

BROCKWAY AREA SD

40 North St

Comprehensive Plan | 2021 - 2024

MISSION STATEMENT

The mission of the Brockway Area School District, in partnership with our community, is to prepare our students to achieve their fullest potential in an ever changing society.

VISION STATEMENT

The future success of the Brockway Area School District will feature strong academics, a committed faculty, involved parents, and a wide range of activities that enrich the lives of our students.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

We believe consistent standards of excellence, responsible behavior and recognition of achievement lead to self-discipline and academic success.

STAFF

We believe in developing individual talents, a sense of self-worth and a desire for knowledge for a lifetime of learning. We believe all students can learn and should be challenged to achieve their fullest potential.

ADMINISTRATION

We believe it's the responsibility to provide all students a quality education through a highly effective faculty, quality facilities, and a safe, clean learning environment.

PARENTS

We believe education should help to prepare our students to become productive members of our community and its future.

COMMUNITY

We believe cooperation between school, students, parents, and community is vital to the development of a successful school district.

STEERING COMMITTEE

Name	Position	Building/Group
Jeff Vizza	Administrator: District Plan	Brockway Area School District
Brian Mulhollan	Administrator: District Plan	Brockway Area School District
Mark Dippold	Administrator: District Plan	Brockway Area School District
Candace Patricelli	Administrator: District Plan	Brockway Area School District
Jessi Zamoski	Administrator: Director of Special Education	Brockway Area School District
Pete Horm	Technology Director: District Plan	Brockway Area School District
Jessica Donlin	Guidance: District Plan	Brockway Area School District
Dana Esposito	Department Head Elementary ELA: District Plan	Brockway Area School District
Mary Beth Yahner	Department Head Elementary Math: District Plan	Brockway Area School District
Robert Ginther	Department Head Elementary Science: District Plan	Brockway Area School District
Donald Allenbaugh	Department Head High School Math: District Plan	Brockway Area School District
Timothy Chelednick	Department Head High School Science : District Plan	Brockway Area School District
Zachary Weaver	Department Head High School ELA: District Plan	Brockway Area School District

Name	Position	Building/Group
Erin Schiafone	Department Head High School Social Studies: District Plan	Brockway Area School District
Richard Clark	Assistant Business Manager: District Plan	Parent
Oliva Clark	Student: District Plan	High School Student
Ronald Matson	Business Representative: District Plan	Community Member
Renee Morelli	Parent: District Plan	Parent: Community Member
Jackie Manno	School Board Member: District Plan	School Board / Parent

ESTABLISHED PRIORITIES

Priority Statement

The district is analyzing all available resources including CARES Funds, grants, and local support to assist in providing the needed technology and services for our students and staff based on our survey results.

Outcome Category

Essential Practices 5: Allocate Resources Strategically and Equitably

The district is adding courses and aligning curriculum in grades 3-11 to meet the strands of evidence required in the Career Readiness portfolios.

Career Standards Benchmark

ACTION PLAN AND STEPS

Evidence-based Strategy

Create survey and analyze the results

Measurable Goals

Goal Nickname

Measurable Goal Statement (Smart Goal)

Technology Survey

The school district will have met the technology needs of our students, families, and staff.

Action Step

Anticipated Start/Completion

Lead Person/Position

Materials/Resources/Supports Needed

Create technology survey for students and families.

2020-08-17 -

Pete Horm/

Google Form with technology questions

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
	2020-09-01	Technology Director	and participation from students/ families
Analyze the data from both surveys to determine the need	2020-09-02 - 2020-09-09	Jeff Vizza/ Superintendent	Survey data from Google Forms
Work with technology director to purchase necessary technology based on the results of the survey using funds from various resources.	2020-09-11 - 2021-06-30	Pete Horm/ Technology Director	Ongoing monitoring of technology needs and available monies
Distribute technology for students, families, and staff as deemed necessary.	2020-11-02 - 2024-06-30	Pete Horm/ Technology Director	Ongoing monitoring of technology needs and available monies, including professional development for all stakeholders

Anticipated Outcome

All stakeholders have the needed technology and access to it as deemed necessary from the survey results.

Monitoring/Evaluation

Ongoing surveys and communication

Evidence-based Strategy

Career Strand Evidence

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)		
Evidence for Career Strands	Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks.		
Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Create a checklist for grade bands 3-11 with the four career strand benchmarks to complete for each student.	2020-09-01 - 2021-06-30	Candace Patricelli/ Elementary Principal Brian Mulhollan/ High School Principal Mark Dippold/ High School Principal	Career Standards, Google Form, Teachers, Secretaries to file
Existing courses are modified, and new courses are devised that align to meet the career standards.	2021-07-01 - 2022-06-30	Candace Patricelli/ Elementary Principal Brian Mulhollan/ High School Principal Mark Dippold/ High School Principal	Career Standards, Curriculum Course Guide, Teachers
Teachers in both elementary and high school buildings teach the four strand areas of career education and work standards providing pieces of evidence needed to fulfill the state requirements.	2020-09-01 - 2024-06-30	Shay French/ Elementary Technology Teacher Zac Weaver/ HS English Department Head Bret Zimmerman/ HS Social Studies Teacher Justin Parson/ HS English Teacher	Curriculum, Course Development, File Folders
After evidence pieces are collected, secretaries	2021-06-01 -	Renee Morelli/ Elementary Secretary	File Folders, Check Sheets,

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
will file the documents and check off the areas met in the four strand areas for each individual student in grades 3-11.	2024-06-30	Barb Anderson/ HS Secretary	Evidence Pieces

Anticipated Outcome
 Evidence in all four strands will be obtained for each of the grade spans in grades 3-11 at our district.

Monitoring/Evaluation
 Ongoing checks each year to make sure the proper evidence is being taught, collected and filed.



PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Create technology survey for students and families.	08/17/2020 - 09/01/2020

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Analyze the data from both surveys to determine the need	08/19/2020 - 09/01/2020

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Distribute technology for students, families, and staff as deemed necessary.	11/02/2020 - 06/30/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Create technology survey for students and families.	08/17/2020 - 09/01/2020

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Analyze the data from both surveys to determine the need	08/19/2020 - 09/01/2020

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Work with technology director to purchase necessary technology based on the results of the survey using funds from various resources.	09/11/2020 - 06/30/2021

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Distribute technology for students, families, and staff as deemed necessary.	11/02/2020 - 06/30/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Create a checklist for grade bands 3-11 with the four career strand benchmarks to complete for each student.	09/01/2020 - 06/30/2021

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Existing courses are modified, and new courses are devised that align to meet the career standards.	07/01/2021 - 06/30/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Teachers in both elementary and high school buildings teach the four strand areas of career education and work standards providing pieces of evidence needed to fulfill the state requirements.	09/01/2020 - 06/30/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	After evidence pieces are collected, secretaries will file the documents and check off the areas met in the four strand areas for each individual student in grades 3-11.	06/01/2021 - 06/30/2024

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

As Chief School Administrator, I affirm that this LEA Level Plan was developed in accordance, and will comply with the applicable provisions of 22 Pa. Code, Chapters 4, 12, 14, 16 and 49. I also affirm that the governing board reviewed the LEA Level Plan, as indicated in the attached official Board minutes and the contents of the plan are true and correct. Finally, I affirm that the plan was placed for public inspection and comment in the LEA offices and in the nearest public library before the next regularly scheduled meeting of the board and for a minimum of 28 days prior to approval by the board or governing body and submission to the Department.

School Board Minutes or Affirmation Statement

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

Superintendent/Chief Executive Officer

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Due to extra funding made available, we were able to purchase Chromebooks, Web Cameras, Document Cameras, and Chromebook touches for students and staff.

Career Readiness folders are being completed in grades 3-11. We are very organized in our collection of the evidence to make sure we have areas of each strand in the portfolios.

Departmentalization in grades 3-6

Aligned primary reading series to Common Core

After school tutoring for grades 4-6 three months/year

TDA are practiced at both the elementary and HS

Departmentalizing at the elementary in grades 3-6

At the HS, 42.9% of grade 7 math are on track

At the HS, 47.7% of students are above the state average.

Collectively shape the vision for continuous improvement

Positive school environment and climate.

Challenges

With the Coronavirus shutdown, more students have been identified as needing Title I services. Our challenge is to find time for the two Title teachers to meet the needs of all the identified students.

We have had to modify our Career Readiness folders to make sure we have additional pieces of evidence due to the Coronavirus shutdown which prevented us from completing all the evidence in 19-20. We are doing additional pieces to make sure we have the required amount of evidence. A check sheet is being created to make sure students have the evidence they need.

More parental involvement at home would help.

More ability grouping in grades K-3 would help.

Establishing equitable access to technology and the Internet for students within the district in grades K-12.

Ensuring all students receiving special education services are provided a continuum of supports and services as a result of the Covid19 shutdown and ongoing challenges of the pandemic.

Some lower level classes have larger class sizes.

Strengths

Excellent support from the community

Our main strength is ELA as we are meeting or exceeding our target goal.

Aligning curriculum and teaching with state standards.

All faculty and staff work collectively to identify student needs.

Challenges

Students in grade 8 may be taking both the math PSSA and Algebra I Keystone.

Finding necessary and meaningful professional development

Collectively shape the vision for school improvement

Knowing the allocation of funds

We did not meet the state goal at the HS for math on the PSSA.

We did meet the state goal at the elementary for PSSA math but with a slight decrease in performance.

Better strategies and resources for family support

Aligning professional learning with the identified needs based on personnel evaluation, school performance, and student learning needs.

Establishing equitable access to technology and the Internet for students within the district in grades K-12.

Establishing equitable access to technology and the Internet for students within the district in grades K-12.

Ensuring all students receiving special education services are provided a continuum of supports and services as a result of the

Challenges

Covid19 shutdown and ongoing challenges of the pandemic.

Most Notable Observations/Patterns

We have done and will continue to help parents with the new technology piece of learning that is new to our district. We had trainings this summer for parents and staff. We also keep parents informed with a weekly or bi-weekly note home with information about accessing Google Classroom and other instructional online tools.

Challenges	Discussion Point	Priority for Planning
<p>We have had to modify our Career Readiness folders to make sure we have additional pieces of evidence due to the Coronavirus shutdown which prevented us from completing all the evidence in 19-20. We are doing additional pieces to make sure we have the required amount of evidence. A check sheet is being created to make sure students have the evidence they need.</p>	<p>We are aligning the curriculum to meet all four strands required in grades 3-11 for evidence.</p>	
<p>Establishing equitable access to technology and the Internet for students within the district in grades K-12.</p>	<p>Due to our low socioeconomic status and rural location, students and staff have difficulty accessing reliable technology and services.</p>	
<p>Ensuring all students receiving special education services are provided a continuum of supports and services as a result of the Covid19 shutdown and ongoing challenges of the pandemic.</p>	<p>Because of the pandemic, the district had to ensure all students continued to have access to the supports and services outlined in their IEP.</p>	

ADDENDUM B: ACTION PLAN

Action Plan: Create survey and analyze the results

Action Steps	Anticipated Start/Completion Date
Create technology survey for students and families.	08/17/2020 - 09/01/2020

Monitoring/Evaluation	Anticipated Output
Ongoing surveys and communication	All stakeholders have the needed technology and access to it as deemed necessary from the survey results.

Material/Resources/Supports Needed	PD Step	Comm Step
Google Form with technology questions and participation from students/ families	yes	yes

Action Steps**Anticipated Start/Completion Date**

Analyze the data from both surveys to determine the need

09/02/2020 - 09/09/2020

Monitoring/Evaluation**Anticipated Output**

Ongoing surveys and communication

All stakeholders have the needed technology and access to it as deemed necessary from the survey results.

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

Survey data from Google Forms

yes

yes



Action Steps**Anticipated Start/Completion Date**

Work with technology director to purchase necessary technology based on the results of the survey using funds from various resources.

09/11/2020 - 06/30/2021

Monitoring/Evaluation**Anticipated Output**

Ongoing surveys and communication

All stakeholders have the needed technology and access to it as deemed necessary from the survey results.

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

Ongoing monitoring of technology needs and available monies

no

yes



Action Steps**Anticipated Start/Completion Date**

Distribute technology for students, families, and staff as deemed necessary.

11/02/2020 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Ongoing surveys and communication

All stakeholders have the needed technology and access to it as deemed necessary from the survey results.

Material/Resources/Supports Needed

**PD
Step**

**Comm
Step**

Ongoing monitoring of technology needs and available monies, including professional development for all stakeholders

yes

yes

Action Plan: Career Strand Evidence

Action Steps**Anticipated Start/Completion Date**

Create a checklist for grade bands 3-11 with the four career strand benchmarks to complete for each student.

09/01/2020 - 06/30/2021

Monitoring/Evaluation**Anticipated Output**

Ongoing checks each year to make sure the proper evidence is being taught, collected and filed.

Evidence in all four strands will be obtained for each of the grade spans in grades 3-11 at our district.

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

Career Standards, Google Form, Teachers, Secretaries to file

no

yes



Action Steps**Anticipated Start/Completion Date**

Existing courses are modified, and new courses are devised that align to meet the career standards.

07/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Ongoing checks each year to make sure the proper evidence is being taught, collected and filed.

Evidence in all four strands will be obtained for each of the grade spans in grades 3-11 at our district.

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

Career Standards, Curriculum Course Guide, Teachers

no

yes



Action Steps**Anticipated Start/Completion Date**

Teachers in both elementary and high school buildings teach the four strand areas of career education and work standards providing pieces of evidence needed to fulfill the state requirements.

09/01/2020 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Ongoing checks each year to make sure the proper evidence is being taught, collected and filed.

Evidence in all four strands will be obtained for each of the grade spans in grades 3-11 at our district.

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

Curriculum, Course Development, File Folders

no

yes



Action Steps**Anticipated Start/Completion Date**

After evidence pieces are collected, secretaries will file the documents and check off the areas met in the four strand areas for each individual student in grades 3-11.

06/01/2021 - 06/30/2024

Monitoring/Evaluation**Anticipated Output**

Ongoing checks each year to make sure the proper evidence is being taught, collected and filed.

Evidence in all four strands will be obtained for each of the grade spans in grades 3-11 at our district.

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

File Folders, Check Sheets, Evidence Pieces

no

yes



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Create technology survey for students and families.	08/17/2020 - 09/01/2020
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Analyze the data from both surveys to determine the need	08/19/2020 - 09/01/2020
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Distribute technology for students, families, and staff as deemed necessary.	11/02/2020 - 06/30/2024

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Family technology training	Families of K-12 students in the Brockway School District	How to navigate Google Classroom, Google Meet, etc.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Families were able to demonstrate proficiency in front of the lead teachers.	07/01/2020 - 08/14/2020	Dana Esposito/ Elementary Department Head Josh Lindemuth/ HS Math Teacher Don Allenbaugh/ HS Math Teacher Bert Ginther/ Elementary Department Head Josh Inzana/ Elementary Special Education Department Head Justin Parson/ HS English Teacher Andrew Bundy/ HS English Teacher Mary Beth Yahner/ Elementary Department Head

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
	Teaching Diverse Learners in an Inclusive Setting

Professional Development Step	Audience	Topics of Prof. Dev
Staff Training	K-12 staff of the Brockway Area School District	Using Google Classroom, Google Meet, Google Forms, etc.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Teachers showed proficiency to the lead teachers and demonstrated the ability to successfully implement the Google platform into their daily instructional methods.	06/01/2020 - 08/31/2020	Dana Esposito/ Elementary Department Head Josh Lindemuth/ HS Math Teacher Don Allenbaugh/ HS Math Teacher Bert Ginther/ Elementary Department Head Josh Inzana/ Elementary Special Education Department Head Justin Parson/ HS English Teacher Andrew Bundy/ HS English Teacher Mary Beth Yahner/ Elementary Department Head

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

Teaching Diverse Learners in an Inclusive Setting



ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Create technology survey for students and families.	2020-08-17 - 2020-09-01
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Analyze the data from both surveys to determine the need	2020-08-19 - 2020-09-01
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and analyze the results	Work with technology director to purchase necessary technology based on the results of the survey using funds from various resources.	2020-09-11 - 2021-06-30
The school district will have met the technology needs of our students, families, and staff. (Technology Survey)	Create survey and	Distribute technology for	2020-11-02 - 2024-06-

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
	analyze the results	students, families, and staff as deemed necessary.	30
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Create a checklist for grade bands 3-11 with the four career strand benchmarks to complete for each student.	2020-09-01 - 2021-06-30
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Existing courses are modified, and new courses are devised that align to meet the career standards.	2021-07-01 - 2022-06-30
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	Teachers in both elementary and high school buildings teach the four strand areas of career	2020-09-01 - 2024-06-30

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		education and work standards providing pieces of evidence needed to fulfill the state requirements.	
Students in grades 3-11 will have all required evidence pieces according to the four strands of career standard benchmarks. (Evidence for Career Strands)	Career Strand Evidence	After evidence pieces are collected, secretaries will file the documents and check off the areas met in the four strand areas for each individual student in grades 3-11.	2021-06-01 - 2024-06-30

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Create family technology Survey	Families of students in grades K-12 at the Brockway Area School District	Technology needs and Internet access availability

Anticipated Timeframe	Frequency	Delivery Method
09/02/2020 - 06/30/2024	Ongoing to assess the needs	Email

Lead Person/Position
Pete Horm/ Technology Director

Communication Step	Audience	Topics/Message of Communication
Analyze the data from both surveys to determine the need	Administrators	Instructional options and devices needed

Anticipated Timeframe	Frequency	Delivery Method
09/02/2020 - 06/30/2024	Data compiled and sent to administrators once in an Excel spreadsheet	Other

Lead Person/Position

Pete Horm/ Technology Director

Communication Step

Audience

Topics/Message of Communication

Work with technology director to purchase necessary technology based on results of the survey using funds from various resources

Administrators, technology director, and business manager

Required technology equipment to be purchased and associated cost

Anticipated Timeframe

Frequency

Delivery Method

09/14/2020 - 06/30/2024

ongoing based on situational need

Email

Lead Person/Position

Pete Horm/ Technology Director

Communication Step

Audience

Topics/Message of Communication

Distribute Technology for students, families and staff as deemed necessary

Students, families and staff of the Brockway Area School District

Pick up locations and distribution times; technology usage contracts

Anticipated Timeframe**Frequency****Delivery Method**

11/03/2020 - 06/30/2024

ongoing

Email

Lead Person/Position

Candace Patricelli, Brian Mulhollan, Mark Dippold / Building Administrators

Communication Step**Audience****Topics/Message of Communication**

Create a checklist for grade bands 3-11 with the four career strand benchmarks to complete for each student

Students in grades 3-11 at the Brockway Area School District

Career Education and Work Standards

Anticipated Timeframe**Frequency****Delivery Method**

09/02/2020 - 06/30/2021

ongoing

Email

Lead Person/Position

Candace Patricelli, Brian Mulhollan, Mark Dippold / Building Administrators

Communication Step	Audience	Topics/Message of Communication
Existing courses are modified and new courses are devised	Concentrated Area Teachers and students	Career Education and Work Standards
Anticipated Timeframe	Frequency	Delivery Method
07/02/2021 - 06/30/2022	once	Email
Lead Person/Position		
Candace Patricelli, Brian Mulhollan, Mark Dippold / Building Administrators		

Communication Step	Audience	Topics/Message of Communication
Teachers teach the strands	Students in grades 3-11	Career Education and Work Standards
Anticipated Timeframe	Frequency	Delivery Method
09/02/2020 - 06/30/2024	Ongoing yearly	Presentation
Lead Person/Position		
Concentrated Area Teachers		

Communication Step**Audience****Topics/Message of Communication**

File Documents

Designated Secretaries

How to file the evidence and check off pieces of evidence for each student

Anticipated Timeframe**Frequency****Delivery Method**

06/02/2021 - 06/30/2024

once each summer

Presentation

Lead Person/PositionCandace Patricelli, Brian Mulhollan, Mark Dippold / Building Administrators

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step

Topics of Message

Mode

Audience

Anticipated Timeline

