# WESTERN MONTGOMERY CTC

77 Graterford Road

Comprehensive Plan | 2021 - 2024

# Steering Committee

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# LEA Profile

Western Montgomery Career and Technology Center is a joint venture of three public school districts in Montgomery County, Pennsylvania, organized under the Public School Code of Pennsylvania. WMCTC provides career and technical education programs for high school students of the participating districts. The participating districts include Pottsgrove School District, Spring-Ford School District, and Upper Perkiomen School District. WMCTC is governed by its Joint Operating Committee, which consists of nine members representing each of the three-member districts.

Eighteen approved vocational/technical areas are offered to students of the three sending districts. As of the 2022-2023 school year, approximately 750 students are enrolled in the half-day programming for grades 9-12. Close to 40% of the student population is labeled special education, and  28.5% as economically disadvantaged.

# Mission and Vision

## Mission

To prepare quality citizens for lifelong productivity in a challenging world by forming innovative partnerships among family, school and community.

## Vision

Western Montgomery Career and Technology Center is dedicated to providing a high quality technical education program that prepares students for the world of work, post-secondary education and lifelong learning. Students will learn a trade and earn national certifications in their chosen technical area.
Technical skills are supplemented with academic instruction integrated into the core curriculum.

# Educational Value Statements

## Students

At WMCTC, STUDENTS will help the LEA successfully attain the school's mission and vision by respectfully and fully participating in their Program of
Study to the best of their ability. In addition, students will work to become good citizens, valued future employees, and lifelong learners.

## Staff

At WMTC, STAFF will help the LEA successfully attain the school's mission and vision by devoting themselves to developing and executing a
first-rate curriculum and physical space where all students can achieve their full potential within their Program of Study. Staff will work cooperatively with peers and administration, lead a viable Occupational Advisory Committee and work to maintain an up-to-date knowledge of their field as it advances over time.

## Administration

At WMCTC, ADMINISTRATION will help the LEA successfully attain the school's mission and vision by fully devoting its knowledge, skills, and passion to the advancement of the school. Program by program, administrators will study, promote and support the needs of students and all staff. Administrators will work cooperatively with sending schools, local business leaders, staff, and students to assure that the organization will achieve its place as a valued workforce development resource for the community and region.

## Parents

At WMCTC, PARENTS will help the LEA successfully attain the school's mission and vision by supporting their child as he/she pursues the knowledge
and skills required to complete his/her Program of Study. Parents will maintain open communication with instructors and administrators and stay current with
the activities and events of the school community.

## Community

At WMCTC, COMMUNITY MEMBERS will help the LEA successfully attain the school's mission and vision by Participating in committees that
support the many and varied needs of the instructors and administrators serving the school. The community must contribute its time, talents, and treasure if the school is to achieve its place as a valued resource for the community.

## Other (Optional)

At WMCTC, EMPLOYERS/BUSINESS PARTNERS will help the LEA successfully attain the school's mission and vision by Participating in committees that support the many and varied needs of the instructors and administrators serving the school. The EMPLOYERS/BUSINESS PARTNERS must contribute their time, talents, and treasure if the school is to achieve its place as a valued resource for the workforce.

# Summary Of Strengths and Challenges

## Strengths

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| **Strength** | **Consideration In Plan** |
| Students receiving OSHA 10 certification | Yes |
| Number of students scoring proficient or advanced on Nocti/Nims | Yes |
| Nocti/Nims testing accountability | No |
| Industry Recognized Credentials for all students | Yes |
| Non-Traditional Student Enrollment | Yes |
| WMCTC Increased enrollment | No |
| WMCTC currently has 3 Student Success Coordinators that work with individual school districts to attend IEP meetings as well with meeting student needs at WMCTC | No |
| Nocti/Nims scores of the student's performance | No |
| Industry Credentials recieved by students | No |
| Number of students who are attending WMCTC | No |
| WMCTC enrolment of Non-Traditional Students | No |
| Test Scores are above the state average as a whole. | No |
| Test Scores are above the state average as a whole. | No |
| Test Scores are above the state average as a whole. | No |
| All programs our of High quality, in Demand, High Wage occupations for Montgomery County | No |
| WMCTC has invested in industry-standard equipment and facilities for our students to have the equipment available to learn what they will see in the job world. | No |
| WMCTC has invested in industry-standard equipment and facilities for our students to have the equipment available to learn what they will see in the job world. | Yes |

## Challenges

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| **Challenge** | **Consideration In Plan** |
| Students attending from three school districts | No |
| Space/Instructors for more students to attend | Yes |
| WMCTC needs to grow the number of students who are participating in a CO-OP program | Yes |
| With the continuous growth of program popularity, students can not always get into a program due to space issues. | Yes |
| The growing number of students and staff population stays the same. | Yes |
| Systems approach writing curriculum and student task tracking. | No |
| Special Education and ESL support | No |
| Growth of Cooperative Education Opportunities | No |
| Increase Non-Traditional Students | No |
| Increase Job Placement/ Trade School/ College/ Military Placement after graduation | Yes |
| Offering more students the possiblity to be enrolled at WMCTC, also having them placed in Job placement, college/trade school, or military upon graduation. | No |
| Offering more students the possibility to be enrolled at WMCTC, also having them placed in Job placement, college/trade school, or military upon graduation. | No |
| Offering more students the possibility to be enrolled at WMCTC, also having them placed in Job placement, college/trade school, or military upon graduation. | No |
| Offering more programing to more students. | No |
| With the growing number of students that are identified as special education, we only have 5 Instructional Assistants to help students with disabilities and 3 Student Success Coordinators to perform at a high level of support. | No |

## Most Notable Observations/Patterns

# Analyzing Strengths and Challenges

## Strengths

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| **Strength** | **Discussion Points** |
| Students receiving OSHA 10 certification | All 2-year or 10th-grade students receive OSHA Certification. This certification helps the students and school districts with an artifact that will be used for ACT 158 |
| Number of students scoring proficient or advanced on Nocti/Nims | With the continuous improvement of our programs, our students can perform at a high level on the end-of-program testing. This rigorous programming will help students to be ready to participate and co-op and prepare for life after WMCTC. |
| Industry Recognized Credentials for all students | With more industry-recognized credentials and accreditations, this will lead to more students being able to be placed in high-wage in-demand jobs. These credentials will also help place students in meaningful Co-Op positions. |
| Non-Traditional Student Enrollment | We have met state requirements for our non-traditional enrollment numbers. However, it is still important to promote careers to students that they might think they are not a good fit for due to past industry stigmas. |
| WMCTC has invested in industry-standard equipment and facilities for our students to have the equipment available to learn what they will see in the job world. | This has to be maintained as a priority throughout the future. |

## Challenges

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| **Challenge** | **Discussion Points** | **Priority For Planning** | **Priority Statement** |
| Space/Instructors for more students to attend | We currently offer a 4-year model to deliver the task grid. Would a 3-year model be a better option to grow the student population, or would it hurt the growth and popularity of our programming for 9th-grade students? | No |  |
| WMCTC needs to grow the number of students who are participating in a CO-OP program | With the growing number in the building, being able to get more students on CO-OP will help with instruction for younger students. We have to look at the industry needs and why some of our companies will not take CO-OP students. Is this a start and end time issue? Companies may want the students to start at the beginning of the day versus mid-morning. | Yes | To provide our local community with the next generation of workers, WMCTC will work with numerous business partners to provide opportunities to our students. We will connect with our local industries to inform them how CO-OP opportunities will help grow their businesses. |
| With the continuous growth of program popularity, students can not always get into a program due to space issues. | Looking at the different areas to adjust our programming. Do we add more space and will need to hire new staff, or do we change our delivery method back to a 3-year model? Look at past, current, and future trends to determine this need. | Yes | We will work with our partner schools to determine the best option for our programming here at WMTC. We will look at different models of delivery as well as enrollment trends for programs to see if an expansion of the school is needed or a change in the delivery model. |
| The growing number of students and staff population stays the same. | We have added a over 200 students over the past few years, but our staff has stayed the same. We need more support to support the needs of the students. | No |  |
| Increase Job Placement/ Trade School/ College/ Military Placement after graduation | We need to grow the number of articulation agreements as well as offer dual enrollment options for our students if they choose post-secondary education. For students that want to go directly to the workforce, we need to give them plenty of opportunities to interview and be hired by employers while at WMCTC. | Yes | WMCTC will review processes already in place to determine the best way to make sure our students are prepared for life after high school. We will work with different industry partners to help conduct mock interviews, as well as hire our current students. |

# Goal Setting

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| **Priority:** To provide our local community with the next generation of workers, WMCTC will work with numerous business partners to provide opportunities to our students. We will connect with our local industries to inform them how CO-OP opportunities will help grow their businesses. | | | | | |
| **Outcome Category** | **Measurable Goal Statement** | **Measurable Goal Nickname** | **Target Year 1** | **Target Year 2** | **Target Year 3** |
| Industry-Based Learning | Over the next three years, all WMCT instructors and students will become familiar with and supportive of all Work-based Learning opportunities available to WMCTC students. With the increase of information for students, work-based learning should increase by 10% a year. | Work Based Learning | The Work-based learning instructor will visit all classrooms to discuss the process of being part of the work-based learning program and will work with seniors to get them experiences within the first 9 weeks of school. The work-based learning instructor will develop resources available to staff and students so that the instructor can discuss this opportunity with students. | Work-based learning will grow the number of opportunities for students by 10%. There should also be a 10% growth in students participating in work-based learning experiences. | Over the next three years, all WMCT instructors and students will become familiar with and supportive of all Work-based Learning opportunities available to WMCTC students. With the increase of information for students, work-based learning should increase by 10% a year. |
| Industry-Based Learning | WMCTC will provide students with the best facilities and equipment for industry-based fields to have them prepare in an environment reflective of the workforce. | Program Funding for equipment/building | 6 programs receive $30,000 for equipment or facility to help replace old equipment in the program area. | 6 programs receive $30,000 for equipment or facility to help replace old equipment in the program area. | WMCTC will provide students with the best facilities and equipment for industry-based fields to have them prepare in an environment reflective of the workforce. |

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| **Priority:** We will work with our partner schools to determine the best option for our programming here at WMTC. We will look at different models of delivery as well as enrollment trends for programs to see if an expansion of the school is needed or a change in the delivery model. | | | | | |
| **Outcome Category** | **Measurable Goal Statement** | **Measurable Goal Nickname** | **Target Year 1** | **Target Year 2** | **Target Year 3** |
| Community school model | WMCTC will examine the data over the past two years to develop the best possible solution to our enrollment increases and implement a plan to help more students obtain a Career and Technology education from WMCTC. We will also look at past, current, and future trends to develop the best delivery model for our students. | WMCTC Enrollment | WMCTC will review enrollment and application data, to target programs in high demand to determine if building expansion is needed or change of the program delivery model needs to be changed. We will also look at past, current and future trends to develop the best type of delivery model for our students. | WMCTC will develop a plan to either stay in a four-year delivery model or change to a 3-year delivery model, to fit the needs of our partner schools. We will also look at the option to expand popular programs on application data trends.We will also look at past, current and future trends to develop the best type of delivery model for our students. | WMCTC will examine the data over the past two years to develop the best possible solution to our enrollment increases and implement a plan to help more students obtain a Career and Technology education from WMCTC. We will also look at past, current, and future trends to develop the best delivery model for our students. |

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| **Priority:** WMCTC will review processes already in place to determine the best way to make sure our students are prepared for life after high school. We will work with different industry partners to help conduct mock interviews, as well as hire our current students. | | | | | |
| **Outcome Category** | **Measurable Goal Statement** | **Measurable Goal Nickname** | **Target Year 1** | **Target Year 2** | **Target Year 3** |
| Post-secondary transition to school, military, or work | Students will be able to prepare for job interview skills as well as prepare resumes being able to obtain employment after High School. The students will be exposed to potential jobs they can apply for during and after graduation. Students will also be followed after graduation to make sure they have gained meaningful employment or schooling/ military at 100% | Post Graduation Placement | Students will be able to prepare for job interview skills as well as prepare resumes to be able to obtain employment after High School. The students will be exposed to potential jobs they can apply for during and after graduation. Students will also be followed after graduation to make sure they have gained meaningful employment or schooling/ military. | Students will be able to prepare for job interview skills as well as prepare resumes being able to obtain employment after High School. The students will be exposed to potential jobs that they can apply for during and after graduation. Students will also be followed after graduation to make sure they have gained meaningful employment or schooling/ military at 100% | Students will be able to prepare for job interview skills as well as prepare resumes being able to obtain employment after High School. The students will be exposed to potential jobs they can apply for during and after graduation. Students will also be followed after graduation to make sure they have gained meaningful employment or schooling/ military at 100% |

# Action Plan

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| **Action Plan for:** Work Based Learning | | | | | | | | | | | | | | | | | | | | |
| **Measurable Goals** | | | | | | | **Anticipated Output** | | | | | | | **Monitoring/Evaluation (People, Frequency, and Method)** | | | | | | |
| * Work Based Learning | | | | | | | Increase the number of students participating in Co-Op opportunities | | | | | | | Principal | | | | | | |
| **Action Step** | | | **Anticipated Start Date** | | | **Anticipated Completion Date** | | | **Lead Person/Position** | | | **Material/Resources/Supports Needed** | | | **PD Step?** | | | **Com Step?** | | |
| Increase Co-op opportunities by 10% | | | 12/05/2022 | | | 06/17/2024 | | | Co-Op Coordinator | | | Computer/ Business Connections | | | Yes | | | Yes | | |

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| **Action Plan for:** WMCTC Enrollment | | | | | | | | | | | | | | | | | | | | |
| **Measurable Goals** | | | | | | | **Anticipated Output** | | | | | | | **Monitoring/Evaluation (People, Frequency, and Method)** | | | | | | |
| * WMCTC Enrollment | | | | | | | More students enrolled in the school | | | | | | | Joint Operating Committee | | | | | | |
| **Action Step** | | | **Anticipated Start Date** | | | **Anticipated Completion Date** | | | **Lead Person/Position** | | | **Material/Resources/Supports Needed** | | | **PD Step?** | | | **Com Step?** | | |
| Choose the proper delivery method to increase the number of students participating in programs. We will also look at past, current, and future trends to develop the best delivery model for our students. | | | 12/05/2022 | | | 06/17/2024 | | | Administrative Director | | |  | | | Yes | | | No | | |

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| **Action Plan for:** Post Graduation Employment | | | | | | | | | | | | | | | | | | | | |
| **Measurable Goals** | | | | | | | **Anticipated Output** | | | | | | | **Monitoring/Evaluation (People, Frequency, and Method)** | | | | | | |
| * Post Graduation Placement | | | | | | | More students leave with a meaningful job in their career field/ or schooling | | | | | | | Administrative Director | | | | | | |
| **Action Step** | | | **Anticipated Start Date** | | | **Anticipated Completion Date** | | | **Lead Person/Position** | | | **Material/Resources/Supports Needed** | | | **PD Step?** | | | **Com Step?** | | |
| A graduation survey will be developed to collect post-graduation contact information as well as post-graduation plans. The co-op coordinator visits graduated co-op seniors at jobs to do a post-graduation check-in. Instructors do a follow-up email with their graduated senior 6 months out from graduation (December) to ask their former students to take the survey provided to them in an email. Counselors, Principals, Administrative Assistants, Student success coordinators, Instructional Assistants and directors will call students to check in and remind them to Complete the graduation survey. | | | 12/05/2022 | | | 06/17/2024 | | | Principal | | |  | | | Yes | | | No | | |

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| **Action Plan for:** Budgeting Practices | | | | | | | | | | | | | | | | | | | | |
| **Measurable Goals** | | | | | | | **Anticipated Output** | | | | | | | **Monitoring/Evaluation (People, Frequency, and Method)** | | | | | | |
| * Program Funding for equipment/building | | | | | | | More equipment replacement | | | | | | | JOC | | | | | | |
| **Action Step** | | | **Anticipated Start Date** | | | **Anticipated Completion Date** | | | **Lead Person/Position** | | | **Material/Resources/Supports Needed** | | | **PD Step?** | | | **Com Step?** | | |
| Budget funding to keep equipment and facility up to industry standards | | | 12/05/2022 | | | 06/17/2024 | | | Administrative Director | | | Computer | | | No | | | No | | |

# Professional Development Action Steps

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| **Evidence-based Strategy** | **Action Steps** |
| Work Based Learning | * Increase Co-op opportunities by 10% |
| WMCTC Enrollment | * Choose the proper delivery method to increase the number of students participating in programs. We will also look at past, current, and future trends to develop the best delivery model for our students. |
| Post Graduation Employment | * A graduation survey will be developed to collect post-graduation contact information as well as post-graduation plans.   The co-op coordinator visits graduated co-op seniors at jobs to do a post-graduation check-in.   Instructors do a follow-up email with their graduated senior 6 months out from graduation (December) to ask their former students to take the survey provided to them in an email.   Counselors, Principals, Administrative Assistants, Student success coordinators, Instructional Assistants and directors will call students to check in and remind them to Complete the graduation survey. |

# Professional Development Activities

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| Work Based Learning Familiarization | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Step** | | | | **Audience** | | | | **Topics to be Included** | | | | **Evidence of Learning** | | | | **Lead Person/Position** | | | | **Anticipated Timeline Start Date** | | | | **Anticipated Timeline Completion Date** | | | |
| * Increase Co-op opportunities by 10% | | | | Faculty | | | | Definition, benefits and procedure for work-based learning. | | | | Post in-service survey | | | | Barb Muller | | | | 12/05/2022 | | | | 08/31/2023 | | | |
| **Learning Formats** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Activities** | | | | | | | **Frequency** | | | | | | | **Choose Observation and Practice Framework** | | | | | | | **This Step Meets the Requirements of State Required Trainings** | | | | | | |
| Inservice day | | | | | | | Annually | | | | | | |  | | | | | | |  | | | | | | |

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| WMCTC Enrollment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Step** | | | | **Audience** | | | | **Topics to be Included** | | | | **Evidence of Learning** | | | | **Lead Person/Position** | | | | **Anticipated Timeline Start Date** | | | | **Anticipated Timeline Completion Date** | | | |
| * Choose the proper delivery method to increase the number of students participating in programs. We will also look at past, current, and future trends to develop the best delivery model for our students. | | | | JOC/ Instructors/ Partner Schools | | | | Student Enrollment Numbers and Program strengths | | | | Survey | | | | Administrative Director | | | | 12/05/2022 | | | | 06/17/2024 | | | |
| **Learning Formats** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Activities** | | | | | | | **Frequency** | | | | | | | **Choose Observation and Practice Framework** | | | | | | | **This Step Meets the Requirements of State Required Trainings** | | | | | | |
| Other | | | | | | | Annually | | | | | | |  | | | | | | |  | | | | | | |

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| Post Program Graduation | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Step** | | | | **Audience** | | | | **Topics to be Included** | | | | **Evidence of Learning** | | | | **Lead Person/Position** | | | | **Anticipated Timeline Start Date** | | | | **Anticipated Timeline Completion Date** | | | |
| * A graduation survey will be developed to collect post-graduation contact information as well as post-graduation plans.   The co-op coordinator visits graduated co-op seniors at jobs to do a post-graduation check-in.   Instructors do a follow-up email with their graduated senior 6 months out from graduation (December) to ask their former students to take the survey provided to them in an email.   Counselors, Principals, Administrative Assistants, Student success coordinators, Instructional Assistants and directors will call students to check in and remind them to Complete the graduation survey. | | | | Students | | | | Plans after High School | | | | Job Placement/Schooling | | | | Counselors | | | | 12/05/2022 | | | | 06/17/2024 | | | |
| **Learning Formats** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Activities** | | | | | | | **Frequency** | | | | | | | **Choose Observation and Practice Framework** | | | | | | | **This Step Meets the Requirements of State Required Trainings** | | | | | | |
| Inservice day | | | | | | | Annually | | | | | | |  | | | | | | |  | | | | | | |

# Communications Action Steps

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| **Evidence-based Strategy** | **Action Steps** |
| Work Based Learning | * Increase Co-op opportunities by 10% |

# Communications Activities

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| Work Based Learning | | | | | |
| **Action Step** | **Audience** | **Topics to be Included** | **Type of Communication** | **Anticipated Timeline Start Date** | **Anticipated Timeline Completion Date** |
|  | Jr/Sr Students and Business Partners | Opportunities in Work-Based Learning | CO-OP Coordinator | 12/05/2022 | 06/17/2024 |
| **Communications** | | | | | |
| **Type of Communication** | | | **Frequency** | | |
| Presentation | | | Ongoing | | |