MISSION STATEMENT

CIU 10 provides innovative and engaging educational services, for learners from birth to adult, which support equal access to educational opportunities.

VISION STATEMENT

Strategic partnerships promoting equity, access, and innovative educational opportunities for all.

EDUCATIONAL VALUE STATEMENTS

STUDENTS
To build relationships with other students and teachers, and to remain dedicated to learning.

STAFF (FORMALLY EDUCATORS)
To provide quality services, install a life-long love of learning, and develop relationships through collaboration.

ADMINISTRATION
To maintain a culture of principle-centered decision making, provide fiscal stewardship, maintain accountability to all members of the community and intermediate unit, and develop relationships through collaboration.

LEA LEADERS
To provide cost effective professional services to member LEAs, to foster communication between LEAs and the state, to promote cooperation throughout the region.

PARENTS
To provide essential services to students and families, to develop relationships between students, staff and families, to coordinate services between schools, IU and other organizations.

COMMUNITY
To provide community based resources, and foster two-way communication between the community and the local education agencies.

STEERING COMMITTEE

Name	Position	Building/Group
Abby Danko	Parent	Central IU 10
Amber Roser	Staff Member	Central IU 10
Barry Frye	Administrator	Central IU 10
Diane Hubona	Administrator	Central IU 10
David Hutchinson	Board Member	Central IU 10
Haylee Hickman	Staff Member	Central IU 10
Jamie Russler	Staff Member	Central IU 10
Joni Hayward	Staff Member	Central IU 10
Justine Lynch	Staff Member	Central IU 10
Jacquelyn Martin	District/School Leader	Keystone Central School District
Jonathan Rice	Administrator	Central IU 10
Michele Hammersla-Quick	Administrator	Central IU 10
Michelle Shirk	Administrator	Central IU 10

Name	Position	Building/Group
Scott Burfield	Staff Member	Central IU 10
Amy Wible	Community Partner	CenClear Inc
Estelle Bowman	Board Member	Central IU 10
Judy Koch	Staff Member	Central IU 10
Karen Wolfe	Staff Member	Central IU 10
Roxann Emigh	Staff Member	Central IU 10
Susie Snelick	Community Partner	Workforce Solutions of Northern Central PA

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
If we improve our internal and external systems of communication then we will have greater consistency, clarity and timeliness with our messaging and we will be able to better serve our community.	Other
If we expand our outreach to our community, then we will have a timely base of knowledge to work from and this will enable us to better address the needs of our community.	Essential Practices 1: Focus on Continuous Improvement of Instruction
If we develop a system to modernize our internal processes then we will increase our efficiency and accountability and we will be able to better address the needs of our community of stakeholders.	Essential Practices 5: Allocate Resources Strategically and Equitably
If we utilize data from our community of LEAs then we will be able to provide targeted professional development and that will strengthen equitable learning practices for all students.	Community Engagement

ACTION PLAN AND STEPS

Evidence-based Strategy
Internal Communications Systems

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Improved Communication (1)	Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Create and maintain a combined calendar for CIU 10 meetings for the 2021-22 school year.	2021-07-01 - 2022-06-30	Executive cabinet	Combined calendar for all meetings for the 2021-22 school year.
Monthly updates to calendar and review of use and effectiveness.	2021-07-30 - 2022-06-30	Executive cabinet	Combined google calendar

Anticipated Outcome

Up to date shared google calendar of meetings

Monitoring/Evaluation

Monthly review of the calendar to determine use and effectiveness. With an overall review by the end of June 2022.

Evidence-based Strategy

Rebranding and Virtual Marketing

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Improved Communication (1)	Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Uniform design of new CIU logo for use with letterheads, clothing, online logo	2021-07-01 - 2021-12-31	Director of Adult Education and Project Development	
Unveiling of new logo	2022-01-03 - 2022-01-31	Director of Adult Education and Project Development	
Ongoing use of multiple online platforms for marketing (eg. facebook, twitter, instagram etc...), monthly meetings to support CIU's online presence.	2022-01-31 - 2024-06-30	Director of Technology	
Development and implementation of News Blasts/Breaking news from the Director	2022-01-03 - 2024-06-30	Executive Director	
Development and implementation of tools to aggregate social media platforms for easy oversight	2022-02-01 - 2024-06-30	Director of Technology	google analytics/website counter

Anticipated Outcome

Increased online social media presence, increase in subscribers following online presence, uniform design for presenters

Monitoring/Evaluation

Use of website/social media tracker to show results, data to be reviewed at regular meetings.

- -

Evidence-based Strategy

External Communications Systems

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Improved Communication (1)	Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop uniform design/process for us of succinct language in external communications	2021-07-01 - 2021-08-31	Executive team	
Train all relevant staff in the uniform design, content for their communication of the purpose and services on CIU 10.	2021-08-23 - 2021-10-29	Executive cabinet	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop and implement monthly newsletter to communication CIU purpose and services to community of stakeholders	2021-09-01 - 2024-06-30	Executive Cabinet	
Develop and implement process for Breaking News communication to external community.	2021-09-01 - 2024-06-30	Executive Director	
Develop and implement email lists for ease of communication with external job alike groups.	2021-09-01 - 2024-06-30	Executive Cabinet	email listserv
Establish and maintain external districtwide job alike networking meetings	2021-09-01 - 2024-06-30	Executive Cabinet	
Establish and maintain communication system of PD/learning opportunities available for the community of stakeholders	2021-09-01 - 2024-06-30	Executive Cabinet	

Anticipated Outcome

Monitoring/Evaluation

Evidence-based Strategy

Engagement and Communication Strategies

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Community Needs (2)	By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Identify an IU Engagement and Communication Team that includes a wide cross-section of our staff and develop a regular meeting schedule.	2022-01-03 - 2022-02-01	School Engagement and Communication Lead	Engagement and Communication survey
Internal IU Engagement and Communication Committee will develop an IU Engagement and Communication survey to collect data from all of our internal stakeholders	2022-02-01 - 2022-04-01	School Engagement and Communication Lead	
Internal IU Engagement and Communication Team will review, analyze, and present results	2022-04-01 - 2022-05-01	School Engagement and Communication Lead	
IU Engagement and Communication Team will identify 1-2 goals for the 2022-23 school year, along with action steps to complete these goals.	2022-06-01 - 2022-07-01	School Engagement and Communication Lead	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Implement Action Steps and collect data to determine effectiveness.	2022-08-01 - 2023-06-30	School Engagement and Communication Lead	
At the end of each year, review data, identify 1-2 goals along with action steps to implement	2022-06-01 - 2024-06-30	School Engagement and Communication Lead	
Develop and maintain an internal communication plan for CIU 10 that provides consistency and transparency for all of our stakeholders.	2022-01-01 - 2024-06-30	School Engagement and Communication Lead	

Anticipated Outcome

Actionable school Engagement and Communication data CIU 10 Communication Plan

Monitoring/Evaluation

Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.

Evidence-based Strategy

Community Partnership Outreach

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Community Needs (2)	By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Internally survey employees which could start with a subsection or all employees, i.e. Cabinet, Anchor Team, etc., to identify who we currently partner with in the community besides schools, as well as identifying potential new partners.	2022-01-01 - 2022-06-30	IU Executive Cabinet Member	
Reach out to community partners to determine what we already do to support their goals and identify how we can provide additional services. Through the collected data, identify the gaps in services. Create a list of services/trainings currently offered, while incorporating additional ideas for both schools and community organizations. From that list of partners reach out to them and see if they have partners that could benefit from the service they are receiving.	2022-07-01 - 2022-12-31	IU Executive Cabinet Member	
Develop an external communication strategy that could include social media, advertising, and networking.	2022-01-01 - 2022-03-31	IU Executive Cabinet Member	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop partnerships within the business community to determine what potential supports CIU 10 can provide employees Identify a team leader and small team within the IU to connect with business associations within our three counties: Chamber of Businesses, Moshannon Valley Economic Development, etc... Develop partnerships with Higher education institutes within our footprint (i.e. Lock Haven University, Penn State University)	2022-01-01 - 2022-12-31	IU Executive Cabinet Member	
Individually meet with leads of these organizations to determine what connections/relationships might be built that will support CIU 10 as well Based on conversation, determine what next steps may be appropriate.	2022-06-01 - 2023-12-31	IU Executive Cabinet Member	
Develop and maintain an electronic and print version of a menu of services and professional development offerings that is regularly updated and available to all internal and external partners. what strategies do we use to share that list with our programs; how do we maintain this list (catalog of services) electronic menu of services/PD offerings.	2022-01-01 - 2024-06-30	IU Executive Cabinet Member	

Anticipated Outcome

Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Monitoring/Evaluation

Annual evaluation of the number and types of partnerships implemented during that academic year.

Evidence-based Strategy

Career Path program

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Community Needs (2)	By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Conduct local research to determine exactly what each of our districts is already providing to their students to support their exploration of careers and post-secondary educational opportunities..	2022-01-01 - 2022-12-31	Director of Curriculum and Director of Social Work	Funding for pilot year
Determine current mandates by PDE in this area (Career Standards Benchmarks)? What do our districts need assistance in providing to their students and families?	2022-01-01 - 2022-12-31	Director of Curriculum and Director of Social Work	
Identify gaps and areas of opportunity for the CIU.	2022-11-01 -	Director of	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
	2023-02-28	Curriculum and Director of Social Work	
Survey students and families to identify needs and services they would be willing to pay a fair price to access. Survey districts to determine willingness to provide space (large group/small group/individual) and access to students and families.	2022-11-01 - 2023-02-28	Director of Curriculum and Director of Social Work	
Develop a rationale for a Career Counseling Service using national, state, and local data.	2023-02-01 - 2023-04-01	Director of Curriculum and Director of Social Work	
Create a proposal for a new program: Career Counseling Service. Seek board approval.	2023-03-01 - 2023-05-30	Director of Curriculum and Director of Social Work	
Consider staffing needs.	2023-06-01 - 2023-08-31	Executive Director	

Anticipated Outcome
Career Counseling Services Program at the IU based on the reported needs of the community.

Monitoring/Evaluation

Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.

Evidence-based Strategy
Modernization of Internal Processes

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Paperless Documentation system (3)	By the end of 2022, CIU 10 will develop internal processes to have a paperless documentation system in place. Staff will create or improve the electronic documentation in regards to job related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Identify all current processes and need for a paperless option	2021-09-01 - 2021-12-31	Director of Business Services	
Make a determination on how to proceed with making items	2022-01-01 -	Director of	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
paperless	2022-03-31	Business Services	
Research software that could accommodate making documents electronic and for routing purposes	2022-01-01 - 2022-03-31	Director of Business Services	Budget for new software
Build electronic documents and process in the agreed upon format	2022-04-01 - 2022-06-01	Director of Business Services	Identified software
Perform test with a group of employees	2022-06-01 - 2022-06-30	Director of Business Services	
Create and provide trainings on the new processes	2022-07-01 - 2022-07-31	Director of Business Services	

Anticipated Outcome

Integrated system for paperless reporting

Monitoring/Evaluation

Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023

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Evidence-based Strategy

Develop a "Technology Needs" Survey to be distributed to all 12 school districts within the Intermediate Unit area.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Equity in Technology (4)	The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Identify key stakeholders to be part of the team who will create the needs survey.	2021-10-01 - 2021-10-30	Director of Technology	
Develop survey questions with timelines. Survey question include topics of equity access, equity of practice, professional learning needs, and a parent survey component.	0021-11-12 - 2021-12-31	Director of Technology	Survey platform
Distribute and collect survey questions from IU school districts.	2022-01-05 - 2022-02-28	Director of Technology	
Analyze results of survey	2022-03-01 - 2022-03-31	Director of Technology	
Share survey results with internal IU constituency groups	2022-04-01 - 2022-04-15	Director of Technology	
Internal IU constituency groups will determine pathway to share information with districts (e.g. Principal meetings, Curriculum Meetings)	2022-04-15 - 0222-04-30	Director of Technology	

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Schedule meeting with identified district personnel/stakeholders to share their survey results, and begin to develop an action plan for years 2 and 3.	2022-05-01 - 2022-07-30	Director of Technology	

Anticipated Outcome

A finalized report distributed to the districts regarding needs of equity and technology.

Monitoring/Evaluation

Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.

Evidence-based Strategy

Professional Development on Technology Equity

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Equity in Technology (4)	The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Create professional development opportunities for districts based on the survey results from year 1.	2022-08-01 - 2022-10-31	Director of Technology	
Plan and deliver professional development	2022-11-01 - 2023-04-30	Director of Technology	
Distribute year 1 survey following year 2 professional development to gather updated data.	2023-05-01 - 2022-05-30	Director of Technology	
Review and analyze updated survey results	2023-06-01 - 2023-06-30	Director of Technology	
Make necessary adjustments to professional development being offered. This could include additional PD opportunities.	2023-07-01 - 2023-08-15	Director of Technology Director of Curriculum	

Anticipated Outcome

Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Monitoring/Evaluation

Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.

Evidence-based Strategy

Collaboration with districts to improve the districts' parent access and use to technology to assist their children.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Equity in Technology (4)	The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Make training adjustments based on results from year 2 survey	2023-09-01 - 2023-10-31	Director of Curriculum and Director of Technology	
Deliver continued professional development as per district request.	2023-11-01 - 2024-04-30	Director of Curriculum and Director of Technology	
Communicate with districts regarding existing and/or additional technology needs.	2021-09-01 - 2024-06-30	Director of Technology and Director of Curriculum	

Anticipated Outcome

Regularly updated catalog of professional development opportunities for educators that meet the needs of the districts.

Monitoring/Evaluation

Regular communication among job alike groups on the effectiveness of the professional development and future needs.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	External Communications Systems	Train all relevant staff in the uniform design, content for their communication of the purpose and services on CIU 10.	08/23/2021 - 10/29/2021

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
By the end of 2022, CIU 10 will develop internal processes to have a paperless documentation system in place. Staff will create or improve the electronic documentation in regards to job related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system (3))	Modernization of Internal Processes	Create and provide trainings on the new processes	07/01/2022 - 07/31/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning. (Equity in Technology (4))	Professional Development on Technology Equity	Plan and deliver professional development	11/01/2022 - 04/30/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning. (Equity in Technology (4))	Collaboration with districts to improve the districts' parent access and use to technology to assist their children.	Deliver continued professional development as per district request.	11/01/2023 - 04/30/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	Internal Communications Systems	Create and maintain a combined calendar for CIU 10 meetings for the 2021-22 school year.	07/01/2021 - 06/30/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	Rebranding and Virtual Marketing	Unveiling of new logo	01/03/2022 - 01/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	External Communications Systems	Establish and maintain communication system of PD/learning opportunities available for the community of stakeholders	09/01/2021 - 06/30/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs (2))	Engagement and Communication Strategies	Internal IU Engagement and Communication Team will review, analyze, and present results	04/01/2022 - 05/01/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs (2))	Engagement and Communication Strategies	Develop and maintain an internal communication plan for CIU 10 that provides consistency and transparency for all of our stakeholders.	01/01/2022 - 06/30/2024

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

As Executive Director, I affirm that this IU 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 IU 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 IU offices and in the nearest public library before the next regularly scheduled meeting of the board and for a minimum or 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).

_____

Executive Director

_____

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths	Challenges
Coordinate fiscal resources from local, state, and federal programs to achieve the IU's goals and priorities	Establish and maintain a focused system for continuous improvement and ensure organizational coherence
Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit	Partner with local businesses, employers, community organizations, and other agencies to meet the needs of the Intermediate Unit
Foster a vision and culture of high expectations for success for all stakeholders	Allocate resources based on the analysis of data
Knowing and responding to the community overall and to the specific stakeholders (based on the program) is a strength.	Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit
Skillful and targeted use of technology within the programs assisted in the delivery of services.	Streamlining of processes within the organization will assist the IU overall, and each department in service delivery which supports the mission and vision.
CIU 10 works to support school leaders (public, private and charter) in the area of COVID related impacts.	Reaching stakeholders to engage them and involve them within the program continues to be a challenge that we monitor and address.
Supporting staff and students and their SEL needs is addressed via our TaC staff and programming that includes PBIS.	Maximizing communication (both internally and externally) will be a challenge and will be important in order to support our schools and stakeholders.
All additional IU plans have been developed based on best practices and a focus on the needs of the CIU and our	

Strengths

stakeholders.

All additional IU plans have been created in a collaborative environment.

Challenges

Utilizing technology (both internally and externally) remains a challenge and will be an important focus area for CIU 10 throughout this plan.

Monitoring and updating the plans will continue to be a focus throughout the timeframe of the comprehensive plan.

Developing a detailed Technology Plan will assist with aligning our technology needs with our service delivery.

Most Notable Observations/Patterns

The need for a systemized approach to communications both internally and with the external community is at the root of many challenges experienced by the IU.

Challenges	Discussion Point	Priority for Planning
Establish and maintain a focused system for continuous improvement and ensure organizational coherence		
Partner with local businesses, employers, community organizations, and other agencies to meet the needs of the Intermediate Unit		
Allocate resources based on the analysis of data		
Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit		

ADDENDUM B: ACTION PLAN

Action Plan: Internal Communications Systems

Action Steps	Anticipated Start/Completion Date
Create and maintain a combined calendar for CIU 10 meetings for the 2021-22 school year.	07/01/2021 - 06/30/2022

Monitoring/Evaluation	Anticipated Output
Monthly review of the calendar to determine use and effectiveness. With an overall review by the end of June 2022.	Up to date shared google calendar of meetings

Material/Resources/Supports Needed	PD Step	Comm Step
Combined calendar for all meetings for the 2021-22 school year.	no	yes

Action Steps	Anticipated Start/Completion Date
Monthly updates to calendar and review of use and effectiveness.	07/30/2021 - 06/30/2022

Monitoring/Evaluation	Anticipated Output
Monthly review of the calendar to determine use and effectiveness. With an overall review by the end of June 2022.	Up to date shared google calendar of meetings

Material/Resources/Supports Needed	PD Step	Comm Step
Combined google calendar	no	no

Action Plan: Rebranding and Virtual Marketing

Action Steps	Anticipated Start/Completion Date		
Uniform design of new CIU logo for use with letterheads, clothing, online logo	07/01/2021 - 12/31/2021		

Monitoring/Evaluation	Anticipated Output		
Use of website/social media tracker to show results, data to be reviewed at regular meetings.	Increased online social media presence, increase in subscribers following online presence, uniform design for presenters		

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date		
Unveiling of new logo	01/03/2022 - 01/31/2022		

Monitoring/Evaluation	Anticipated Output		
Use of website/social media tracker to show results, data to be reviewed at regular meetings.	Increased online social media presence, increase in subscribers following online presence, uniform design for presenters		

Material/Resources/Supports Needed		PD Step	Comm Step
		no	yes

Action Steps	Anticipated Start/Completion Date
Ongoing use of multiple online platforms for marketing (eg. facebook, twitter, instagram etc...), monthly meetings to support CIU's online presence.	01/31/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Use of website/social media tracker to show results, data to be reviewed at regular meetings.	Increased online social media presence, increase in subscribers following online presence, uniform design for presenters

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Development and implementation of News Blasts/Breaking news from the Director	01/03/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Use of website/social media tracker to show results, data to be reviewed at regular meetings.	Increased online social media presence, increase in subscribers following online presence, uniform design for presenters

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Steps	Anticipated Start/Completion Date
Development and implementation of tools to aggregate social media platforms for easy oversight	02/01/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Use of website/social media tracker to show results, data to be reviewed at regular meetings.	Increased online social media presence, increase in subscribers following online presence, uniform design for presenters

Material/Resources/Supports Needed	PD Step	Comm Step
google analytics/website counter	no	no

Action Plan: External Communications Systems

Action Steps	Anticipated Start/Completion Date		
Develop uniform design/process for us of succinct language in external communications	07/01/2021 - 08/31/2021		

Monitoring/Evaluation	Anticipated Output		

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Train all relevant staff in the uniform design, content for their communication of the purpose and services on CIU 10.	08/23/2021 - 10/29/2021

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed		PD Step	Comm Step
		yes	no

Action Steps	Anticipated Start/Completion Date
Develop and implement monthly newsletter to communication CIU purpose and services to community of stakeholders	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop and implement process for Breaking News communication to external community.	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop and implement email lists for ease of communication with external job alike groups.	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed		PD Step	Comm Step
email listserv		no	no

Action Steps	Anticipated Start/Completion Date
Establish and maintain external districtwide job alike networking meetings	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Establish and maintain communication system of PD/learning opportunities available for the community of stakeholders	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output

Material/Resources/Supports Needed	PD Step	Comm Step
	no	yes

Action Plan: Engagement and Communication Strategies

Action Steps	Anticipated Start/Completion Date
Identify an IU Engagement and Communication Team that includes a wide cross-section of our staff and develop a regular meeting schedule.	01/03/2022 - 02/01/2022

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed		PD Step	Comm Step
Engagement and Communication survey		no	no

Action Steps	Anticipated Start/Completion Date
Internal IU Engagement and Communication Committee will develop an IU Engagement and Communication survey to collect data from all of our internal stakeholders	02/01/2022 - 04/01/2022

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Internal IU Engagement and Communication Team will review, analyze, and present results	04/01/2022 - 05/01/2022

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed	PD Step	Comm Step
	no	yes

Action Steps	Anticipated Start/Completion Date
IU Engagement and Communication Team will identify 1-2 goals for the 2022-23 school year, along with action steps to complete these goals.	06/01/2022 - 07/01/2022

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Implement Action Steps and collect data to determine effectiveness.	08/01/2022 - 06/30/2023

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
At the end of each year, review data, identify 1-2 goals along with action steps to implement	06/01/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop and maintain an internal communication plan for CIU 10 that provides consistency and transparency for all of our stakeholders.	01/01/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Evaluation of progress and implementation will be conducted at the end of each school year starting with June 2022.	Actionable school Engagement and Communication data CIU 10 Communication Plan

Material/Resources/Supports Needed	PD Step	Comm Step
	no	yes

Action Plan: Community Partnership Outreach

Action Steps	Anticipated Start/Completion Date
Internally survey employees which could start with a subsection or all employees, i.e. Cabinet, Anchor Team, etc., to identify who we currently partner with in the community besides schools, as well as identifying potential new partners.	01/01/2022 - 06/30/2022

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Steps	Anticipated Start/Completion Date
Reach out to community partners to determine what we already do to support their goals and identify how we can provide additional services. Through the collected data, identify the gaps in services. Create a list of services/trainings currently offered, while incorporating additional ideas for both schools and community organizations. From that list of partners reach out to them and see if they have partners that could benefit from the service they are receiving.	07/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop an external communication strategy that could include social media, advertising, and networking.	01/01/2022 - 03/31/2022

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop partnerships within the business community to determine what potential supports CIU 10 can provide employees Identify a team leader and small team within the IU to connect with business associations within our three counties: Chamber of Businesses, Moshannon Valley Economic Development, etc... Develop partnerships with Higher education institutes within our footprint (i.e. Lock Haven University, Penn State University)	01/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Individually meet with leads of these organizations to determine what connections/relationships might be built that will support CIU 10 as well Based on conversation, determine what next steps may be appropriate.	06/01/2022 - 12/31/2023

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop and maintain an electronic and print version of a menu of services and professional development offerings that is regularly updated and available to all internal and external partners. what strategies do we use to share that list with our programs; how do we maintain this list (catalog of services) electronic menu of services/PD offerings.	01/01/2022 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Annual evaluation of the number and types of partnerships implemented during that academic year.	Increased partnerships with a wider variety of community stakeholders. Develop a menu of services and professional development offerings.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Plan: Career Path program

Action Steps	Anticipated Start/Completion Date
Conduct local research to determine exactly what each of our districts is already providing to their students to support their exploration of careers and post-secondary educational opportunities..	01/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed	PD Step	Comm Step
Funding for pilot year	no	no

Action Steps	Anticipated Start/Completion Date
Determine current mandates by PDE in this area (Career Standards Benchmarks)? What do our districts need assistance in providing to their students and families?	01/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Steps	Anticipated Start/Completion Date
Identify gaps and areas of opportunity for the CIU.	11/01/2022 - 02/28/2023

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Survey students and families to identify needs and services they would be willing to pay a fair price to access. Survey districts to determine willingness to provide space (large group/small group/individual) and access to students and families.	11/01/2022 - 02/28/2023

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop a rationale for a Career Counseling Service using national, state, and local data.	02/01/2023 - 04/01/2023

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Create a proposal for a new program: Career Counseling Service. Seek board approval.	03/01/2023 - 05/30/2023

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Consider staffing needs.	06/01/2023 - 08/31/2023

Monitoring/Evaluation	Anticipated Output
Regular check ins on the completion of different components of the plan. With particular attention to summer 2022, January 2023, and summer 2023.	Career Counseling Services Program at the IU based on the reported needs of the community.

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Plan: Modernization of Internal Processes

Action Steps	Anticipated Start/Completion Date
Identify all current processes and need for a paperless option	09/01/2021 - 12/31/2021

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Make a determination on how to proceed with making items paperless	01/01/2022 - 03/31/2022

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Research software that could accommodate making documents electronic and for routing purposes	01/01/2022 - 03/31/2022

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed		PD Step	Comm Step
Budget for new software		no	no

Action Steps	Anticipated Start/Completion Date
Build electronic documents and process in the agreed upon format	04/01/2022 - 06/01/2022

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed		PD Step	Comm Step
Identified software		no	no

Action Steps	Anticipated Start/Completion Date
Perform test with a group of employees	06/01/2022 - 06/30/2022

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Steps	Anticipated Start/Completion Date
Create and provide trainings on the new processes	07/01/2022 - 07/31/2022

Monitoring/Evaluation	Anticipated Output
Review progress of development in 1/2022, 4/2022, 6/2022 Review implementation of the system 9/2022, 12/2022, 6/2023	Integrated system for paperless reporting

Material/Resources/Supports Needed	PD Step	Comm Step
	yes	no

Action Plan: Develop a "Technology Needs" Survey to be distributed to all 12 school districts within the Intermediate Unit area.

Action Steps	Anticipated Start/Completion Date
Identify key stakeholders to be part of the team who will create the needs survey.	10/01/2021 - 10/30/2021

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Develop survey questions with timelines. Survey question include topics of equity access, equity of practice, professional learning needs, and a parent survey component.	11/12/0021 - 12/31/2021

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed		PD Step	Comm Step
Survey platform		no	no

Action Steps	Anticipated Start/Completion Date
Distribute and collect survey questions from IU school districts.	01/05/2022 - 02/28/2022

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Analyze results of survey	03/01/2022 - 03/31/2022

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Share survey results with internal IU constituency groups	04/01/2022 - 04/15/2022

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Internal IU constituency groups will determine pathway to share information with districts (e.g. Principal meetings, Curriculum Meetings)	04/15/2022 - 04/30/0222

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Steps	Anticipated Start/Completion Date
Schedule meeting with identified district personnel/stakeholders to share their survey results, and begin to develop an action plan for years 2 and 3.	05/01/2022 - 07/30/2022

Monitoring/Evaluation	Anticipated Output
Director of Technology will update the executive cabinet on the progress of the goal on a regular basis during leadership meetings.	A finalized report distributed to the districts regarding needs of equity and technology.

Material/Resources/Supports Needed	PD Step	Comm Step
	no	no

Action Plan: Professional Development on Technology Equity

Action Steps	Anticipated Start/Completion Date
Create professional development opportunities for districts based on the survey results from year 1.	08/01/2022 - 10/31/2022

Monitoring/Evaluation	Anticipated Output
Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.	Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Plan and deliver professional development	11/01/2022 - 04/30/2023

Monitoring/Evaluation	Anticipated Output
Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.	Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Material/Resources/Supports Needed		PD Step	Comm Step
		yes	no

Action Steps	Anticipated Start/Completion Date
Distribute year 1 survey following year 2 professional development to gather updated data.	05/01/2023 - 05/30/2022

Monitoring/Evaluation	Anticipated Output
Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.	Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Review and analyze updated survey results	06/01/2023 - 06/30/2023

Monitoring/Evaluation	Anticipated Output
Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.	Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Make necessary adjustments to professional development being offered. This could include additional PD opportunities.	07/01/2023 - 08/15/2023

Monitoring/Evaluation	Anticipated Output
Directors and Curriculum and Technology will update the executive cabinet during regularly scheduled meetings.	Professional development conducted during the year in line with results of initial survey. Survey results from year 2.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Plan: Collaboration with districts to improve the districts' parent access and use to technology to assist their children.

Action Steps	Anticipated Start/Completion Date
Make training adjustments based on results from year 2 survey	09/01/2023 - 10/31/2023

Monitoring/Evaluation	Anticipated Output
Regular communication among job alike groups on the effectiveness of the professional development and future needs.	Regularly updated catalog of professional development opportunities for educators that meet the needs of the districts.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

Action Steps	Anticipated Start/Completion Date
Deliver continued professional development as per district request.	11/01/2023 - 04/30/2024

Monitoring/Evaluation	Anticipated Output
Regular communication among job alike groups on the effectiveness of the professional development and future needs.	Regularly updated catalog of professional development opportunities for educators that meet the needs of the districts.

Material/Resources/Supports Needed		PD Step	Comm Step
		yes	no

Action Steps	Anticipated Start/Completion Date
Communicate with districts regarding existing and/or additional technology needs.	09/01/2021 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Regular communication among job alike groups on the effectiveness of the professional development and future needs.	Regularly updated catalog of professional development opportunities for educators that meet the needs of the districts.

Material/Resources/Supports Needed		PD Step	Comm Step
		no	no

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	External Communications Systems	Train all relevant staff in the uniform design, content for their communication of the purpose and services on CIU 10.	08/23/2021 - 10/29/2021
By the end of 2022, CIU 10 will develop internal processes to have a paperless documentation system in place. Staff will create or improve the electronic documentation in regards to job related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system (3))	Modernization of Internal Processes	Create and provide trainings on the new processes	07/01/2022 - 07/31/2022
The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate	Professional Development on	Plan and deliver professional	11/01/2022 - 04/30/2023

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning. (Equity in Technology (4))	Technology Equity	development	
The IU will identify the current baseline of technology use and accessibility, provide professional development for school districts to continue to incorporate various modes of instruction, via technology, and assist families in feeling more confident with their role in their child's virtual learning. (Equity in Technology (4))	Collaboration with districts to improve the districts' parent access and use to technology to assist their children.	Deliver continued professional development as per district request.	11/01/2023 - 04/30/2024

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
External Communications Systems	All CIU employees	Standardized written, verbal and communication strategies

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Attendance at required professional development activities; all employees will display a uniformed CIU 10 tag line and email signature	01/01/2022 - 08/31/2022	Technology Director

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:

Professional Development Step	Audience	Topics of Prof. Dev
Modernization of Internal Processes	All CIU employees	Technology support systems (Google, Adobe, FIS, etc), mandated employee guidelines

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Attendance at required professional development activities; all employees successfully complete all internal required processes	01/01/2022 - 08/31/2022	Cabinet Leadership

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:

Professional Development Step	Audience	Topics of Prof. Dev
Professional Development on Technology Equity	All CIU 10 members that support students, schools, families, and community members	Technology equity; student engagement strategies; adult learning strategies

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Professional development evaluations and attendance; implementation of equitable technology services and strategies	01/01/2022 - 12/31/2024	Technology and Curriculum Directors

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
3c: Engaging Students in Learning	Language and Literacy Acquisition for All Students

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Professional Development Step	Audience	Topics of Prof. Dev
Collaboration with districts to improve the districts' parent access and use to technology to assist their children	CIU 10 employees that interact and support parents	Adult engagement strategies, instructional technology, knowing and recognizing community grants and resources

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Professional development evaluations and attendance; increased parent communication and engagement	09/01/2022 - 12/31/2024	Cabinet Leadership

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
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	Internal Communications Systems	Create and maintain a combined calendar for CIU 10 meetings for the 2021-22 school year.	2021-07-01 - 2022-06-30
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	Rebranding and Virtual Marketing	Unveiling of new logo	2022-01-03 - 2022-01-31
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication (1))	External Communications Systems	Establish and maintain communication system of PD/learning opportunities available for the community of stakeholders	2021-09-01 - 2024-06-30

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs (2))	Engagement and Communication Strategies	Internal IU Engagement and Communication Team will review, analyze, and present results	2022-04-01 - 2022-05-01
By the end of the 2023-24 school year develop a comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs (2))	Engagement and Communication Strategies	Develop and maintain an internal communication plan for CIU 10 that provides consistency and transparency for all of our stakeholders.	2022-01-01 - 2024-06-30

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Calendar	IU Personnel	Internal and external meetings, IU wide, cabinet, department, and district job alike

Anticipated Timeframe	Frequency	Delivery Method
07/01/2021 - 01/31/2022	Monthly updates as needed	Posting on district website

Lead Person/Position
Executive Cabinet

Communication Step	Audience	Topics/Message of Communication
CIU 10 Logo	Internal and External Stakeholders	Creation of a new logo by students in the CIU 10 region; selection of the logo by CIU 10 staff

Anticipated Timeframe	Frequency	Delivery Method
09/01/2021 - 12/01/2021	Update as needed	Posting on district website Email

Lead Person/Position

Executive Cabinet

Communication Step	Audience	Topics/Message of Communication
Professional Development Communications	CIU 10 Employees	All relevant PD offerings

Anticipated Timeframe	Frequency	Delivery Method
05/01/2022 - 12/01/2022	Updated as needed	Posting on district website Email

Lead Person/Position

CIU PD Chairperson

Communication Step	Audience	Topics/Message of Communication
Engagement and Communication Committee	CIU 10 Internal Stakeholders	Goals of the committee and outcomes of any work of the committee

Anticipated Timeframe	Frequency	Delivery Method
09/01/2021 - 03/01/2023	Updated throughout the process	Email Presentation

Lead Person/Position
Executive Director

Communication Step	Audience	Topics/Message of Communication
Internal Communications	CIU 10 internal stakeholders	communication processes, procedures and recommendations

Anticipated Timeframe	Frequency	Delivery Method
01/01/2022 - 01/31/2023	Updated as needed	Email Presentation

Lead Person/Position
Cabinet Team Members

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Approval of Comprehensive Plan	Approval of Plan and Timeline	Email	Internal and External Stakeholders	January 2021
Goals of the Comprehensive Plan	Identify the four overarching themes of the plan	Email, newsletters, website	Internal and External Stakeholders	January 2021
Annual Updates on Plan progress	Progress on Goal areas	Email, website, presentations and/or reports	Internal and External Stakeholders	Ongoing