

Semester(s)	Please list CAPE/CACE Addressed for each activity	Total Time Completing Activity
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CACE/CAPE 1: Development and Implementation of a Shared Vision

Spring 2019	#1B2: Use effective strategies for communicating with all stakeholders about the shared vision and goals.	12 hours
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Met with the various stakeholder representatives to discuss the vision and goals for the school. Received input from them for distribution of same to all stakeholders and the school community at large.

Artifact?

CACE/CAPE 3: Management and Learning Environment

Fall 2019 Spring 2020	#3A3: Follow regulations related to accessibility of the Physical plant, grounds, classes, materials, and equipment for staff and students	20 hours
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During Fall 2019 semester I completed an environmental scan with appropriate staff members to determine which of the above listed areas needed to be improved on and which met compliance.

Artifact

CACE/CAPE 4: Family and Community Engagement

Fall 2018	#4B4: Explain to staff and other stakeholders the importance of ongoing community understanding and support by mobilizing and sustaining resources directed towards achieving school goals.	15 hours
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My Principal requested that I develop an “Informational” flyer to be distributed to our school staff and stakeholders. The flyer listed local businesses, public agencies and resources, as well as their addresses, phone numbers and contact names. The flyer was distributed to all stakeholders at the beginning of the school year.

Artifact?