

Academy of Careers and Technology

STRATEGIC PLAN

FY 2014 – FY 2022

Initial Approval – August 2014

Approved – August 2015

Approved – August 2016

Approved – August 2017

Approved – August 2018

Approved – August 2019

Approved – September 2020

Approved – May 2021



390 Stanaford Road

Beckley, West Virginia 25801

304-256-4615

Preparing Students for Their Future

<http://wvact.net>

<http://facebook.com/wvact>

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2- Plan

Strategic planning is an essential step in positioning The Academy of Careers and Technology to anticipate and meet, student, employer, school district and school personnel needs over the next three years. The plan is developed as part of the district's plan and encompasses much of its requirements.

The Strategic Plan is future-oriented, identifying the key issues and provides direction for the school's annual planning process which identifies specific strategies and addresses the local market, program operations, and resources available to the institution.

With school-wide input, the Strategic Planning Team identifies needs and sets goals for the immediate and future direction of the school.

Raleigh County Schools (074) Public District - FY 2022 - Academy Of Careers And Technology (074-701) CTE Center - School Strategic Plan - Rev 0

Plan Items

1 Student Retention, Completion and Placement

Description:

Improve Student Retention, Completion and Placement School Wide

PM 1.1 Increase number of enrolled students who complete the program and are placed in their field of study

Description:

Some students do not complete the full program of study or do not get positive placement afterwards The goal is to increase this measure

S 1.1.1 Retention Team

Description:

Update and Maintain retention team with task of reviewing students who are having difficulty with grades or attendance

AS 1.1.1.1 Counselor and Assistant Principal continue retention team meetings

Description:

Counselor and Assistant Principal maintain guidelines for gathering and acting upon data from teachers

Person Responsible:

Jeff Lacy

Estimated Begin Date:

1/1/2021

Estimated Completion Date:

6/2/2023

S 1.1.2 Community in Schools (CIS) Liason

Description:

CIS will assist students in completeing programs

AS 1.1.2.1 Identify

Description:

CIS will collaborate with Administration, counselor, CTE and Academic teachers to identify students that are at risk of not completeing their program

Person Responsible:

Michele Farmer

Estimated Begin Date:

8/9/2021

Estimated Completion Date:

6/6/2022

AS 1.1.2.2 Assist Students

Description:

CIS will assist students by offering one on one assistance, resources and support

Person Responsible:

Michele Farmer

Estimated Begin Date:

11/1/2020

Estimated Completion Date:

6/3/2024

PM 1.2 Job Fairs, Reverse Job Fairs

Description:

Placement coordinator holds job fairs throughout the year

S 1.2.1 Job FAirs

Description:

Students are given opportunities to participate in a variety of job fairs; local and statewide

AS 1.2.1.1 Job Fairs held and identified for student participation

Description:

Job Placement coordinator will hold or identify job fairs for student participation

Person Responsible:

Candace Crouse

Estimated Begin Date:

8/10/2020

Estimated Completion Date:

5/31/2024

2 Middle School Exploration and Leadership Program

Description:

Plan and Implement Program designed to encourage and motivate middle school students identified as at risk.

PM 2.1 At risk middle school student improvement

Description:

At risk middle school students improve in academics and discipline and set viable goals

S 2.1.1 Teacher

Description:

NEw teacher, admin and county staff set program goals

S 2.1.2 Program Development

Description:

Develop program outline with input from stakeholders

AS 2.1.2.1 Gather Input

Description:

Meetings and Discussions with stakeholders will be held

Person Responsible:

New Teacher

Estimated Begin Date:

5/31/2021

Estimated Completion Date:

8/2/2021

AS 2.1.2.2 Goal Setting

Description:

With Stakeholders, develop stated goals for the program including short and long term

Person Responsible:

<p>New Teacher Estimated Begin Date: 5/31/2021 Estimated Completion Date: 8/6/2021</p>
<p>AS 2.1.2.3 Final Plan Description: Finalize plan and distribute to stakeholders Person Responsible: New Teacher Estimated Begin Date: 5/31/2021 Estimated Completion Date: 7/30/2021</p>
<p>S 2.1.3 Students Description: Identify students to take part in the program</p>
<p>AS 2.1.3.1 Identify Students Description: Working with Middle School administration and Graduation Coaches, students are identified who may benefit from program Person Responsible: New Teacher</p>

<p>Estimated Begin Date: 8/2/2021 Estimated Completion Date: 6/3/2024</p>
<p>S 2.1.4 Community in Schools (CIS) Description: CIS will collaborate with Classroom teacher to meet needs of these students and expose them to CTE</p>
<p>AS 2.1.4.1 Collborate Description: CIS meets on regular basis with teacher to plan and to assist students Person Responsible: Michele Farmer Estimated Begin Date: 8/10/2021 Estimated Completion Date: 6/6/2022</p>
<p>AS 2.1.4.2 Assist Teacher and Students Description: CIS provides resources for students and teacher as needed Person Responsible: Michele Farmer Estimated Begin Date:</p>

8/9/2021
Estimated Completion Date:
6/6/2022

3 Adult programs

Description:

ACT will increase the number of programs that are offered to adult students based on community need.

PM 3.1 Adult Programs of Study

Description:

New adult programs of study are identified and implemented at ACT

S 3.1.1 Community needs are assessed

Description:

A variety of program possibilities are shared with stakeholders in community including, employers, workforce development entities and potential students. Possibilities included; Evening Collision Repair, Plumbing, and Medical Assisting

AS 3.1.1.1 Continual process of involving Stakeholders

Description:

Stakeholders are contacted and needs discussed

Person Responsible:

Kevin Bolen

Estimated Begin Date:

8/10/2020

Estimated Completion Date:

5/31/2024

S 3.1.2 Hire Teachers

Description:

Qualified teachers are identified and hired based on county policy

AS 3.1.2.1 Identify qualified teachers as needed for future programs

Description:

Advertise and post for new adult program teachers

Person Responsible:

Charles Pack

Estimated Begin Date:

8/10/2020

Estimated Completion Date:

5/31/2024

AS 3.1.2.2 Hire Teachers as needed for future programs

Description:

Teachers are hired and begin pre-employment requirements

Person Responsible:

Charles Pack

Estimated Begin Date:

8/11/2020

Estimated Completion Date:

5/31/2024

S 3.1.3 Enroll Students

Description:

Students are enrolled into new adult programs

AS 3.1.3.1 Ongoing Advertising

Description:

New adult programs are advertised on a variety of outlets including, Facebook, news print and on air media

Person Responsible:

Kevin Bolen

Estimated Begin Date:

8/10/2020

Estimated Completion Date:

5/31/2024

AS 3.1.3.2 New Students enrolled

Description:

Potential students are guided through enrollment and financial aid process.

Person Responsible:

Kevin Bolen

Estimated Begin Date:

7/23/2018

Estimated Completion Date:

12/31/2020

4 Reduce Out of Pocket Costs for Adult Programs

Description:

ACT will work to help students have access to education at a lower out of pocket cost.

PM 4.1 ACE Advantage p\Program

Description:

The ACE Advantage Program is a new funding source offered by the West Virginia Department of Education.

S 4.1.1 Reduce Costs of Adult Programs for Students

Description:

These funds are offered to the school to help studentns obtain a new career at a lower cost.

AS 4.1.1.1 Develop Policies

Description:

Policies and procedures are developed within ACT to determine how the ACE Advantage funding will be used

Person Responsible:

Kevin Bolen

Estimated Begin Date:

4/1/2021

Estimated Completion Date:

6/12/2021

AS 4.1.1.2 Develop Application

Description:

<p>Develop ACE Advantage application Person Responsible: Kevin Bolen Estimated Begin Date: 4/25/2021 Estimated Completion Date: 7/12/2021</p>
<p>AS 4.1.1.3 Advertising Description: New ACE Advantage funding is advertised on a variety of outlets including, Facebook, news print and on air media Person Responsible: Kevin Bolen Estimated Begin Date: 5/17/2021 Estimated Completion Date: 12/31/2024</p>
<p>AS 4.1.1.4 Registration Description: Have students complete ACE Advantage application during registration Person Responsible: Melani Hylton Estimated Begin Date: 6/14/2021</p>

<p>Estimated Completion Date: 8/10/2024</p>
<p>5 Safe Operation of the School Description: Examine and improve safe operation of school protocols including those needed during a pandemic</p>
<p>PM 5.1 Safe Practices of School Description: Improve safety practices and adherence to safety practices in all areas</p>
<p>S 5.1.1 Safe Practices within programs. Description: Improve safety practices and adherence to safety practices</p>
<p>AS 5.1.1.1 Safety Exams Description: Teachers will ensure students test at 100% on safety exams and policies Person Responsible: All Teachers Estimated Begin Date: 4/26/2021 Estimated Completion Date: 6/3/2024</p>

AS 5.1.1.2 Use of Safety Officer (Simulated Workplace)

Description:

Review with teacher's importance of Safety Officer conducting and documenting safety meeting in accordance with Simulated Workplace.

Person Responsible:

All Teachers

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

AS 5.1.1.3 PPE

Description:

Provide each program the appropriate PPE and safety equipment.

Person Responsible:

Charles Pack

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

S 5.1.2 Safety of premises

Description:

School is safe from outside influences

AS 5.1.2.1 Lockdown drills

Description:

Conduct lockdown drills utilizing both soft and ALICE formats. One of each during each quarter.

Person Responsible:

Jeffrey Lacy

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

AS 5.1.2.2 Safety Committee

Description:

Safety Committee meets following each drill to discuss and review drills

Person Responsible:

Jeffrey Lacy

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

AS 5.1.2.3 Cameras

Description:

Maintain, update and utilize safety cameras to prevent and solve safety concerns

Person Responsible:

Jeffrey Lacy

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

5.1.3 Safety operation during pandemic.

Description:

Protocols of safe school operation during a pandemic are in place, communicated and adhered to.

AS 5.1.3.1 Policy and Guidelines

Description:

Review with staff and student's policy and guidelines for operation of a safe school during pandemic.

Person Responsible:

Charles Pack

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024

AS 5.1.3.2 PPE

Description:

Ensure stock of PPE equipment (masks, hand sanitizer and wipes and review and ensure proper use of PPE

Person Responsible:

Jeffrey Lacy

Estimated Begin Date:

4/26/2021

Estimated Completion Date:

6/3/2024