MISSION STATEMENT

The Mission of the Whitehall-Coplay School District is to serve its diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

VISION STATEMENT

The Whitehall-Coplay School District seeks to create a positive environment where students, parents/guardians, and the community feel welcome and a sense of belonging. Our schools and campus setting become the focal point for our diverse student body to realize multiple opportunities for academic growth and extracurricular activities. Our district employees are committed to carrying out the district's mission, vision, and shared values. All Whitehall-Coplay School District staff display a strong sense of pride, dedication, mutual respect, and strong work ethic. Whitehall-Coplay School District's vision is to support and nurture learning, achievement, belonging, and a sense of responsible citizenship among all of its diverse stakeholders.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

All students can learn, are unique, and have positive contributions to make. All students desire success, acceptance, and recognition. Life-long learning is essential for success in a changing global society for all members of the community.

STAFF

All students need nurturing relationships to mature socially, intellectually, and emotionally in their individual style and at their own pace in a safe environment. Developing understanding, respect, and appreciation for others is essential in today's diverse society

ADMINISTRATION

Excellence in programs, facilities, and technology is achievable and always worth the investment. It is imperative that the educational process function on the premise that all students want to learn.

PARENTS

Education is the shared responsibility of the school district, student, family, government, and community.

COMMUNITY

Extending the use of school facilities provides opportunities for continuous learning for community members of all ages.

STEERING COMMITTEE

Name	Position	Building/Group
Robert Steckel	Administrator	Whitehall-Coplay School District
Christopher Schiffert	Administrator	Whitehall-Coplay School District
Barbara Chomik	Administrator	Whitehall-Coplay School District
Brooke Clary	Administrator	Whitehall-Coplay School District
Amanda Kusko	Staff Member	Zephyr Elementary School
Andrew Fehnel	Staff Member	Whitehall-Coplay School District
Beth Deichmeister	Staff Member	Zephyr Elementary School
Bethany Koenig	Staff Member	Steckel Elementary School
Christina Figueroa	Staff Member	Whitehall HIgh School
Christine Deutsch	Administrator	Whitehall-Coplay School District
Cora Snyder	Administrator	Steckel Elementary School
Daad Timson	Staff Member	Zephyr Elementary School
David Stauffer	Administrator	Whitehall-Coplay School District

Name	Position	Building/Group
Denise Saylor	Administrator	Gockley Elementary School
Doug Barriner	Staff Member	Whitehall-Coplay Middle School
Gabriel Dillard	Administrator	Zephyr Elementary School
Jessica Glackin	Staff Member	Steckel Elementary School
Kathy Copes	Staff Member	Whitehall High School
Kristin Hood	Staff Member	Steckel Elementary School
Lori Galucy	Staff Member	Whitehall-Coplay Middle School
Melissa Arifaj	Administrator	Whitehall-Coplay School District
Meredith McLaughlin	Staff Member	Whitehall High School
Miranda Dangler	Staff Member	Whitehall-Coplay Middle School
Nate Davidson	Administrator	Whitehall High School
Samuel Jones	Administrator	Whitehall-Coplay School District
Michele Schneck	Staff Member	Whitehall-Coplay Middle School
Tatiana Berrios	Administrator	Whitehall-Coplay School District
Gabrielle Smith	Staff Member	Whitehall High School

Name	Position	Building/Group
Kori Stevens	Staff Member	Gockley Elementary School
Nichole Hartman	Board Member	Whitehall-Coplay School District
George Makhoul	Board Member	Whitehall-Coplay School District
Allison Schultz	Board Member	Whitehall-Coplay School District
Melanie Franko	Student	Whitehall High School
Iverson Romain	Student	Whitehall High School
Vihaan Sinha	Student	Whitehall-Coplay Middle School
Marilyn Ogunsemore	Student	Whitehall-Coplay Middle School
Tara Mrazik	Parent	Whitehall-Coplay School District
Ed Hanna	Parent	Whitehall-Coplay School District
Stephanie McFadden	Administrator	Whitehall-Coplay School District
Nicole Headmon	Parent	Whitehall-Coplay School District
Hana Alchaer	Parent	Whitehall-Coplay School District
Sandra Joseph	Administrator	Lehigh Career and Technical Institute
Nicole Sharkazy	Staff Member	Whitehall-Coplay School District

Name	Position	Building/Group
Demi Rohlfing	Staff Member	Gockley Elementary School
Yara Raffoul	Parent	Whitehall-Coplay School District
Paul Wieder	Staff Member	Whitehall-Coplay School District
Stephen Seier	Administrator	Whitehall-Coplay School District
Angela Friebolin	Administrator	Whitehall-Coplay Middle School

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
Support the development and professional learning of central office and school-based staff in alignment with district and school mission, vision, goals, and priorities.	Professional learning
Foster a vision and culture of high expectations for success for all students, educators, and families.	Rigorous Courses of Study Section
Engage in meaningful two-way communication with stakeholders to sustain shared responsibility for student learning across the district.	School climate and culture

ACTION PLAN AND STEPS

Evidence-based Strategy
Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Profile of a Graduate	Develop, Communicate, and Implement a Profile of a Graduate.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop and distribute informational correspondence seeking collaborative feedback based on the overall objective and rationale for the project.	2022-09-01 - 2022-09-30	Director of Teaching and Learning	Communication Software/Presentations/Surveys
Compile survey information.	2022-10-01 - 2022-10-31	Director of Teaching and Learning	Survey Results
Develop a committee that is representative of the entire school community and create a Profile of a Graduate for the Whitehall-Coplay School District.	2022-11-01 - 2023-04-30	Director of Teaching and Learning	Time
Finalize artwork and develop professionally printed copies.	2023-05-01 - 2023-05-31	Director of Teaching and Learning	Artists/Printing Company

Anticipated Outcome

A final Profile of a Graduate document will be created and professionally produced.

Monitoring/Evaluation

The final draft Profile will be presented to and recommended for approval by the Board of School Directors.

Evidence-based Strategy

Effectively communicate and promote the Profile of a Graduate.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Profile of a Graduate	Develop, Communicate, and Implement a Profile of a Graduate.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Communicate through the use of an informational correspondence to the district overall by sharing the completed template of Profile with district staff and community through social media, email, video clips, etc.	2023-09-01 - 2023-09-30	Director of Teaching and Learning	Social Media/Video/Presentations
Post printed copies of the Profile of a Graduate in each classroom.	2023-10-02 - 2023-11-30	Director of Teaching and Learning	Printed Profiles

Anticipated Outcome

A final Profile of a Graduate is communicated through multiple methods and posted in each classroom on campus.

Monitoring/Evaluation

An update will be provided to the Board of School Directors by the end of 2023.

Evidence-based Strategy

Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Profile of a Graduate	Develop, Communicate, and Implement a Profile of a Graduate.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Department/Grade level teams will collaborate to audit curricular opportunities for integration of Profile elements.	2024-01-01 - 2024-08-30	Director of Teaching and Learning	Time
Revise curriculum guides to include Profile of a Graduate elements into courses.	2024-09-01 - 2025-06-30	Director of Teaching and Learning	Time
Develop activities for each grade level that focus on the discrete characteristics within the Profile.	2024-09-01 - 2025-06-30	Director of Teaching and Learning	Time

Anticipated Outcome

Redesigned curriculum guides and lesson plans that include the characteristics of a graduate based on the Profile of a Graduate.

Monitoring/Evaluation

Presentation to and approval by the Board of School Directors by the end of the 2024/2025 school year.

Evidence-based Strategy

Implement Personalized Professional Learning through Frontline Professional Growth for all staff.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Professional Learning	Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Staff presentation where district administration will share rationale/vision for personalized professional development as well as provide training on how staff will access and self-monitor professional development hour accrual via Frontline.	2022-05-02 - 2022-08-31	Supervisor of Educational Technology	Frontline Software/Presentation
Provide catalog of supplementary professional development throughout the year to target identified areas of growth for all staff members, as derived from initial survey and feedback surveys. Offerings will be both	2022-05-13 - 2022-08-31	Supervisor of Educational Technology	Frontline Software/Presentation

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
asynchronous and synchronous and touch upon a variety of topics created from needs assessment.			
Solicit ongoing feedback from employees as they experience professional learning and adjust offerings accordingly.	2022-07-01 - 2025-06-30	Supervisor of Educational Technology	Surveys within Frontline
Provide time for grade level/content area collaboration/work on selected measures during PD days/faculty meetings.	2022-07-01 - 2025-06-30	Director of Teaching and Learning	Time

Anticipated Outcome

Annual Professional Learning Plan

Monitoring/Evaluation

Regular communication within Curriculum Leadership Council meetings.

Evidence-based Strategy

Develop a new support staff onboarding program/course.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)

Professional Learning	Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Create and implement a discrete new employee onboarding checklist for all employees.	2022-07-01 - 2022-10-31	Human Resources Manager	Frontline Central
Offer professional development opportunities to all staff on professional development days.	2022-07-01 - 2025-06-30	Director of Teaching and Learning	Time
Develop and offer paraprofessional mentor positions by creating job descriptions and posting the available positions.	2023-01-01 - 2023-06-30	Director of Teaching and Learning	Stipends
Include all paraprofessionals in the mentor and induction program.	2023-07-01 - 2025-06-30	Director of Teaching and Learning	Time/Mentors/PD Sessions

Anticipated Outcome

A fully inclusive onboarding and induction program for teachers and paraprofessionals.

Monitoring/Evaluation

Post-induction Surveys

Evidence-based Strategy

Continually re-design the Differentiated Supervision Model.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Professional Learning	Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop a tutorial on the use of Frontline for submitting evaluation documents.	2022-07-01 - 2022-08-31	Supervisor of Educational Technology	Frontline Professional Growth
Annually revise and update the Differentiated Supervision Plan and website.	2022-07-01 - 2025-06-30	Director of Teaching and Learning	Time/Website
Annual staff presentation to explain Differentiated Supervision Model and opportunities for staff choice.	2022-07-01 - 2025-06-30	Building Principals	Presentation and Time

Anticipated Outcome

A timely and up-to-date differentiated supervision plan.

Monitoring/Evaluation

Participation and final evaluations.

Evidence-based Strategy

Create, implement, and monitor a communication matrix that ensures consistent communication through a variety of methods.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Campus Consistency	Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Conduct a communications audit that includes focus groups, surveys, and training for staff.	2022-08-01 - 2023-05-31	Superintendent of Schools	Time, Surveys, Consultant
Provide professional learning on platform types as needed.	2022-07-01 - 2025-06-30	Supervisor of Educational Technology	Time, Presentations

Anticipated Outcome

A unified matrix of communication types and platforms will be implemented.

Monitoring/Evaluation

Parent, student, and staff feedback on annual surveys.

- -

Evidence-based Strategy

Create and communicate administrative regulations for all relevant policies.

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Campus Consistency	Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Audit the WCSD Policy Manual to identify policies that require regulations or guidelines.	2022-07-01 - 2022-12-31	Assistant to the Superintendent	Time/Online Policy Manual
Develop Administrative Regulations and post them on the WCSD Policy Manual site. Communicate updates to all necessary parties.	2022-07-01 - 2022-12-31	Superintendent of Schools	Time/Online Manual
Develop and communicate regulations and guidelines as situations	2022-07-01 -	Superintendent	Time/Online Manual

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
warrant the development and communication of procedures.	2025-06-30	of Schools	

Anticipated Outcome

A fully up-to-date online regulations manual will be available for review.

Monitoring/Evaluation

Continued analysis and collaboration to review the manual.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Develop a committee that is representative of the entire school community and create a Profile of a Graduate for the Whitehall-Coplay School District.	11/01/2022 - 04/30/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.	Department/Grade level teams will collaborate to audit curricular opportunities for integration of Profile elements.	01/01/2024 - 08/30/2024

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.	Revise curriculum guides to include Profile of a Graduate elements into courses.	09/01/2024 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.	Develop activities for each grade level that focus on the discrete characteristics within the Profile.	09/01/2024 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Staff presentation where district administration will share rationale/vision for personalized professional development as well as provide training on how staff will access and self-monitor professional development hour accrual via Frontline.	05/02/2022 - 08/31/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Provide time for grade level/content area collaboration/work on selected measures during PD days/faculty meetings.	07/01/2022 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Offer professional development opportunities to all staff on professional development days.	07/01/2022 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Include all paraprofessionals in the mentor and induction program.	07/01/2023 - 06/30/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Develop a tutorial on the use of Frontline for submitting evaluation documents.	07/01/2022 - 08/31/2022

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create, implement, and monitor a communication matrix that ensures consistent communication through a variety of methods.	Conduct a communications audit that includes focus groups, surveys, and training for staff.	08/01/2022 - 05/31/2023

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create, implement, and monitor a communication matrix that ensures consistent communication through a variety of methods.	Provide professional learning on platform types as needed.	07/01/2022 - 06/30/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Develop and distribute informational correspondence seeking collaborative feedback based on the overall objective and rationale for the project.	09/01/2022 - 09/30/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Finalize artwork and develop professionally printed copies.	05/01/2023 - 05/31/2023

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Effectively communicate and promote the Profile of a Graduate.	Communicate through the use of an informational correspondence to the district overall by sharing the completed template of Profile with district staff and community through social media, email, video clips, etc.	09/01/2023 - 09/30/2023

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Effectively communicate and promote the Profile of a Graduate.	Post printed copies of the Profile of a Graduate in each classroom.	10/02/2023 - 11/30/2023

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Staff presentation where district administration will share rationale/vision for personalized professional development as well as provide training on how staff will access and self-monitor professional development hour accrual via Frontline.	05/02/2022 - 08/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Provide catalog of supplementary professional development throughout the year to target identified areas of growth for all staff members, as derived from initial survey and feedback surveys. Offerings will be both asynchronous and synchronous and touch upon a variety of topics created from needs assessment.	05/13/2022 - 08/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Solicit ongoing feedback from employees as they experience professional learning and adjust offerings accordingly.	07/01/2022 - 06/30/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Create and implement a discrete new employee onboarding checklist for all employees.	07/01/2022 - 10/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Develop and offer paraprofessional mentor positions by creating job descriptions and posting the available positions.	01/01/2023 - 06/30/2023

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Develop a tutorial on the use of Frontline for submitting evaluation documents.	07/01/2022 - 08/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Annually revise and update the Differentiated Supervision Plan and website.	07/01/2022 - 06/30/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Annual staff presentation to explain Differentiated Supervision Model and opportunities for staff choice.	07/01/2022 - 06/30/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create and communicate administrative regulations for all relevant policies.	Develop Administrative Regulations and post them on the WCSD Policy Manual site. Communicate updates to all necessary parties.	07/01/2022 - 12/31/2022

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create and communicate administrative regulations for all relevant policies.	Develop and communicate regulations and guidelines as situations warrant the development and communication of procedures.	07/01/2022 - 06/30/2025

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

As Chief School Administrator, I affirm that this LEA 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 LEA 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 made available for public inspection and comment for a minimum of 28 days prior to approval by the school's governing board and submission to the Department.

School Board Minutes or Affirmation Statement

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

Chief School Administrator

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

Attendance rates at Gockley, Steckel, Zephyr, and Whitehall-Coplay Middle School

K-8 PVAAS Growth Measures

Allocate resources, including money, staff, professional learning, materials, and support to schools based on the analysis of a variety of data.

Coordinate and monitor supports aligned with students' and families' needs.

Establish and maintain a focused system for continuous improvement and ensure organizational coherence.

Ensure effective, standards-aligned curriculum and assessment.

Coordinate fiscal resources from local, state, and federal programs to achieve the district's goals and priorities.

The percent of students earning industry-recognized credentials increased from 9.1% in 2018-19 to 14.2% in 2020-2021.

A plan exists for virtual students to achieve 100% Xello

Challenges

ELA Achievement in all Schools

ELA Growth in Historically Underperforming Subgroups

Recruit and retain fully credentialed, experienced and high-quality leaders and teachers.

Support the development and professional learning of central office and school-based staff in alignment with district and school mission, vision, goals, and priorities.

Support schools in implementing evidence-based instructional strategies and programs to ensure all students have access to rigorous, standards-aligned instruction.

Foster a vision and culture of high expectations for success for all students, educators, and families.

Engage in meaningful two-way communication with stakeholders to sustain shared responsibility for student learning across the district.

The percent of students participating industry-based learning (25.1%) is below the statewide average of 26.8%.

Strengths	Challenges
completion by the end of the year. We have an individual working with students to complete assignments from previous years as well.	Students do not always take ownership to complete Xello lessons independently.
A plan to ensure 100% completion of required career standards is currently underway at Zephyr.	Ensuring 100% completion rate is difficult due to student transiency and ownership of lesson completion.
High School - Literature MC, 62.71%; specifically Reading for Meaning Fiction 61.14%	High School - Getting struggling students to at least try to answer the constructed response; gives them the confidence to answer the CR even if they do not understand the entire passage.
Middle School - Language concepts & vocabulary acquisition	Middle School - Craft, Structure, & Integration of Knowledge
Zephyr - Overall, 70% of students reached mid-year growth targets on the iReady ELA assessment.	Zephyr - Overall, 26% of 4th graders and 36% of 5th graders made no growth from the beginning of the year to the mid-year point on the iReady assessment.
Steckel - 84% of second grade students are currently on grade level in the area of phonological awareness. 100% of third grade students are currently on grade level in the area of phonological awareness	Steckel - Only 39% of our students achieved Mid of Above grade level or Early on Grade level in the area of Comprehension: Informational Text. Only 48% of our students achieved Mid of Above grade level or Early on Grade level in the area of Comprehension: Informational Text.
High School - Students are showing growth in academic performance from one benchmark to the next and students are able to utilize IXL to bridge learning gaps and expand learning at an individual level.	High School - Gaps in student learning contribute to students' inability to satisfactorily complete constructed response questions in math and have taken instructional time away from expanding new learning in the area of mathematics.
Middle School - Number System & Ratios and Proportional Relationships	

Strengths

Zephyr - Overall, 63% of students reached mid-year growth targets on the iReady assessment.

Steckel - 41% of second grade students are currently on grade level in the area of Algebra and Algebraic Thinking. 43% of third grade students are currently on grade level in the area of Algebra and Algebraic Thinking.

High School students have shown growth from one benchmark to the next. 50.7 percent of the students show proficiency on the entire benchmark, while we have only covered approximately 60% of content. This demonstrates some retention of basic concepts covered in earlier grades which is beneficial.

Middle School - Improvement is noted in the area of biological sciences.

Zephyr - Many students know how to use programs other than the ones that we talk about in class and can use them to create unique materials for projects and assignments.

Steady increase in the amount of community partnerships to successfully target student and family issues and concerns (mental health).

Our ESL population is rapidly increasing in our district. Our ESL staff uses the appropriate grade level curriculum with intentionality to match the core standards and the WIDA standards

Challenges

Middle School - Geometry & Probability and Statistics

Steckel - Only 31% of our students achieved Mid of Above grade level or Early on Grade level in the area of Geometry. Only 19% of our students achieved Mid of Above grade level or Early on Grade level in the area of Geometry.

High School students continue to struggle on constructed responses. Lack of formal assessments in science during the covid years may be contributing to this.

Middle School - Many students still struggle when the question involves interpretation of lengthy charts or data sources. There is concern about the retention of the information from the Nature of Science content although this is revisited at the end of each chapter.

Zephyr - Getting students to leverage what they know and can do technology-wise to create presentations and projects for their classes requires additional coordination and planning with homeroom teachers.

Ongoing monitoring of Career Standards for students moving into the district and from alternative placements.

Increase professional development opportunities centered around meeting the individual needs of all learners - English Learners, Students with Disabilities, and those who are Economically

Strengths

for language acquisition. Our ESL specialist provides scaffolding support and collaborates with other teachers of ELs and paraprofessionals to support the language acquisition needs of students in the four language domains: listening, speaking, reading, and writing in each grade level.

The roll out of ECRI (K-2) strengthens Tier 1 supports in the classroom as well as provide targeted interventions in alignment with our curriculum for students requiring Tier 3 interventions.

Challenges

Disadvantaged.

EL students are struggling to meet growth measures in math.

Need for continued ESOL supports to keep up with our growing population since we know this is a continuing trend.

Need for cultural proficiency and pedagogical proficiency for the diversity of students and families.

Currently, there is no concise way to capture student data showing growth between tiers from beginning of year to the end of year.

Training of Social-Emotinal Learning and Trauma-Informed approaches for all including teachers, administration, and support staff.

Alignment of the career and college readiness standards with core subject area curriculum K-12.

Prevention-Intervention programs K-5 would allow for additional opportunities for K-5 school counselors to provide direct/individual counseling.

Most Notable Observations/Patterns

Challenges	Discussion Point	Priority for Planning
Support the development and professional learning of central office and school-based staff in alignment with district and school mission, vision, goals, and priorities.		
Support schools in implementing evidence-based instructional strategies and programs to ensure all students have access to rigorous, standards-aligned instruction.		
Foster a vision and culture of high expectations for success for all students, educators, and families.		
Engage in meaningful two-way communication with stakeholders to sustain shared responsibility for student learning across the district.		
Alignment of the career and college readiness standards with core subject area curriculum K-12.		
Prevention-Intervention programs K-5 would allow for additional opportunities for K-5 school counselors to provide direct/individual counseling.		

ADDENDUM B: ACTION PLAN

Action Plan: Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.

Action Steps	Anticipated Start/Completion Date
Develop and distribute informational correspondence seeking collaborative feedback based on the overall objective and rationale for the project.	09/01/2022 - 09/30/2022

Monitoring/Evaluation	Anticipated Output
The final draft Profile will be presented to and recommended for approval by the Board of School Directors.	A final Profile of a Graduate document will be created and professionally produced.

Material/Resources/Supports Needed		PD Step	Comm Step
Communication Software/Presentations/Surveys		no	yes

Action Steps	Anticipated Start/Completion Date
Compile survey information.	10/01/2022 - 10/31/2022

Monitoring/Evaluation	Anticipated Output
The final draft Profile will be presented to and recommended for approval by the Board of School Directors.	A final Profile of a Graduate document will be created and professionally produced.

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

Action Steps	Anticipated Start/Completion Date
Develop a committee that is representative of the entire school community and create a Profile of a Graduate for the Whitehall-Coplay School District.	11/01/2022 - 04/30/2023

Monitoring/Evaluation	Anticipated Output
The final draft Profile will be presented to and recommended for approval by the Board of School Directors.	A final Profile of a Graduate document will be created and professionally produced.

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

Action Steps	Anticipated Start/Completion Date
Finalize artwork and develop professionally printed copies.	05/01/2023 - 05/31/2023

Monitoring/Evaluation	Anticipated Output
The final draft Profile will be presented to and recommended for approval by the Board of School Directors.	A final Profile of a Graduate document will be created and professionally produced.

Material/Resources/Supports Needed	PD Step	Comm Step
Artists/Printing Company	no	yes

Action Plan: Effectively communicate and promote the Profile of a Graduate.

Action Steps	Anticipated Start/Completion Date
Communicate through the use of an informational correspondence to the district overall by sharing the completed template of Profile with district staff and community through social media, email, video clips, etc.	09/01/2023 - 09/30/2023

Monitoring/Evaluation	Anticipated Output
An update will be provided to the Board of School Directors by the end of 2023.	A final Profile of a Graduate is communicated through multiple methods and posted in each classroom on campus.

Material/Resources/Supports Needed	PD Step	Comm Step
Social Media/Video/Presentations	no	yes

Action Steps	Anticipated Start/Completion Date
Post printed copies of the Profile of a Graduate in each classroom.	10/02/2023 - 11/30/2023

Monitoring/Evaluation	Anticipated Output
An update will be provided to the Board of School Directors by the end of 2023.	A final Profile of a Graduate is communicated through multiple methods and posted in each classroom on campus.

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

Action Plan: Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.

Action Steps	Anticipated Start/Completion Date
Department/Grade level teams will collaborate to audit curricular opportunities for integration of Profile elements.	01/01/2024 - 08/30/2024

Monitoring/Evaluation	Anticipated Output
Presentation to and approval by the Board of School Directors by the end of the 2024/2025 school year.	Redesigned curriculum guides and lesson plans that include the characteristics of a graduate based on the Profile of a Graduate.

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

Action Steps	Anticipated Start/Completion Date
Revise curriculum guides to include Profile of a Graduate elements into courses.	09/01/2024 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Presentation to and approval by the Board of School Directors by the end of the 2024/2025 school year.	Redesigned curriculum guides and lesson plans that include the characteristics of a graduate based on the Profile of a Graduate.

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

Action Steps	Anticipated Start/Completion Date
Develop activities for each grade level that focus on the discrete characteristics within the Profile.	09/01/2024 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Presentation to and approval by the Board of School Directors by the end of the 2024/2025 school year.	Redesigned curriculum guides and lesson plans that include the characteristics of a graduate based on the Profile of a Graduate.

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

Action Plan: Implement Personalized Professional Learning through Frontline Professional Growth for all staff.

Action Steps	Anticipated Start/Completion Date
Staff presentation where district administration will share rationale/vision for personalized professional development as well as provide training on how staff will access and self-monitor professional development hour accrual via Frontline.	05/02/2022 - 08/31/2022

Monitoring/Evaluation	Anticipated Output
Regular communication within Curriculum Leadership Council meetings.	Annual Professional Learning Plan

Material/Resources/Supports Needed		PD Step	Comm Step
Frontline Software/Presentation		yes	yes

Action Steps	Anticipated Start/Completion Date		
Provide catalog of supplementary professional development throughout the year to target identified areas of growth for all staff members, as derived from initial survey and feedback surveys. Offerings will be both asynchronous and synchronous and touch upon a variety of topics created from needs assessment.	05/13/2022 - 08/31/2022		

Monitoring/Evaluation	Anticipated Output		
Regular communication within Curriculum Leadership Council meetings.	Annual Professional Learning Plan		

Material/Resources/Supports Needed		PD Step	Comm Step
Frontline Software/Presentation		no	yes

Action Steps	Anticipated Start/Completion Date
Solicit ongoing feedback from employees as they experience professional learning and adjust offerings accordingly.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Regular communication within Curriculum Leadership Council meetings.	Annual Professional Learning Plan

Material/Resources/Supports Needed		PD Step	Comm Step
Surveys within Frontline		no	yes

Action Steps	Anticipated Start/Completion Date
Provide time for grade level/content area collaboration/work on selected measures during PD days/faculty meetings.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Regular communication within Curriculum Leadership Council meetings.	Annual Professional Learning Plan

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

Action Plan: Develop a new support staff onboarding program/course.

Action Steps	Anticipated Start/Completion Date
Create and implement a discrete new employee onboarding checklist for all employees.	07/01/2022 - 10/31/2022

Monitoring/Evaluation	Anticipated Output
Post-induction Surveys	A fully inclusive onboarding and induction program for teachers and paraprofessionals.

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

Action Steps	Anticipated Start/Completion Date
Offer professional development opportunities to all staff on professional development days.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Post-induction Surveys	A fully inclusive onboarding and induction program for teachers and paraprofessionals.

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

Action Steps	Anticipated Start/Completion Date
Develop and offer paraprofessional mentor positions by creating job descriptions and posting the available positions.	01/01/2023 - 06/30/2023

Monitoring/Evaluation	Anticipated Output
Post-induction Surveys	A fully inclusive onboarding and induction program for teachers and paraprofessionals.

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

Action Steps	Anticipated Start/Completion Date
Include all paraprofessionals in the mentor and induction program.	07/01/2023 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Post-induction Surveys	A fully inclusive onboarding and induction program for teachers and paraprofessionals.

Material/Resources/Supports Needed	PD Step	Comm Step
Time/Mentors/PD Sessions	yes	no

Action Plan: Continually re-design the Differentiated Supervision Model.

Action Steps	Anticipated Start/Completion Date
Develop a tutorial on the use of Frontline for submitting evaluation documents.	07/01/2022 - 08/31/2022

Monitoring/Evaluation	Anticipated Output
Participation and final evaluations.	A timely and up-to-date differentiated supervision plan.

Material/Resources/Supports Needed	PD Step	Comm Step
Frontline Professional Growth	yes	yes

Action Steps	Anticipated Start/Completion Date
Annually revise and update the Differentiated Supervision Plan and website.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Participation and final evaluations.	A timely and up-to-date differentiated supervision plan.

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

Action Steps	Anticipated Start/Completion Date
Annual staff presentation to explain Differentiated Supervision Model and opportunities for staff choice.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Participation and final evaluations.	A timely and up-to-date differentiated supervision plan.

Material/Resources/Supports Needed	PD Step	Comm Step
Presentation and Time	no	yes

Action Plan: Create, implement, and monitor a communication matrix that ensures consistent communication through a variety of methods.

Action Steps	Anticipated Start/Completion Date
Conduct a communications audit that includes focus groups, surveys, and training for staff.	08/01/2022 - 05/31/2023

Monitoring/Evaluation	Anticipated Output
Parent, student, and staff feedback on annual surveys.	A unified matrix of communication types and platforms will be implemented.

Material/Resources/Supports Needed		PD Step	Comm Step
Time, Surveys, Consultant		yes	no

Action Steps	Anticipated Start/Completion Date
Provide professional learning on platform types as needed.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Parent, student, and staff feedback on annual surveys.	A unified matrix of communication types and platforms will be implemented.

Material/Resources/Supports Needed		PD Step	Comm Step
Time, Presentations		yes	no

Action Plan: Create and communicate administrative regulations for all relevant policies.

Action Steps	Anticipated Start/Completion Date
Audit the WCSD Policy Manual to identify policies that require regulations or guidelines.	07/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Continued analysis and collaboration to review the manual.	A fully up-to-date online regulations manual will be available for review.

Material/Resources/Supports Needed	PD Step	Comm Step
Time/Online Policy Manual	no	no

Action Steps	Anticipated Start/Completion Date
Develop Administrative Regulations and post them on the WCSD Policy Manual site. Communicate updates to all necessary parties.	07/01/2022 - 12/31/2022

Monitoring/Evaluation	Anticipated Output
Continued analysis and collaboration to review the manual.	A fully up-to-date online regulations manual will be available for review.

Material/Resources/Supports Needed	PD Step	Comm Step
Time/Online Manual	no	yes

Action Steps	Anticipated Start/Completion Date
Develop and communicate regulations and guidelines as situations warrant the development and communication of procedures.	07/01/2022 - 06/30/2025

Monitoring/Evaluation	Anticipated Output
Continued analysis and collaboration to review the manual.	A fully up-to-date online regulations manual will be available for review.

Material/Resources/Supports Needed		PD Step	Comm Step
Time/Online Manual		no	yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Develop a committee that is representative of the entire school community and create a Profile of a Graduate for the Whitehall-Coplay School District.	11/01/2022 - 04/30/2023
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.	Department/Grade level teams will collaborate to audit curricular opportunities for integration of Profile elements.	01/01/2024 - 08/30/2024
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum,	Revise curriculum guides to include Profile of a Graduate	09/01/2024 - 06/30/2025

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
	Course Plans, Unit Plans, and Lessons.	elements into courses.	
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Integrate the Profile of a Graduate into the Curriculum, Course Plans, Unit Plans, and Lessons.	Develop activities for each grade level that focus on the discrete characteristics within the Profile.	09/01/2024 - 06/30/2025
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Staff presentation where district administration will share rationale/vision for personalized professional development as well as provide training on how staff will access and self-monitor professional development hour	05/02/2022 - 08/31/2022

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
		accrual via Frontline.	
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Provide time for grade level/content area collaboration/work on selected measures during PD days/faculty meetings.	07/01/2022 - 06/30/2025
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Offer professional development opportunities to all staff on professional development days.	07/01/2022 - 06/30/2025
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Include all paraprofessionals in the mentor and induction program.	07/01/2023 - 06/30/2025

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Develop a tutorial on the use of Frontline for submitting evaluation documents.	07/01/2022 - 08/31/2022
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create, implement, and monitor a communication matrix that ensures consistent communication through a variety of methods.	Conduct a communications audit that includes focus groups, surveys, and training for staff.	08/01/2022 - 05/31/2023
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create, implement, and monitor a communication matrix that ensures consistent	Provide professional learning on platform types as needed.	07/01/2022 - 06/30/2025

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
	communication through a variety of methods.		

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PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Frontline Professional Growth End User Training	All Staff	Use of Frontline Professional Growth Module for Professional Learning Use of Frontline Professional Growth Module for Evalkuations

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Users will independently utilize the Frontline Professional Growth Module	05/13/2022 - 08/31/2022	Supervisor of Educational Technology

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
Profile of a Graduate Committee	Students, staff, parents/guardians, and community members.	Identification of key attributes of successful graduates who are college and career ready.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Completed Profile of a Graduate	07/01/2022 - 06/30/2023	Director of Teaching and Learning

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

2b: Establishing a Culture for Learning

1c: Setting Instructional Outcomes

1b: Demonstrating Knowledge of Students

Professional Development Step	Audience	Topics of Prof. Dev
Integration of the Profile of a Graduate	Teachers and Paraprofessionals	Audit of current curriculum to identify opportunities, curriculum revision, and activity development.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Approved curriculum guides and implementing lessons.	07/01/2023 - 06/30/2025	Director of Teaching and Learning

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
1c: Setting Instructional Outcomes	
3c: Engaging Students in Learning	
1e: Designing Coherent Instruction	
4d: Participating in a Professional Community	

Professional Development Step	Audience	Topics of Prof. Dev
New Support Staff Onboarding Program	Paraprofessionals	New employee orientation, school safety, building and District operations, classroom management, technology, special education, literacy, and mathematics instruction.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Participation of new employees in the orientation course and induction programs.	07/01/2023 - 06/30/2025	Director of Teaching and Learning

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4f: Showing Professionalism 4d: Participating in a Professional Community	

Professional Development Step	Audience	Topics of Prof. Dev
Communications Audit and Training	Administrators and teachers.	1. Efficient and consistent communications. 2. Parent, student, staff feedback on communication. 3. Use of communications platforms.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
A fullt implemented communication matrix.	07/01/2022 - 06/30/2025	Superintendent of Schools

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

4d: Participating in a Professional Community

4c: Communicating with Families

3a: Communicating with Students

4c: Communicating with Families

1d: Demonstrating Knowledge of Resources

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Develop and distribute informational correspondence seeking collaborative feedback based on the overall objective and rationale for the project.	2022-09-01 - 2022-09-30
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Develop a unified vision of the outcomes of the Whitehall-Coplay School District by creating a Profile of a Graduate.	Finalize artwork and develop professionally printed copies.	2023-05-01 - 2023-05-31

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Effectively communicate and promote the Profile of a Graduate.	Communicate through the use of an informational correspondence to the district overall by sharing the completed template of Profile with district staff and community through social media, email, video clips, etc.	2023-09-01 - 2023-09-30
Develop, Communicate, and Implement a Profile of a Graduate. (Profile of a Graduate)	Effectively communicate and promote the Profile of a Graduate.	Post printed copies of the Profile of a Graduate in each classroom.	2023-10-02 - 2023-11-30
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline	Staff presentation where district administration will share rationale/vision for personalized	2022-05-02 - 2022-08-31

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
	Professional Growth for all staff.	professional development as well as provide training on how staff will access and self-monitor professional development hour accrual via Frontline.	
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Provide catalog of supplementary professional development throughout the year to target identified areas of growth for all staff members, as derived from initial survey and feedback surveys. Offerings will be both asynchronous and	2022-05-13 - 2022-08-31

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		synchronous and touch upon a variety of topics created from needs assessment.	
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Implement Personalized Professional Learning through Frontline Professional Growth for all staff.	Solicit ongoing feedback from employees as they experience professional learning and adjust offerings accordingly.	2022-07-01 - 2025-06-30
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Develop a new support staff onboarding program/course.	Create and implement a discrete new employee onboarding checklist for all employees.	2022-07-01 - 2022-10-31
Empower and engage all staff by designing and delivering job-embedded, thorough,	Develop a new	Develop and offer	2023-01-01

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	support staff onboarding program/course.	paraprofessional mentor positions by creating job descriptions and posting the available positions.	- 2023-06-30
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Develop a tutorial on the use of Frontline for submitting evaluation documents.	2022-07-01 - 2022-08-31
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Annually revise and update the Differentiated Supervision Plan and website.	2022-07-01 - 2025-06-30
Empower and engage all staff by designing and delivering job-embedded, thorough, and timely professional learning opportunities that are based on District goals and the needs of our community. (Professional Learning)	Continually re-design the Differentiated Supervision Model.	Annual staff presentation to explain Differentiated Supervision Model	2022-07-01 - 2025-06-30

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
		and opportunities for staff choice.	
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create and communicate administrative regulations for all relevant policies.	Develop Administrative Regulations and post them on the WCSD Policy Manual site. Communicate updates to all necessary parties.	2022-07-01 - 2022-12-31
Capitalize on our single-campus setting by establishing consistency in communication, procedures, and programs. (Campus Consistency)	Create and communicate administrative regulations for all relevant policies.	Develop and communicate regulations and guidelines as situations warrant the development and communication of procedures.	2022-07-01 - 2025-06-30

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Inform the community and solicit feedback for the Profile of a Graduate	Students, staff, parents/guardians, community members, and business owners.	1. Information on the purpose and rationale for a Profile of a Graduate 2. Information on how to provide feedback and input on the key components of our Profile of a Graduate.

Anticipated Timeframe	Frequency	Delivery Method
10/01/2022 - 10/31/2022	Initial message with one reminder for the deadline.	Email Posting on district website

Lead Person/Position
Director of Teaching and Learning

Communication Step	Audience	Topics/Message of Communication
Market the Profile of a Graduate	Students, staff, parents/guardians, community members, and business owners.	The final Profile of a Graduate

Anticipated Timeframe	Frequency	Delivery Method
07/01/2023 - 06/30/2024	Posters distributed to all classrooms.	Other Email Posting on district website

Lead Person/Position
Director of Teaching and Learning

Communication Step	Audience	Topics/Message of Communication
Communicate the Personalized Professional Learning System	All WCSD Staff	1. Rationale/Vision for personalized professional learning 2. Train staff on the use of an online catalog and enrollment system within Frontline Professional Growth

Anticipated Timeframe	Frequency	Delivery Method
07/01/2022 - 10/31/2022	One time in August for each employee group	Presentation

Lead Person/Position

Supervisor of Educational Technology

Communication Step	Audience	Topics/Message of Communication
Employee Feedback on Professional Learning	All WCSD Staff	Employees will complete an online survey following the completion of any professional learning activity.

Anticipated Timeframe	Frequency	Delivery Method
07/01/2022 - 06/30/2025	Survey completion following each event.	Other

Lead Person/Position

Supervisor of Educational Technology

Communication Step	Audience	Topics/Message of Communication
Employee Onboarding Checklist	All New Staff	A new employee checklist will provide new employees with new forms, key information, and required training and orientation courses.

Anticipated Timeframe	Frequency	Delivery Method
01/01/2023 - 06/30/2023	As each new employee is hired.	Memorandum

Lead Person/Position
Human Resources Manager

Communication Step	Audience	Topics/Message of Communication
Paraprofessional Mentor Program	Paraeducators	The District will develop and communicate job descriptions and post available positions for a mentor/induction program for all new paraprofessionals.

Anticipated Timeframe	Frequency	Delivery Method
01/01/2023 - 06/30/2023	One time in the spring of 2023	Email

Lead Person/Position

Director of Teaching and Learning

Communication Step	Audience	Topics/Message of Communication
Implement a Revised Web-based Differentiated Supervision Plan	All Teaching Staff	1. The use of Frontline for evaluations and supervision. 2. Revisions to the Differentiated Supervision Plan

Anticipated Timeframe	Frequency	Delivery Method
08/01/2022 - 06/30/2025	Beginning of each School year	Presentation Posting on district website Other

Lead Person/Position

Director of Teaching and Learning

Communication Step	Audience	Topics/Message of Communication
Provide Consistent Procedures and Polices	All WCSD Staff	Consistent Regulations that are in Line with Up-to-date Board Policies

Anticipated Timeframe	Frequency	Delivery Method
07/01/2022 - 06/30/2025	As Policies, Procedures, and Regulations are Updated	Posting on district website Email

Lead Person/Position
Superintendent of Schools

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline