**Goal Planning Template**

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| **Area of Need**  What is the challenge? | | |
| We have limited sites and contacts for providing our students with work-based learning opportunities. We do not have enough participation from local businesses and organizations to support our program. | | |
| **Goal/Solution**  What could we do to address this challenge? | | |
| We will create a work-based learning advisory board - consisting of at least 10 employers, agency providers, and other community members – and host at least three meetings by the end of the 2020-2021 school year. | | |
| **Action Steps** | **Person(s) Responsible** | **Completion Due Date** |
| 1. Identify list of potential advisory board members. | - Erin Maves (special education teacher)  - Michele Perchess (transition specialist) | 9/30/20 |
| 1. Review and confirm board member list. | - Shimmy Gajjar (special education director) | 10/15/20 |
| 1. Email advisory board invitations. | - Erin Maves  - Michele Perchess | 10/30/20 |
| 1. Confirm final advisory board list and invite additional members as needed. | - Shimmy Gajjar  - Steven Schutz (Chamber of Commerce rep) | 11/30/20 |
| 1. Schedule first meeting/secure room; send invitations to confirmed board members. | - Erin Maves  - Michele Perchess | 12/15/20 |
| 1. Develop agenda for meeting; confirm staff roles. | - Erin Maves  - Michele Perchess  - Shimmy Gajjar | 1/30/21 |
| 1. Host first advisory board meeting. | - Whole team | 2/28/21 |
| 1. Host second advisory board meeting. | - Whole team | 3/31/21 |
| 1. Host third advisory board meeting. | - Whole team | 4/20/21 |
| 1. Check-in meeting to review progress made, determine topics to be addressed in following year, and schedule remaining 2021 meetings. | - Erin Maves  - Michele Perchess  - Shimmy Gajjar  - Steven Schutz | 6/15/21 |

**Plans to Monitor Progress:**

Steven (chamber of commerce) will check-in with school team regarding progress made:

* By 11/30/20 (confirming final advisory board list)
* By 6/15/21 (reviewing previous board meetings and planning for next meetings)

**Evaluation Meeting:**

We will meet during our end-of-year professional development day on June 16, 2021 to evaluate our progress toward our goal, make adjustments as necessary, and set a new goal if needed. We will assess:

* Did we establish a work-based learning advisory board?
* Does our board consist of at least 10 members, including employers, agency providers, and other community members?
* Did our board meet at least 3 times this year?