



STRATEGIC INITIATIVE ACTION PLAN

Focus Area	College and Career Paths
Initiative 6A	Create career-related curriculum and personal learning plans for all PreK-12 students
Draft	August 2019

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I. Intended Objective of the Strategic Initiative

Objective
Achievement will increase as students dream bigger <i>and envision</i> the possibility of a future that involves education after high school, training, apprenticeship, leading to a productive future in our society.

II. Initiative Description

Brief Description of Initiative
<p><i>Making a personal learning plan is a way for students to consider their strengths and interests, and guide choices about courses. Accompanied by career-related curriculum, the plan will help students prepare for college, career and life.</i></p> <p>We will:</p> <ul style="list-style-type: none">• Establish a central catalog and distribution system for career-focused curriculum resources for educators• Establish a process where PreK-12 students can create and regularly update personal learning plans that include their strengths, interests and goals for the future• Develop and implement career awareness programming for students in grades PreK-5 and career exploration for students in grades 6-8, identifying community partners to help

III. Rationale

Desired State
<p>PreK-12 students have equitable access and support to rigorous academic, early college and career development curriculum as well as career pathway programming opportunities across the district.</p> <ul style="list-style-type: none">• Students in all grades engage in activities designed to encourage them to think about their future; these activities increase in focus as students advance in school such that students enter high school with an understanding of their future career interests and possibilities

- The application of career and workplace skills and concepts is infused into academic instructional practices, with all career paths honored
- Secondary students design a personal program to engage in and explore early college and career development courses and/or career pathway programming opportunities
- Naviance is uniformly implemented throughout grade 6-12 programs as a tool to support this work

Students create Personal Learning Plans that are reviewed and revised annually by the student, family and staff.

- A single document or visual exists that outlines career-related curriculum and expectations for each grade band to help with creating plans; the document is translated.
- Personal Learning Plans are online documents that include:
 - Goals
 - Action on how to accomplish goals
 - Career pathway preferences
 - Identified support if not making adequate progress on goals/pathway
 - Aptitude
 - Interests
 - Identified mentor/counselor
 - Learning mode preferences

Evidence that Demonstrates the Efficacy and/or Best Practices of this Program/Initiative

1. Student Learning Plans: Supporting Every Students' Transition to College and Career-June, 2011; Rennie Center for Education Research and Policy
<https://dpi.wi.gov/sites/default/files/imce/cte/pdf/studentlearningplans.pdf>
2. Career Pathways: Graduation is No Longer the Endgame-May, 2016; American Institutes for Research
<https://www.air.org/resource/career-pathways-graduation-no-longer-endgame>
3. College and Career Readiness Begins With A Well-Rounded Education: Opportunities Under Every Child Succeeds Act-April, 2017; American Institute for Research
<https://ccrcenter.org/products-resources/ask-the-ccrs-center/college-and-career-readiness-begins-well-rounded-education>
4. Oregon Applied Academics Project Final Report-Dec. 2013; National Research Center Career and Technical Education
<http://www.nrccte.org/resources/publications/oregon-applied-academics-project-final-report>
5. Minnesota's World's Best Workforce;
<https://education.mn.gov/MDE/dse/wbwf/>
6. Minnesota's Personal Learning Plan Legislation - June 2017;
https://drive.google.com/a/stpaul.k12.mn.us/file/d/15lI31zBfla-ITYJCc_z1eCbmai16npbJ/view?usp=sharing

- 7. [ConnectED](http://www.connectedcalifornia.org): <http://www.connectedcalifornia.org> , Example: [Career Explorations Integrated Curriculum units on Law and Justice Careers](#)
- 8. Best Practices in K-12 College and Career Readiness-June 2014;Hanover Research [Best Practices in K-12 College and Career Readiness](#)

IV. Initiative Scope

In Scope
Action Team Leaders, Advisory Committees, Post Secondary Partners, Community and Business Partners, AVID Teachers, Campus Teams, Career Pathways Counselors, Career Resources Staff, College Access Partners, Case Managers, Communications Department, Grants Office, Content Area Leads, homeroom/advisory teachers, Career and Technical Education Teachers, Departmental Leadership, Family and Community Engagement, Human Resources, Office of Multilingual Learning, Office of College and Career Partnerships, Office of Specialized Services, Office of Teaching and Learning, Research, Evaluation and Assessment, School Climate, School Counseling Department, Social Workers, Students and Parents, Work Based Learning Teachers, and Business Office
Out of Scope
Broad revisions to core curriculum and instruction.

V. Initiative Work plan

#	Milestone Deliverable or Activity	Responsible Person or Group	Start Date	Target End Date
School Year 2018-2019				
1	Create job description, post and hire Program Manager to oversee the initiative and Counselors to support pilot sites	District Leadership	01/01/19	Complete
2	Conduct analysis of current K-12 staffing and structures to support implementation at the district level and school levels.	Program Manager, Action Team	January 2019	Complete
3	Consider K-12 funding streams currently available or used.	District Leadership, Program Manager	01/01/19	Complete

4	Conduct analysis of current K-12 Personal Learning Plans.	Program Manager, Action Team	01/01/19	Complete
5	Research effective Personal Learning Plans from other sources.	Program Manager, Action Team	March 2019	Complete
6	Review current K-12 career-related curriculum and experiences.	Program Manager, Action Team	January 2019	Complete
7	Draft a Version 1 Personal Learning Plan framework that aligns with and exceeds state statute that will identify student interests, aspirations and goals, supports and course sequences.	Program Manager, Action Team, consulting with Counselors and other stakeholders	June 2019	Complete
8	Develop Version 1 Personal Learning Plan implementation guides and lessons	Program Manager, Action Team, and Counselors	June 2019	November 2019
9	Research and select data warehousing for Version 1 Personal Learning Plans within SPPS.	Program Manager, Action Team, District Leadership	July 2019	Complete
10	Develop site self assessment and other tools to monitor and evaluate Version 1 Personal Learning Plan implementation	Program Manager, Counselors	June 2019	November 2019
School Year 2019-2020				
11	Implement pilot of Personal Learning Plans K-12, providing professional development for site staff	14 school sites, supported by Program Manager and Counselors	September 2019	June 2020
12	Develop a document for families at pilot sites that communicates student learning plan and progress toward goals	Program Manager, Information Technology, Communications	August 2019	January 2020
13	Design and implement communications for internal and external stakeholders at pilot sites	Communications, Program Manager	September 2019	November 2019
14	Complete site self assessment, other data collection and analyze results of Version 1 Personal Learning Plan	Program Manager, Counselors	March 2020	June 2020

	implementation			
15	Determine role for community partners in developing and implementing career awareness programming for all students in grades PreK-5 and career exploration for students in grades 6-8	Program Manager, Action Team, District Leadership	January 2020	May 2020
16	Align career-related curriculum and experiences at each grade level	Program Manager, Action Team	March 2020	June 2020
17	Develop a graphic representation of career related curriculum.	Program Manager, Communications	July 2020	July 2020
18	Develop benchmarks to help identify how well students understand the big ideas of the career-related curriculum.	Program Manager, Action Team	March 2020	June 2020
19	Based on year 1 progress, design a year 2 implementation plan that encompasses career-related curriculum and Personal Learning Plans. Project out plans for years 3-5.	Action Team with input from Office of Teaching and Learning, Career and Technical Education/WBL, Office of College and Career Partnerships, Advisory Committees, Community Partners,	November 2019	February 2020
20	Create version 2 Personal Learning Plan format and curriculum based on findings from year 1	Program Manager, Action Team, Counselors	June 2020	August 2020
21	Research and select data warehousing for Version 2 Personal Learning Plans	Program Manager, Action Team, District Leadership	March 2020	June 2020
22	Create and implement a staff professional development plan for year 2 targeted sites that supports a successful launch of Personal Learning Plan and career-related curriculum implementation.	Program Manager, Action Team	April 2020	August 2020

23	Develop an educator toolkit of PLP and career-related curriculum resources for use in year 2.	Office of Teaching and Learning, Research, Evaluation and Assessment, Office of College and Career Partnerships, Office of Multilingual Learning, Office of Specialized Services	February 2020	August 2020
24	Develop and implement a communications plan for internal and external stakeholders for year 2 expanded Personal Learning Plans and career-related curriculum sites	Program Manager, Communications	March 2020	September 2020
School Year 2020-2021				
25	Implement expanded year-2 pilot of Personal Learning Plans and career-related curriculum	Program Manager, Action Team	September 2020	June 2021
26	Provide support for educators at year 2 sites	Program Manager, Action Team	September 2020	June 2021
27	Monitor the implementation of the initiative components and their impact on student outcomes at expanded pilot sites	Program Manager, Action Team	September 2020	June 2021
28	Informed by year 2 progress, adjust years 3-5 implementation plan for career-related curriculum and Personal Learning Plans	Action Team with input from Office of Teaching and Learning, Career and Technical Education/WBL, Office of College and Career Partnerships, Advisory Committees, Community Partners,	November 2020	February 2021

VI. Performance Indicators

School Year 2018-19			Achievement Completion	
Performance Indicator	Measurement Method	Targeted Achievement	Completed (y/n)	Level of Completion
Data analysis completed	Reports from groups responsible	Addresses all necessary areas	Y	At or above target
Research of effective personal learning plans	Documentation and summary review	A comprehensive review of research personal learning plan available.	Y	At or above target
Set framework for career-related curriculum completed	Framework Plan Curriculum alignment team identified	Covers PreK-12	Y	At or above target
Benchmarks identified for students understanding of the big ideas of the career-related curriculum completed	Benchmark Tool	Address all necessary areas and skills that students need.	N	Timeline adjusted
Personal learning plan version 1 format	personal learning plan aligns with and exceeds state statute	Personal learning plans are ready to be added to delivery/digital system	N	Timeline adjusted
Professional development plan for career-related curriculum, experiences and personal learning plan Professional development completed and schedule set	Professional development Plan	Plan completed and schedule to implement in year 1 of pilot Professional development addresses best practice and research around personal learning plans and career-related curriculum	N	Timeline adjusted
Comprehensive Implementation Plan that encompasses career-related curriculum and personal learning plan	Implementation Plan	Addresses all components of the initiative	N	Timeline adjusted

completed				
K-5 Career curriculum and experiences is enhanced so that all elementary receive aligned programming and exposure	The actual curriculum is finalized to include a more robust and comprehensive experience for students	Foundational curriculum and programming plan is enhanced through community partnerships and real-world career experiences.	N	Timeline adjusted

School Year 2019-20		
Version 1 career related curriculum implementation guides and lessons	Implementation plan	Addresses all components of the career related curriculum
Version 1 Personal learning plan format and process	personal learning plan aligns with and exceeds state statute	Personal learning plans are ready to be added to delivery/digital system
Personal Learning Plans implemented at pilot sites	personal learning plans in use in schools by students	Counselors and/or teachers provide support for a meaningful and realistic personal learning plan for all students 80%+ of students in target sites have completed or revised a personal learning plan
Career related curriculum implemented at pilot sites	Data, reports, Benchmark tool Scope and sequence document	Counselors and/or teachers provide support for meaningful and realistic career related curriculum 80% of students in target sites engage in career related curriculum
Professional development support for pilot sites	Professional development log and schedule	Staff at targeted sites are facilitating site level PD
Pilot year evaluation	Pilot year evaluation report	Collects, analyzes data from pilot sites, makes recommendations for 2020-21
Guidelines for building level support for PLP process	Systems documentation	Targeted sites have explored and installed for 2020-21
Expanded Implementation Plan for career-related curriculum and personal learning plan in year 2; includes version 2 of CRC and PLP	Implementation Plan	Addresses all components of the initiative Reflects results of pilot

School Year 2020-21		
Ongoing Professional development for targeted sites to support personal learning plan and career related curriculum	Professional development Participation log.	90%+ participation among targeted audience and evidence of learned practices visible/applied in classrooms.
Career-related curriculum use in targeted schools and classrooms	Data, reports, Benchmark tool Scope and sequence documents	Has increased in intensity from previous year and addresses all necessary areas and skills that students need. 90% of students in target sites engage in career related curriculum
Personal Learning Plans implemented in target sites	Personal learning plans professional development plan was delivered. Personal learning plans in use in schools	90%+ of students in target sites have completed or revised a personal learning plan 90%+ Teachers provide support for a meaningful realistic personal learning plan for all students.
Finalized career related curriculum and PLP scope and sequence for use in years 3-5	Implementation Plan	Addresses all components of the initiative Reflects results of pilot
Expanded implementation plan for years 3-5 phase of targeted sites	Implementation Plan	Addresses all components of the initiative Reflects results of pilot