CENTRAL IU 10

200 Shady Lane

IU Comprehensive Plan | 2024 - 2027

MISSION STATEMENT

CIU 10 provides innovative and engaging services which support equitable access to educational opportunities.

VISION STATEMENT

Strategic partnerships promoting equity, access, and innovation.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

To build relationships with other students and teachers, and to remain dedicated to learning.

STAFF (FORMALLY EDUCATORS)

To provide high quality services, install a life-long love of learning, and develop relationships through collaboration.

ADMINISTRATION

To maintain a culture of principle-centered decision making, provide fiscal stewardship, maintain accountability to all members of the community and intermediate unit, and develop relationships through collaboration.

LEA LEADERS

To provide cost effective professional services to member LEAs, to foster communication between LEAs and the state, to promote cooperation throughout the region.

PARENTS

To provide essential services to students and families, to develop relationships between students, staff and families, to coordinate services between schools, IU and other organizations.

COMMUNITY

To provide community based resources, and foster two-way communication between the community and local education agencies.

OTHER (OPTIONAL)

Core Principles: People, Perspective, and Specialized Skills Building Partnerships Inspiring Solutions!

STEERING COMMITTEE

Name	Position	Building/Group
Dawn Hayes	Administrator	Central IU 10
Haylee Hickman	Staff Member	Central IU 10
Joni Hayward	Staff Member	Central IU 10
Justine Lynch	Staff Member	Central IU 10
Jonathan Rice	Administrator	Central IU 10
Michele Hammersla-Quick	Administrator	Central IU 10
Amy Wible	Community Partner	CenClear Inc
Judy Koch	Staff Member	Central IU 10
Karen Wolfe	Staff Member	Central IU 10
Roxann Emigh	Administrator	Central IU 10
Amanda Simcoe	Staff Member	Central IU 10
Francine Endler	Administrator	Central IU 10
Jenna Witherite	Administrator	Central IU 10

Name	Position	Building/Group
Karen Krise	Administrator	Central IU 10

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
If we develop a system to update our internal processes, we will increase our efficiency and accountability and we will be able to better address the needs of our community of stakeholders.	Essential Practices 2: Empower Leadership
If we expand our outreach to our community, then we will have a more thorough understanding of community assets and challenges to better address the needs of our community.	Community Engagement
If we utilize data from our community partners and LEAs, then we will be able to provide targeted professional learning which will strengthen equitable learning practices for all students.	Community Engagement
If we improve our internal and external systems of communication then we will have greater consistency, clarity and timeliness with our messaging and we will be able to better serve our community.	Other

ACTION PLAN AND STEPS

Evidence-based Strategy
Paperless Documentation

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Paperless Documentation	CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create

Goal Nickname	Measurable Goal Statement (Smart Goal)
system	or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Revise current forms and processes and move to paperless documentation system	2024-04-01 - 2026-08-19	Business Manager	SCView, Business Office, support staff, FIS
Share new paperless documentation processes and forms with all relevant stakeholders	2024-08-12 - 2026-08-31	Business Manager	SCView/FIS, Support Staff

Anticipated Outcome

All users are able to access and use paperless documentation for work processes.

Monitoring/Evaluation

Ongoing monitoring of the effectuvess and use of paperless documentation by the business office, support staff, and cabinet team.

Evidence-based Strategy

Equitable Technology Skills

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop an asynchronous support hub for staff to continue technology professional learning.	2024-04-01 - 2024-06-30	Curriculum Department	Moodle, Padlet, Staff time
Introduce equitable technology hub to staff for technology professional learning.	2024-08-12 - 2024-08-13	Curriculum & Innovation Department	Moodle, Staff time, Padlet
Development of ongoing technology supports for professional learning	2024-04-01 - 2026-08-19	Curriculum & Innovation Department	Moodle, Staff time, Padlet

Anticipated Outcome

All staff will have equitable access to professional learning for leveraging technology in their professional role.

Monitoring/Evaluation

Bi-annual review of course usage, survey and/or qualitative data from staff members & supervisors about ongoing technology needs/barriers.

Evidence-based Strategy

Community Connections

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Community Needs	Annually update the comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Annual surveys and/or interviews with community stakeholders to assess supports and needs	2024-09-19 - 2026-08-19	Cabinet Members	survey

Anticipated Outcome

Survey results help to guide the needs of community stakeholders to plan services and supports

Monitoring/Evaluation

The director & cabinet team will review qualitative and quantitative data from surveys and interviews annually

Evidence-based Strategy

Internal and External Communication

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
Improved Communication	Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders.

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Revision of website to meet the needs of both internal and external users	2024-04-19 - 2025-04-19	Technology Director	Website Committee, website host service
Implementation of social media communications	2024-04-19 - 2025-04-19	Cabinet Member	Social Media Team and Technology department
Communication of trainings, supports and services to external stakeholders	2024-04-19 - 2026-08-19	Cabinet Member	support staff, Canva

Anticipated Outcome

Stakeholders receive relevant and timely information about CIU supports and services.

Monitoring/Evaluation

Annual surveys/interviews as well as participant enrollment and feedback may be used to inform the effectiveness of communication of services and supports

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Share new paperless documentation processes and forms with all relevant stakeholders	08/12/2024 - 08/31/2026

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
	Equitable Technology Skills	Introduce equitable technology hub to staff for technology professional learning.	08/12/2024 - 08/13/2024

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Revision of website to meet the needs of both internal and external users	04/19/2024 - 04/19/2025

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Implementation of social media communications	04/19/2024 - 04/19/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Revise current forms and processes and move to paperless documentation system	04/01/2024 - 08/19/2026

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Share new paperless documentation processes and forms with all relevant stakeholders	08/12/2024 - 08/31/2026

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
	Equitable Technology Skills	Introduce equitable technology hub to staff for technology professional learning.	08/12/2024 - 08/13/2024

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Annually update the comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs)	Community Connections	Annual surveys and/or interviews with community stakeholders to assess supports and needs	09/19/2024 - 08/19/2026

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Revision of website to meet the needs of both internal and external users	04/19/2024 - 04/19/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Implementation of social media communications	04/19/2024 - 04/19/2025

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Communication of trainings, supports and services to external stakeholders	04/19/2024 - 08/19/2026

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

As Executive Director, I affirm that this IU Level Plan was developed in accordance, and will comply with the applicable provisions of 22 Pa. Code, Chapters 4, 12, 14, 16 and 49. I also affirm that the governing board reviewed the IU Level Plan, as indicated in the attached official Board minutes and the contents of the plan are true and correct. Finally, I affirm that the plan was 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.

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

Executive Director	Francine Endler	2022-01-31

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

All additional IU plans have been developed based on best practices and a focus on the needs of the CIU and our stakeholders.

All additional IU plans have been created in a collaborative environment.

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

Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit

Foster a vision and culture of high expectations for success for all stakeholders

Supporting staff and students and their SEL needs is addressed via our TaC staff and programming that includes PBIS.

Knowing and responding to the community overall and to the specific stakeholders (based on the program) is a strength.

Skillful and targeted use of technology within the programs

Challenges

Monitoring and updating the plans will continue to be a focus throughout the timeframe of the comprehensive plan.

Onboarding new staff to ensure continuity of services and high-quality programming will need to be a priority.

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

Partner with local businesses, employers, community organizations, and other agencies to meet the needs of the Intermediate Unit

Allocate resources based on the analysis of data

Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit

Maximizing communication (both internally and externally) will be a challenge and will be important in order to support our schools and stakeholders.

Utilizing technology (both internally and externally) remains a

Strengths

assisted in the delivery of services.

Challenges

challenge and will be an important focus area for CIU 10 throughout this plan.

Streamlining of processes within the organization will assist the IU overall, and each department in service delivery which supports the mission and vision.

Reaching stakeholders to engage them and involve them within the program continues to be a challenge that we monitor and address.

Most Notable Observations/Patterns

The need for a systemized approach to communications both internally and with the external community is at the root of many challenges experienced by the IU.

Challenges	Discussion Point	Priority for Planning
Establish and maintain a focused system for continuous improvement and ensure organizational coherence		✓
Partner with local businesses, employers, community organizations, and other agencies to meet the needs of the Intermediate Unit		✓
Allocate resources based on the analysis of data		✓
Engage in meaningful two-way communication with stakeholders to establish and sustain shared responsibility for learning across the Intermediate Unit		✓

ADDENDUM B: ACTION PLAN

Action Plan: Paperless Documentation

Action Steps	Anticipated Start/Completion Date
Revise current forms and processes and move to paperless documentation system	04/01/2024 - 08/19/2026

Monitoring/Evaluation	Anticipated Output
Ongoing monitoring of the effectuvess and use of paperless documentation by the business office, support staff, and cabinet team.	All users are able to access and use paperless documentation for work processes.

Material/Resources/Supports Needed		PD Step	Comm Step
SCView, Business Office, support staff, FIS		no	yes

Action Steps	Anticipated Start/Completion Date
Share new paperless documentation processes and forms with all relevant stakeholders	08/12/2024 - 08/31/2026

Monitoring/Evaluation	Anticipated Output
Ongoing monitoring of the effectuvess and use of paperless documentation by the business office, support staff, and cabinet team.	All users are able to access and use paperless documentation for work processes.

Material/Resources/Supports Needed	PD Step	Comm Step
SCView/FIS, Support Staff	yes	yes

Action Plan: Equitable Technology Skills

Action Steps	Anticipated Start/Completion Date
Develop an asynchronous support hub for staff to continue technology professional learning.	04/01/2024 - 06/30/2024

Monitoring/Evaluation	Anticipated Output
Bi-annual review of course usage, survey and/or qualitative data from staff members & supervisors about ongoing technology needs/barriers.	All staff will have equitable access to professional learning for leveraging technology in their professional role.

Material/Resources/Supports Needed		PD Step	Comm Step
Moodle, Padlet, Staff time		no	no

Action Steps	Anticipated Start/Completion Date
Introduce equitable technology hub to staff for technology professional learning.	08/12/2024 - 08/13/2024

Monitoring/Evaluation	Anticipated Output
Bi-annual review of course usage, survey and/or qualitative data from staff members & supervisors about ongoing technology needs/barriers.	All staff will have equitable access to professional learning for leveraging technology in their professional role.

Material/Resources/Supports Needed		PD Step	Comm Step
Moodle, Staff time, Padlet		yes	yes

Action Steps	Anticipated Start/Completion Date
Development of ongoing technology supports for professional learning	04/01/2024 - 08/19/2026

Monitoring/Evaluation	Anticipated Output
Bi-annual review of course usage, survey and/or qualitative data from staff members & supervisors about ongoing technology needs/barriers.	All staff will have equitable access to professional learning for leveraging technology in their professional role.

Material/Resources/Supports Needed		PD Step	Comm Step
Moodle, Staff time, Padlet		no	no

Action Plan: Community Connections

Action Steps	Anticipated Start/Completion Date
Annual surveys and/or interviews with community stakeholders to assess supports and needs	09/19/2024 - 08/19/2026

Monitoring/Evaluation	Anticipated Output
The director & cabinet team will review qualitative and quantitative data from surveys and interviews annually	Survey results help to guide the needs of community stakeholders to plan services and supports

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

Action Plan: Internal and External Communication

Action Steps	Anticipated Start/Completion Date
Revision of website to meet the needs of both internal and external users	04/19/2024 - 04/19/2025

Monitoring/Evaluation	Anticipated Output
Annual surveys/interviews as well as participant enrollment and feedback may be used to inform the effectiveness of communication of services and supports	Stakeholders receive relevant and timely information about CIU supports and services.

Material/Resources/Supports Needed	PD Step	Comm Step
Website Committee, website host service	yes	yes

Action Steps	Anticipated Start/Completion Date
Implementation of social media communications	04/19/2024 - 04/19/2025

Monitoring/Evaluation	Anticipated Output
Annual surveys/interviews as well as participant enrollment and feedback may be used to inform the effectiveness of communication of services and supports	Stakeholders receive relevant and timely information about CIU supports and services.

Material/Resources/Supports Needed		PD Step	Comm Step
Social Media Team and Technology department		yes	yes

Action Steps	Anticipated Start/Completion Date
Communication of trainings, supports and services to external stakeholders	04/19/2024 - 08/19/2026

Monitoring/Evaluation	Anticipated Output
Annual surveys/interviews as well as participant enrollment and feedback may be used to inform the effectiveness of communication of services and supports	Stakeholders receive relevant and timely information about CIU supports and services.

Material/Resources/Supports Needed	PD Step	Comm Step
support staff, Canva	no	yes

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Share new paperless documentation processes and forms with all relevant stakeholders	08/12/2024 - 08/31/2026
	Equitable Technology Skills	Introduce equitable technology hub to staff for technology professional learning.	08/12/2024 - 08/13/2024
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved	Internal and External Communication	Revision of website to meet the needs of both	04/19/2024 - 04/19/2025

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Communication)		internal and external users	
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Implementation of social media communications	04/19/2024 - 04/19/2025

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Annual In-Service Required Documentation Update	CIU staff	Standardized written, verbal and communication strategies

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Attendance at required professional development activities; all employees will display a uniformed CIU 10 tag line and email signature	08/14/2024 - 08/18/2027	Technology Director

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

Language and Literacy Acquisition for All Students

Professional Development Step	Audience	Topics of Prof. Dev
Equitable Technology Access	All CIU 10 staff	Overview of the asynchronous technology hub with all staff members

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Staff members will be able to independently access technology learning modules to support their professional learning	08/12/2024 - 08/13/2024	Curriculum Director

Danielson Framework Component Met in this Plan:

1d: Demonstrating Knowledge of Resources

1d: Demonstrating Knowledge of Resources

4d: Participating in a Professional Community

4e: Growing and Developing Professionally

This Step meets the Requirements of State Required Trainings:

Language and Literacy Acquisition for All Students
Language and Literacy Acquisition for All Students

Professional Development Step	Audience	Topics of Prof. Dev
Social Media Content Creation	Social Media Content Creators, Program Supervisors	How to properly create social media posts and templates, following process for submission in each department

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Updated and professional social media platforms	01/02/2024 - 12/19/2027	Technology Director

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4e: Growing and Developing Professionally	Language and Literacy Acquisition for All Students
4d: Participating in a Professional Community	

Professional Development Step	Audience	Topics of Prof. Dev
Creation and Rebranding of Organization Website	Internal staff and external stakeholders	Professional and user-friendly website template creation

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Users will be able to independently create and revise website content to meet the need of internal and external stakeholders	01/02/2024 - 12/19/2027	Technology Director

Danielson Framework Component Met in this Plan:	This Step meets the Requirements of State Required Trainings:
4e: Growing and Developing Professionally	Language and Literacy Acquisition for All Students
4d: Participating in a Professional Community	

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Revise current forms and processes and move to paperless documentation system	2024-04-01 - 2026-08-19
CIU 10 will continue to develop internal processes that use a paperless documentation system. Staff will create or improve the electronic documentation in specific to job-related duties, monthly forms, and financial accounting. This system will include all employees and documents that are required for accountability in order to have a process and way of completing forms electronically. Building off of current processes in place using the FIS system, Administrative staff will work together to create these processes and train employees for electronic documentation, resulting in higher efficiency and accuracy. (Paperless Documentation system)	Paperless Documentation	Share new paperless documentation processes and forms with all relevant stakeholders	2024-08-12 - 2026-08-31
	Equitable	Introduce	2024-08-12

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
	Technology Skills	equitable technology hub to staff for technology professional learning.	- 2024-08-13
Annually update the comprehensive communication plan detailing IU services, for both our internal and external partners to expand our partnerships and services offered. (Community Needs)	Community Connections	Annual surveys and/or interviews with community stakeholders to assess supports and needs	2024-09-19 - 2026-08-19
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Revision of website to meet the needs of both internal and external users	2024-04-19 - 2025-04-19
Central IU will develop and implement systems over a three year time frame to improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	Internal and External Communication	Implementation of social media communications	2024-04-19 - 2025-04-19
Central IU will develop and implement systems over a three year time frame to	Internal and	Communication of	2024-04-19

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
improve processes of internal communication within the IU, branding and marketing to the community, and external communications to all stakeholders. (Improved Communication)	External Communication	trainings, supports and services to external stakeholders	- 2026-08-19

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Paperless Documentation Updates	All CIU 10 Staff	All new paperless documentation and related processes including where, how, and when to access.

Anticipated Timeframe	Frequency	Delivery Method
08/12/2024 - 01/05/2027	ongoing	Email Posting on district website

Lead Person/Position
Business Office

Communication Step	Audience	Topics/Message of Communication
Equitable Technology Skills	All CIU 10 Staff	Updates to technology tools and processes including relevant trainings

Anticipated Timeframe	Frequency	Delivery Method
08/12/2024 - 01/05/2027	ongoing	Email Presentation Posting on district website

Lead Person/Position
Technology Department

Communication Step	Audience	Topics/Message of Communication
Community Connections	Community stakeholders	Annual community connections & related services, needs, services, and supports

Anticipated Timeframe	Frequency	Delivery Method
05/01/2024 - 01/05/2027	annual	Other

Lead Person/Position

Cabinet directors

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Publication of plan & updates	Publication of plan & updates	Website	All stakeholders	Ongoing throughout life of plan