

United Way of Westmoreland County
“Counseling for Career Success”
K-12 Guidance Plan

School District: Ligonier Valley Date: 8/23/12

A. School Counselors and assignments:

Laurel Valley Elementary School (1:240)

Kathy Sclesky – Grade K – 5 School Counselor

R. K. Mellon Elementary School (1:475)

Amy Salay – Grade K – 5 School Counselor

Ligonier Valley Middle School (1:392)

Denny Henderson – Grade 6 – 8 School Counselor

Ligonier Valley High School (2:560)

Denise Giron - Grade 9 – 12 School Counselor & Gifted Advisor

Alyssa Leavy – Grade 9 – 12 School Counselor & Gifted Advisor

Average Ratio – (1:333)

B. Grant Proposal Narrative:

Ligonier Valley School District, (LVSD), is a unique, rural school district located in Western Pennsylvania covering 234 square miles with an enrollment of 1850 students who will benefit from this grant. The objective of our “Counseling for Career Success” initiative will be to enhance our existing programs through increased K-12 College and Career Readiness programming and the formation of local business partnerships. Grant funding will permit student stakeholders in exploring career opportunities at Westmoreland Community College and Indiana University of Pennsylvania, and our local Eastern Western CTC. Parent stakeholders will benefit from college/career ready information sessions and participation as speakers in career days. Teacher stakeholders will provide career activities and instruction utilizing “Career Cruising” technology. Local business stakeholders representing the manufacturing, health care, and science/engineering career paths, (emerging workforce needs), will enhance these opportunities. Additionally, teacher and business stakeholders will participate in a joint visitation

venture, (Career-to-Workplace Experience), as a professional development activity, in order to increase awareness within these groups.

A budget will include funding for technology licensing fees, transportation costs, professional speaking fees and public relations costs, such as provision of refreshments and advertising fees to increase and encourage all stakeholder participation. Additionally, funds will provide supplies that will support classroom activities and lessons.

Program success will be measured through the use of stakeholder feedback, observations, questionnaires, and surveys, which will seek to maintain purpose and relevance of the comprehensive plan and programming.

C. School-Counseling Department Mission Statement:

The mission of the Ligonier Valley School District’s counseling program is to provide a comprehensive developmental counseling program that is committed to upholding the worth and dignity of every student. The counseling program shall address the academic, career and personal/social needs of all students. Ligonier Valley School District school counselors are specifically credentialed, professional school advocates who work in partnership with other educators, parents, and the community. They ensure that all students maximize their potential in order to become productive, responsible citizens prepared with the skills and knowledge necessary for college and career readiness for the 21st century.

D. Stakeholders:

- Parents – **See Attachment #1**
- Teachers/Administrators – **See Attachment #2**
- Business/Community – **See Attachment #3**
- Post-Secondary – **See Attachment #4**

E. “Counseling for Career Success” Advisory Council

See Attachment #5

F. Role of the School Counselor:

A. As a Leader

The counselors of the Ligonier Valley School District participate on various teams (including SAP, IEP, RTII,

Behavioral) as well as coordinate and oversee programs (Character Ed, Positive School Wide Behavioral Support, Peer Mentoring, HALT, Tutoring). Counselors use data (SWIS, PVAAS, SAS, SRI, PSSA, 4-Sight, Dibels, CBM, Powerschool, Career Cruising) to make informed decisions regarding student achievement.

B. As an Advocate

The counselors coordinate and act as liaisons to ensure that all three domains and corresponding standards are addressed with students. They set up opportunities for peer mentoring, educational supports, individual/group counseling, and make connections with outside agencies.

C. As a Collaborator

The counselors collaborate with parents, educational professionals, and community agencies to best address the individual goals of students. The counselors work to provide professional educational opportunities for staff. We have quality, working relationship with the local CTC and other sending schools. We have several parent informational programs and nights (Financial Aid Night, College Admissions Night, Back to School Night) created by the counselors.

D. As an Agent of Systemic Change

The counselors in Ligonier Valley are actively involved in local community and professional organizations (WSCA, PSCA, Advisory Councils, LVEA, Athletics) which help to aid in change. These organizations provide counselors with current updates and trends in the field of counseling and education, as well as, stay connected to what is necessary and important to the students at Ligonier Valley.

G. Program Delivery:

See Attachments #6, #7 and #8

H. Curriculum Action Plan:

See Attachments #9, #10 and #11

I. Organizing Career Resources

See Attachment #12

J. Program Calendar:

See Attachments #13, #14& #15

K. Career and Technical Center Strategy

See Attachment # 16

L. Produce an Academic and Career Plan Tool and submit with your proposal.

See Attachment #17 & #18

M. Complete and submit the Data Collection and Setting Goal Setting Tool.

See Attachment #19

N. Complete the **itemized budget sheet** and get the appropriate signature from your Superintendent before submitting.

See Attachment #20

Submit this plan to Michael D. Thompson at: mikethompson@centralpenn.edu after the 4th training session in May. Please send me whatever you have completed so the plan can begin for the 2012-13 school year. You will receive your funds for this project once your plan has been signed by your Superintendent and approved by me.

School District: LIGONIER VALLEY

Counselor Names: Denise Giron, Denny Henderson, Alyssa Leavy, Amy Salay & Kathy Sclesky

Superintendent: Dr. Christine Oldham

Attachment #1
Action Planning Tool for Parents

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates		Contact Person
Involve parents in student career awareness	13.1.5 & 13.1.5	5	Career Day	Number of Parents Participating	Feb. 2012	Feb. 2012	Elementary Counselors
Expose students and parents to opportunities at the Career and Technology Center	13.1.5	K-5	Career and Tech Parent Information Sessions	Number of Parents / Students that attend	Sept. 2012 (recruit parents at back to school night)	Oct. 2012 (hold event)	Elementary Counselors
Expose Parents to the Career and Tech Center Options	13. 1.8	6	Parents Invited to Attend CTC Field Trip	Number of parents who attend	May 2013	May 2013	Middle School Counselor
Inform parents and students of financial aid opportunities	13. 1.11	9-12	Financial Aid Night	Parent Participation and FAFSA Completion	Dec. 5, 2012	Dec. 5, 2012	High School Counselors
Inform parents of dual enrollment opportunities	13.1.11	9-12	Penn Highlands Associate Degree Parent Informational Meeting	Parent Feedback and Student Enrollment	September 2012	December 2012	High School Counselors

Attachment #2

**Action Planning Tool for 3 Goals in the Career Domain for
Professional Development of Educators/Administrators**

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description	Data Used to Measure Impact	Start/End Dates		Contact Person
Professional Development Day for Staff K-12	13.1.3	K-12	Local industry Keynote Speaker and possible tours of local facilities	Evaluations/ Feedback	5/12	5/13	Superintendent Committee
Chamber Project <i>Entrepreneur</i>	13.4.11	5-12	Teachers collaborate directly with local business owners and sell student projects in stores	Feedback Profit	8/11	5/13	Superintendent Subject Teachers
Increase teacher awareness of career standards	13.1.11	K-12	Have teachers complete career activity (Career Cruising) and review standards	Feedback Classroom Implementation	When possible	5/13	Counselors

Attachment #3

**Action Planning Tool for 3 Goals in the Career Domain for
Engaging Business/Community Partners**

Program	Standards Addressed	Grade	Activities /Event	Data Used to Measure	Start/End	Contact
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Goal	CEW	Level	Description	Impact	Dates		Person
Use local businesses as resources	13.1.5	5	Career Café & Career Fair	Student surveys/ Feedback	8/12	5/13	Business Representatives Elementary, Middle & High School Counselors
	13.1.11	10/11	Career Fair				
	13.1.11	12	Job Shadowing Experiences	Student assignment			
	13.2.11 & 13.3.11	(11?) 11/12	Career Acquisition and Retention Skills Training				
Bring local CTC to Elementary and Middle Schools for Visits	13.1.5	4/5 & 6	CTC students present to Elementary/Middle School Students	Student Feedback	5/13	5/13	Elementary Counselors, Middle School Counselor & CTC Counselor
Visit a 4 Year School	13.1.5	5	Field trip to IUP	Student Follow up assignment	5/13	5/13	Elementary Counselors
Visit a 2 Year School	13.1.8	7	Field Trip to WCCC	Student feedback	1/13	5/13	Middle School Counselor
Continued use of Career Cruising	13.1.5 13.1.8 13.1.11	4 – 12	Lessons with students at various grade levels	Assessment Results & portfolio	8/12	5/13	Counselors & teachers

Attachment #4

Action Planning Tool for 3 Goals in the Career Domain with Post-Secondary Partners

Program Goal	Standards Addressed CEW	Grade Level	Activities /Event Description
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Educate 4 th - 7 th graders to post-secondary options	13.1.5 D 13.1.8 D	Gr. 5 &7	Field trip to a college campus at Grade 5 and Field trip to 2 year school at Grade 7	Stude
	13.1.5 C, D & H	4/5	Career Café	
	13.1.5	5 & 6	EWCTC students presentation to Elementary and Middle School Students	
Connect businesses to post-secondary partners	13.1.5 13.1.11	Gr. 5 10 & 11	Holland Assessment/Career Fair	Holla Resul Packe
	13.1.11	All	Manufacturing/Healthcare Event for parents/students	Atten feedb
	13.4.11	All	Rams Project	Sales comm
Utilize post-secondary contacts in the counseling program	13.1.11	Gr. 10-12	Participate in lunch time presentations and/or classroom visits	Stude intere
		Gr. 10-11	Career Fair	Comp

Attachment #5

Counseling for Career Success Advisory Committee

District LIGONIER VALLEY

Name- Title	Stakeholder Group
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Ligonier Valley Chamber of Commerce – Holly	Business/Community
Teacher and Parent(s) of current LVHS students – Johna McNulty	Teacher / Parents
Post-Secondary Representative – Melissa Murray from Penn Highlands	Post-Secondary
National Technical Honor Society Student(s) – TBD	Students
Ligonier Valley Student(s) – 7 th , 10 th , 12 th	Students
Ligonier Valley School District Counselors (Elem, Middle and High)	Teacher/Administrator
EWCTC School Counselor – Heather Kaecher	Teacher/Administrator
Health Representative – Heather Wilt	Business / Community
Manufacturing and EIT Representative – Shawn Kaufmann	Business / Community
Administrator – Dr. Christine Oldham	Teacher /Administrator
Board Member – Jack McDowell	Retired Educator

1st Proposed Meeting Date Fall 2012
2nd Proposed Meeting Date Spring 2013

Attachment #6
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose Student awareness, skill development and application of skills needed to achieve	Purpose Prevention, Intervention and Responsive services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting	Purpose Program delivery and support

academically and be career and college ready by graduation		and preparing for academic transitions.	
Academic -9 th Grade EWCTC field trip -11 th Grade Pittsburgh College Fair field trip	Academic -Peer Mentoring Program (gr. 9) -Academic Support (gr. 10 – 12) -RTI (gr. 9 – 12) -LS & Gifted referrals/paperwork -Student observations	Academic -Scheduling meetings -Senior Project -College Prep Paperwork (applications, transcripts, letters of recommendation) -Penn Highlands Assoc. Degree Program -Dual Enrollment -Parent communication (email, mtgs., phone calls) -4Sight -PSSA -PSSA Retakes -Local Assessment -CDT -ASVAB -PSAT -AP Testing -Scholarships -IEP Meetings -PSU Student Application Workshop -8 th grade Scheduling -Holy Trinity Scheduling	Academic -School Counselor professional development (inside & outside the district) -Financial Aid Night -College Admissions Night -Senior Awards Ceremony & preparation -Challenge Program & assembly -Parent-Teacher conferences -In-Service days -EWCTC Counselor Meetings -8 th Grade Move-Up Day
Career -Investigate career options via use of Career Cruising Program -Career Fair (gr. 10 & 11) -Career Acquisition Skills	Career -9 th Grade Transition Plan	Career -Scheduling meetings -Job Shadowing experiences (gr. 12) -Senior project completion	Career -School Counselor professional development -Parent events (college admissions, financial aid)

lessons -Career Retention Skills lessons		-College & Military lunch tables	
Personal/Social -Appropriate goal setting and action plans	Personal/Social -Collaboration with outside agencies (SPHS, Latrobe Mental Health, etc.) -SAP Meetings -CYS Referrals -Individual Counseling (peer relations, bullying concerns, D/A, family issues, mental health concerns, etc.) -Collaboration with nurse re: health concerns -Grief Counseling	Personal/Social -Business representative to provide soft skills training -SAP Referral Paperwork -Parent Communication	Personal/Social -School Counselor professional development -Crisis intervention -Gifted Advisor related activities (projects, field trips, GIEP development, GIEP meetings, student meetings, communication) -LEA Designee responsibility at all IEP meetings -Drug dog searches/student observation -Teacher Coverage
Percentage of Time HS: 10%	Percentage of Time HS: 30%	Percentage of Time HS: 40%	Percentage of Time HS: 20%

Attachment #7
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
Middle School (Grades 6-8)
Purple = non guidance activities

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
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Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Addresses school and student needs	Assists students and parents in development of academic and career plans	Includes program, staff and school support activities and services
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, Intervention and Responsive services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic <ul style="list-style-type: none"> Weekly student counseling meetings 	Academic <ul style="list-style-type: none"> Preliminary organization for tutoring program IEP/GIEP meetings RTI Parent/Teacher meetings Weekly & daily student planner signing and academic reviews IEP ,GIEP & RTI referral testing and data collection SAP: Meets every Wednesday at 12:30 PM RTI & HALT: Meets every Wednesday following SAP New Students: Meet parents, develop schedule, tour, contact previous school, transcript evaluation, email grades to staff, etc. 	Academic <ul style="list-style-type: none"> Contact LVHS to schedule a date for 8th grade scheduling Preliminary scheduling info for 8th grade to High School End of semester, send roster to 8th grade team for scheduling recommendations. PSSA schedule and room assignments (meet with principal) Send a copy of scheduling recommendations & IEP/GIEP students to LVHS Scheduling with 8th grade in late Feb. High school brings all of the forms 	Academic <ul style="list-style-type: none"> Awards assembly preparation (file) District in-service meetings Home School Visitor: Provide student information and input Hall Duty: Arrival, between class and dismissal Teacher Coverage: Homeroom and regular ed. of absent teachers Principle: Discipline issues, mean girls, investigations, locker searches, etc. Monitoring students with discipline issues: escort to lunch, restroom, general

	<ul style="list-style-type: none"> • Student of The Month recommendations to teachers via email • Parent Contacts: Emails, phone calls coordinate teacher/team meetings, etc. • Court Proceedings: Meet with court appointed attorneys, appear in court in person or via phone • After-School tutoring program: Parent questions and additions • ESL students (weekly meetings, etc.) • PowerSchool: Grade reports, behavior reports attendance, etc. • Agencies: Children's Bureau, Westmoreland Case Management, WCSI, Bureau of Disability Determination, Adelphoi • Student Observations: IEP, GIEP, RTI • Forms: Social Security, counselor time study • Summer School: Liaison for parents 	<ul style="list-style-type: none"> • PSSA Prep (file) • Request class recommendations from LVE and RKM (file) • Schedule the 6th & 7th graders: Prepare scheduling parent packet. Explain to parents rationale of class placement • PSSA Testing • Keystone Math • Receive RTI/IEP/GIEP files from elementary schools • Schedule Changes (new students, parent requests, teacher requests, etc) • Testing: PSSA, Keystone, CDT, WRIT, WRAT • Liaison for various offerings: CMU Tech Nights, EWCTC summer program 	<p>supervision</p> <ul style="list-style-type: none"> • Lunch Duty: Lunch B everyday
<p>Career</p> <ul style="list-style-type: none"> • Contact Tammie Saxton 	<p>Career</p> <ul style="list-style-type: none"> • 6th grade fieldtrip to 	<p>Career</p> <ul style="list-style-type: none"> • Contact Tammie 	<p>Career</p> <ul style="list-style-type: none"> • District training -

<p>about Career Cruising program in her computer class</p> <ul style="list-style-type: none"> • Contact EWCTC for possible 6th grade fieldtrip dates • Weekly counseling meetings - Career/Future goals 	EWCTC	<p>Saxton about Career Cruising program in her computer class</p> <ul style="list-style-type: none"> • Contact EWCTC for possible 6th grade fieldtrip dates • Career Planning: 8th grade computer class: Career Cruising. Rotates every specials cycle. 	counseling for career success
<p>Personal/Social</p> <ul style="list-style-type: none"> • Open House • Weekly counseling meetings - IEP, parent requests, crisis 	Personal/Social	<p>Personal/Social</p> <ul style="list-style-type: none"> • School Based Counseling: Liaison • HALT: Anti-bulling program group meetings 	<p>Personal/Social</p> <ul style="list-style-type: none"> • District trainings: CPI
<p>Counselor Role</p> <ul style="list-style-type: none"> • Guidance Curriculum Implementation • Classroom or structured groups • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Individual Counseling • Small Group Counseling • Referrals • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Assessment • Planning • Placement • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Develop and Manage Program • Coordination • Develop relationships and partnerships • Consultation
<p>Percentage of Time</p> <p>ASCA Recommended – 25-35%</p> <p>LVMS – 5%</p>	<p>Percentage of Time</p> <p>ASCA Recommended – 30-40%</p> <p>LVMS – 30-40%</p>	<p>Percentage of Time</p> <p>ASCA Recommended – 15-25%</p> <p>LVMS – 20-35 %</p>	<p>Percentage of Time</p> <p>ASCA Recommended – 10-15%</p> <p>LVMS- 20-30%</p>

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Attachment #8
COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Elementary (Grade K-5)
 Purple = non guidance activities

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, Intervention and Responsive services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic <ul style="list-style-type: none"> • Academic review of testing scores and grades in classrooms (3-5) 	Academic <ul style="list-style-type: none"> • Student Observations: IEP, GIEP, RTI • Parent Contacts: Emails, phone calls coordinate teacher/team meetings, etc. • PowerSchool: Grade reports, behavior reports attendance, etc. • RTII Parent/Teacher meetings • IEP ,GIEP & RTI referral testing and data collection • RTII and RAMS meetings • organization for tutoring 	<ul style="list-style-type: none"> • Academic • Set up and monitor Peer Tutoring Program (K-5) • Tutoring (K-5) • Analyze RTII data and meet with team to determine students in need of additional supports (K-5) • Observe / Monitor placement of kids in Gifted, Special Education and Support Programs (ot, school based counseling, behavioral) (K-5) • PSSA Prep (3-5) • 5th grade Scheduling / Class recommendations • Administration of testing: 	Academic <ul style="list-style-type: none"> • Awards assembly preparation • District in-service meetings • Home School Visitor: Provide student information and input • Teacher Coverage for absent teachers • Monitoring students with discipline issues • Kindergarten Lunch Duty • Lobby Duty • Rider Duty

	<p>program / weekly tutoring</p> <ul style="list-style-type: none"> • IEP/GIEP meetings 	<p>PSSA, Dibels, SRI, WRIT, WRAT, CBM (K-5)</p>	
<p>Career</p> <ul style="list-style-type: none"> • Meet with Computer Instructor and District Technology person to organize Career Cruising program (4th / 5th) • Contact EWCTC for career day (4th / 5th) • Set up Career Day (4th/ 5th) • Career Café with grades (4th/5th) • Career Lessons (K-5) • Career Planning: Computer Class - Career Cruising. Career Café (Grades 4/5) • College Research Project (5th) • College Field Trip (5th) • Guided Reading Center work with career development / Expository Writing Project (3-5) • Employment Activity (5th) 	<p>Career</p> <ul style="list-style-type: none"> • Interest Inventories as part of RTI (want to add) 	<p>Career</p> <ul style="list-style-type: none"> • EWCTC Parent Night (K-5) • Begin development of career portfolios in Grade 3 • Career Planning / Goal Setting (4th / 5th) 	<p>Career</p> <ul style="list-style-type: none"> • Counseling for Career Success
<p>Personal/Social</p> <ul style="list-style-type: none"> • Character Ed lessons (K-5) 	<p>Personal/Social</p> <ul style="list-style-type: none"> • ESAP meetings 	<p>Personal/Social</p> <ul style="list-style-type: none"> • Individual meetings with students 	<p>Personal/Social</p> <ul style="list-style-type: none"> • School Wide Positive Behavioral Supports,

<ul style="list-style-type: none"> • Anti-Bullying Lessons (K-5) • Leadership Group (5) 	<ul style="list-style-type: none"> • New Students: Meet parents, develop schedule, tour, contact previous school • Character Ed Monthly recommendations to/from teachers • Agency Involvement: Children’s Bureau, WCSI, Bureau of Disability Determination, Adelphoi, Ligonier Learning Center • Forms: Social Security 	<ul style="list-style-type: none"> • Goal setting 	<p>Literacy Grant Involvement</p> <ul style="list-style-type: none"> • HALT: Anti-bullying program • School Based Counseling: Liaison • ESAP coordinator • Character Ed program coordinator – get lists of individual students for monthly awards • Counselor Time Study • Service Learning Coordinator • District trainings: CPI
<p>Counselor Role</p> <ul style="list-style-type: none"> • Guidance Curriculum Implementation • Classroom or structured groups • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Individual Counseling • Small Group Counseling • Referrals • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Assessment • Planning • Placement • Consultation 	<p>Counselor Role</p> <ul style="list-style-type: none"> • Develop and Manage Program • Coordination • Develop relationships and partnerships • Consultation
<p>Percentage of Time 19%</p>	<p>Percentage of Time 27%</p>	<p>Percentage of Time 24%</p>	<p>Percentage of Time 30%</p>

Attachment #9
High School Curriculum Action Plan

LESSON CONTENT/PROGRAM CONTENT	ASCA DOMAIN AND/OR CEW DOMAIN	CURRICULUM & MATERIALS	START AND END DATES	NUMBER OF STUDENTS AFFECTED	LOCATION	EVALUATION & ASSESSMENT	STAKEHOLDERS	C
PSAT	13.1.11	PSAT Practice Guide	October of each year	All interested 10 th & 11 th grade students	LVHS Cafeteria	PSAT Scores	Post Secondary	
ASVAB	13.1.11	ASVAB Program overview	Fall of each year	All interested 10 th , 11 th & 12 th grade students	LVHS Cafeteria	ASVAB Scores	Post Secondary – Military	
Senior Project (research paper including job shadowing experiences)	13.1.11 13.2.11	Outline provided to students by English teachers	On – going throughout senior year	All Seniors	English classroom	Completion of senior project	Business/Community & Teachers	
Career Awareness Activities	13.1.11	Career Cruising Program (i.e., interest inventory, skills assessment)	Once per year	Students grade 9 – 11	English classroom	Completed career activities/portfolio	Post Secondary + Business/Community & Teachers	
College Admissions Night	13.1.11	LVHS college procedure handouts & material provided by college reps	Once per year	Interested juniors and their parents	LVHS Auditorium	Student/Parent feedback	Post-Secondary	
College/Military Lunch time presentations	13.1.11	Materials provided by college/military reps to students	On – going throughout the school year	Interested juniors & seniors	LVHS Cafeteria	Student/college & military rep follow up	Post-Secondary	

PSU application workshop	13.1.11	PSU admissions counselor guides students through computer application process	Once per year	Interested seniors	Computer lab	Completion of PSU application	Post-Secondary	
Financial Aid Night	13.1.11	PHEAA rep distributes financial aid information to parents	Fall of each year	College bound seniors and their parents	LVHS Auditorium	Parent feedback	Business/Community & Post-Secondary	
Family Consumer Science Career Activities	13.2.11 13.3.11	Family Economics & Financial Education Lessons	On - going	FCS is required for graduation	FCS Classroom	Course Completion	Teachers	
College Fair	13.1.11	Materials provided by post-secondary schools/military	Spring of each year	Interested juniors	Pittsburgh College Fair	Student feedback/follow up contact with reps	Post-Secondary	
EWCTC Tour	13.1.11	Tour of each shop & overview of programs	Once per year	All 9 th grade students	EWCTC	Student survey/enrollment at EWCTC	Teachers	
Industry/EWCTC Parent Meeting	13.1.11	Materials provided to parents/students	Once per year	Interested parents/students	LVHS Auditorium	Parent/student attendance & feedback	Business/Community	Cou

Penn Highlands Associates Degree Program Meeting	13.1.11	Presentation by Penn Highlands regarding dual enrollment opportunities	Once per year	Interested parents/students	LVHS Auditorium	Parent/student attendance & enrollment in program	Post-Secondary	
RAMS Project	13.4.11	LV students showcase their work from various classes	On-going	Participating classrooms/students	Participating classrooms/students	Sales of items & community feedback	Business/Community	Ad
SAGE Testing	13.1.11	Testing provided by Private Industry Council	Once per year	Grade 9 learning support students	LVHS Library	Assessment completion/recommendations	EWCTC Teachers/ Business/Community	EW
Freshmen Transition Plan	13.1.11 13.2.11	Career Cruising Inventories and student information (i.e., grades, attendance, discipline)	On-going meetings with identified students	Grade 9 at-risk students	LVHS	Student achievement, attendance and behavior	Teachers Parents	C
Career Acquisition Skills Training	13.2.11	Counselor and Career Link developed materials	Once per year	Grade 11 and 12	LVHS	Student feedback and lesson completion	Post-Secondary Business/Community	
Career Retention Skills Training	13.3.11	Counselor and Career Link developed materials	Once per year	Grade 11 and 12	LVHS	Student feedback and lesson completion	Post-Secondary Business/Community	

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Attachment #10
Middle School Curriculum Action Plan

Lesson	ASCA Domain	Start / End Dates	Grade Level	Location	Evaluation	Stakeholders
Creating a Portfolio	Career	Sept - April	8	Computer Lab	Teacher Review	Post Secondary
EWCTC Tour	Career	May	6	EWCTC	Student Feedback	Business, Post Secondary
Career Presentation	Career & Academic	April	8	Writing Class	Teacher Rubric	Post Secondary, Business

Cooperative Math	Career & Academic	All Year	7	Math	Teacher	Post Secondary
WCCC Tour	Career	New	7	WCCC	Student Feedback	Post Secondary

Attachment #11
Elementary School Curriculum Action Plan

LESSON CONTENT/PROGRAM CONTENT	ASCA DOMAIN AND/OR CEW DOMAIN	CURRICULUM & MATERIALS	START AND END DATES	NUMBER OF STUDENTS AFFECTED	LOCATION	EVALUATION & ASSESSMENT	STAKEHOLDERS
Review Test Scores for Portfolios	13.1.5 G	PSSA and CBM scores	September 2012	All students in Grades 3-5	LVE & RKM		Teachers
Toolbox	13.13 D & E	Toolbox filled with various occupational tools	October 2012	All Kindergarten students	LVE & RKM		Business/Community
Mini Business and Assembly Line	13.4.3 B & C	Copies of paper car parts, crayons, scissors, glue	October 2012	All Grade 1 students	LVE & RKM		Business/Community
Review jobs and School Related Skills – Apply for Classroom Jobs	13.1.3 D & H	ABC Riddle Book and list of classroom jobs	October 2012	All Grade 2 students	LVE & RKM	Completion of job applications	Business/Community
Interview a family member about their	13.1.3 C, D & E	Family Job Interview Sheet	October 2012	All Grade 3 student	LVE & RKM		Parents

career							
Explore occupations and their salaries with budgeting	13.3.5 D & E	Career Pay Day packet & money	November 2012	All Grade 4 students	LVE & RKM		Business/Community
Holland Assessment	13.1.5 H	Holland Assessment	November 2012	All grade 5 students	LVE & RKM		Post-Secondary
Explore Post Secondary Options	13.1.5 D	Career Websites	November 2012	All grade 5 students	LVE & RKM		Post-Secondary
Career Café	13.1.5 C, D, H	Educationplanner.org website and various community speakers	October 2012 – February 2013	All Grade 5 students	LVE & RKM		Business/Community Post-Secondary Parents
Career Fair	13.1.5 E, F	Community Speakers	February 2013	All Grade 5 students	LVE & RKM		Business/Community
Research a College	13.1.5 D	Career Cruising Program	January 2013	All Grade 5 students	LVE & RKM – computer classes		Post-Secondary
Post Secondary Students Visit	13.1.5 D, F	Students from Douglas Education Center and Career and Tech Center	November 2012 and May 2013	All grade 5 students	LVE & RKM		Post-Secondary
Resume Building	13.2.5 D	Career Cruising	April	All Grade 5 students	LVE & RKM – computer classes		Business/Community
College Field Trip	13.1.5 D	Transportation for local College	March	All Grade 5 Students	LVE & RKM		Post-Secondary

Attachment #12
Organizing Career Resources

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	College and Military Representatives
Umbrella Organizations	Ligonier Valley Chamber of Commerce Eastern Westmoreland Career & Technology Center (EWCTC)
Community/State Agencies	Mary Lou Friedline - Career Link/PIC
Networking Opportunities	Industry Consortium/EWCTC/Career Fair Contacts
Individual Contacts	Examples: Shawn Kaufman – Riggs, Industries Heather Wilt – Conemaugh Hospital Dan Fogerty - Manufacturing Tim Lamantia – Business Owner Bobbie Brandon – Bethlen Communities
Community/Business Meetings	EWCTC – JOC Meeting
Community Events	Local Industry Tours

Online/ Onland	www.careercruising.com
Internet Based Links	www.EducationPlanner.org www.FuturesInNursing.org
Media/Advertising	Monthly school newsletter Guidance Website including course selections/programs of study
Publications/Documents	Guidance Website – material can be downloaded

Attachment #13
High School-Monthly Counseling Calendar

<u>July</u> <i>SUMMER BREAK</i>	<u>January</u>
Academic:	Academic: 9 th grade EWCTC field trip, Peer Mentoring, Academic Support, Schedule changes, Scheduling, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development
Career:	Career: College student applications, Scholarships
Personal/Social:	Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)

<u>August</u> <i>SUMMER BREAK</i>	<u>February</u>
Academic: Schedule Changes, Back to school meetings, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development	Academic: Peer Mentoring, Academic Support, Scheduling, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development
Career: College student applications, College in the High School/Dual Enrollment registration, PH Associate Degree registration	Career: Job Shadowing-Seniors, 11 th grade College Fair field trip, Scholarships
Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)	Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)
<u>September</u>	<u>March</u>
Academic: Open House, Schedule Changes, Dual Enrollment, Penn Highlands Assoc. Degree meetings, College in the High School/Dual Enrollment registration, PH Associate Degree registration, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development	Academic: Peer Mentoring, Academic Support, PSSA, 4Sight, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development
Career: College student applications	Career: College Admission Night, Scholarships
Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health), Bullying Present.	Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health), Senior Presentations
<u>October</u>	<u>April</u>
Academic: Guidance Newsletter article, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development	Academic: Peer Mentoring, Academic Support, PSSA, 4Sight, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development
Career: PSAT testing, College student applications, College in the High School/Dual Enrollment registration	Career: Career Fair, Careercruising in 10 th & 11 th grade classes, Scholarships
Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health), WSCA meeting	Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)

<u>November</u>	<u>May</u>
Academic: Peer Mentoring, Academic Support, Parent-Teacher conferences, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development	Academic: Peer Mentoring, , Academic Support, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development
Career: PSU application workshop, ASVAB testing, Financial Aid Counselor Workshop, College student applications, College in the High School/Dual Enrollment registration	Career: Scholarships Awards Ceremony, Graduation
Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)	Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)
<u>December</u>	<u>June</u> <i>SUMMER BREAK</i>
Academic: Peer Mentoring, Academic Support, ASVAB Score Interpretation, PSAT Score Interpretation, IEP Meeting attendance/collaboration, RTI referrals, GIEP coordination/development	Academic: Failure Meetings, Phone Calls, letters
Career: Financial Aid Parent Night, College student applications, College in the High School/Dual Enrollment registration	Career: Send Final transcripts
Personal/Social: Individual/Small group Meetings, SAP, Saint Vincent Prevention Projects, Parent phone calls/meetings, Coordination with outside agencies (SPHS, CYS, Mental Health)	Personal/Social:

Attachment #14
Middle School-Monthly Counseling Calendar

September:

- Contact Tammie Saxton about Career Cruising program in her 8th grade computer class. Career Portfolio Development
- Open House

October:

- Preliminary organization for tutoring program

November:

December:

- Contact LVHS to schedule a date for 8th grade scheduling

January:

- Preliminary scheduling info for 8th grade to High School: Folder on computer with timeline
- End of semester, send roster to 8th grade team for scheduling recommendations.
- PSSA schedule and room assignments (meet with principal)

February:

- Scheduling with 8th grade in late Feb. High school brings all of the forms

March:

- PSSA Prep (file)
- Awards assembly preparation (file)
- Request class recommendations from LVE and RKM (file)
- Contact EWCTC for possible 6th grade fieldtrip dates

April:

- Schedule the 6th & 7th graders: Prepare scheduling parent packet. Explain to parents rationale of class placement
- PSSA Testing

May:

- Keystone Math
- Receive RTI/IEP/GIEP files from elementary schools
- 6th grade fieldtrip to EWCTC
- 5th grade move-up day (Principal is in charge of organization)
- Awards assembly

Ongoing

- IEP/GIEP meetings
- RTI Parent/Teacher meetings
- Weekly & daily student planner signing and academic reviews (at-risk students)
- IEP ,GIEP & RTI referral testing and data collection
- SAP: Meets every Wednesday at 12:30 PM
- RTI & HALT: Meets every Wednesday following SAP
- New Students: Meet parents, develop schedule, tour, contact previous school, transcript evaluation, email grades to staff, etc.
- Student of The Month recommendations to teachers via email
- Schedule Changes (new students, parent requests, teacher requests, etc) **139+ changes in 11/12**
- Parent Contacts: Emails, phone calls coordinate teacher/team meetings, Free and reduced lunch program, etc.
- Student Observations: IEP, GIEP, RTI
- Home School Visitor: Provide student information and input
- Court Proceedings: Meet with court appointed attorneys, appear in court in person or via phone
- After-School tutoring program: Parent questions and additions
- ESL students (weekly meetings, etc.)
- PowerSchool: Grade reports, behavior reports attendance, etc.
- Agencies: Children's Bureau, Westmoreland Case Management, WCSI, Bureau of Disability Determination, Adelphoi, various pediatric services
- District in-service meetings
- Testing: PSSA, Keystone, CDT, WRIT, WRAT
- Forms: Social Security, counselor time study, behavioral assessments
- Summer School: Liaison for parents
- Liaison for various offerings: CMU Tech Nights, EWCTC summer program, St. Vincent (Colleges) camp offerings, etc.
- Hall Duty: Arrival, between class and dismissal
- Teacher Coverages: Homeroom, regular ed. of absent teachers (3), additional lunch duties, field trips & blitz
Class coverage 5X57 min = 4:45, Blitz 10X38 min = 6:30, Field Trips 3X5= 15, Lunch Duty 90X .30= 45,
Hall Duty 20 min X 180 = 60, Total 131:15 hours
- Principle: Discipline issues, mean girls, investigations, locker searches, etc.
- Monitoring students with discipline issues: escort to lunch, restroom, general supervision
- Lunch Duty: Lunch B everyday
- Fire Drills, Drug Dogs, Emergency Operations Personnel
- Career Planning: 8th grade computer class: Career Cruising. Rotates every specials cycle

- 8th Grade career writing project
- Weekly student counseling meetings (**Academic**, IEP, parent requests, crisis, **Career/Future goals** etc.)
- District trainings: CPI, **counseling for career success**
- School Based Counseling: Liaison
- HALT: Anti-bullying program group meetings
- Crisis Counseling (Derry)

Red = Academic

Blue= Career

Black = Personal/Social

Purple = Other Duties

Attachment #15
Elementary Schools-Monthly Counseling Calendar

AUGUST

- 20-24 Professional Development
 Meet with new students / Call for records
 Organize Monthly Service Learning Projects
- Week of Aug 27 Grades K-5 Fountas and Pinnell Assessment (Title I)
 Grades K-5 Easy CBM Benchmark Assessments
 Grades 1-5 Open-ended Math & Reading Probes

SEPTEMBER

- 3 Dibels Next (Grades K-2)
- 4 Back to School Night
 Behavioral Program Kickoff and Lessons
 Review Test Scores with students in Grades 3-5 and file PSSA scores

*Classroom Lessons - Review Anti-Bullying Program/Strategies
Begin Lunch Groups with IEP kids
Start Student Leadership Groups

OCTOBER

22-26 Red Ribbon Week
29 End of Quarter 1
31 Halloween Parade - Parent Involvement (CTC informational session) 11:00 RKM & LVE at 1:00
Begin Career Café – Human Services Month
Career Lessons K-3
ESAP Meetings Begin

NOVEMBER

2 First Quarter Awards Assembly (honor roll and attendance awards given)
12 Parent Teacher Conferences / RTII reviews with Parents
20? Douglas Education Center kids visit (day before thanksgiving break?)
21 Fall into Reading Parent / Community Event
Career Café – Arts / Communication
Begin Problem Solving Groups “Think It Thru” Career Lessons – Grades 4/5
Give Holland Interest Inventory to Grade 5 and show all post secondary options

DECEMBER

Set up 5th Grade in Career Cruising through Computer Class
Career Café – Science / Health

JANUARY

7 Grades K-5 Fountas and Pinnell Assessment
Grades K-5 Easy CBM Benchmark Assessments
Grades 1-5 Open-ended Math & Reading Probes
14 Quarter 2 ends
14-17 Dibels Next (Grades K-2)
25 Second Quarter Awards Assembly
Career Awareness parent night
Career Cruising Powerpoints developed in Computer class
Career Café – Engineering / Industrial
Organization / Study Skills Groups
Start Peer Tutoring

FEBRUARY

4-15 3rd, 4th, and 5th Grade Writing Field Test
28 Career Fair
EI Meetings
Career Café – Business / Finance

MARCH

11-22 PSSA Writing
22 Quarter 3 ends / College Field Trip (this is spring break and the end of the writing assessment)
25 Grades 3-5 Open-ended Math & Reading Probes
27 End of 3rd Quarter Awards Assembly

APRIL

5 PSSA Pep Rally
8-19 PSSA Reading / Math
22-26 PSSA Science
29 Grades K-5 Fountas and Pinnell Assessment
Grades K-5 Easy CBM Benchmark Assessments
Grades K-5 Open-ended Math & Reading Probes
Resume Building Activities (Guidance or Computer Class?)
End of ESAP Referrals

MAY

1-3 PSSA Reading, Math, Science Make-ups
6 Dibels Next (Grades K-2)
30 Awards Assembly
Testing Referral Paperwork
End of Year Reports
Move Up Day
EWCTC Students Visit
Transition Meetings
K-Seals Testing or Other Screening for incoming Kindergarteners

Attachment #16 **Career and Technical Center Strategies**

District: LIGONIER VALLEY SCHOOL DISTRICT

*See Attached EWCTC Guidance Plan

Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin& End	Contact Person
Grades 5 & 9	EWCTC Tour	Teachers/ Administrators	Student Enrollment	Spring each year	Counselors

Parent Awareness:

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
EWCTC Open House	Spring each year	Teachers/ Administrators	Student Enrollment	Counselors

Educator Awareness:

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Industry/EWCTC Parent Mtg.	Spring 2012	Business/ Community	Attendance at event	Counselors

Attachment #17
LIGONIER VALLEY SCHOOL DISTRICT
FRESHMEN 2012-2013
COURSE SELECTION SHEET

Student's Name _____ Date _____

Students are required to select 8 total credits

when completing this form.

Career Goal _____

Please return this form to the guidance office by

Post Secondary Plans: ___4-year College ___2-year College ___Technical/Business ___Military ___Employment

Course of Study: _____Advanced Studies _____College/Career Prep _____Vocational

English (1.0 Credit)

- ___ Communications and Literature I (Honors) (C)
- ___ Communications and Literature I (C)

Mathematics (1.5 Credits)

- ___ Geometry 9 (Honors)
- ___ Algebra I
- ___ Integrated Math I (Assigned)

Science (1.5 Credits)

- ___ Biology I (Honors)
- ___ Physical Science

___ Functional Science (Assigned)

Social Studies (1.0 Credit)

American Studies

Wellness and Fitness (.5 Credit)

Wellness and Fitness I (S)

Foreign Language (1.0 Credit)

- ___ French I
- ___ German I
- ___ Spanish I

___ French II

Family/Consumer Sciences (.5 Credit)

Family/Consumer Sciences (S)

Art (.5 Credit)

___ General Art (S)

Music (.5 or 1.0 Credit)

___ Music Appreciation I (S)

___ Band (Year)

___ Chorus (Year)

___ Chorus (S)

(S) Semester

(C) College Credit

Courses selected on this worksheet may change based upon course availability.

I approve of the course selections made for 2012-2013

(Parent/Guardian Signature)

Attachment #18
Career Cruising
Creating a Portfolio

1. Distribute the Access Cards to students
 - A. Go to www.careercruising.com
 - B. Type in the username "Ligonier"
 - C. Type in the password "Valley"
 - D. Click on "Start Career Cruising"

2. On the left side, click on "Portfolio Login"
 - A. Type in your username (found on your access card) First and middle name initial + last name
 - B. Type in your password (found on your access card) Student ID #
 - C. Click Login

3. Terms and conditions page will appear. Click, I have read and agree... and click "Submit"
4. Enter your email address will pop up. Do not enter an email. Click on the red x.
5. Click on "Assessments" (On the top bar).
6. Click on "Career Matchmaker" Interest inventory to match your likes and dislikes to a job.
7. Click on "Start"
8. In this section you will be asked 39 questions. For each question there are five answers to chose from.
9. Complete the matchmaker
10. Once it is completed it will ask "Save Your Results"
11. Click "Go" Yes I have a portfolio
12. Click "Ok" your results have been saved
13. Your career "Interest Rank" is listed on the left hand side. Don't do anything yet.
14. Click on "Answer More Questions"
15. You will answer additional questions to improve your career path
16. "Save Your Results" will pop up

17. Click on “Go”, Yes, I have a portfolio
18. We have the option of answering 20 more questions, but we aren’t
19. Review your careers on the left side
20. Click on a career
21. On the left side, go to “General Information”
22. Click on “Job Description”. Does this job sound good to you?
23. Click on “Working Conditions” Working inside or outside, do you have a preference?
24. Click on “Earnings”
25. Click on “Education” What does it take to get this job?
26. Click on “Sample Career Path” steps in advancement
27. Click on “Related Careers” These are other careers that may appeal to you
28. Click on a related career and this will give you all the general information about it
29. Click on “Assessments” (Top Bar), to go back to your original list
30. Click on “Save to my portfolio”

- To find a career not listed on your portfolio, go to the top bar and click on “Career” and then type in the careers name

School Assignment: On the top bar click on “Schools”. Click on “Search for Schools”. Click on a state. Click on a school of interest.

School: _____ Tuition cost per year: _____ Room & Board Cost: _____ Total Cost: _____

SAT Score of admittance: _____ Number of students attending the school: _____

Other interesting facts: _____

Career Plan Assignment

1. Does the job sound like something you want to do?
2. What education do you need for this job?
3. Name 5 other careers in your career cluster?
4. Do any of the pathway interest areas appeal to you? If so, what?
5. What are some of the possible courses in high school that you will need for this career?

Attachment #19
Setting Goals Using a Data Collection Tool

District/CTC Ligonier Valley/Eastern Westmoreland CTC Year 2011 - 2012

<u>Student Body Composition</u>	Number of Students	% of Students	Comments
Total Enrollment	123/408	30 %	All LVHS students grades 10 – 12
Male Enrollment	71	58%	
Female Enrollment	52	42%	
<u>Race</u>			
White	121	>98%	
Black	1	<1%	
Latino	1	<1%	
Asian	n/a		
Other	n/a		
<u>Special Groups</u>			
Free/Reduced Lunch	46	37%	
Special Ed./IEPs	33	27%	
Learning Dis.	Same as above	Same as above	
Gifted	1	<1%	

ESL	n/a						
<u>Attendance</u>	<u>Current</u>	<u>Year</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	Comments	
	<u>(%)</u>	<u>2</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>		
<u>Post-Secondary Attainment</u>	<u>4 Year College</u>	<u>2 Year College</u>	<u>1-2 Year Technical/ Specialized</u>	<u>Apprenticeship Up to 4 years</u>	<u>OJT/ Certification</u>	<u>Military</u>	<u>Employment</u>
Baseline Year (Now)							
	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>

Overall	95%					
Elementary	95%					
Middle	95%					
High	95%					
<u>Graduation Rate</u>	<u>Current</u>	<u>Year</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	Comments
	<u>(%)</u>	<u>2</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>	
Overall	99.3%					
White						
Black Latino						
Asian						
Other						
Free/Reduced						
Learning Dis.						
Gifted						
ESL						

Overall							
Male							
Female							
White							
Black							
Latino							
Asian							
Other							
Free/Reduced Lunch							
IEP-LD							
IEP-Gifted							
ESL							
<u>Year 2</u>							
Overall							
Male							
Female							
White							
Black							
Latino							
Asian							
Other							
Free/Reduced							
IEP-LD							
IEP-Gifted							
ESL							
<u>Academic and Career Plans</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>
Baseline Year (now)			0%		*EWCTC students complete a portfolio for graduation	*	*
Year 2 Goal			100%				
Year 3 Goal							

Year 4 Goal							
Year 5 Goal							

Setting Goals Using a Data Collection

District/CTC Ligonier Valley/EWCTC Year 2010-2011

Total Enrollment at the CTC

Disaggregate if possible by:

Gender: Grade 10: 21 female/24 male Grade 11 & 12: 31 female/47 male

Race Grade 10: All white/Caucasian Grade 11: 1 male Hispanic; 1 male black/African American
Grade 12: All white/Caucasian

SES Grade 10: 20/45 – 44% Grade 11: 15/41 – 37% Grade 12: 11/37 – 30%

<u>CTC Enrollment</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Overall</u>
<u>Baseline Year Now</u>	N/A	45	41	37	123 – 30%
<u>Year 2 Goal</u>					
<u>Year 3 Goal</u>					

Retention Rates at the CTC

<u>Baseline Year Now</u>	<u>Grade 9</u> N/A	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Overall</u>
<u>Year 2 Goal</u>					
<u>Year 3 Goal</u>					

Special Education Enrollment Rates at the CTC

<u>Baseline Year Now</u>	<u>Grade 9</u> N/A	<u>Grade 10</u> 13	<u>Grade 11</u> 9	<u>Grade 12</u> 11	<u>Overall</u> 33
<u>Year 2 Goal</u>					
<u>Year 3 Goal</u>					

Report in numbers and percentages

****Please see attached EWCTC Follow up Study****

**Attachment #20
Budget Report**

**“Counseling for Career Success”
2012-13
Itemized Budget Report**

School District: LIGONIER VALLEY

Goal	<i>Activity / Intervention</i>	Standards Addressed	Grade Levels	Assessment Tool	Item	Vendor	Item Cost	Contact Person
To increase career awareness through staff, parent and student use	Career Cruising Program	13.1.5, 13.1.8, 13.1.11	4-12	Completion of Portfolio and Several Grade Level Activities	Career Cruising		(For 3 years)	

Signature of Superintendent _____ *Date:* _____