




## CV-TEC 2017 – 2019 Improvement Plan

Mission: CV-TEC empowers students by providing exemplary career and technical education

Performance Targets	Measure	2014	2015	2016	2017	2019 target
	<b>Total CTE high school daytime enrollment (Co-Ser 101 &amp; 115)</b>		612	584	608	620
<b>Total CTE post-secondary daytime enrollment (Co-Ser 103)</b>		60	45	65	82	88
<b>Post-secondary enrollment in job skills training or continuing education (non CTE daytime)</b>		177	102	77	49	100
<b>% CTE high school daytime completion rate:</b>		95	95	96	97	98
- % eligible earning honors		-	-	-	49	60
- % eligible earning technical endorsement		-	-	54	68	75
- % eligible earning National Work Readiness Credential		-	-	pilot	85	90
<b>% CTE post-secondary completion rate (CTE daytime):</b>		96	90	86	94	97
- % eligible earning honors		-	-	-	65	70
- % eligible earning technical endorsement		-	-	51	77	85
- % eligible earning National Work Readiness Credential		-	-	pilot	88	90


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2017 – 19 Activities	Action step	Owner	Due
<p>Provide dynamic leadership</p> 	<p><b>Continuously update our five-year program, equipment, technology and facilities budgets and plans through a transparent process.</b></p>		
	<p>Centralize access to five-year program, equipment, technology and facilities budgets and plans to update via SharePoint.</p>	Committee	Ongoing
	<p>Re-survey staff regarding baseline equipment/technology needs and priorities.</p>	Committee	Complete
	<p>Submit updated prioritization to Admin.</p>	Committee	Complete
	<p>Continually re-prioritize and update equipment, technology, maintenance and procurement status.</p>	Committee	Ongoing
	<p>Identify programs that would result in additional certification/licensure opportunities or cost reduction based on an equipment upgrade (e.g., NATEF).</p>	Committee	2/2018 Complete
	<p>Prioritize and recommend budgeting to support equipment upgrades that would result in additional certification/licensure opportunities or cost reduction.</p>	Committee	5/4/18 Will do by deadline based on questionnaire
	<p>Create a replacement and service plan for existing equipment and develop and implementation process for completing it.</p>	Committee	5/4/18 Implementation model presented on 1.24.18
	<p><b>Maintain COE accreditation and continuing eligibility.</b></p>		
<p>Maintain and update COE and Title IV web pages, providing links to required plans, policies, information, and documentation</p>	Admin; Chris	12/1/18	

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	Re-evaluate COE status in relation to unannounced COE visits and re-accreditation (November 11, 2020)	Admin; Chairs	12/1/18
	Require active involvement on Standards sub-committees by all COE team members	Admin	12/1/18
	Regularly evaluate and disseminate information pertaining to all plans, policies and procedures as required by COE	Admin; Chairs	12/1/18
Educate through innovative, high-quality programs and services 	<b>Reinvigorate continuing education and job skills education training.</b>		
	Explore the feasibility of implementing block schedule for programs within CTE daytime for adult students. Survey CTE programs for whom a block schedule would be appropriate to prototype a plan to allow adult ed participants to “drop in” for a credential. Identify creative scheduling options to facilitate the “block schedule” approach. Determine the constraints related to national reaccreditation and options for addressing them. Make a decision: What program(s) are most appropriate to pilot this approach? Identify the action plan to implement. Per COE: cannot have start and end dates within a year -long CTE program. We attempted to do this with Welding and were told we couldn’t do a “mini” course within a course.	Sherry & team       Team & COE committee	12/15/17
	Research and select new opportunities to provide continuing ed and job skills training (e.g., cake decorating, Zumba, open shop, 3D printing, etc.) Worked with Bombardier to enroll one of our adult students in Welding Class; worked with Meadowbrook to enroll C N A student. CV-TEC @ OWS has started offering Computer Basic and Customer Service classes at the OWS. We had 6 complete in Computer Basics and 6 in Customer Service.	Amy & Kevin S. & team	12/15/17



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	<p>Explore and develop community creative collaborations for teaching with high school and adult students. (E.g., co-teach with hospitals, collaborate with a high school to deliver project-based learning, CNA programs, become a field trip/career fair destination, Health Career programs as a model to replicate, etc.)</p> <p><u>Working with Plattsburgh Rehab to enroll C N A students if we are not able to run a CV-TEC class. Ran our first AIME class in over a year in collaboration with CCC.</u></p> <p><u>Attending meetings in Mineville to explore workforce development.</u></p>	Cathy & Kevin D. & team	12/15/17
	<p>Explore additional ways to use technology to market our programs. Possibly migrate to additional social media (from TV.) Refresh the message to address our goal to reinvigorate continuing ed and job skills training.</p> <p><b><u>New Technology</u></b></p> <p><u>Eliminate television commercials:</u> most people are watching Netflix rather than television where our commercials would appear</p> <p><u>Create an instagram:</u> post regularly spreading our new message</p> <p><u>Flyers around town:</u> pictures of trainings/highlight new message</p> <p><u>Target crowds with presentations:</u> speak out to large groups simply to inform them of what CV-TEC offers</p> <p><b><u>Refresh Message</u></b></p> <p><u>Change message to "Why CV-TEC?"</u></p> <p>- "your future starts with CV-TEC"</p> <p>- "simply show up and we will help your journey"</p> <p><b>-highlight that most trainings are free</b></p> <p>-staff are unlike any other (helpful, kind, compassionate)</p> <p>-we assist with job placement</p>	Alexis & team	12/15/17

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	Review progress and results and then adjust the marketing plan as necessary.	Team	12/15/17
<p>Ensure a quality learning environment</p> 	<p><b>Provide for the social, emotional and mental health needs of our educational community.</b>  <i>(The action plan below is in draft form and will be further developed, vetted and refined.)</i></p>		
	<p>Provide time and resources to enable the counselling team to develop and communicate a Social-Emotional Learning (SEL) Professional Development Plan to address:</p> <ul style="list-style-type: none"> <li>A flow chart/protocol for crisis management/intervention</li> <li>Intake and referral process for Behavioral Health Services North</li> <li>Other resources: Access VR, Clinton County Mental Health</li> <li>Addressing Mineville’s SEL needs</li> </ul>	<p>Counselling team (&amp; others as appropriate) Admin SDM</p>	<p>In progress</p>
	<p>Subsequently determine how all CV-TEC staff can be a part of the implementation of that plan.</p>	<p>Admin SDM</p>	<p>TBD</p>
	<p>Continue to make CV-TEC a warm, welcoming place for students and staff:</p> <ul style="list-style-type: none"> <li>You Matter/We Care culture</li> <li>Building Relationships/Making Connections</li> <li>Bucket filling</li> <li>Active listening</li> <li>Increasing time for staff and faculty collaboration</li> </ul>	<p>All staff SDM</p>	<p>Ongoing</p>
<p>Build and enhance partnerships</p> 	<p><b>Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.</b></p>		
	<p><i>Ensure the successful transition of all students:</i></p>		
	<p>Create a transition plan to ensure successful transitions for all students including SWDs.</p>	<p>Committee</p>	<p>3/2018</p>
<p>Continue to collaborate and communicate with component districts regarding student progress, national assessment schedules, etc.</p>	<p>Committee</p>	<p>Ongoing</p>	

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	Create an action plan to address the survey results (i.e., the identified barriers and wishes).	Committee	6/2018
	<i>Implement the National Work Readiness Credential (NWRC):</i>		
	To prepare completing students for the NWRC, develop student workshops/activities to include but not be limited to interviewing basics, college applications, job fair, college visits and work site visits.	Committee	5/2018
	Schedule and administer the NWRC to all student completers prior to graduation from the CTE program.	Michele, Colleen, CTE teachers	4/2018

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