

BERLIN BROTHERSVALLEY SD

K-12 Guidance Plan | 2024 - 2027

GUIDANCE PLAN PROFILE

PROFILE

LEA Name

Berlin Brothersvalley SD

AUN

108561003

Address 1

1025 Main St

Address 2

City

Berlin

State

PA

Zip Code

15530

LEAD COUNSELOR

Lead Counselor Name

Christy McMillen

Lead Counselor Phone Number

8142674622

Extension

Lead Counselor Email

cmcmillen@bbsd.com

CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator Name

Mr Thomas A Podpora

Chief School Administrator Phone Number

(814) 267-4621 - 4059

Extension

Chief School Administrator Email

tpodpora@bbsd.com

ADDITIONAL COUNSELOR(S)

Counselor Name

Counselor Phone Number

Extension

Counselor Email

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).

The mission of the Berlin Brothersvalley School District's school counseling program is to provide all students with the academic, personal and social skills necessary to become responsible, productive and respectful individuals who develop into contributing members of society. The integrated program reflects the goals of the district's Comprehensive Plan and is developmentally appropriate. In partnership with students, staff, family, community members, and employers, the counseling program prepares all students to achieve success in school, attain skills that will make them college and career

2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?

Yes

School district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).

Somerset County Career and Technical School sctc.net

339.31 BOARD-APPROVED GUIDANCE PLAN

339.31 BOARD-APPROVED GUIDANCE PLAN

3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?

Yes

Enter date when last approved by Board/JOC.

2024-03-04

339.32(1) CAREER AND TECHNICAL CURRICULA

339.32(1) CAREER AND TECHNICAL CURRICULA

4. Does your school provide a comprehensive career counseling services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?

The school counseling services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APTE/339 compliance reviews.

Yes

5. Does your school maintain a published annual calendar that includes a monthly listing of school counseling services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.

Yes

Upload Monthly Guidance Services Calendar/List (12 pages maximum)

Counseling Calendar.docx

339.32(2) EDUCATIONAL CAREER PLAN

339.32(2) EDUCATIONAL CAREER PLAN

6. Does the school counseling department have written strategies for developing and maintaining individual student career plans that address academic and technical preparation, postsecondary education, and training along with individual and group counseling and assessment?

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APTE/339 compliance reviews.

Yes

339.32(3) OCCUPATIONAL INFORMATION

339.32(3) OCCUPATIONAL INFORMATION

7. Does your school maintain a listing of diverse and inclusive external resources, organized by the Career Clusters, that includes links to businesses, organizations, postsecondary education, service learning, training, and work-based learning?

Yes

Upload List of Career Resources (13 pages maximum)

Occupational Website Information.docx

339.32(4) CUMULATIVE RECORDS

339.32(4) CUMULATIVE RECORDS

8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

Upload career guidance service goals and objectives document (3 pages maximum).

Guidance Plan Goals .docx

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

Upload CTE career guidance services activities and opportunities documents (5 pages maximum).

Career and Technical Center Strategy.docx	339 Career Guidance Service
	Activities.docx

339.32(6) CAREER PLACEMENT SERVICES

339.32(6) CAREER PLACEMENT SERVICES

10. Does the school counsel all students regarding their transition from school to postsecondary (work, college, military, other)?

Yes

Upload career placement services document (3 pages maximum).

339 Career Guidance Service

Activities.docx

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

Upload delivery system document (13 pages maximum).

339 Career Guidance Service

Activities.docx

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

12. Does your school maintain a school counseling document that shows how each partner group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?

Yes

a. Students

• Provide a student perspective on curriculum, resources, and career development needs. • Participate in and develop in-school and after-school activities that promote the goals of the developmental guidance program. (Ex. Leo Club, Community Service Projects, Student/Teacher volunteers, Outdoor Odyssey Mentoring, Peer Tutoring, etc.)

b. Parents

• Support the Guidance Program mission by addressing topics with their children that are shared via classroom lessons and newsletters • Volunteer to educate students on career topics, help support the teachers and the academic curriculum, and promote guidance related events. • Utilize the Parent Teacher Student Organization (PTSO) to support the mission of the guidance program through programming, events and financial assistance

c. Postsecondary

• The Somerset County Technology Center supports the Guidance mission through learning opportunities provided for students • Local Community Colleges provide educational opportunities and resources for students • Educational and Career experiences are offered via the Somerset County Technology Center Program and college level classes taught at the high school level

d. Educators

- Recognize the value of developmental guidance.
- Use subject areas to assist students in developing personal/social, career, and learning competencies.
- Work as a team member to plan and implement guidance activities essential to the overall development of students.
- Educate students on the link between education and work and instruct students about educational opportunities both at the high school and post high school levels. Information is shared about opportunities available

e. Businesses

- Local Business and Community agencies support the academic goals of the guidance curriculum through educational programming they provide to the students.
- Local Business and Community agencies support the career goals of the guidance curriculum by providing Job shadowing opportunities, career partnerships and financial assistance for many students
- Local Business and Community agencies support the Interpersonal Skills goals of the guidance curriculum through community service opportunities

f. Community Agencies

- Local Business and Community agencies support the academic goals of the guidance curriculum through educational programming they provide to the students.
- Local Business and Community agencies support the career goals of the guidance curriculum by providing Job shadowing opportunities, career partnerships and financial assistance for many students
- Local Business and Community agencies support the Interpersonal Skills goals of the guidance curriculum through community service opportunities

13. Does your school conduct at least one school counseling advisory council meeting per year and maintain minutes that show discussion of career and postsecondary planning, career curriculum and assessment, as well as initiatives and supports related to academic development and social/emotional development, along with details on how the discussion leads to action steps and solutions that enhance student outcomes?

The minutes should include a listing of all members of the advisory council with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APTE/339 compliance reviews.

Yes

339.32(10) FOLLOW-UP STUDIES

339.32(10) FOLLOW-UP STUDIES

14. Does your school conduct follow-up studies to determine the effectiveness of your school counseling curriculum/program outcomes that includes study results and how the information collected is utilized to improve service delivery?

The follow-up study should be available during Perkins and APTE/339 compliance reviews.

Yes

Describe one aspect of your follow-up study, including the partner group, number of responses received, and indicate how the data collected was utilized to improve school counseling services (1000 character limit).

Our Vocational Agriculture program sends surveys out to parents during the school year and if we receive responses to the surveys, we review those comments and utilize that information to improve counseling practices.

SIGNATURES AND ASSURANCES

ASSURANCE OF QUALITY AND ACCOUNTABILITY

✓ As Lead Counselor, I affirm the responses to this school’s K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Lead Counselor	Date
Christy McMillen	2025-02-25

CHIEF SCHOOL ADMINISTRATOR

✓ As Chief School Administrator, I affirm the responses to this school's K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Chief School Administrator	Date
Thomas A. Podpora	2025-05-21