

# ECASD Project Charter

## Academic and Career Planning 6-12

Stage One

3.9.16

4.14.16

Stage Two

2017 -2018

**Project Customer:** ECASD Students and Families

**Justification:** Wisconsin's Agenda 2017: Every Child a Graduate – College and Career Ready  
PI 26 Administrative Rule Education for Employment

ECASD's vision that all students are prepared for post-secondary success. Our curriculum, advising processes, and partnerships should align to this vision.

**Project Objectives:**

- Develop and implement a plan for all students to be College and Career Ready
- Create and communicate a coherent message to all stakeholders about how students will become college and career ready
- Identify who and where advising will happen for all 6th -12 graders
- Provide training for staff on ACP and Career Cruising

**What is in scope: Counselors will be the lead/chair for each team**

1.

- **Programs of Study (Dave O., Travis H., Dave R.) - Incorporate this work with College Credit and Work Experience**
  - Review/Update documents for Programs Of Study
  - Make recommendations for changes to course offerings/scheduling
  - Develop ways to increase student/family use of POS documents in creating ACPs
  - Scope and sequence of courses at high school (vertical alignment)

2.

- **Review Education for Employment Plan (Lori K., Dave R.)**
  - Review/Update document
  - Connect with Programs of Study
  - Decision making/career management skills - where these are taught? Linking to standards
  - RtI System/MLSS
  - Receive Board approval for E4E Plan (PI-26)

3.

- **Software program (Lisa S., John S., Kendra, James M.)**
  - Identify software program we will use - **Career Cruising 3/2016**
  - Training for staff on software – who, how, when - identify each group that needs to be trained and when training will happen
  - Embedding course catalog/Program of Study into Career Cruising
  - Document students' college and career readiness progress with software program
  - What tools/practices/partners are required to realize the vision of ACP
  - Inspire?

4.

- **College and Career Planning and Advising (Craig H., Becky L. Lori K., Michelle M., Drew S.)**
  - Embed and document guaranteed college and career curriculum for all students at middle and high school (elementary, middle, high school alignment)
  - Align school counselor advising process to curriculum
    - Plans for each grade/implementation of scope and sequence for students
  - Identify staffs who will assist in advising/mentoring students
  - Identify additional events/activities/programs to reach college and career readiness (Career Ventures etc...)
  - Functional/Structural processes and resources (time study - bell schedule/staff involved, etc.)

5.

- **College Credit and Work Experience in High School (Dave O., Travis H., Dave R.)**
  - Internships/Work Based Learning/Career Preparation
  - Community/Family Involvement
  - Dual Enrollment (Youth Options etc..)
  - Online/Virtual/Blended Learning
  - AP courses

**To do now:**

- **Form the ACP Implementation Team**
  - Counselors from secondary schools (Travis, John, Dave, Nisa, Lisa, Lori, Becky)
  - Counselor from elementary (Craig and Shelley V. )
  - Principal from each level
    - Elementary: Andrew Thiel
    - Middle: Kit
    - High: Trevor and Dave
  - PBIS external coach (Kari and Jodi)
  - SPED program support teacher (Joel, Lorraine)
  - EL program support teacher (Brianna)
  - Teachers:
    - H.S. English - Paulette Sampson
    - H.S. Social Studies - Emilee McHorney
    - H.S. Science - Bev Pierson
    - H.S. Math - Pam Christiansen
    - M.& H. Family Consumer - Sara Sorensen
    - H.S. Culinary - Renae Moorehead
    - M.S. Computer business ed. - Randi Stanley
- **Develop timeline**
  - ACP workshop with CESA on April 14th 12:30-3:30 @ CESA 10
  - Tentative ACP Leadership Team meeting April 19th 2:00-3:30 Rm 123B
  - schedule meeting with the identified Implementation Team above to share - 8/25/16
    - What is ACP

- Each ACP leader will share his/her component and what it will entail - how we will call upon others to support this work
- Who does it involve
- how will we move forward
- **Communication:**
  - Communication timeline:
    - Kaying will share with Principals at the May 2016 meeting
    - Implementation Team Meeting: August 25, 2016
    - Create a basic PowerPoint to be shared with all staff at beginning of the school (have principals share with staffs)
    - Share with Dept. chairs at secondary schools (fall of 2016 after building overview)
    - Families: newsletters, principal's welcome back, superintendent's message, (April/May 2017)

**Training for ECASD Staff on ACP**

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- This link starts the process for training of selected staff with ACP:  
<https://docs.google.com/spreadsheets/d/1TVwfPY8r7fVKKsYPoVJw5yPMAdXm7pgj5r5-Bi6QMAI/edit#gid=0>
- Fall 2018: Training on ACP and Career Cruising provided for:
  - September 2017: All secondary principals
  - November 2017: All secondary counselors, FACS teachers, High School P.E. Department Chairs, High School Health Teachers, High School Science Department chairs, High School Math Department chairs
  - October - November 2017: 7th Grade Social Studies Teachers, Middle School FACs 8th grade teachers, Business and information technology teachers, 6th - 8th grade resource teachers
  - November - January 2018: Other identified staff such as Registrars and other teachers

**Timeline/Budget:**

- Plan to be developed by May 2017
- Implementation to begin September 2017

**What is not in scope:**

- Master Schedule/Staffing
- Creation of new courses

**What someone else must do:**

- resources for technology needs
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**Things to remember:**

Registrar/community/parent will be invited as needed.  
 Student?

