

# DRAFT

**CENTRAL SUSQUEHANNA IU 16**

90 Lawton Lane

IU Comprehensive Plan | 2021 - 2024

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## **MISSION STATEMENT**

CSIU: Enriching Learning . . . Enriching Lives.

## **VISION STATEMENT**

We are all ambassadors of the CSIU and are therefore committed to: Service to Others, we value collaborating with schools and the community to enrich lives and maximize potential and 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 and 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 and we value pursuing bold ideas with heart and purpose; Innovation for growth, we value thinking creatively to promote innovation and entrepreneurship and we value leading courageously and developing solutions for current and future challenges.

## **EDUCATIONAL VALUE STATEMENTS**

### **STUDENTS**

Students are first and are the future. The CSIU will continue to provide 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 the unique talents, perspectives and contributions they provide. Support and resources for staff to continue to learn and grow will be provided.

### **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**

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

### **COMMUNITY**

Teamwork and collaboration with community members provide 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

<b>Name</b>	<b>Position</b>	<b>Building/Group</b>
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

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## ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
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
Enable a culture of entrepreneurial and innovative thinking by creating systemic processes and tools that facilitate ideation, the vetting of ideas, measuring impact, and assessing funding and longevity.	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.

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## Evidence-based Strategy

Professional Learning

## Measurable Goals

### Goal Nickname

### Measurable Goal Statement (Smart Goal)

Social Entrepreneurship-  
Equity

Develop and implement an internal equity plan.

Resource  
Entrepreneurship-  
Appraisals & Evaluations

Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures.

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 PR 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 on professional learning topic areas for support.

2021-11-01 -  
2022-06-30

Anthony Serafini/Director of  
Professional Development

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	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-Etep
Train CSIU staff on use of the CSIU Style Guide.	2021-11-01 - 2023-06-30	Bernadette Boerckel/Chief Outreach Officer	CSIU 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/Director of The Center for Schools and Communities	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/Director of The Center for Schools and Communities	Equity resources, Equity Committee
Create an equity plan.	2021-11-01 - 2024-10-31	Shileste Overton Morris/Director of The Center for Safe Schools	Equity resources, Equity Committee

### Anticipated Outcome

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

### Monitoring/Evaluation

Progress will be monitored by program supervisors and senior leaders.

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### 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.

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	2021-12-01 -	Ken Erb/Manager of Buildings	CSIU building plans/maps,

<b>Action Step</b>	<b>Anticipated Start/Completion</b>	<b>Lead Person/Position</b>	<b>Materials/Resources/Supports Needed</b>
employee/client interactions	2022-06-30	and Grounds, Senior Leaders	Facilities staff

### **Anticipated Outcome**

Building improvements

### **Monitoring/Evaluation**

Monitoring of progress will be done by Senior Leaders.

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## PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)	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
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 PR 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 PR standards. (Resource Entrepreneurship-Public Relations)			
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Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)			
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Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)			

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## 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	Conduct a needs assessment of region districts on professional learning topic areas for support.	11/01/2021 - 06/30/2022
Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals & Evaluations)			
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 PR standards. (Resource Entrepreneurship-Public Relations)			
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## COMMUNICATION PLAN - STEPS AND TIMELINES:

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 &amp; 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 PR 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

## 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 &amp; Evaluations)</p>	Professional Learning	Train CSIU staff on use of the CSIU Style Guide.	11/01/2021 - 06/30/2023
<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 PR standards. (Resource Entrepreneurship-Public Relations)</p>			
<p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			

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Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
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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	Provide professional learning on applying the mindset of equity to all of one's work.	07/01/2022 - 10/31/2024
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 PR 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 &amp; 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 PR 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.

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School Board Minutes or Affirmation Statement

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

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Executive Director

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## ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

### Strengths

Empower leadership for IU continuous improvement.

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

Implement data-drive 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.

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.

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 staff and region districts, 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.

By establishing a more consistent method for collecting and sharing user feedback the CSIU would be better prepared to make real-time adjustments to programming so we can better meet the needs of our stakeholder groups.

Anecdotal data suggest that professional staff are often

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**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.

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**Challenges**

unavailable for various professional development offerings due to the availability of substitutes within their districts and that administrative staff are often unavailable due to buidling/district level responsibilities during the school day.

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**Most Notable Observations/Patterns**

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

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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 staff and region districts, and local, state and national customers.	Alignment of the PD 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, the vetting of 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

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**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 on professional learning topic areas for support.

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 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 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 Style Guide

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

Act 13 resources, PA-Etep

yes

yes



**Action Steps****Anticipated Start/Completion Date**

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Train CSIU staff on use of the CSIU Style Guide.

11/01/2021 - 06/30/2023

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**Monitoring/Evaluation****Anticipated Output**

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Progress will be monitored by program supervisors and senior leaders.

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

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

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CSIU Style Guide

no

yes

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**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 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 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 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 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>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 PR standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external 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 &amp; Evaluations)</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>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals &amp; 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</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>maintain high quality communication and PR standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			
<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 &amp; 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 PR 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>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 &amp; Evaluations)</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 PR 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.

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## PROFESSIONAL DEVELOPMENT PLANS

**Professional Development Step**

**Audience**

**Topics of Prof. Dev**

Act 13 Educator Effectiveness

CSIU Program Supervisors, CSIU Region 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:**

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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

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:**

4e: Growing and Developing Professionally

4e: Growing and Developing Professionally

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**Professional Development Step**

**Audience**

**Topics of Prof. Dev**

Equity Training

All CSIU employees

Equity, equality and fairness  
Equity mindset

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**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/Director of The Center for  
Schools and Communities

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**Danielson Framework Component Met in this Plan:**

**This Step meets the Requirements of State Required Trainings:**

2a: Creating and Environment of Respect and Rapport

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## 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 &amp; 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 PR 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 on professional learning topic areas for support.	2021-11-01 - 2022-06-30
<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 &amp; 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</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
<p>maintain high quality communication and PR standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external 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 &amp; Evaluations)</p>	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
<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 PR standards. (Resource Entrepreneurship-Public Relations)</p>			
<p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</p>	Professional Learning	Train CSIU staff on use of the CSIU Style Guide.	2021-11-01 - 2023-06-30
<p>Revise and implement the annual performance appraisal process to better align assessment of skills and job knowledge to performance measures. (Resource Entrepreneurship-Appraisals &amp; Evaluations)</p>			

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 PR standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			
<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 &amp; Evaluations)</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>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 PR standards. (Resource Entrepreneurship-Public Relations)</p> <p>Ensure systemic integration of professional learning for internal and/or external customers. (Educational Entrepreneurship-Professional Learning)</p>			
<p>Develop and implement an internal equity plan. (Social Entrepreneurship-Equity)</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 &amp; 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 PR 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 &amp; 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 PR 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 &amp; 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 PR 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 Weekly Communication Email	CSIU staff	CSIU 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	

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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**

PL 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**

