

CRAWFORD COUNTY CTC

860 Thurston Road

Comprehensive Plan | 2023 - 2026

MISSION STATEMENT

THE MISSION OF THE CRAWFORD COUNTY CAREER AND TECHNICAL CENTER IS TO PROVIDE CAREER AND TECHNICAL EDUCATION TO SECONDARY AND ADULT STUDENTS IN COLLABORATION WITH FAMILY, COMMUNITY, EMPLOYERS AND POST-SECONDARY PROVIDERS.

VISION STATEMENT

THE STUDENTS OF THE CRAWFORD COUNTY CAREER AND TECHNICAL CENTER WILL BE PREPARED FOR POST-SECONDARY EDUCATION OR CAREER OPPORTUNITIES IN A GLOBAL WORKPLACE.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

-The racial, cultural and social differences of students and staff will be treated with respect. -Students and staff must have access to new and emerging technology. -Parents must be actively engaged in the educational process of their child and expect frequent communication with the school. -Instruction must be rigorous and flexible to meet the needs of all learners, as well as the community. -Career education is integral to the educational process. -Students will be taught in a safe and clean environment. -Communication is a key ingredient for all stakeholders. -Instructors will treat all students with caring and respect. -Students will be encouraged to become visionary life-long learners. -Students, staff and administrators must all be accountable for high expectations. -Appropriate state of the art equipment and technology should be the norm.

STAFF

-Instruction must be rigorous and flexible to meet the needs of all learners, as well as the community. -Instructors must be competent and current in their field of instruction. -The racial, cultural and social differences of students and staff will be treated with respect. -Students and staff must have access to new and emerging technology. -Communication is a key ingredient for all stakeholders. -Instructors will treat all students with caring and respect. -Students will be encouraged to become visionary life-long learners. -Appropriate state of the art equipment and technology should be the norm. -Students, staff and administrators must all be accountable for high expectations.

ADMINISTRATION

-The racial, cultural and social differences of students and staff will be treated with respect. -Students and staff must have access to new and emerging technology. -The community will encourage and support career exploration. -Communication is a key ingredient for all stakeholders. -Instructors will treat all students with caring and respect. -Students will be encouraged to become visionary life-long learners. -Students, staff and administrators must all be accountable for high expectations. -Appropriate state of the art equipment and technology should be the norm.

PARENTS

-Parents, community and businesses must have an active role in the educational process. -The racial, cultural and social differences of

students and staff will be treated with respect. -The community will encourage and support career exploration. -Communication is a key ingredient for all stakeholders. -Instructors will treat all students with caring and respect. -Students will be encouraged to become visionary life-long learners. -Students, staff and administrators must all be accountable for high expectations. -Appropriate state of the art equipment and technology should be the norm.

COMMUNITY

-Parents, community and businesses must have an active role in the educational process. -The racial, cultural and social differences of students and staff will be treated with respect. -The community will encourage and support career exploration. -Communication is a key ingredient for all stakeholders. -Students will be encouraged to become visionary life-long learners. -Students, staff and administrators must all be accountable for high expectations. -Appropriate state of the art equipment and technology should be the norm.

OTHER (OPTIONAL)

The shared values are inherently witnessed at every level of the collaborative hierarchy. The consortium acknowledges communication is key when ascertaining what responsibilities each group has to the success of each shared vision. Rigorous education offered by staff and Administration must be supported by parental and community efforts. The rigorous programming must be in coordination with community needs. It is a fine balance that all parties understand need to be communicated in an ongoing fashion and efficiently.

STEERING COMMITTEE

Name	Position	Building/Group
Kevin Sprong	Director	Crawford County Career & Technical Center
Michael Costa	Principal/Assistant Director	County Career & Technical Center
Laura Peterson	Student Services Coordinator	County Career & Technical Center
Bonita Stein	Coop Coordinator	County Career & Technical Center
Kristy Sanner	Industry / Community /Admin	Vallonia Industries
Jen Slayton	Transition Coordinator	PENNCREST SD
John Higgins	Principal	Meadville Area High School / Crawford Central School District
Eileen Mullen	Supervisor	K12 Alliance / Business Liason
Tina Cutshall-Craft	Parent	County Career & Technical Center
Cindy Saulsbery	Health Occ Instructor	County Career & Technical Center
Kendall Craft	Student	County Career & Technical Center / Jamestown SD
Cindy Harry	Instructional Aide	County Career & Technical Center
Matt Laverde	Director	Erie County CTC

Name	Position	Building/Group
Tami Adams	Manager / Regional Employer	NTMA
Becky Parker	LPN Program Coordinator	County Career & Technical Center
Gary Decker	Special Populations Coordinator	County Career & Technical Center
John Brown	Teacher	County Career & Technical Center
Steve Carr	Program Coordinatior	Norther Pa Regional College (NPRC)
Lisa Miller	Administrator	NWPA Job Connect / Out of School Youth
Doug Nelson	Other	Rosedale Technology

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
<p>The team understands that during the pandemic, students did not engage. The push now is to teach the students the importance of being in attendance at Crawford Tech, as it mirrors employment obligations, and being present in school means being productive. Being productive results in engaged learning, engaged learning results in appropriate learned skills that will help the student be more successful in their career.</p>	<p>Regular Attendance</p>
<p>The team acknowledges that the Advanced percentage earned is not far from the 38% statewide average. They believe that now students are back to full time instruction, and if attendance increases, that time on task will result in higher placement scores on the NOCTI Assessment.</p>	<p>Career Standards Benchmark</p>

ACTION PLAN AND STEPS

Evidence-based Strategy	
Attendance Monitoring and Intervention	
Measurable Goals	
Goal Nickname	Measurable Goal Statement (Smart Goal)
Attendance Upgrade	Crawford Tech's Regular Attendance goal is to improve overall student attendance by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Student Services Coordinator, Building Attendance Secretary, and Staff will accomplish this goal by meeting with sending school Administrators and

Goal Nickname	Measurable Goal Statement (Smart Goal)
	<p>Superintendents, coordination between the Crawford Tech Attendance Secretary with sending school Attendance Secretaries, and communication and collaboration between Crawford Tech's Student Services Team with sending school's Guidance Departments to target students and families exhibiting truant ongoing behaviors in order to find out reasons they are using for absences, as well as, developing plans to decrease the amount of absences. Crawford Tech Administration will collaborate with sending school Administration to work more closely with the Crawford County Truancy Plan. Accomplishing this goal will result in better student attendance, more engaged learning, and more connectivity with students.</p>

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Evaluate Crawford Tech's 2023-2024 student attendance data to determine baseline for chronic absenteeism (students missing 16+ days).	2023-09-01 - 2024-06-30	Laura Peterson/Dean of Students, Stacey Sprong/Attendance Secretary	PowerSchool
Develop attendance monitoring and tiered intervention system to address chronic absenteeism (students missing 16+ days) using PowerSchool attendance data, family notification and engagement, teacher/School Wide Support Team meetings, and student interventions.	2023-09-01 - 2024-01-31	Laura Peterson/Dean of Students, Stacey Sprong/Attendance Secretary	PowerSchool
Implement Attendance monitoring and tiered intervention system to assist students in reducing the number of Crawford Tech students with chronic absenteeism (missing 16+ days).	2024-02-01 - 2026-06-30	Laura Peterson/Dean of Students, Stacey	PowerSchool

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
		Sprong/Attendance Secretary	

Anticipated Outcome
 Decrease Crawford Tech chronic student absenteeism, thereby increasing ability of students to obtain successful program outcomes.

Monitoring/Evaluation
 Attendance data, program task lists completion data, pre and posttest NOCTI data, and industry certification data.

Evidence-based Strategy
 Increased Advanced NOCTI Percentages

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Advance Scoring on Nocti	Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the

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

end our course NOCTI assessment.

Action Step**Anticipated Start/Completion****Lead Person/Position****Materials/Resources/Supports Needed**

Review current and pre and posttest NOCTI scores and determine areas of deficiency.

2023-09-01 -
2026-06-30

Michael Costa/Assistant
Director, Laura
Peterson/Dean of Students

NOCTI assessment results and
NOCTI Website. NOCTI digital
study guides.

Review NOCTI assessment results with individual
Instructors, and approve their SPM associated with
NOCTI deficiencies.

2023-09-01 -
2026-06-30

Michael Costa/Assistant
Director, Laura
Peterson/Dean of Students

NOCTI assessment results and
NOCTI Website. NOCTI digital
study guides.

Anticipated Outcome

Increase the percentage of students scoring Advanced on NOCTI posttest in order to beat the statewide average.

Monitoring/Evaluation

NOCTI Assessments (Pre and Post tests results)

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review current and pre and posttest NOCTI scores and determine areas of deficiency.</p>	<p>09/01/2023 - 06/30/2026</p>

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review NOCTI assessment results with individual Instructors, and approve their SPM associated with NOCTI deficiencies.</p>	<p>09/01/2023 - 06/30/2026</p>

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

Assurance of Quality and Accountability

The Building Administrator, Superintendent/Chief Executive Officer and President of the School Board will affirm the following statements.

We affirm that our school has developed a School Improvement Plan based upon a thorough review of the essential practices to advance educational programs and processes and improve student achievement.

We affirm that the action plans that we will be implementing address our specific school needs, include strategies that provide educational opportunities and instructional strategies for all students and each of the student groups, increases the amount and quality of learning time, and provides equity in the curriculum which may include programs, activities, and courses necessary to provide a well-rounded education. These plans address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

We, the undersigned, hereby certify that the school level plan has been duly reviewed by the Building Administrator, Superintendent of Schools and formally approved by the district's Board of Education, per guidelines required by the Pennsylvania Department of Education.

We hereby affirm and assure that this plan:

- Addresses all the **required components** prescribed by the Pennsylvania Department of Education
- Meets **ESSA requirements**
- Includes **at least one evidence-based strategy that meets one of the three highest levels of evidence outlined in ESSA**
- Has a **high probability of improving student outcomes**
- Has sufficient **LEA leadership and support to ensure successful implementation**

With this Assurance of Quality & Accountability, we request the Pennsylvania Department of Education grant formal approval to implement this plan.

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

Chief School Administrator

School Improvement Facilitator Signature

Building Principal Signature

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Career Standards Benchmark, Crawford Tech is at 95.2%, the statewide average is 88.3%.

Crawford Tech offers a Rigorous Course of Study. Crawford Tech is at 80.4% and the Statewide Average is 80.9%.

In Industry Based Learning, Crawford Tech is 100%, the statewide average is 91.1%, and the statewide performance standard is 96.1%.

na

na

na

More students are enrolled in Crawford Tech's Capstone Coop than ever before. To the point, Crawford Tech had to hire another instructor. Sending Schools are using Diversified Occupations and Capstone Coop as a Career Pathway.

There is constant communication for the K-12 Guidance Plans. Schools are meeting at Crawford Tech to review and update plans yearly.

Challenges

Attendance- all student group did not meet performance standard for regular attendance.

Crawford Tech's percentage of Advanced on Industry Based Competency Assessment is at 33.5%, the statewide average is 38%.

na

na

na

NOCTI scores decreased due to COVID. Students were not able to work through the tactile portions of their Duty Task Lists, resulting in loss of practical instruction. In 20-21, NOCTI scores were only 6.3% again due to students not taking the exam. The following year, 21-22, NOCTI scores for Competent and Advanced rose to 61.9% which is lower than the 19-20 school year which was 77.5%.

33.5% of students at Crawford Tech, scored advanced on Industry Based Competency Assessments, statewide average was 38%.

Strengths

Industry Based Learning by Student Subgroup- Students with Disabilities, 100% of individuals in Subgroups showed progress toward Goal. There was positive growth.

All subgroups on the Advanced Industry Based Competency Assessments made improvement from 20-21 to 21-22 school years. There was positive growth.

Rigor of academics at Crawford Tech, indicated above the state average of 80.4%. White monitored 81.4%.

In place and intact. During 339 reviews, the reviewers always compliment Crawford Tech on its plan, procedures or protocols. Other CTCs have visited Crawford Tech and the Student Services Coordinator to see how they can change their plans to reflect what Crawford Tech is doing.

Crawford Tech does an exemplary job addressing the needs of not only its regular education students, but most importantly its Special Populations students. Perkins funding partially pays for salaries and benefits for a Full Time Special Populations Coordinator and four Learning Support Classroom aides to assist students with disabilities.

Challenges

No subgroup identified met the statewide average 82.2%. White earned 64.4%, Economically Disadvantaged earned 47.8%, and Students with Disabilities earned 51.8%.

NOCTI scores, although low during the Pandemic, are on the rise, but not where they were previously. For example, 18-19 school year 77.5% of students scored Competent or Advanced on NOCTI. 19-20 school year 77.5% of students scored Competent or Advanced on NOCTI. 20-21 school year 6.3% of students scored Competent or Advanced on NOCTI. 21-22 school year 61.9% of students scored Competent or Advanced on NOCTI.

Crawford Tech needs to continue to invest in the latest technology for its current POS. With an ever-changing industry involving updates in technology and equipment, Crawford Tech needs to constantly invest in new and upcoming technology in order to keep students up to date with the newest changes.

Along with the ever-changing technology, Administration is challenged to find the funds to afford the new equipment, as well as, finding ways and areas to send instructors to be trained on that new technology and equipment.

Strengths

Crawford Tech does an exemplary job partnering with local businesses, community organizations, and other agencies to meet the needs of the school. Many of these partnerships results in potentials employment opportunities for students, and many individuals take part in our OAC meetings twice per year. Some industry partners also donate equipment at times to Crawford Tech.

Challenges

Although Crawford Tech is not a PBIS school, it does address positive behavior and supports throughout the school. When disciplining at student, it takes into account the behaviors, and what steps need to be taken to assist the student to change that inappropriate behavior. The school has developed a school wide support team that addresses individual student needs and analyzes what the team can do to promote a positive school culture.

Most Notable Observations/Patterns

Comments generated were geared towards the importance of student attendance, time on task when they are present in the building, and the importance of networking students to potential industry partners for employment.

Challenges

Attendance- all student group did not meet performance standard for regular attendance.

Discussion Point

The team understands that during the pandemic, students did not engage. The push now is to teach the students the importance of being in attendance at Crawford Tech, as it mirrors employment obligations, and being present in school means being productive. Being productive results in

Priority for Planning

✓

Challenges	Discussion Point	Priority for Planning
	engaged learning, engaged learning results in appropriate learned skills that will help the student be more successful in their career.	
Crawford Tech's percentage of Advanced on Industry Based Competency Assessment is at 33.5%, the statewide average is 38%.	The team acknowledges that the Advanced percentage earned is not far from the 38% statewide average. They believe that now students are back to full time instruction, and if attendance increases, that time on task will result in higher placement scores on the NOCTI Assessment.	✓
NOCTI scores decreased due to COVID. Students were not able to work through the tactile portions of their Duty Task Lists, resulting in loss of practical instruction. In 20-21, NOCTI scores were only 6.3% again due to students not taking the exam. The following year, 21-22, NOCTI scores for Competent and Advanced rose to 61.9% which is lower than the 19-20 school year which was 77.5%.	Just as state previously, the team acknowledges that the Advanced percentage earned is not far from the 38% statewide average. They believe that now students are back to full time instruction, and if attendance increases, that time on task will result in higher placement scores on the NOCTI Assessment.	
Crawford Tech needs to continue to invest in the latest technology for its current POS. With an ever-changing industry involving updates in technology and equipment, Crawford Tech needs to constantly invest in new and upcoming technology in order to keep students up to date with the newest changes.	The team understands the need for updated equipment. The goal is to continue to find grants (Perkins, if possible, Competitive Equipment Grant, and Supplemental Equipment Grant) to fund new equipment to latest industry standards. There has been some discussion of local industry partners donating some equipment when possible.	
Along with the ever-changing technology,	The team is in agreement that instructors who have been	

Challenges

Administration is challenged to find the funds to afford the new equipment, as well as, finding ways and areas to send instructors to be trained on that new technology and equipment.

Discussion Point

out of the industry for some time, may not be privy to the newest technology or practices. Discussions evolved around giving staff opportunities to conduct industry partner site visits to learn about these upcoming practices.

Priority for Planning

ADDENDUM B: ACTION PLAN

Action Plan: Attendance Monitoring and Intervention

Action Steps	Anticipated Start/Completion Date	
Evaluate Crawford Tech's 2023-2024 student attendance data to determine baseline for chronic absenteeism (students missing 16+ days).	09/01/2023 - 06/30/2024	
Monitoring/Evaluation	Anticipated Output	
Attendance data, program task lists completion data, pre and posttest NOCTI data, and industry certification data.	Decrease Crawford Tech chronic student absenteeism, thereby increasing ability of students to obtain successful program outcomes.	
Material/Resources/Supports Needed	PD Step	Comm Step
PowerSchool	no	yes

Action Steps**Anticipated Start/Completion Date**

Develop attendance monitoring and tiered intervention system to address chronic absenteeism (students missing 16+ days) using PowerSchool attendance data, family notification and engagement, teacher/School Wide Support Team meetings, and student interventions.

09/01/2023 - 01/31/2024

Monitoring/Evaluation**Anticipated Output**

Attendance data, program task lists completion data, pre and posttest NOCTI data, and industry certification data.

Decrease Crawford Tech chronic student absenteeism, thereby increasing ability of students to obtain successful program outcomes.

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

PowerSchool

no

yes



Action Steps**Anticipated Start/Completion Date**

Implement Attendance monitoring and tiered intervention system to assist students in reducing the number of Crawford Tech students with chronic absenteeism (missing 16+ days).

02/01/2024 - 06/30/2026

Monitoring/Evaluation**Anticipated Output**

Attendance data, program task lists completion data, pre and posttest NOCTI data, and industry certification data.

Decrease Crawford Tech chronic student absenteeism, thereby increasing ability of students to obtain successful program outcomes.

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

PowerSchool

no

yes

Action Plan: Increased Advanced NOCTI Percentages

Action Steps**Anticipated Start/Completion Date**

Review current and pre and posttest NOCTI scores and determine areas of deficiency.

09/01/2023 - 06/30/2026

Monitoring/Evaluation**Anticipated Output**

NOCTI Assessments (Pre and Post tests results)

Increase the percentage of students scoring Advanced on NOCTI posttest in order to beat the statewide average.

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

NOCTI assessment results and NOCTI Website. NOCTI digital study guides.

yes

yes



Action Steps**Anticipated Start/Completion Date**

Review NOCTI assessment results with individual Instructors, and approve their SPM associated with NOCTI deficiencies.

09/01/2023 - 06/30/2026

Monitoring/Evaluation**Anticipated Output**

NOCTI Assessments (Pre and Post tests results)

Increase the percentage of students scoring Advanced on NOCTI posttest in order to beat the statewide average.

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

NOCTI assessment results and NOCTI Website. NOCTI digital study guides.

yes

yes



ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review current and pre and posttest NOCTI scores and determine areas of deficiency.</p>	<p>09/01/2023 - 06/30/2026</p>
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review NOCTI assessment results with individual Instructors, and approve their SPM associated with NOCTI deficiencies.</p>	<p>09/01/2023 - 06/30/2026</p>

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Increase Advanced NOCTI Percentages	Administration, Classroom Teachers, Instructional Aides, Student Services Team	Understanding NOCTI scoring, digital study guides and scoring assessment reports and graphs. Review of SPM structure and format.
Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Aligned understanding of NOCTI performance measures through approved completion of the SPM.	09/01/2023 - 06/30/2026	Michael Costa/Assistant Director

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

1a: Demonstrating Knowledge of Content and Pedagogy

Teaching Diverse Learners in Inclusive Settings

3b: Using Questioning and Discussion Techniques

1b: Demonstrating Knowledge of Students

3c: Engaging Students in Learning

1f: Designing Student Assessments

1c: Setting Instructional Outcomes

3d: Using Assessment in Instruction

1e: Designing Coherent Instruction

3e: Demonstrating Flexibility and Responsiveness

3a: Communicating with Students

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Crawford Tech's Regular Attendance goal is to improve overall student attendance by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Student Services Coordinator, Building Attendance Secretary, and Staff will accomplish this goal by meeting with sending school Administrators and Superintendents, coordination between the Crawford Tech Attendance Secretary with sending school Attendance Secretaries, and communication and collaboration between Crawford Tech's Student Services Team with sending school's Guidance Departments to target students and families exhibiting truant ongoing behaviors in order to find out reasons they are using for absences, as well as, developing plans to decrease the amount of absences. Crawford Tech Administration will collaborate with sending school Administration to work more closely with the Crawford County Truancy Plan. Accomplishing this goal will result in better student attendance, more engaged learning, and more connectivity with students. (Attendance Upgrade)</p>	<p>Attendance Monitoring and Intervention</p>	<p>Evaluate Crawford Tech's 2023-2024 student attendance data to determine baseline for chronic absenteeism (students missing 16+ days).</p>	<p>2023-09-01 - 2024-06-30</p>
<p>Crawford Tech's Regular Attendance goal is to improve overall student attendance by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Student Services Coordinator, Building Attendance Secretary, and Staff will accomplish this goal by meeting with sending school Administrators and Superintendents, coordination between the Crawford Tech Attendance Secretary with sending school Attendance Secretaries, and communication and collaboration between Crawford</p>	<p>Attendance Monitoring and Intervention</p>	<p>Develop attendance monitoring and tiered intervention system to address chronic</p>	<p>2023-09-01 - 2024-01-31</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Tech's Student Services Team with sending school's Guidance Departments to target students and families exhibiting truant ongoing behaviors in order to find out reasons they are using for absences, as well as, developing plans to decrease the amount of absences. Crawford Tech Administration will collaborate with sending school Administration to work more closely with the Crawford County Truancy Plan. Accomplishing this goal will result in better student attendance, more engaged learning, and more connectivity with students. (Attendance Upgrade)</p>		<p>absenteeism (students missing 16+ days) using PowerSchool attendance data, family notification and engagement, teacher/School Wide Support Team meetings, and student interventions.</p>	
<p>Crawford Tech's Regular Attendance goal is to improve overall student attendance by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Student Services Coordinator, Building Attendance Secretary, and Staff will accomplish this goal by meeting with sending school Administrators and Superintendents, coordination between the Crawford Tech Attendance Secretary with sending school Attendance Secretaries, and communication and collaboration between Crawford</p>	<p>Attendance Monitoring and Intervention</p>	<p>Implement Attendance monitoring and tiered intervention system to assist students in</p>	<p>2024-02-01 - 2026-06-30</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Tech's Student Services Team with sending school's Guidance Departments to target students and families exhibiting truant ongoing behaviors in order to find out reasons they are using for absences, as well as, developing plans to decrease the amount of absences. Crawford Tech Administration will collaborate with sending school Administration to work more closely with the Crawford County Truancy Plan. Accomplishing this goal will result in better student attendance, more engaged learning, and more connectivity with students. (Attendance Upgrade)</p>		<p>reducing the number of Crawford Tech students with chronic absenteeism (missing 16+ days).</p>	
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review current and pre and posttest NOCTI scores and determine areas of deficiency.</p>	<p>2023-09-01 - 2026-06-30</p>
<p>Crawford Tech's Advanced NOCTI Scores goal is to improve overall Advanced Student NOCTI Scores by the end of the Comprehensive Plan timeline if not sooner. Building Administration, Instructors, Student Services Coordinator, Special Populations Coordinator, and Staff will accomplish this goal by conducting individual meetings with Instructors, group meetings with Instructors to develop a "good practices" protocol for preparing students for the NOCTI exam, and collaborating with outside resources to in-</p>	<p>Increased Advanced NOCTI Percentages</p>	<p>Review NOCTI assessment results with individual Instructors, and approve their SPM</p>	<p>2023-09-01 - 2026-06-30</p>

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
service staff on best practices to enhance those NOCTI scores. Accomplishing this goal will result in more students achieving Advanced on the end our course NOCTI assessment. (Advance Scoring on Nocti)		associated with NOCTI deficiencies.	

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Data Gather and Analyze	School Wide Support Team (including the Attendance Secretary)	Data sheets for the team to analyze to determine what are the reasons for the chronic absences.

Anticipated Timeframe	Frequency	Delivery Method
09/01/2023 - 06/30/2024	Weekly at School Wide Support Team Meetings on Fridays	Other Presentation

Lead Person/Position
Laura Petson/Student Services Coordinator

Communication Step	Audience	Topics/Message of Communication
Tier Development to Address Attendance	Student Services Team, Administration	Development of tiered level of supports to hopefully address the chronic absences. Tiers based on what the team can address with families, and what interventions would be possible for staff to take with students to encourage better attendance.

Anticipated Timeframe	Frequency	Delivery Method
09/01/2023 - 01/31/2024	Weekly meetings on Fridays with the School Wide Support Team	Other

Lead Person/Position

Laura Peterson/Student Services Coordinator, Michael Costa/Assistant Director, Kevin Sprong/Director, Stacey Sprong/Attendance Secretary, Jill Kish/Mental Health Coordinator, Gary Decker/Special Populations Coordinator, Jennie Donovan/Health Technician, and Ken Saulsbery/Credit Recovery Coordinator



Communication Step	Audience	Topics/Message of Communication
School Wide Implementation	Staff, School Wide Support Team, Administration, Families, Sending Schools	Developed Tiered level of interventions, consequences for continued chronic attendance, expectations of staff towards addressing chronic absenteeism, and families/students outlining expectations for positive attendance and what will happen with chronic absenteeism.

Anticipated Timeframe	Frequency	Delivery Method
02/01/2024 - 06/30/2026	Meetings with staff in February and readdress concerns at monthly faculty meetings.	Other Letter Posting on district website

Lead Person/Position
Kevin Sprong/Director, Michael Costa/Assistant Director, Laura Peterson/Student Services Coordinator and Dean of Students, Staff

Communication Step	Audience	Topics/Message of Communication
Analyze Post NOCTI Scores	Administration and Staff	Analyzing Individual Shop final NOCTI scores

Anticipated Timeframe	Frequency	Delivery Method
09/01/2023 - 06/30/2026	Once in Fall, again in second semester to analyze Pre NOCTI scores to Post NOCTI scores in the Spring.	Other

Lead Person/Position
Michael Costa/Assistant Director, Kevin Sprong/Director, staff

Communication Step	Audience	Topics/Message of Communication
SPM Development for NOCTI Scores	Administration, Staff	Instructor developed Interventions to address NOCTI deficiencies. Analyze ongoing data points included in the SPM. SPM development and monitoring for accuracy.

Anticipated Timeframe	Frequency	Delivery Method
09/01/2023 - 06/30/2026	Meetings at beginning of each year, then every other month after the SPM has been developed in order to help Instructors monitor student progress.	Other

Lead Person/Position

Michael Costa/Assistant Director, Kevin Sprong/Director, Staff who develop the SPMs

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Discussion with Steering Committee Members	Discussed needs assessment and potential goals.	In-person and Zoom	Steering Committee Members	2022-2023 School Year
Discussion with faculty and staff	Discussed information with staff concerning Comprehensive Plan and discussed potential steering committee members and tasks. Discussed needs assessment and summary of strengths, challenges, and goals.	In-person	Professional and Support Staff	2022-2023 and 2023-2024 School Year In-services and Faculty Meetings
Discussion with Local Advisory Committee (LAC) and Stakeholder Groups	Discussed needs assessment and potential goals.	In-person and Zoom	LAC and Stakeholder Groups	2022-2023 and 2023-2024 School Years
Joint Operating Committee	Discussed Comprehensive Plan	In-person	JOC	2022-2023 and 2023-2024 School Years
Professional Advisory Committee	Discussed needs assessment, action plan, and goals.	In-person	School District Superintendents	2022 - 2023 and 2023-2024 School Years
Display on School	Plan Review and Display of Final Approved Plan	Website	All Crawford	September/October

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Website			County CTC Stakeholder Groups and Community at Large	(Plan Review) and 2023-2024 through 2025-2026 School Years (Final Plan)
