center programs will have a parent/guardian representative on each program's OAC and the LAC. Instructors will make a minimum of a monthly contact to all parents of students in their respective programs through email, Jupiter Grades, telephone or Google Classroom.

Material/Resources/Supports Needed**PD Step****Comm Step**

Internet, mailings, JOC agenda

no

yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - PA Academic Standards (Explanation of Math and English Standards and Choosing Correct Standard)	08/24/2020 - 08/24/2021
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Integration of PA Math/English Academic Standards into Unit/Lessons Based on POS Task List/Curriculum	08/31/2020 - 12/18/2020
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - 3 Levels of Instruction within each Program - Mapping of Tasks from POS to each Student Year/Level 1-3	08/24/2022 - 01/04/2023
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Standardized Unit Plan	08/25/2020 - 08/25/2020
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's	Parent Engagement Plan	Inform instructors to include a parent/guardian in the OAC starting with the Fall Meeting	08/25/2020 - 10/30/2020

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Education)			
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year	08/25/2020 - 08/25/2020

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Explanation of PA Math/English Academic Standards & Choosing Appropriate Standard	Instructors	Explanation of Purpose of PA Academic Standards & How to Choose the Correct Standards for Lessons/Instruction

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Instructors will choose the appropriate standards for three current unit plans.	08/24/2020 - 08/24/2020	Director/PD Committee/IU6 Curriculum Expert

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1a: Demonstrating Knowledge of Content and Pedagogy

Language and Literacy Acquisition for All Students

Professional Development Step	Audience	Topics of Prof. Dev
Integration of PA Math/English Standards into Unit/Lesson Plans based on POS Task List	Instructors & Instructional Aides	Using POS task lists and current Unit & Lesson Plans, instructors will work with academic Math/English teachers from sending schools, in small groups, to discuss areas in instruction that align to PA Academic Standards. Brainstorm ways to incorporate PA Academic Standards into CTE instruction that would include discussion on how Math/English standards/concepts are incorporated into each program and other content that aligns.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Instructors will align two unit plans and the associated lesson plans with the appropriate PA Math/English Academic Standards. Instructors will have a list of identified topics in current curriculum that align to PA Math/English Academic Standards.	08/31/2020 - 12/18/2020	Director/PD Committee/Academic Teachers (Math & English) from sending schools

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
1a: Demonstrating Knowledge of Content and Pedagogy	Language and Literacy Acquisition for All Students

Professional Development Step	Audience	Topics of Prof. Dev
Mapping Three (3) Levels of Instruction in Each Program	Instructors	Purpose of three (3) distinct levels of instruction and progression of students through the levels. Mapping of POS task list objectives and PA Math/English Academic Standards to each of the three (3) levels.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Instructors will verbalize the purpose of instructional levels and how students progress through the levels. All programs will have a three year map of POS and Standards.	08/24/2021 - 01/04/2022	Director/PD Committee

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
1a: Demonstrating Knowledge of Content and Pedagogy	Teaching Diverse Learners in an Inclusive Setting

Professional Development Step	Audience	Topics of Prof. Dev
Standardized Unit Plan	Instructors	Purpose of Standardized Form per PDE Presentation and explanation of Standardized Unit Plan. Creation of Unit Plans using standardized form. Pur

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Accuracy in completion of Unit Plans using standardized form.	08/25/2020 - 08/25/2020	Director/PD Committee
Danielson Framework Component Met in this Plan:		This Step meets the Requirements of State Required Trainings:
1a: Demonstrating Knowledge of Content and Pedagogy		Language and Literacy Acquisition for All Students

Professional Development Step	Audience	Topics of Prof. Dev
Parent/Guardian inclusion in each program's OAC	Instructors	Each program must include a parent/guardian as a member on the OAC beginning with the Fall OAC meeting. Instructors are to survey parent/guardians, by email, mailing or telephone contact, regarding interest in being a participating member of the OAC. Names must be submitted to the Director by 9/23/20 for JOC approval.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Each program will submit a minimum of one parent/guardian name to the Director by 9/23/20 for JOC approval and the representative is in attendance at the biannual OAC meetings.	08/25/2020 - 09/28/2020	Director

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4c: Communicating with Families

Teaching Diverse Learners in an Inclusive Setting

Professional Development Step	Audience	Topics of Prof. Dev
Monthly Parent Contacts by Instructors	Instructors	Instructors are required to make monthly contact with parents/guardians regarding students progress in the class. These contacts can include any of the following: grades, assignments, concerns or attendance. Minimum monthly contact 50% in 20/21 school year; 75% in 21/22 school year and 100% in 22/23 school year. Communication can be via email, telephone, Jupiter messages or Google Classroom.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Instructor communication logs show minimum monthly contact.	08/25/2020 - 08/25/2020	Director

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4c: Communicating with Families

Teaching Diverse Learners in an Inclusive Setting

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - PA Academic Standards (Explanation of Math and English Standards and Choosing Correct Standard)	2020-08-24 - 2021-08-24
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Integration of PA Math/English Academic Standards into Unit/Lessons Based on POS Task List/Curriculum	2020-08-31 - 2020-12-18
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - 3 Levels of Instruction within each Program - Mapping of Tasks from POS to each Student Year/Level 1-3	2022-08-24 - 2023-01-04
By June 2023, all POS will have their task list aligned to the PA Core Standards. (Task List and PA Core Standard Alignment)	SAS Portal	PD - Standardized Unit Plan	2020-08-25 - 2020-08-25
By June 2023, a new mission and vision will be developed and be the focal point of student instruction, opportunities and Career Center decisions for the future. (Mission and Vision Focus)	Focus Groups	Focus group with stakeholders (community businesses, sending school administration, counselors &	2020-08-24 - 2020-11-16

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		teachers, Career Center administration, faculty, parents, & students and local post-secondary institutions)	
By June 2023, a new mission and vision will be developed and be the focal point of student instruction, opportunities and Career Center decisions for the future. (Mission and Vision Focus)	Focus Groups	Communicate Mission and Vision to stakeholders and community with posting on the Career Center's website and throughout the school	2021-02-19 - 2021-03-08
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Inform instructors to include a parent/guardian in the OAC starting with the Fall Meeting	2020-08-25 - 2020-10-30
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year	2020-08-25 - 2020-08-25
By June 2023, parents/guardians will be actively involved in the Occupational	Parent Engagement	Instructors survey parent/guardians	2020-09-01 - 2020-

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Plan	for interest in becoming a member of the OAC and obtain JOC approval.	09-28
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Instructors will make contact via telephone, Jupiter, email, Google Classroom to 50% of parents of students in class.	2020-08-25 - 2021-05-28
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Instructors will make contact via telephone, Jupiter, email, Google Classroom to 75% of parents of students in class.	2021-08-23 - 2022-05-27
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Instructors will make contact via telephone, Jupiter, email, Google Classroom to 100% of parents of students in class.	2022-08-22 - 2023-05-26
By June 2023, parents/guardians will be actively involved in the Occupational Advisory Committee of all programs and the Local Advisory Committee in addition to a minimum of a monthly contact by their child's instructor. (Increased Parent Involvement in Child's Education)	Parent Engagement Plan	Director will survey parents/guardians for interest in becoming a member of the LAC and obtain JOC approval for	2021-09-01 - 2021-09-28

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		new members.	

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Alignment of POS task list to PA Academic Standards	Instructors	PD related to explanation of PA Math & English Academic Standards and choosing of correct standards for instructional content

Anticipated Timeframe	Frequency	Delivery Method
08/24/2020 - 08/24/2021	8/24/20 In-service Day	Presentation

Lead Person/Position
Director/PD Committee/IU6 Curriculum Expert

Communication Step	Audience	Topics/Message of Communication
PA Math/English Academic Standards (Explanation of Standards and choosing appropriate standards for instruction; Integration of Standards into instruction)	PAC, JOC at June meetings to discuss possibility of academic teachers providing assistance with PA standards alignment.	PD for instructors related to incorporation and integration of PA Math/English Academic Standards within the each Program of Study's Unit/Lesson Plans for instruction. Each CTE program instructor will work with an academic math and English teacher to identify PA standards taught within each POS task list.

Anticipated Timeframe	Frequency	Delivery Method
06/19/2020 - 12/18/2020	PAC and JOC June Meetings	Other

Lead Person/Position

Director

Communication Step	Audience	Topics/Message of Communication
POS Task List Mapping	Instructors	Mapping of tasks from POS to each Student Year/Level to show instructional sequence per PDE.

Anticipated Timeframe	Frequency	Delivery Method
08/24/2021 - 08/24/2022	In-service day at beginning of 21/22 school year	Other

Lead Person/Position

Director

Communication Step	Audience	Topics/Message of Communication
Standardized Unit/Lesson Plan	Instructors	Presentation and instruction on completion of standardized unit plan with demonstration of completion. Discussion that a standardized plan is required per PDE.

Anticipated Timeframe	Frequency	Delivery Method
08/25/2020 - 08/25/2020	In-service day	Other

Lead Person/Position

Director

Communication Step	Audience	Topics/Message of Communication
Focus group with stakeholders to draft new mission and vision	Community businesses, sending school administration, counselors, teachers, Career Center administration, faculty, parents & students, and local post-secondary institutions.	Discussion of the Career Center's direction for success and the pathways for attainment of the vision in the interest of the school and students. Focused discussion on the purpose of the school, responsibilities to the students, sending schools and the community and obstacles to achieve these goals.

Anticipated Timeframe	Frequency	Delivery Method
08/24/2020 - 11/16/2020	Focus group	Other

Lead Person/Position
Director

Communication Step	Audience	Topics/Message of Communication
Communication of the Mission and Vision to the stakeholders and community with posting on the Career Center's website and posted throughout the school.	Sending school administration, JOC, Career Center staff, parents and students, community businesses, and post-secondary institutions.	New Mission and Vision of the Career Center

Anticipated Timeframe	Frequency	Delivery Method
02/19/2021 - 03/08/2021	to families once	Letter Other Posting on district website

Lead Person/Position

Director/IT

Communication Step	Audience	Topics/Message of Communication
Inform Instructors to include parent/guardian in OAC	Instructors	Per OAC guidelines, a parent/guardian is to be included in the Occupational Advisory Committees. Instructors are to survey parents/guardians and submit a name to the Director by 9/23/20 for JOC approval and parent/guardian inclusion to begin with the Fall 2020 meeting.

Anticipated Timeframe	Frequency	Delivery Method
08/25/2020 - 10/30/2020	8/25/20 in-service	Other

Lead Person/Position

Director

Communication Step	Audience	Topics/Message of Communication
Instructors survey parent/guardians regarding OAC membership	Parent/guardians of Career Center students	Instructors are to survey parents/guardians of students in each program for interest in becoming a member of the OAC. This survey can be completed via email or letters, depending upon the communication preference of the instructor and parent/guardian. Names are to be submitted to the Director by 9/23/20 for JOC approval. These parent/guardians are to be invited to begin attending OAC meetings starting in the Fall 2020 meeting.

Anticipated Timeframe	Frequency	Delivery Method
09/01/2020 - 09/23/2020	once	Email Letter

Lead Person/Position
Instructors

Communication Step	Audience	Topics/Message of Communication
Inform instructors of monthly parent/guardian contact guidelines	Instructors	Inform instructors to make a monthly contact to 50% of the parents in the 20/21 school year, monthly contact of 75% in the 21/22 school year; 100% contact in the 22/23 school year

Anticipated Timeframe	Frequency	Delivery Method
08/25/2020 - 08/25/2020	8/25/20 In-service day	Other

Lead Person/Position

Director

Communication Step	Audience	Topics/Message of Communication
Monthly contact to 50% of parents in 20/21 school year	Parents/guardians	Instructors are to make a monthly contact with a minimum of 50% of the parents/guardians for the 20/21 school year. This can be accomplished utilizing email, telephone, Jupiter messaging and/or Google Classroom. Communication should include information regarding student grades, assignments, concerns, attendance and any other areas of success or weaknesses.

Anticipated Timeframe	Frequency	Delivery Method
09/01/2020 - 05/28/2021	monthly	Email

Lead Person/Position

Instructors

Communication Step	Audience	Topics/Message of Communication
Monthly contact to 75% of parents in the 21/22 school year	Parents/guardians	Instructors are to make a monthly contact with a minimum of 75% of the parents/guardians for the 20/21 school year. This can be accomplished utilizing email, telephone, Jupiter messaging and/or Google Classroom. Communication should include information regarding student grades, assignments, concerns, attendance and any other areas of success or weaknesses.

Anticipated Timeframe	Frequency	Delivery Method
08/23/2021 - 05/27/2022	monthly	Email Other

Lead Person/Position
Instructors

Communication Step	Audience	Topics/Message of Communication
Monthly contact to 100% of parents in 22/23 school year	Parents/guardians	Instructors are to make a monthly contact with a minimum of 100% of the parents/guardians for the 20/21 school year. This can be accomplished utilizing email, telephone, Jupiter messaging and/or Google Classroom. Communication should include information regarding student grades, assignments, concerns, attendance and any other areas of success or weaknesses.

Anticipated Timeframe	Frequency	Delivery Method
08/22/2022 - 05/26/2023	monthly	Email Other

Lead Person/Position
Instructors

Communication Step	Audience	Topics/Message of Communication
Director survey of parents/guardians for interest in becoming a LAC member	Parents/guardians	Director will survey parents/guardians of students in each program for interest in becoming a member of the LAC. This survey can be completed via email or letters, depending upon the communication preference of the instructor and parent/guardian. The Director will obtain JOC approval on 9/28/20. These parent/guardians are to be invited to begin attending LAC meetings starting in the Fall 2020 meeting.
Anticipated Timeframe	Frequency	Delivery Method
09/01/2020 - 09/28/2020	monthly	Email Other
Lead Person/Position		
Director		

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
The Comprehensive Plan will be reviewed with the Joint Operating Committee during the April monthly meeting.	Review of Comprehensive Plan and the additional reports including: Induction Plan, Professional Development, Academics Standards & Assessment, Student Services.	Verbal during meeting either through a virtual meeting or in person.	Joint Operating Committee	April 27, 2020
The Comprehensive Plan will be reviewed with the Stakeholder Committee during the May meeting.	Review of Comprehensive Plan and the additional reports including: Induction Plan, Professional Development, Academics Standards & Assessment, Student Services.	Verbal during meeting either through a virtual meeting or in person.	Stakeholder Committee	May 31, 2020
The Comprehensive Plan will be reviewed with the staff at the Clarion County Career Center at the start of the 2020/2021 school year.	Review of Comprehensive Plan and the additional reports including: Induction Plan, Professional Development, Academics Standards & Assessment, Student Services.	Verbal during an in-service meeting or staff meeting.	Instructors, Instructional Aides, Office Staff, Maintenance	August 31, 2020

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Communicate the availability of the public/community to view the Comprehensive Plan.	The Clarion County Career Center has completed the Comprehensive Plan for the next five years. The public is invited to view the plan by contacting the Clarion County Career Center.	Advertisement in the local newspapers.	Community/Public	May 31, 2020
