

CENTRAL WESTMORELAND CTC

240 Arona Road

Comprehensive Plan | 2023 - 2026

MISSION STATEMENT

The Central Westmoreland Career and Technology Center is committed to impacting a life-long influence on the technical, professional, and educational future of all students who attend the center..

VISION STATEMENT

The Central Westmoreland Career and Technology Center envisions an environment where a positive learning culture influences students to develop necessary academic skills, technical competence, professional qualities, and personal confidence so that graduates can meet the expectations and responsibilities of life.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Students are the core focus of Central Westmoreland CTC's organizational decisions. The Center recognizes that students need to be engaged and motivated by experiences that enhance the student's achievement. In order for the students to be the Center's focus that leads to achievement opportunities we believe the following value statements: (1.) We believe that all decisions for the Center must be based on "What is good for the Center's students?" (2) We believe that a communication triangle between students, parents, and the center's personnel is critical in establishing a culture of learning. (3.) We believe that all students have the right to an appropriate technical education that will prepare them to meet the challenges of an ever-changing world. (4.) We believe that student technological, intellectual, and sociological growth is as important as grades and test scores. (5.) We believe that students should leave the CWCTC with earned credentials that demonstrate their achievements and competence in their respective field of study. (6.) We believe that students should learn the importance of a strong work ethic and be expected to demonstrate diligence in all learning activities.

STAFF

Adult employees of Central Westmoreland CTC are critical players in focusing on the Center's mission and moving the organization toward the vision. The staff members are an essential group in guiding students toward the development of a positive learning culture. With this conceptual framework for adult expectation at the Center, we have the following value beliefs. (1) We believe that all adults working in the Center must exemplify the moral and professional standards defined by CHAPTER 235. CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS, (2) We believe that adult staff should strive jointly to create a positive culture of learning throughout the school. (3) We believe that adults in the school are role models who demonstrate traits of honesty, compassion, respect, diligence, and technical expertise. (4) We believe that paraeducators are part of the instructional team and help provide learning support to students. (5) We believe that educators must stay up to date with technical innovations related to preparing students to meet the expectations in their respective program of study.

ADMINISTRATION

The Administrative team is responsible for leading staff and students into a mindset that learning is the focus of activity that pervades the school. The administrators are responsible to guide the implementation of appropriate program structure, instruction, and assessment. In providing this leadership, the following core values are critical. (1) We believe that administration is responsible to maintain open and productive communication with the Joint Operating Committee. (2) We believe that administration is responsible to maintain open and productive two-way communication with the Center's staff. (3) We believe that administration must lead with a clearly defined focus on developing the Center's culture of learning. (4) We believe that leadership must focus on being visible, listening to all constituents, and making decisions that will enhance a culture of learning.

PARENTS

Parents are partners in meeting the CWCTC mission and vision. Actively engaged parents help our students stay involved and motivated to succeed in our learning culture. To achieve the parent, school partnership, we believe the following values are necessary: (1) We believe a communication triangle between parents, students, and the Career Center's personnel is critical in establishing a successful culture of learning for students. (2) We believe that the Center has a responsibility to inform parents of their son's or daughter's learning progress on a regular and sustained basis. (3) We believe that school personnel and parents should both advocate that actively striving to learn is beneficial for student success.

COMMUNITY

Community members are partners in meeting CWCTC's mission and vision by offering leadership, financial support, and citizen enthusiasm for the Center. The value standards that we hold true are the following: (1) We believe that through the Joint Operating Committee's leadership, all sending school districts strive to help the Center achieve the mission and develop the vision. (2) We believe that community and businesspeople are integral additions to discussions and decisions related to the Career Center's success. (3) We believe that positive relationships with community and business will enable the Career Center to be recognized as an educational component adding to the economic growth and strength in the region. (4) We believe that Occupational Advisory Committees provide the Career Center with important technological advice and knowledge that aid in meeting the Center's mission. (5) We believe that partnerships with the business community can play a role in assuring that the Career Center is following the most up to date trends and innovations in industry.

OTHER (OPTIONAL)

Curriculum, Instruction, and Assessment The Central Westmoreland Career and Technology Center recognizes that the school's curriculum development, instructional methodology, and assessment practices will be instrumental in advancing the mission and vision. Therefore, the Center deems it necessary to state the following value standards as part of this document. (1) We believe that curriculum must demonstrate that theoretical knowledge, technical skill, and personal attributes are cornerstones of preparing students for their lives after high school. (2) We believe that educators must stay up to date with current educational research related to facilitating student learning in order to meet the Center's mission. (3) We believe that teachers need to differentiate, personalize, and modify instruction when necessary to facilitate student learning. (4) We that educators must develop assessment techniques that will prepare students to meet the demands and nuances of certification testing within their respective field. (5) Ultimately, we believe that guiding students toward achieving multiple certifications in their chosen technical field is a curriculum, instruction and assessment techniques a priority.

STEERING COMMITTEE

Name	Position	Building/Group
Jason Lucia	Other	Director
Dr. Scott Learn	Vice Chairperson	CWCTC Joint Operating Committee
Robin Savage	Board Member	CWCTC Joint Operating Committee
Darcy Szymkiewicz	Administrator	CWCTC Administration
Eric DaVanzo	PA House of Representatives	PA State Government
Helen Mucci	Business Owner	Webb's Towing Service
Mark Long	Staff Member	CWCTC Learning Support
Debbie Grindle	Staff Member	CoOp Coordinator
Michelle DeLuca	Staff Member	Adult Education Coord
Alexander Novickoff	Administrator	CWCTC Administration
Marsha Welsh	Community Member	Ret. Executive Director; Professional Education
Ken Lenhardt	Staff Member	Educator at CWCTC
Brian Pegg	Staff Member	Educator At CWCTC

Name	Position	Building/Group
Todd Sedlacek	Staff Member	Educator At CWCTC
Mike Dortenzo	Staff Member	Educator At CWCTC
Natalie Smith	Parent	Child Enrolled at CWCTC
Jessica Gardner	Other	General Carbide, Human Resources
Chad Morrison	Other	Apprentice Training Coordinator 354, Plumber and Pipefitter Local
Shawna Little	Other	Workforce Development Director
Kristi Smith	Board Member	CWCTC Joint Operative Committee Member
Tim Hammill	Other	Curriculum Services Director WIU7
Darlene Patrick	Staff Member	CWCTC CTTA
Mikki Crist	Staff Member	CWCTC Comm Eng Liasion

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
The CWCTC recognizes the importance of regular student attendance and it's responsibility to make proactive efforts to increase student attendance.	Regular Attendance Parent and family engagement
Administrators, educators, and support staff need to collaboratively develop and apply a professional development program that leverages internal expertise and cross-program collaboration with the intended goal of collective teacher efficacy.	Essential Practices 4: Foster Quality Professional Learning
The CWCTC recognizes the need for stronger lines of communication between internal staff as well as sending LEA and the broader community.	Essential Practices 2: Empower Leadership Community Engagement
The Center recognizes the value and necessity of data-driven decision-making.	Essential Practices 1: Focus on Continuous Improvement of Instruction

ACTION PLAN AND STEPS

Evidence-based Strategy
Establish attendance intervention team

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Student attendance	Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics.
Establish PLCs	The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning.
Communication lines	Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent.
Regular Data	The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Establish a group of teachers, administrators, and support professionals to address attendance.	2023-10-31 - 2026-03-31	Assistant Principal	Allocated space and time for meetings. Teacher coverage. Attendance reports.
Initiate automated parent phone calls for student absences.	2023-10-31 - 2023-11-03	Assistant Director of CTE	Student Information System, Parent contact information
Host quarterly student service meetings with	2023-11-30 -	Assistant Director	Service Occupation Cafe, LEA counselors, and

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
LEA counselors and principals to discuss at-risk students.	2026-03-31	of Workforce Education	principals, Culinary meal, Breakout rooms, Meeting schedule
Implement a regular data analysis protocol in professional learning community meetings.	2023-10-31 - 2026-03-31	Assistant Director of Workforce Education	PLC protocol, Meeting space and time, Coverage

Anticipated Outcome
Higher daily rate of student attendance.

Monitoring/Evaluation
Evaluated by average daily attendance report and LEA feedback survey. Surveys at least once per year and average daily attendance report quarterly.

Evidence-based Strategy
Implement Professional Learning Communities

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Student attendance	Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics.

Goal Nickname	Measurable Goal Statement (Smart Goal)
Family and LEA attendance awareness	Establish the importance of regular, daily attendance with sending LEAs, students, and families.
Establish PLCs	The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning.
Communication lines	Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent.
LEA visits	Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC.
Regular Data	The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Establish professional learning community teams and align them with a regular meeting schedule.	2023-10-31 - 2023-11-30	Assistant Director of Workforce Education	Meeting time, Master calendar adjustment, Coverage
Provide instructional and support staff training on PLC implementation.	2023-10-31 - 2024-05-31	Assistant Director of Workforce Education	Professional development time, Room, Coverage
Provide schedule for peer-to-peer instructor observations and feedback.	2023-10-31 - 2024-05-31	Assistant Director of CTE	Master schedule, coverage

Anticipated Outcome

Sustained system of collaborative decision-making, problem-solving and instructional leadership.

Monitoring/Evaluation

Administrative participation in meetings, teacher and staff survey,s and feedback

Evidence-based Strategy

Internal Communication

Measurable Goals**Goal Nickname****Measurable Goal Statement (Smart Goal)**

Student attendance

Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics.

Establish PLCs

The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning.

Communication lines

Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent.

Regular Data

The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts.

Goal Nickname**Measurable Goal Statement (Smart Goal)****Action Step****Anticipated Start/Completion****Lead Person/Position****Materials/Resources/Supports Needed**

Weekly staff meetings with accompanying staff bulletin.

2023-10-31 - 2023-11-30

Assistant Director of CTE

Virtual meeting platform; Bulletin template; Staff email and electronic shared drives

Counselor referral form for staff and student use

2023-10-31 - 2023-11-30

Assistant Director of CTE

Shared drive form

Regular PLC meetings

2023-10-31 - 2023-12-31

Assistant Director of Workforce Education

Meeting time; Room for meeting

Anticipated Outcome

Codified system of internal staff communication.

Monitoring/Evaluation

Staff surveys; review of shared drive

Evidence-based Strategy

External Communication

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Student attendance	Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics.
Family and LEA attendance awareness	Establish the importance of regular, daily attendance with sending LEAs, students, and families.
Communication lines	Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent.
LEA visits	Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Monthly newsletter	2023-10-31 - 2024-05-31	Assistant Director of Workforce Education	Sending LEA email; School website; School social media platform; Newsletter template
Quarterly LEA meetings.	2023-10-31 - 2024-02-29	Assistant Director of Workforce Education	Culinary service; Room availability; LEA representatives
Yearly schedule of community events such as: Open House; Trunk or Treat; Breakfast with Santa; Job Fairs; Community	2023-10-31 - 2026-05-31	Assistant Director of	Calendar resource; School website

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
events, etc.		Workforce Education	

Anticipated Outcome
Improved communication from CTC to sending LEA and the broader community.

Monitoring/Evaluation
Annual survey and attendance at special events.

Evidence-based Strategy
Establish a CWCTC Data Team to collect, disaggregate and disseminate Center data

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Student attendance	Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics.
Family and LEA attendance awareness	Establish the importance of regular, daily attendance with sending LEAs, students, and families.
Establish PLCs	The CWCTC will establish functioning professional learning communities that meet regularly in small groups to

Goal Nickname	Measurable Goal Statement (Smart Goal)
	establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning.
Communication lines	Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent.
LEA visits	Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC.
Regular Data	The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Establish a team of Center stakeholders with diverse access, expertise, and knowledge of Center data.	2023-10-31 - 2023-11-15	Assistant Director of CTE	Staff; Meeting location; Shared drive access; Student information system access
Create internally accessible data folders for relevant departments and programs within the Center.	2023-10-31 - 2024-05-31	Assistant Director of CTE	Shared drive access; Student information system access; local data access
Create regular reports for sending LEAs of relevant data.	2023-10-31 - 2024-05-31	Assistant Director of CTE	Shared drive; Data calendar; LEA responsible point of contact
Provide ongoing staff training on effective data input and	2024-01-02 -	Assistant	In-service time; Small group training time;

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
accessibility procedures.	2025-05-31	Director of CTE	Access to data management systems

Anticipated Outcome

Timely access to accurate and relevant data, across internal departments and for external LEA use.

Monitoring/Evaluation

Regular reporting benchmarks, external and internal survey

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	<p>Establish attendance intervention team</p>	<p>Establish a group of teachers, administrators, and support professionals to address attendance.</p>	<p>10/31/2023 - 03/31/2026</p>

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p>	<p>Establish attendance intervention team</p>	<p>Implement a regular data analysis protocol in professional learning community meetings.</p>	<p>10/31/2023 - 03/31/2026</p>
<p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p>			
<p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p>			
<p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Implement Professional Learning Communities	Establish professional learning community teams and align them with a regular meeting schedule.	10/31/2023 - 11/30/2023
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			
The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)			
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Implement Professional Learning Communities	Provide instructional and support staff training on PLC implementation.	10/31/2023 - 05/31/2024
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			
The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)			
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Implement Professional Learning Communities	Provide schedule for peer-to-peer instructor observations and feedback.	10/31/2023 - 05/31/2024
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			
The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)			
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	Internal Communication	Regular PLC meetings	10/31/2023 - 12/31/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p>	<p>Establish a CWCTC Data Team</p>	<p>Provide ongoing staff training on effective data</p>	<p>01/02/2024 - 05/31/2025</p>
<p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p>	<p>to collect, disaggregate and disseminate Center data</p>	<p>input and accessibility procedures.</p>	
<p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p>			
<p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p>			
<p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p>			
<p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</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.

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

Chief School Administrator

School Improvement Facilitator Signature

Building Principal Signature

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Career Standards Benchmark - 95.9% of career standards benchmarks are being attained, this is greater than the statewide average.

Students with disabilities are meeting career standards benchmark at a greater rate than state average.

CWCTC instructors integrate reading, writing, and listening strategies into their instruction.

Mathematics instruction is incorporated into instructional practices though math as a subject is not specifically taught at CWCTC.

Science, technology, and engineering are embedded in regular instructional practice at CWCTC.

Data indicates that 95.9% of CWCTC students meet or exceed the career standards benchmark.

Economically disadvantaged students exceed the 2030 statewide goal for career standards.

The previous Guidance Plan emphasized the need for targeted

Challenges

Regular attendance.

Industry-Based Learning performance is below statewide performance standard.

Data does not specifically apply to CWCTC.

Data does not specifically apply to CWCTC.

Data does not specifically apply to CWCTC.

Career standards, specifically industry-based learning.

Only 75.6% met standard for rigorous courses of study.

Current staffing limited the type of support available to students.

Duplication of services with sending LEAs.

Only 51% of CWCTC students scored proficient or better on the 2021-2022 NOCTI

Improved collaboration with special education teams from sending LEAs.

Strengths

services for students with disabilities in CTE.

Additional certified special education staff have been hired to meet large population of students identified with a disability.

CWCTC is an approved provider of Pre-Employment Transition Services through the Office of Vocational Rehabilitation.

CWCTC offers Driver's Education at no cost to qualifying students.

Identify and address individual student learning needs

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

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

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

Challenges

System for adequately identifying candidates for driver's education program.

Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based

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

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

Use multiple professional learning designs to support the learning needs of staff

Monitor and evaluate the impact of professional learning on staff practices and student learning



Most Notable Observations/Patterns

There is a need for greater collaboration amongst instructional staff. This came directly from teachers and administrators. References to improved communication and collaborative time were brought up.

Challenges	Discussion Point	Priority for Planning
Regular attendance.	Student attendance is not addressed in a systemic way that actively engages all stakeholders.	✓
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	Professional development systems currently are informal, ad hoc, or reliant on outside consultants.	✓
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Poor communication disrupts systems that would allow us to build capacity.	✓
Implement a multi-tiered system of support for academics and behavior	The inability to access meaningful and timely data impacts this significantly.	✓
Use multiple professional learning designs to support the learning needs of staff		
Monitor and evaluate the impact of professional learning on staff practices and student learning		

ADDENDUM B: ACTION PLAN

Action Plan: Establish attendance intervention team

Action Steps	Anticipated Start/Completion Date	
Establish a group of teachers, administrators, and support professionals to address attendance.	10/31/2023 - 03/31/2026	
Monitoring/Evaluation	Anticipated Output	
Evaluated by average daily attendance report and LEA feedback survey. Surveys at least once per year and average daily attendance report quarterly.	Higher daily rate of student attendance.	
Material/Resources/Supports Needed	PD Step	Comm Step
Allocated space and time for meetings. Teacher coverage. Attendance reports.	yes	yes



Action Steps**Anticipated Start/Completion Date**

Initiate automated parent phone calls for student absences.

10/31/2023 - 11/03/2023

Monitoring/Evaluation**Anticipated Output**

Evaluated by average daily attendance report and LEA feedback survey. Surveys at least once per year and average daily attendance report quarterly.

Higher daily rate of student attendance.

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

Student Information System, Parent contact information

no

yes



Action Steps**Anticipated Start/Completion Date**

Host quarterly student service meetings with LEA counselors and principals to discuss at-risk students.

11/30/2023 - 03/31/2026

Monitoring/Evaluation**Anticipated Output**

Evaluated by average daily attendance report and LEA feedback survey. Surveys at least once per year and average daily attendance report quarterly.

Higher daily rate of student attendance.

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

Service Occupation Cafe, LEA counselors, and principals, Culinary meal, Breakout rooms, Meeting schedule

no

yes



Action Steps**Anticipated Start/Completion Date**

Implement a regular data analysis protocol in professional learning community meetings.

10/31/2023 - 03/31/2026

Monitoring/Evaluation**Anticipated Output**

Evaluated by average daily attendance report and LEA feedback survey. Surveys at least once per year and average daily attendance report quarterly.

Higher daily rate of student attendance.

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

PLC protocol, Meeting space and time, Coverage

yes

no

Action Plan: Implement Professional Learning Communities

Action Steps**Anticipated Start/Completion Date**

Establish professional learning community teams and align them with a regular meeting schedule.

10/31/2023 - 11/30/2023

Monitoring/Evaluation**Anticipated Output**

Administrative participation in meetings, teacher and staff survey,s and feedback

Sustained system of collaborative decision-making, problem-solving and instructional leadership.

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

Meeting time, Master calendar adjustment, Coverage

yes

yes



Action Steps**Anticipated Start/Completion Date**

Provide instructional and support staff training on PLC implementation.

10/31/2023 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Administrative participation in meetings, teacher and staff survey,s and feedback

Sustained system of collaborative decision-making, problem-solving and instructional leadership.

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

Professional development time, Room, Coverage

yes

yes



Action Steps**Anticipated Start/Completion Date**

Provide schedule for peer-to-peer instructor observations and feedback.

10/31/2023 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Administrative participation in meetings, teacher and staff survey,s and feedback

Sustained system of collaborative decision-making, problem-solving and instructional leadership.

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

Master schedule, coverage

yes

no

Action Plan: Internal Communication

Action Steps**Anticipated Start/Completion Date**

Weekly staff meetings with accompanying staff bulletin.

10/31/2023 - 11/30/2023

Monitoring/Evaluation**Anticipated Output**

Staff surveys; review of shared drive

Codified system of internal staff communication.

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

Virtual meeting platform; Bulletin template; Staff email and electronic shared drives

no

yes



Action Steps**Anticipated Start/Completion Date**

Counselor referral form for staff and student use

10/31/2023 - 11/30/2023

Monitoring/Evaluation**Anticipated Output**

Staff surveys; review of shared drive

Codified system of internal staff communication.

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

Shared drive form

no

yes



Action Steps

Anticipated Start/Completion Date

Regular PLC meetings

10/31/2023 - 12/31/2023

Monitoring/Evaluation

Anticipated Output

Staff surveys; review of shared drive

Codified system of internal staff communication.

Material/Resources/Supports Needed

PD Step

Comm Step

Meeting time; Room for meeting

yes

no

Action Plan: External Communication

Action Steps**Anticipated Start/Completion Date**

Monthly newsletter

10/31/2023 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Annual survey and attendance at special events.

Improved communication from CTC to sending LEA and the broader community.

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

Sending LEA email; School website; School social media platform; Newsletter template

no

yes

Action Steps**Anticipated Start/Completion Date**

Quarterly LEA meetings.

10/31/2023 - 02/29/2024

Monitoring/Evaluation**Anticipated Output**

Annual survey and attendance at special events.

Improved communication from CTC to sending LEA and the broader community.

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

Culinary service; Room availability; LEA representatives



Action Steps**Anticipated Start/Completion Date**

Yearly schedule of community events such as: Open House; Trunk or Treat; Breakfast with Santa; Job Fairs; Community events, etc.

10/31/2023 - 05/31/2026

Monitoring/Evaluation**Anticipated Output**

Annual survey and attendance at special events.

Improved communication from CTC to sending LEA and the broader community.

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

Calendar resource; School website

no

yes

Action Plan: Establish a CWCTC Data Team to collect, disaggregate and disseminate Center data

Action Steps**Anticipated Start/Completion Date**

Establish a team of Center stakeholders with diverse access, expertise, and knowledge of Center data.

10/31/2023 - 11/15/2023

Monitoring/Evaluation**Anticipated Output**

Regular reporting benchmarks, external and internal survey

Timely access to accurate and relevant data, across internal departments and for external LEA use.

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

Staff; Meeting location; Shared drive access; Student information system access

no

no



Action Steps**Anticipated Start/Completion Date**

Create internally accessible data folders for relevant departments and programs within the Center.

10/31/2023 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Regular reporting benchmarks, external and internal survey

Timely access to accurate and relevant data, across internal departments and for external LEA use.

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

Shared drive access; Student information system access; local data access

no

no



Action Steps**Anticipated Start/Completion Date**

Create regular reports for sending LEAs of relevant data.

10/31/2023 - 05/31/2024

Monitoring/Evaluation**Anticipated Output**

Regular reporting benchmarks, external and internal survey

Timely access to accurate and relevant data, across internal departments and for external LEA use.

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

Shared drive; Data calendar; LEA responsible point of contact

no

yes



Action Steps**Anticipated Start/Completion Date**

Provide ongoing staff training on effective data input and accessibility procedures.

01/02/2024 - 05/31/2025

Monitoring/Evaluation**Anticipated Output**

Regular reporting benchmarks, external and internal survey

Timely access to accurate and relevant data, across internal departments and for external LEA use.

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

In-service time; Small group training time; Access to data management systems

yes

no



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	<p>Establish attendance intervention team</p>	<p>Establish a group of teachers, administrators, and support professionals to address attendance.</p>	<p>10/31/2023 - 03/31/2026</p>
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely,</p>	<p>Establish attendance intervention team</p>	<p>Implement a regular data analysis protocol in professional learning community meetings.</p>	<p>10/31/2023 - 03/31/2026</p>

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p>	<p>Implement Professional Learning Communities</p>	<p>Establish professional learning community teams and align them with a regular meeting schedule.</p>	<p>10/31/2023 - 11/30/2023</p>
<p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p>			
<p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p>			
<p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Implement Professional Learning Communities	Provide instructional and support staff training on PLC implementation.	10/31/2023
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			-
The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)			05/31/2024
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)			
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Implement Professional Learning Communities	Provide schedule for peer-to-peer instructor observations and feedback.	10/31/2023
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			-
The CWCTC will establish functioning professional learning communities that meet			05/31/2024

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	Internal Communication	Regular PLC meetings	10/31/2023 - 12/31/2023

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	<p>Establish a CWCTC Data Team to collect, disaggregate and disseminate Center data</p>	<p>Provide ongoing staff training on effective data input and accessibility procedures.</p>	<p>01/02/2024 - 05/31/2025</p>

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Professional Learning Community Training	Instructional Staff; Teaching Assistants; Administrative Staff	Professional Learning Community structure; Goals of PLC; Establishing norms; Importance of regular meeting schedule; Utilizing PLC protocols

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Consistent and regular PLC meetings; Production of artifacts from meetings; Improved collaboration across departments; Improved student learning	10/31/2023 - 05/31/2024	Assistant Director of Workforce Education

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4d: Participating in a Professional Community	
1c: Setting Instructional Outcomes	
4f: Showing Professionalism	
1e: Designing Coherent Instruction	
1d: Demonstrating Knowledge of Resources	
4d: Participating in a Professional Community	
4e: Growing and Developing Professionally	



Professional Development Step	Audience	Topics of Prof. Dev
CWCTC Data Collection	Instructional Staff, Administrative Staff, Teaching Assistants, Business Office	Using the student information system; PIMS; Timelines for reporting; Accessing relevant data

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Data reporting calendar; Accuracy of accessible data	01/02/2024 - 05/31/2026	Assistant Director of CTE

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4d: Participating in a Professional Community	
4b: Maintaining Accurate Records	

Professional Development Step	Audience	Topics of Prof. Dev
Attendance Intervention Training	Instructional Staff; Teaching Assistants	Root causes of chronic absenteeism; addressing attendance issues with families; strategies to improve attendance; Trauma-informed care

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Improved student attendance	01/02/2024 - 01/04/2025	Assistant Director of CTE

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1b: Demonstrating Knowledge of Students

At Least 1-hour of Trauma-informed Care Training for All Staff

2a: Creating an Environment of Respect and Rapport

2d: Managing Student Behavior

3c: Engaging Students in Learning



ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	<p>Establish attendance intervention team</p>	<p>Establish a group of teachers, administrators, and support professionals to address attendance.</p>	<p>2023-10-31 - 2026-03-31</p>
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely,</p>	<p>Establish attendance intervention team</p>	<p>Initiate automated parent phone calls for student absences.</p>	<p>2023-10-31 - 2023-11-03</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p>	<p>Establish attendance intervention team</p>	<p>Host quarterly student service meetings with LEA counselors and principals to discuss at-risk students.</p>	<p>2023-11-30 - 2026-03-31</p>
<p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p>	<p>Implement Professional Learning Communities</p>	<p>Establish professional learning community teams and align them</p>	<p>2023-10-31 - 2023-11-30</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>		with a regular meeting schedule.	
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely,</p>	Implement Professional Learning Communities	Provide instructional and support staff training on PLC implementation.	2023-10-31 - 2024-05-31

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>relevant, multimodal, and consistent. (Communication lines)</p> <p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>			
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>	Internal Communication	Weekly staff meetings with accompanying staff bulletin.	2023-10-31 - 2023-11-30
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p>	Internal Communication	Counselor referral form for staff and	2023-10-31 - 2023-11-

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and sending districts. (Regular Data)</p>		student use	30
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p> <p>Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)</p> <p>Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)</p> <p>Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)</p>	External Communication	Monthly newsletter	2023-10-31 - 2024-05-31
<p>Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)</p>	External Communication	Yearly schedule of community events	2023-10-31 - 2026-05-

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)		such as: Open House; Trunk or Treat; Breakfast with Santa; Job Fairs; Community events, etc.	31
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
Implementation of a system of student attendance tracking and intervention that leads to improved daily attendance across all demographics. (Student attendance)	Establish a CWCTC Data Team to collect, disaggregate and disseminate Center data	Create regular reports for sending LEAs of relevant data.	2023-10-31 - 2024-05-31
Establish the importance of regular, daily attendance with sending LEAs, students, and families. (Family and LEA attendance awareness)			
The CWCTC will establish functioning professional learning communities that meet regularly in small groups to establish priorities, share best practices, disaggregate data, and collectively work toward the common goal of improving student learning. (Establish PLCs)			
Establish a system of communication between administration and staff that is timely, relevant, multimodal, and consistent. (Communication lines)			
Increase the volume, frequency, and quality of visits from LEA professional staff to the CWCTC. (LEA visits)			
The Center will produce regular data reports that are accurate and timely and meet the needs of the CWCTCs instructional staff, administrative staff, business office, and			

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
sending districts. (Regular Data)			

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Parent attendance notification	Parents	Student attendance notification
Anticipated Timeframe	Frequency	Delivery Method
10/31/2023 - 11/03/2023	Each student absence	Other
Lead Person/Position		
Assistant Director of CTE		

Communication Step	Audience	Topics/Message of Communication
Quarterly Student Service Meetings	LEA Principals, Counselors, Special Education Staff	Student performance updates; Program updates; Service provisions and status

Anticipated Timeframe	Frequency	Delivery Method
11/08/2023 - 05/31/2024	Once per each 9-week academic period	Presentation Letter

Lead Person/Position
Assistant Director of Workforce Education

Communication Step	Audience	Topics/Message of Communication
Internal Updates	Center staff	Weekly PLC schedule; Tours and special events; Deadlines and document submission requirements

Anticipated Timeframe	Frequency	Delivery Method
10/31/2023 - 12/31/2023	Weekly	Newsletter Other

Lead Person/Position

Assistant Director of Workforce Education

Communication Step

Audience

Topics/Message of Communication

External Communication

Community; Sending LEA; Business
Representatives

Upcoming events; Opportunities at CWCTC;
Best practices at CWCTC

Anticipated Timeframe

Frequency

Delivery Method

01/02/2024 - 05/31/2026

Monthly while school is in session

Newsletter
Posting on district website
Posting on district website

Lead Person/Position

Assistant Director of Workforce Education

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step

Topics of Message

Mode

Audience

Anticipated Timeline

