

CSIU Strategic Plan 2021-2024

Educational Entrepreneurship	Marketplace Entrepreneurship	Resource Entrepreneurship	Social Entrepreneurship
<p>1. Increase and improve professional learning opportunities to support CSIU districts and staff, local, state, and national customers through the use of data.</p>	<p>2. Enable a culture of entrepreneurial and innovative thinking by creating systemic processes and tools that facilitate ideation, vetting ideas, measuring impact, and assessing funding and longevity.</p>	<p>3. Create organizational culture and processes that cultivate effective and efficient stewardship of people, finances and facilities.</p>	<p>4. Create a culture that builds and strengthens relationships with internal and external partners to create impact in alignment with our strategic plan.</p>
<p>1.1 Ensure systemic integration of professional learning for internal and/or external customers.</p>	<p>2.1 Research and adopt models and tools that provide clarity, guidance, and processes around the development of new ideas and products. (intraprenurial)</p>		<p>4.1 Develop and implement an internal equity plan.</p>
<p>1.2 Improve access to post-secondary education and training services by creating additional services and supports to remove barriers and improve equity among underrepresented populations.</p>	<p>2.2 Expand current partnerships and increase new partnerships to grow and create workforce development opportunities for incumbent and new employees, including fee-for-service offerings.</p>	<p>3.1 Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards.</p>	<p>4.2 Cultivate the reputation of the CSIU as a hub for partnerships, relationships, events, and activities that focus on problem solving and improving the quality of life in our region.</p>
<p>1.3 Establish the LPN Career Center as a premiere training facility committed to the healthcare pipeline and meaningful partnerships in healthcare and higher education.</p>	<p>2.3 Expand communication to CS Trustees and member school districts (digital newsletter or bulletin, update the website).</p>	<p>3.2 Improve the quantity and quality of communications to all CSIU stakeholders internally, especially field staff, teleworkers, and employees at the Center for Schools and Communities to promote an inclusive culture.</p>	<p>4.3 Develop a strong working relationship with the CSIU Board.</p>
<p>1.4 Create structures to ensure reciprocal communication between the initiatives and best practices in K-12 career development with those in post secondary workforce development and education.</p>	<p>2.4 Develop products and services based on the needs of local, state, and national customers.</p>	<p>3.3 Expand current budget reporting capabilities to CSIU Program Managers.</p>	<p>4.4 Create a blend of equity, equality and fairness recognizing they are rarely the same thing.</p>
<p>1.5 Increase professional learning opportunities in support of CSIU, district, and school leaders.</p>	<p>2.5 Monitor and develop products and services currently provided to continue growth in existing areas.</p>	<p>3.4 Develop a 5-year capital budget to ensure the long-term financial and operational viability of the organization.</p>	<p>4.5 Apply the mindset of equity to all of our work.</p>
<p>1.6 Improve the use of data to improve student learning and improve professional development</p>	<p>2.6 Identify new markets/customers for expansion.</p>	<p>3.5 Implement a paperless filing system for CSIU personnel records.</p>	<p>4.6 Lead coordinated equity efforts at CSIU.</p>

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Educational Entrepreneurship	Marketplace Entrepreneurship	Resource Entrepreneurship	Social Entrepreneurship
1.7 Improve the efficiency and effectiveness of the teacher and staff evaluation system.	2.7 Utilize data to determine and anticipate customer needs.	3.6 Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures (inclusion of goals for supervisors).	4.7 Create internal and external communication structures to share the work and impact of the Center for Schools and Communities.
1.8 Increase professional learning opportunities in support of the Center for Schools and Communities customers and CSIU districts.	2.8 Develop products and services based on the needs of our partners in K-12 education, including fee-for-service offerings.	3.7 Review/restructure existing organization to increase efficiency.	
1.9 Utilize technology to improve high quality learning experiences for internal and external customers.	2.9 Develop new and eliminate existing products and services based on the needs of local, state, and national customers.	3.8 Develop a succession plan.	
	2.10 Create and disseminate targeted marketing materials to increase awareness of the Center for Schools and Communities services and products.	3.9 Improve facility layout to maximize employee/client interaction.	
	2.11 Develop a sustainability plan.	3.10 Provide safe, efficient, comfortable and attractive facilities for all stakeholders.	
		3.11 Grow effective leaders (develop staff in leadership roles by offering appropriate professional development opportunities).	
		3.12 Create a sense of belonging for all CSIU staff members.	
		3.13 Attract and retain a highly effective, efficient, and diverse workforce.	
		3.14 Strengthen internal and external communications to promote staff knowledge and expertise.	

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	Educational Entrepreneurship	Marketplace Entrepreneurship	Resource Entrepreneurship	Social Entrepreneurship
	1. Increase and improve professional learning opportunities to support CSIU districts and staff, local, state, and national customers through the use of data.	2. Enable a culture of entrepreneurial and innovative thinking by creating systemic processes and tools that facilitate ideation, vetting ideas, measuring impact, and assessing funding and longevity.	3. Create organizational culture and processes that cultivate effective and efficient stewardship of people, finances and facilities.	4. Create internal and external communication structures to share the work and impact of the CSIU and its alignment with our mission, beliefs and commitment to equity.
ALL	1.1 Ensure systemic integration of professional learning for internal and/or external customers.	2.1 Research and adopt models and tools that provide clarity, guidance, and processes around the development of new ideas and products. (intraprenurial)		4.1 Develop and implement an internal equity plan.
Bernadette Boerckel	1.2 Improve access to post-secondary education and training services by creating additional services and supports to remove barriers and improve equity among underrepresented populations.	2.2 Expand current and new partnerships to grow and create workforce development opportunities for incumbent and new employees, including fee-for-service offerings.	3.1 Create communications and public relations training, style guides and approval structures for CSIU programs that will promote autonomy and maintain high quality communication, branding, and public relations standards.	4.2 Cultivate the reputation of the CSIU as a hub for partnerships, relationships, events, and activities that focus on problem solving and improving the quality of life in our region.
	1.3 Establish the LPN Career Center as a premiere training facility committed to the healthcare pipeline and meaningful partnerships in healthcare and higher education.		3.2 Improve the quantity and quality of communications to all CSIU stakeholders internally, especially field staff, teleworkers, and employees at the Center for Schools and Communities to promote an inclusive culture.	
	1.4 Create structures to ensure reciprocal communication between the initiatives and best practices in K-12 career development with those in post secondary workforce development and education.			
Brian Snyder		2.3 Expand communication to CS Trustees and member school districts (digital newsletter or bulletin, update the website).	3.3 Expand current budget reporting capabilities to CSIU Program Managers.	4.3 Develop a strong working relationship with the CSIU Board (specifically Finance and Human Resources).

CSIU Strategic Plan 2021-2024

	Educational Entrepreneurship	Marketplace Entrepreneurship	Resource Entrepreneurship	Social Entrepreneurship
			3.4 Develop a 5-year capital budget to ensure the long-term financial and operational viability of the organization.	
			3.5 Implement a paperless filing system for CSIU personnel records.	
			3.6 Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures (inclusion of goals for supervisors).	
John Brenchley		2.4 Develop products and services based on the needs of local, state, and national customers.	3.7 Review/restructure existing organization to increase efficiency.	4.4 Create a blend of equity, equality and fairness recognizing they are rarely the same thing.
		2.5 Monitor and develop products and services currently provided to continue growth in existing areas.	3.8 Develop a succession plan.	
		2.6 Identify new markets/customers for expansion.	3.9 Improve facility layout to maximize employee/client interaction.	
		2.7 Utilize data to determine and anticipate customer needs.		
Molly Nied	1.5 Increase professional learning opportunities in support of CSIU, district, and school leaders.	2.8 Develop products and services based on the needs of our partners in K-12 education, including fee-for-service offerings.	3.10 Provide safe, efficient, comfortable and attractive facilities for all stakeholders.	4.5 Apply the mindset of equity to all of our work.
	1.6 Improve the use of data to improve student learning and improve professional development		3.11 Grow effective leaders (develop staff in leadership roles by offering appropriate professional development opportunities).	
	1.7 Improve the efficiency and effectiveness of the teacher and staff evaluation system.		3.12 Create a sense of belonging for all CSIU staff members.	
Shileste Overton Morris	1.8 Increase professional learning opportunities in support of CSC customers and CSIU districts.	2.9 Develop new and eliminate existing products and services based on the needs of local, state, and national customers.	3.8 Develop a succession plan.	4.6 Lead coordinated equity efforts at CSIU.

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	Educational Entrepreneurship	Marketplace Entrepreneurship	Resource Entrepreneurship	Social Entrepreneurship
	1.9 Utilize technology to improve high quality learning experiences for internal and external customers.	2.10 Create and disseminate targeted marketing materials to increase awareness of the Center for Schools and Communities services and products.	3.13 Attract and retain a highly effective, efficient, and diverse workforce.	4.7 Create internal and external communication structures to share the work and impact of the Center for Schools and Communities.
		2.11 Develop sustainability plan.	3.14 Strengthen internal and external communications to promote staff knowledge and expertise.	

CENTRAL SUSQUEHANNA IU 16

90 Lawton Lane

IU Comprehensive Plan | 2021 - 2024

MISSION STATEMENT

CSIU: Enriching Learning . . . Enriching Lives.

VISION STATEMENT

We are all ambassadors of the CSIU and therefore are committed to: Service to Others: We value collaborating with schools and the community to enrich lives and maximize potential. We value serving schools and communities with integrity, compassion and authenticity to meet individual and collective needs; Equity in Action: We value fostering and preserving a culture of diversity, equity and inclusion that honors the differences and perspectives of all those we serve. We value ensuring every child has the opportunity to reach their fullest potential regardless of race, ethnicity, socio-economic status, gender, ability, sexual orientation or other characteristics that make each student unique; Passion for Excellence: We value making a positive difference and striving to achieve excellence. We value pursuing bold ideas with heart and purpose; Innovation for Growth: We value thinking creatively to promote innovation and entrepreneurship. We value leading courageously and developing solutions for current and future challenges.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Students are the first priority and are the future. The CSIU will continue providing programs and services to children to meet their specific needs and to support them as they reach their maximum potential.

STAFF (FORMALLY EDUCATORS)

The CSIU values the diversity of staff and their unique talents, perspectives and contributions. The CSIU will provide support and resources for staff to learn and grow.

ADMINISTRATION

Leadership development is necessary to keep moving toward excellence. The CSIU will provide opportunities for administrators to cultivate the necessary traits, skills, confidence and practical knowledge to in turn support students, staff, school partners, clients, parents, and the community.

LEA LEADERS

Fostering strong partnerships with LEAs is vital to the success of the CSIU region. The CSIU will provide innovative, responsive, cost-effective and client-centered services to our region districts.

PARENTS

Parents are an integral part to the success of our students. The CSIU will partner with parents to support students in attaining goals and reaching their maximum potential.

COMMUNITY

Teamwork and collaboration with community members provides new opportunities to clients in our region. The CSIU will continue to build and

grow existing partnerships with community organizations and expand new partnerships.

STEERING COMMITTEE

Name	Position	Building/Group
Dr. John Kurelja	Administrator	Central Susquehanna Intermediate Unit - Work Foundations +
Dr. Molly Nied	Administrator	Central Susquehanna Intermediate Unit
Rae Ann Crispell	Administrator	Central Susquehanna Intermediate Unit
Terri Locke	Administrator	Central Susquehanna Intermediate Unit
Dr. Anthony Serafini	Administrator	Central Susquehanna Intermediate Unit
Melonie Vognetz	Staff Member	Central Susquehanna Intermediate Unit - Work Foundations +
Jennifer Bowman	Staff Member	Central Susquehanna Intermediate Unit
Reanna Buehler	Staff Member	Central Susquehanna Intermediate Unit
Melissa Fisher	Staff Member	Central Susquehanna Intermediate Unit
Brach Rosencrans	Staff Member	Central Susquehanna Intermediate Unit
Meghan Deitterick	Staff Member	Central Susquehanna Intermediate Unit
Jessica Harry	Administrator	Central Susquehanna Intermediate Unit
Kaci Ballantyne	Parent	Parent

Name	Position	Building/Group
Paula Shoch	Parent	Parent
Lily Shoch	Student	Student
Shileste Overton Morris	Administrator	Central Susquehanna Intermediate Unit
Brian Snyder	Administrator	Central Susquehanna Intermediate Unit
Bernadette Boerckel	Administrator	Central Susquehanna Intermediate Unit
John Brenchley	Administrator	Central Susquehanna Intermediate Unit

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Enable a culture of entrepreneurial and innovative thinking by creating systemic processes and tools that facilitate ideation, vetting ideas, measuring impact, and assessing funding and longevity.	Other
Increase and improve professional learning opportunities to support CSIU districts and staff, local, state and national customers through the use of data.	Professional learning Post-secondary transition to school, military, or work
Create a culture that builds and strengthens relationships with internal and external partners to create impact in alignment with the CSIU strategic plan.	School climate and culture Other
Create organizational culture and processes that cultivate effective and efficient stewardship of people, finances, and facilities.	Other Other Other

ACTION PLAN AND STEPS

Evidence-based Strategy
Data analysis

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
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Marketplace Entrepreneurship- Products & Services	Develop products and services based on the needs of local, state and national customers.
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Educational Entrepreneurship- Professional Learning	Ensure systemic integration of professional learning for internal and/or external customers.
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Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Conduct data analysis on student achievement and growth to meet student needs.	2021-11-01 - 2022-10-31	Dr. Molly Nied/Chief Academic Officer	Data collection tools/warehouses, data analysis protocols
Analyze customer feedback to inform development of products to meet customer needs.	2022-07-01 - 2023-06-30	John Brenchley/Chief Innovation Officer	Customer service surveys, feedback documentation

Anticipated Outcome

Student growth reports and customer products

Monitoring/Evaluation

Progress will be monitored by program supervisors and senior leaders.

Evidence-based Strategy

Professional Learning

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Resource Entrepreneurship- Appraisals & Evaluations	Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures.
Social Entrepreneurship- Equity	Develop and implement an internal equity plan.
Resource Entrepreneurship-Public Relations	Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards.
Educational Entrepreneurship- Professional Learning	Ensure systemic integration of professional learning for internal and/or external customers.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Conduct a needs assessment of region districts to determine professional learning topic areas.	2021-11-01 - 2022-06-30	Anthony Serafini/Director of	Needs assessment

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Provide professional learning offerings to region districts aligned to district needs as a result of the needs assessment.	2022-07-12 - 2024-10-30	Professional Development Anthony Serafini/Director of Professional Development	Needs assessment data, training and consultation staff
Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.	2021-11-01 - 2022-06-30	Anthony Serafini/Director of Professional Development	Act 13 resources, PA-EETEP
Train CSIU staff on use of the CSIU Communications and Style Guide.	2021-11-01 - 2023-06-30	Bernadette Boerckel/Chief Outreach Officer	CSIU Communications and Style Guide
Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.	2021-11-01 - 2022-06-30	Brian Snyder/Chief Operations and Financial Officer	Leadership Performance Appraisal, Zoom, CSIU website
Provide CSIU staff with professional learning on understanding the similarities and differences between equity, equality, and fairness.	2021-11-01 - 2024-10-31	Shileste Overton Morris/Chief Programs Officer	Equity, equality and fairness resources, Equity Committee
Provide professional learning on applying the mindset of equity to all of one's work.	2022-07-01 - 2024-10-31	Shileste Overton Morris/Chief Programs	Equity resources, Equity Committee

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
		Officer	
Create an equity plan.	2021-11-01 - 2024-10-31	Shileste Overton Morris/Chief Programs Officer	Equity resources, Equity Committee

Anticipated Outcome

Professional learning needs assessment, professional development offerings, programatic improvements, equity plan, CSIU Communications and Style Guide

Monitoring/Evaluation

Progress will be monitored by program supervisors and senior leaders.

Evidence-based Strategy

Facility Compliance and Improvements

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Resource Entrepreneurship- Facilities	Provide safe, efficient, comfortable, and attractive facilities for all stakeholders.

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

Conduct physical assessments of facilities to ensure safety, efficiency, comfort and desired appearance.

2021-11-01 -
2022-06-30

Ken Erb/Manager of Buildings and Grounds

CSIU facilities/programs, physical assessments

Redesign CSIU facility layouts to maximize employee/client interactions

2021-12-01 -
2022-06-30

Ken Erb/Manager of Buildings and Grounds, Senior Leaders

CSIU building plans/maps, Facilities staff

Anticipated Outcome

Building improvements

Monitoring/Evaluation

Monitoring of progress will be done by Senior Leaders.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.	11/01/2021 - 06/30/2022
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.	11/01/2021 - 06/30/2022
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Provide CSIU staff with professional learning on understanding the similarities and differences between equity, equality, and fairness.	11/01/2021 - 10/31/2024

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide professional learning on applying the mindset of equity to all of one's work.	07/01/2022 - 10/31/2024
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Conduct a needs assessment of region districts to determine professional learning topic areas.	11/01/2021 - 06/30/2022
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p>	<p>Professional Learning</p>	<p>Provide professional learning offerings</p>	<p>07/12/2022 - 10/30/2024</p>
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p>		<p>to region districts</p>	
<p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p>		<p>aligned to district needs as a result of the needs assessment.</p>	
<p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.	11/01/2021 - 06/30/2022
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)	Professional Learning	Train CSIU staff on use of the CSIU Communications and Style Guide.	11/01/2021 - 06/30/2023
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.	11/01/2021 - 06/30/2022
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Provide CSIU staff with professional learning on understanding the similarities and differences between equity, equality, and fairness.	11/01/2021 - 10/31/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)	Professional Learning	Provide professional learning on	07/01/2022
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)		applying the mindset of equity to all of one's work.	-
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			10/31/2024
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p>	Professional Learning	Create an equity plan.	11/01/2021 - 10/31/2024
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p>			
<p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p>			
<p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Provide safe, efficient, comfortable, and attractive facilities for all stakeholders. (Resource Entrepreneurship-Facilities)	Facility Compliance and Improvements	Redesign CSIU facility layouts to maximize employee/client interactions	12/01/2021 - 06/30/2022

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 of 28 days prior to approval by the board or governing body and submission to the Department.

School Board Minutes or Affirmation Statement

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

Executive Director

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Collaboration with local school districts and clients have allowed the CSIU to expand supports and services in the area of special education.

Partnerships with districts have resulted in collaboration to develop health and safety plans with consistent efforts across the region and flexibility to address the uniqueness of each district.

Empower leadership for IU continuous improvement.

Provide learner-centered supports to ensure that all students are ready to learn.

Implement data-driven human capital strategies.

The CSIU has prepared adults to gain and maintain meaningful employment and achieve high school equivalency degrees.

95% of students are making progress or mastering IEP goals.

Surveys indicate a high satisfaction rate for services and requests for a continuation of services.

A robust collection of professional development opportunities

Challenges

Focus on continuous improvement of instruction.

Organize and allocate resources and services strategically and equitably.

Provide professional learning opportunities to meet the needs of CSIU and region districts' staff, and local, state and national customers.

Create systematic processes and tools to support entrepreneurial and innovative thinking for problem solving.

Coordinate structures to foster effective and efficient stewardship of people, finances and facilities.

Build and strengthen partnerships with internal and external stakeholders.

Establish a more consistent method for collecting and sharing user feedback to make real-time adjustments to programming to meet the needs of our stakeholder groups.

Anecdotal data suggests that professional staff are often unavailable for various professional learning offerings due to the

Strengths

have been offered at various times across a variety of formats (*online, hybrid, in person, asynchronous, etc.).

There has been strong participation in job alike groups spanning a variety of professional field areas.

Challenges

availability of substitutes within their districts and that administrative staff are often unavailable due to building/district level responsibilities during the school day.

Most Notable Observations/Patterns

Cross collaboration between departments will strengthen the services the CSIU can provide.

Challenges	Discussion Point	Priority for Planning
Focus on continuous improvement of instruction.		
Organize and allocate resources and services strategically and equitably.		
Provide professional learning opportunities to meet the needs of CSIU and region districts' staff, and local, state and national customers.	Alignment of the professional learning offerings must be based on data to meet the needs of region, state and national clients.	
Create systematic processes and tools to support entrepreneurial and innovative thinking for problem solving.	Processes and tools are needed to facilitate ideation, vetting ideas, measuring impact and assessing funding and longevity.	
Coordinate structures to foster effective and efficient stewardship of people, finances and facilities.	Structures need to be coordinated and aligned so the organization can function more effectively.	
Build and strengthen partnerships with internal and external stakeholders.	Stronger relationships will create partnerships both inside and outside of the organization.	

ADDENDUM B: ACTION PLAN

Action Plan: Data analysis

Action Steps	Anticipated Start/Completion Date	PD Step	Comm Step
Conduct data analysis on student achievement and growth to meet student needs.	11/01/2021 - 10/31/2022	no	no
Monitoring/Evaluation	Anticipated Output		
Progress will be monitored by program supervisors and senior leaders.	Student growth reports and customer products		
Material/Resources/Supports Needed		PD Step	Comm Step
Data collection tools/warehouses, data analysis protocols		no	no

Action Steps**Anticipated Start/Completion Date**

Analyze customer feedback to inform development of products to meet customer needs.

07/01/2022 - 06/30/2023

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Student growth reports and customer products

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

Customer service surveys, feedback documentation

no

no

Action Plan: Professional Learning

Action Steps**Anticipated Start/Completion Date**

Conduct a needs assessment of region districts to determine professional learning topic areas.

11/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Needs assessment

no

yes



Action Steps**Anticipated Start/Completion Date**

Provide professional learning offerings to region districts aligned to district needs as a result of the needs assessment.

07/12/2022 - 10/30/2024

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Needs assessment data, training and consultation staff

no

yes



Action Steps**Anticipated Start/Completion Date**

Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.

11/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Act 13 resources, PA-EETEP

yes

yes



Action Steps**Anticipated Start/Completion Date**

Train CSIU staff on use of the CSIU Communications and Style Guide.

11/01/2021 - 06/30/2023

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

CSIU Communications and Style Guide

no

yes



Action Steps**Anticipated Start/Completion Date**

Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.

11/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Leadership Performance Appraisal, Zoom, CSIU website

yes

yes



Action Steps**Anticipated Start/Completion Date**

Provide CSIU staff with professional learning on understanding the similarities and differences between equity, equality, and fairness.

11/01/2021 - 10/31/2024

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Equity, equality and fairness resources, Equity Committee

yes

yes



Action Steps**Anticipated Start/Completion Date**

Provide professional learning on applying the mindset of equity to all of one's work.

07/01/2022 - 10/31/2024

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Equity resources, Equity Committee

yes

yes



Action Steps**Anticipated Start/Completion Date**

Create an equity plan.

11/01/2021 - 10/31/2024

Monitoring/Evaluation**Anticipated Output**

Progress will be monitored by program supervisors and senior leaders.

Professional learning needs assessment, professional development offerings, programmatic improvements, equity plan, CSIU Communications and Style Guide

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

Equity resources, Equity Committee

no

yes

Action Plan: Facility Compliance and Improvements

Action Steps**Anticipated Start/Completion Date**

Conduct physical assessments of facilities to ensure safety, efficiency, comfort and desired appearance.

11/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Monitoring of progress will be done by Senior Leaders.

Building improvements

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

CSIU facilities/programs, physical assessments

no

no



Action Steps**Anticipated Start/Completion Date**

Redesign CSIU facility layouts to maximize employee/client interactions

12/01/2021 - 06/30/2022

Monitoring/Evaluation**Anticipated Output**

Monitoring of progress will be done by Senior Leaders.

Building improvements

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

CSIU building plans/maps, Facilities staff

no

yes



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.	11/01/2021 - 06/30/2022
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external</p>	Professional Learning	Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.	11/01/2021 - 06/30/2022

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>customers. (Educational Entrepreneurship-Professional Learning)</p> <p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p>			
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Provide CSIU staff with professional learning on understanding the similarities and differences between equity, equality, and fairness.	11/01/2021 - 10/31/2024
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p>	Professional Learning	Provide professional learning on applying the mindset of equity	07/01/2022 - 10/31/2024

Measurable Goals

Action Plan Name

Professional Development Step

Anticipated Timeline

Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)

Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)

to all of one's work.

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step

Audience

Topics of Prof. Dev

Act 13 Educator Effectiveness

CSIU program supervisors, CSIU region districts' administrators, teachers

Act 13, Danielson Framework for Teaching

Evidence of Learning

Anticipated Timeframe

Lead Person/Position

Teacher and administrator evaluations

11/01/2021 - 06/30/2022

Anthony Serafini/Director of Professional Development

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1d: Demonstrating Knowledge of Resources

2b: Establishing a Culture for Learning

3a: Communicating with Students

3e: Demonstrating Flexibility and Responsiveness

4d: Participating in a Professional Community

1b: Demonstrating Knowledge of Students

1f: Designing Student Assessments

2d: Managing Student Behavior

3c: Engaging Students in Learning

4b: Maintaining Accurate Records

4f: Showing Professionalism

1a: Demonstrating Knowledge of Content and Pedagogy

1e: Designing Coherent Instruction

2c: Managing Classroom Procedures

3b: Using Questioning and Discussion Techniques

4a: Reflecting on Teaching

4e: Growing and Developing Professionally

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1c: Setting Instructional Outcomes

2a: Creating and Environment of Respect and Rapport

2e: Organizing Physical Space

3d: Using Assessment in Instruction

4c: Communicating with Families

Professional Development Step

Audience

Topics of Prof. Dev

Leadership Performance Appraisal

Senior Leader and supervisory staff

Performance appraisal process SMART goal development and implementation

Evidence of Learning

Anticipated Timeframe

Lead Person/Position

Completed leadership performance appraisal SMART goal attainment

11/01/2021 - 06/30/2022

Mandy Rothermel/Human Resources Manager

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4e: Growing and Developing Professionally

4e: Growing and Developing Professionally

Professional Development Step

Audience

Topics of Prof. Dev

Equity Training

All CSIU employees

Equity, equality and fairness; equity mindset

Evidence of Learning

Anticipated Timeframe

Lead Person/Position

Equity practices utilized in the work of all staff

07/01/2022 - 10/31/2024

Shileste Overton Morris/Chief Programs Officer

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

2a: Creating and Environment of Respect and Rapport

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Conduct a needs assessment of region districts to determine professional learning topic areas.	2021-11-01 - 2022-06-30
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and</p>	Professional Learning	Provide professional learning offerings to region districts aligned to district needs as a result of the needs assessment.	2022-07-12 - 2024-10-30

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity) Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Provide training and support to district and CSIU administrators and staff on Act 13 implementation for educator effectiveness.	2021-11-01 - 2022-06-30
Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)			
Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)	Professional Learning	Train CSIU staff on use of the CSIU Communications and Style Guide.	2021-11-01 - 2023-06-30
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)			

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Provide training to CSIU supervisory staff on the Leadership Performance Appraisal and annual goal processes.	2021-11-01 - 2022-06-30
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional	Provide CSIU staff	2021-11-01 -

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Learning	with professional learning on understanding the similarities and differences between equity, equality, and fairness.	2024-10-31
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external</p>	Professional Learning	Provide professional learning on applying the mindset of equity to all of one's work.	2022-07-01 - 2024-10-31

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
customers. (Educational Entrepreneurship-Professional Learning)			
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)</p> <p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p> <p>Create communications and public relations training, style guides and approval structures for programs reporting to the CSIU Central Office that will allow program autonomy, promote consistent branding, use and understand marketing analytics, and maintain high quality communication and public relations standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>	Professional Learning	Create an equity plan.	2021-11-01 - 2024-10-31
Provide safe, efficient, comfortable, and attractive facilities for all stakeholders. (Resource Entrepreneurship-Facilities)	Facility Compliance and Improvements	Redesign CSIU facility layouts to maximize employee/client interactions	2021-12-01 - 2022-06-30



COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
CSIU Staff Weekly Update Email	CSIU staff	CSIU Communications Style Guide, Equity Plan, Equity Training
Anticipated Timeframe	Frequency	Delivery Method
11/01/2021 - 10/31/2024	As needed	Email
Lead Person/Position	Bernadette Boerckel, Chief Outreach Officer	

Communication Step	Audience	Topics/Message of Communication
Region Training Announcements	CSIU region educators.	All topics determined from the professional learning needs assessment
Anticipated Timeframe	Frequency	Delivery Method
11/01/2021 - 10/31/2024	Weekly correspondence	Email Other

Lead Person/Position

Anthony Serafini/Director of Professional Development

Communication Step

Audience

Topics/Message of Communication

Professional Learning Needs Assessment Results

CSIU region educators

Professional learning needs

Anticipated Timeframe

Frequency

Delivery Method

11/02/2021 - 06/30/2022

One time

Presentation
Email

Lead Person/Position

Anthony Serafini/Director of Professional Development

Communication Step

Audience

Topics/Message of Communication

Leadership Performance Appraisal

CSIU Senior Leaders and supervisory
staff

Leadership Performance Appraisal SMART
Goals

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

11/01/2021 - 06/30/2022

Three times per year

Email
Presentation**Lead Person/Position**

Bernadette Boerckel/Chief Outreach Officer

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

CSIU Office Redesign

CSIU staff

CSIU office redesign plans and updates

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

11/01/2021 - 06/30/2021

As needed during building upgrades

Email

Lead Person/Position

Bernadette Boerckel/Chief Outreach Officer Ken Erb, Manager of Buildings and Grounds

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step

Topics of Message

Mode

Audience

Anticipated Timeline

