

Strategic Plan - Working Copy

COUNTY/SCHOOL: PUTNAM/PUTNAM CAREER & TECHNICAL CENTER

ACCOUNTABILITY DESIGNATION:

SECTION I - MISSION STATEMENT - What are your beliefs about learning? What is your mission?

What are your core beliefs?

1. All students can learn given the appropriate instruction and time. 2. Education is the shared responsibility of the staff, students, family, community, business and industry.

In a few compelling words and phrases, what is the mission of your school?

The mission of PCTC is to produce career and college ready graduates who can thrive in the modern economy.

SECTION II - GOALS - What are your goals? What evidence will you use to determine success?

GOALS: After the study of student performance data, high quality learning conditions, management efficiency (and considering county priorities), what are your school's SMART (specific, measurable, attainable, realistic and timely) goals for improvement?

MEASUREMENT EVIDENCE (ME): For each goal you have set, what evidence will you use to determine that your actions are effective and that progress is being made?

Goal1. Provide and document improved placement services to all students.

ME1. COE & WVDE annual reports

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
Offer job placement services to students who are dismissed or who drop out	2015-16 school year	Director / Student Services Specialist	N/A	COE reports
Develop a database to collect and evaluate student completion, placement, and other data	by 2017 school year	Director / Student Services Specialist	school funds	Annual data collection and reporting
Schedule meetings with Counselor and/or Student Services Specialist for all exiting students	by 2017 school year	Counselor / Student Services Specialist / Director	N/A	post-graduation plans / exit forms

Goal2. Realign and develop relevant school teams, requiring all teams to develop agendas and maintain minutes for meetings.

ME2. Agendas and minutes for team meetings.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
PCTC will establish Teams for School Leadership, Advertising, Graduation, Technology, and CTSOs. All other outdated or unnecessary school teams will be eliminated or merged into one of these functioning teams to better serve the school stakeholders.	immediate	Director	N/A	Agendas and Minutes
School Leadership Team will meet weekly (Monday mornings at 8:00) to collaboratively develop shared values for implementation A.) as part of the Simulated Workplace and B.) for relevant cultural or academic areas within the school building.	immediate	Director	N/A	Agendas and Minutes

Teachers will chair individual curriculum committees associated with their specific programs, and will submit recommendations to school administrators biannually after discussing curricular and specific technological needs with relevant industry professionals.	immediate	instructors	N/A	advisory minutes
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Goal3. Provide teachers with opportunities for team meetings and monitor progress of those meetings.

ME3. Meeting agendas and minutes

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
Six hours of meeting time will be provided annually for curricular team meetings by program.	2016-17 school year	Administration	N/A	Agendas and Minutes
Time will be included in schedules for CE and IS days to meet with school teams. Other meetings, such as for the Technology or Graduation teams will meet on an as-needed basis in addition to the scheduled meeting times/dates.	2016-17 school year	Administration	N/A	Agendas and minutes

Goal4. PCTC will annually emphasize the need for long-term lesson planning during in-service trainings prior to the start of school.

ME4. Pacing guides for both semesters included with lesson plans and submitted to administrators with quarterly less plans.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
Templates and sample long-term plans will be provided to teachers to guide this process.	2016-17 school year	Admin. / Instructors	N/A	quarterly lesson plan monitoring
Teachers will provide school administrators with pacing guides for each academic semester when submitting lesson plans in September and January.	2016-17 school year	instructors	N/A	quarterly lesson plan monitoring

NOTE: Red background for goal indicates no action items recorded for that goal.

SECTION III - PROFESSIONAL DEVELOPMENT NEEDS - What skills or knowledge are needed to accomplish your goals?

PROFESSIONAL DEVELOPMENT:

What skills enhancements/developments needs to occur to accomplish your goals? (Professional Development should be aligned with your beliefs, your mission, the self-study analysis, goals, action plan and any other local/state/federal compliance considerations).

Professional Development

Action Step	Timeline	Target Audience	Desired Method	Funding Source
Long-term lesson planning training using templates and quality examples for teachers to emulate when designing pacing guides for each semester of the school year	2016-17 school year	instructors	Face to Face	N/A