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Hoffman, Thomas

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School Strategic Plan Prioritized Goals, Progress Monitoring DS, Strategies and Action Steps

Mingo County Schools (054) Public District - FY 2023 - Mingo Extended Learning Center (054-102) CTE Center - School Strategic Plan - Rev 0

Save And Go To

Create Goal

Plan Items Expand All Collapse All

1 MELC will provide a framework for the Adult Practical Nursing program students to obtain a certification or licensure.

Description:

Students will gain certification in OSHA Safety. Students will gain certification in First Aid/CPR. Students will gain certification in CNA Certification by challenging the OHFLAC test upon completing Fundamentals Course work in Phase 1 of the Practical Nursing Program. Students will gain licensure in Practical Nursing through the WV Board of Examiners for Practical Nursing or the KY Board of Nursing upon completing the Practical Nursing Program.

Create Progress Monitoring Data Source

Copy 1.1 OSHA Safety Certificate, First Aid/CPR Certificate, CNA Certificate, and Practical Nursing License.

Description:

The OSHA Safety Tests will be given after the students complete the training at the beginning of the PN program. Students must score 100 % on the tests to gain the OSHA Certificate. The First Aid/CPR test will be given after the students complete the training at the beginning of the PN program. Students must pass the required score to get the First Aid/CPR certificate. Students that successfully complete the Nursing Fundamentals Theory and Clinical course with a minimum score of 80% will apply and scheduled to take the CNA Challenge test through https://ohflac.wvdhtr.org. (Students that already have a current CNA certification are exempt) Students that successfully complete the Practical Nursing Program Theory and clinical coursework and maintain at least and 80% in all courses will apply and schedule to take the NextGen test to gain licensure.

Create Strategy

Copy 1.1.1 MELC's PN faculty will teach OSHA Safety, First Aid/CPR, Nursing Fundamentals, and Practical Nursing courses and clinical.

Description:

The OSHA Safety Tests will be given after the students complete the training at the beginning of the PN program. MELC purchased the OSHA safety software teach the safety skills. The students must score 100 % on the tests to gain the OSHA Certificate. The PN instructors are trained yearly to teach the First Aid/CPR class. The First Aid/CPR test will be given after the students complete the training at the beginning of the PN program. Students must pass the required score to get the First Aid/CPR certificate. Students that successfully complete the Nursing Fundamentals Theory and Clinical course with a minimum score of 80% will apply and scheduled to take the CNA Challenge test through https://ohflac.wvdhtr.org. (Students that already have a current CNA certification are exempt). The executive secretary will complete the purchase order and issue a check to PHD and schedule the test date and location for the students. The PN faculty will teach the PN courses and schedule clinical at various healthcare industries. Students that successfully complete the Practical Nursing Program Theory and clinical coursework and maintain at least and 80% in all courses will apply and schedule to take the NextGen test to gain licensure. The PN Coordinator will provide completed student transcript signed by the PN Coordinator and Administrator to the WV and KY Boards of Nursing.

Create Component Relationship(s).

Create Action Step

Copy **AS** 1.1.1.1 The PN faculty at MELC will teach students OSHA Safety, First Aid/CPR, Nursing Fundamentals, and Practical Nursing courses and clinical. *Action Step Title: Add Progress Note

Description:

MELC's PN faculty will teach students OSHA Safety at the beginning of the PN program. MELC's PN faculty will teach students First Aid/CPR, at the beginning of the PN program. MELC's PN faculty will teach students Nursing Fundamentals in Phase I of fall semester. MELC's PN faculty will teach students all the Practical Nursing courses and clinical during Phase 2 second semester and Phase 3, summer semester. *Action Step Title:

Person Responsible:

Tammy Gilman, Connie Hage, Cassandra Griffith

Estimated Begin Date:

8/1/2022

Estimated Completion Date:

7/7/2023

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
Other	Other	local funds from tuition & fees for supplies	\$40,000.00
	Other	WVDE ACE grant for salaries.	\$132,000.00
	Other	WVDE Advantage funds: salaries, equip & supplies	\$105,000.00
Total			\$277,000.00

2 MELC will provide a safe learning environment for all students assigned to the alternative education program, monitor the computer-based curriculum and report attendance grades to the students' respective schools.

Description:

Students will be scanned electronically with a metal detector upon entering classroom to make room safe. Students are assigned a laptop computer from their respective schools and must work on the computer-based curriculum while in the alternative education classroom. The teacher will supervise the students and monitor their progress on their computer-based curriculum. The teacher will give daily attendance reports to the students' respective schools. The teacher will submit grades to the students' respective schools.

Create Progress Monitoring Data Source

Copy **PM** 2.1 School bus transportation will be provided for students attending Alternative Education at MELC. Students will be checked for metal products. Students will do computer-based curriculum. Students' absences will be reported daily. Students' grades will be reported at each grading period. Students will be seated in work cubicles. Students will not leave classroom except at departure time to catch their bus.

Description:

Students will be bused daily to the Alternative Education Program at MELC from their respective schools. Upon enter the MELC alternative education school the students will be scanned with a metal detector for metal objects. Unsafe metal objects will be taken away from the student. Students that bring a mobile phone will leave it on the teacher's desk until time to depart MELC. Students will have assigned seating in a learning cubicle which is spaced at a safe distance away from other students so students cannot reach out touch another student. Students must raise their hand to get permission to use the restroom which is located in the classroom. Students breakfast and lunch is carried to the classroom and delivered to each students' cubicle. Students must use their assigned laptop to complete the computer-based curriculum. The students take a skilled level pretest and complete the activities in that skilled level. The students must get a passing grade on the posttest to move on to next level. If they don't pass the teacher will let them redo activities and/or retest. The alternative education teacher will supervise and monitor the students' progress on the computer-based curriculum. The teacher will report daily attendance to the students' respective schools. The teacher will report daily breakfast and lunch counts to Burch PreK-8. The teacher will report grades to the students' respective schools at the end of each grading period. If any student exhibit behavior that is unacceptable and unsafe, they will be reported to the administrator. When rules are not followed, it becomes necessary to have teacher/student

conferences, teacher/student/parent conferences and teacher/student/parent/administrator conferences to correct the behavior. Students that have special education services or counseling will meet and have scheduled time with the respective special education or guidance person.

Create Strategy.

   **2.1.1 MELC's administrator and alternative education teacher will provide a safe learning environment for all students assigned to the alternative education program and the teacher will monitor the computer-based curriculum and report attendance grades to the students' respective schools.**

Description:

Students will be bused daily to the Alternative Education Program at MELC from their respective schools. Upon entering the MELC alternative education school, the students will be scanned with a metal detector for metal objects by the teacher. Unsafe metal objects will be taken away from the student. Students that bring a mobile phone will leave it on the teacher's desk until time to depart MELC. Students will be assigned a seat in a learning cubicle which is spaced at a safe distance away from other students so students cannot reach out touch one another. Students must raise their hand to get permission to use the restroom which is located in the classroom. Students breakfast and lunch is carried to the classroom by the custodian and delivered to each students' cubicle. Students must use their assigned laptop to complete the computer-based curriculum. The students take a skilled level pretest and complete the activities in that skilled level. The students must get a passing grade on the posttest to move on to next level. If they don't pass the teacher will let them redo activities and/or retest. The alternative education teacher will supervise and monitor the students' progress on the computer-based curriculum. The teacher will report daily attendance to the students' respective schools. The teacher will report daily breakfast and lunch counts to Burch PreK-8. The teacher will report grades to the students' administrator. When rules are not followed, there will be teacher/student conferences, teacher/student/parent conferences and teacher/student/parent/administrator conferences to correct the behavior. Students that have special education services or counseling will meet and have a scheduled time with the respective special education or counseling person.

Create Component Relationship(s)

Create Action Step

   **2.1.1.1 MELC's administrator and alternative education teacher will provide a safe learning environment for all students assigned to the alternative education program and the teacher will monitor the computer-based curriculum and report attendance and grades to the students' respective schools.** **Add Progress Note**

Description:

Students will be bused daily to the Alternative Education Program at MELC from their respective schools. Upon entering the MELC alternative education school, the students will be scanned with a metal detector for metal objects by the teacher. Unsafe metal objects will be taken away from the student. Students that bring a mobile phone will leave it on the teacher's desk until time to depart MELC. Students will be assigned a seat in a learning cubicle which is spaced at a safe distance away from other students so students cannot reach out touch one another. Students must raise their hand to get permission to use the restroom which is located in the classroom. Students breakfast and lunch is carried to the classroom by the custodian and delivered to each students' cubicle. Students must use their assigned laptop to complete the computer-based curriculum. The students take a skilled level pretest and complete the activities in that skilled level. The students must get a passing grade on the posttest to move on to next level. If they don't pass the teacher will let them redo activities and/or retest. The alternative education teacher will supervise and monitor the students' progress on the computer-based curriculum. The teacher will report daily attendance to the students' respective schools. The teacher will report daily breakfast and lunch counts to Burch PreK-8. The teacher will report grades to the students' respective schools at the end of each grading period. If any student exhibit behavior that is unacceptable and unsafe, they will be reported to the administrator. The administrator may suspend or convene a meeting with student services and refer out of school placement. When rules are not followed, there will be teacher/student conferences, teacher/student/parent conferences and teacher/student/parent/administrator conferences to correct the behavior. Students that have special education services or counseling will meet and have a scheduled time with the respective special education or counseling person.

Person Responsible:

Thomas Hoffman, Administrator, and Whitney Dempsey, teacher.

Estimated Begin Date:

8/29/2022

Estimated Completion Date:

6/6/2023

Session Timeout
00:59:48

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
Other	Other	WVDE Alt Ed grant for salaries & benefits.	\$65,000.00

3 The virtual teachers will be able to deliver instruction through internet and telephone system to their assigned virtual student groups.

Description:

The teachers will have an available private space to deliver instruction through internet and telephone system. The Mingo County School District IT personnel will maintain the internet and telephone system. Teachers will be provided a room/office with a desk, chair, file cabinet, and laptop computer.

Create Progress Monitoring Data Source

3.1 The virtual teachers' instruction delivery system will be operational. The virtual teachers will be assigned an Office/classroom space.

Description:

The virtual teachers will be assigned to an office/classroom area to teach privately to their students. The virtual teachers will be given a desk, chair, and file cabinet. Each virtual teacher will be assigned a computer laptop with camera and audio equipment to effectively communicate with their students. The virtual teacher will be provided internet access and telephone extension to communicate with students. The virtual teachers will be observed and evaluated according to the WVDE policy. The virtual teacher will be given \$400 faculty senate funds to use toward purchasing instructional materials and general supplies.

Create Strategy

3.1.1 The virtual teachers will have an office/classroom area equipped with furniture and technology equipment necessary to provide virtual instruction.

Description:

The virtual teachers will be provided an office/classroom area and the administrator will provide a desk, chair, and file cabinet. The Mingo County Schools IT will install wireless and land line internet and telephone equipment and access. The IT person will provide the computer laptop with camera and audio equipment to the virtual teacher to deliver instruction. The virtual teachers will be responsible in delivering instruction to the virtual students, daily in accordance with the school calendar.

Create Component Relationship(s)

Create Action Step

3.1.1.1 The virtual teachers will have an office/classroom area equipped with furniture and technology equipment necessary, to provide virtual instruction to virtual students. Add Progress Note

Description:

The virtual teachers will be assigned to an office/classroom area to teach privately to their students. The virtual teachers will be given a desk, chair, and file cabinet by administration. Each virtual teacher will be assigned a computer laptop with camera and audio equipment to effectively communicate with their students by the IT department. The virtual teacher will be provided internet access and telephone extension to communicate with students by the IT department. The virtual teachers will be observed and evaluated according to the WVDE policy. The virtual teacher will be given \$400 faculty senate funds to use toward purchasing instructional materials and general supplies.

Person Responsible:

Thomas Hoffman

Estimated Begin Date:

8/29/2022

Estimated Completion Date:

6/6/2023

Session Timeout
00:59:48

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
IDEA and State Aid Entitlement	IDEA School Age	teacher salaries and benefits for four teachers	\$257,000.00

4 MELC will provide a classroom and Examiner o administer the high school equivalency test (HISSET).

Description:

The Examiner for the HiSet high school equivalency test will be trained annually to meet the WVDE requirements to administer the test. The Examiner will schedule dates each month of the year to administer the HISSET. The Adult Education program at SWVCTC will schedule adult students to come to MELC to take the HISSET. Tug Valley High School will schedule their Option students to take the HISSET.

Create Progress Monitoring Data Source

Copy PM 4.1 Examiner training and approved HiSET testing facility and equipment.

Description:

The Examiner for the HiSet high school equivalency test will be trained annually to meet the WVDE requirements to administer the test. The testing facility lab will be approved by WVDE for HiSET computer-based testing. The Examiner will schedule dates each month of the year to administer the HISSET. The Adult Education program at SWVCTC will schedule adult students to come to MELC to take the HISSET. Tug Valley High School will schedule their Option students to take the HISSET. Mingo Central High School will schedule their Option students to take the HISSET.

Create Strategy

Copy S 4.1.1 MELC will provide a classroom and Examiner to administer the high school equivalency test (HISSET).

Description:

he Examiner for the HiSet high school equivalency test will be trained annually to meet the WVDE requirements to administer the test. The testing facility lab will be approved by WVDE for HiSET computer-based testing. The Examiner will schedule dates each month of the year to administer the HISSET. The Adult Education program at SWVCTC will schedule adult students to come to MELC to take the HISSET. Tug Valley High School will schedule their Option students to take the HISSET. Mingo Central High School will schedule their Option students to take the HISSET.

Create Component Relationship(s)

Create Action Step

Copy AS 4.1.1.1 MELC will provide a classroom and Examiner to administer the high school equivalency test (HISSET). Add Progress Note

Description:

he Examiner for the HiSet high school equivalency test will be trained annually to meet the WVDE requirements to administer the test. The testing facility lab will be approved by WVDE for HiSET computer-based testing. The Examiner will schedule dates each month of the year to administer the HISSET. The Adult Education program at SWVCTC will schedule adult students to come to MELC to take the HISSET. Tug Valley High School will schedule their Option students to take the HISSET. Mingo Central High School will schedule their Option students to take the HISSET.

Person Responsible:

Thomas Hoffman and Alichia Marsico

Estimated Begin Date:

9/1/2022

Estimated Completion Date:

Session Timeout
00:59:48

6/30/2023

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
Other	Other	WVDE grant for supplies & equipment	\$3,500.00

5 MELC will be in compliance with the COE criteria and standards for accreditation.

Description:

MELC practical nursing staff will follow the COE handbook and manual guidelines and provide exhibits to support the requirements stated in the COE standards for accreditation. The Administrative staff will follow the COE handbook and manual guidelines and provide exhibits to support the requirements stated in the COE standards for accreditation.

Create Progress Monitoring Data Source

5.1 MELC administrator, faculty and staff will be in compliance with meeting COE criteria requirements and standards.

Description:

MELC's Practical Nursing Instructors will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within their scope of practice. PN instructors must keep hard copies of required materials and exhibits in the designated three ringed binder notebooks. Also, they are required to share digital copies in OneDrive with MELC faculty and staff. These document and exhibits must be maintained in a timely manner. PN instructors will be observed and evaluated according with WVDE policy. The executive secretary will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within her scope of practice. The executive secretary must keep hard copies of required materials and exhibits in the designated three ringed notebooks. Also, she is required to share digital copies in OneDrive with MELC staff. These document and exhibits must be maintained in a timely manner. The executive secretary will be observed and evaluated according with Mingo County School policy. The administrator, PN faculty, and staff are all to collaborate and assist each other and submit necessary documents and exhibits that are required by COE criteria and standards to the schools COE compliance officer upon request, in a timely manner. The administrator will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards. The administrator must keep hard copies of required materials and exhibits in the designated three ringed notebooks. Also, he is required to share digital copies in OneDrive with MELC faculty staff. The administrator will be evaluated according with WVDE policy.

Create Strategy

5.1.1 The MELC administrator, faculty and staff will be in compliance with meeting COE criteria requirements and standards.




Description:

MELC's Practical Nursing Instructors will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within their scope of practice. PN instructors will keep hard copies of required materials and exhibits in the designated three ringed binder notebooks. Also, they are required to share digital copies in OneDrive with MELC faculty and staff. These document and exhibits will be maintained in a timely manner. The executive secretary will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within her scope of practice. The executive secretary must keep hard copies of required materials and exhibits in the designated three ringed notebooks. Also, she is required to share digital copies in OneDrive with MELC staff. These document and exhibits must be maintained in a timely manner. The custodian will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within her scope of practice. The administrator, PN faculty, and staff are all to collaborate and assist each other and submit necessary documents and exhibits that are required by COE criteria and standards to the schools COE compliance officer upon request, in a timely manner. The administrator will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards. The administrator must keep hard copies of required materials and exhibits in the designated three ringed notebooks. Also, he will share digital copies in OneDrive with MELC faculty and staff.

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Create Component Relationship(s)

Create Action Step

  5.1.1.1 The MELC administrator, faculty and staff will collaborate and work together to meet COE criteria requirements and standards. 

Description:

MELC's Practical Nursing Instructors will be examine and follow the COE handbook and manual requirements for compliance and record, document, complete task towards meeting COE criterion and standards that are within their scope of practice. PN instructors will make keep hard copies of required materials and exhibits in the designated three ringed binder notebooks. Also, they will add digital copies and share in OneDrive with MELC faculty and staff. These document and exhibits will be maintained in a timely manner. The executive secretary will examine and follow the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within her scope of practice. The executive secretary will make and keep hard copies of required materials and exhibits in the designated three ringed notebooks. Also, she will share digital copies in OneDrive with MELC, administrator, PN faculty and staff. These document and exhibits will be maintained in a timely manner. The custodian will be responsible for following the COE handbook and manual requirements for compliance in meeting COE criterion and standards that are within her scope of practice. The custodian will make keep hard copies of required materials and exhibits and submit to the compliance officer. The administrator, PN faculty, and staff are all to collaborate and assist each other and submit necessary documents and exhibits that are required by COE criteria and standards to the schools COE compliance officer upon request, in a timely manner. The financial aid advisor will assist with supplying financial documents needed for COE compliance in hard copies and submit to the COE compliance officer to be enter to digital files in OneDrive. The administrator will examine and follow the COE handbook and manual requirements for compliance in meeting COE criterion and standards. The administrator make hard copies of required materials and exhibits and place them in the designated three ringed notebooks. Also, he will share digital copies in OneDrive with MELC PN faculty and staff.

Person Responsible:

Thomas Hoffman, N. Hatfield, H. Murphy, T. Gilman, C. Hager, C. Griffith, S. Workman

Estimated Begin Date:

7/1/2022

Estimated Completion Date:

6/30/2023

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
Other	Other	Local school fund for COE fees & copying supplies	\$15,000.00

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  6 MELC will provide the WVDE Office of Career and Technical Education and COE the annual CPL data for the Practical Nursing Program.

Description:

MELC will follow its Placement Plan. MELC will get licensure and certification data to report in its CPL annual reports to WVDE and COE. MELC will maintain its record of enrollment, withdrawal, and completion rate for the WVDE and COE annual reports.

Create Progress Monitoring Data Source

  6.1 MELC's PN faculty and executive secretary will provide CPL data to the Administrator. The administrator will submit the CPL data information to the WVDE and the COE annual reports.

Description:

All assistance from the executive secretary and PN faculty for gathering, maintaining and submitting the necessary CPL data must be given to the administrator for the WVDE and COE annual reports. The data for the CPL reporting must be maintained throughout the year and submitted timely to the administrator. The Administrator must report Completion, Placement, and Licensure (CPL) data to the WVDE and COE in the annual reports. After

submission of the annual reports to WVDE and COE, the CPL data and annual reports must be kept in the three ringed notebooks and digital files for COE compliance.

Create Strategy



 **Copy**  **6.1.1** MELC's PN faculty and executive secretary will maintain, organize, and provide CPL data to the Administrator. The administrator will compile the data and submit the CPL data information to the WVDE and the COE annual reports.

Description:

The PN faculty will record PN course completion grades. The PN Coordinator and the executive secretary will complete a student transcript including course grades, satisfactory clinical completion, and HESI summative assessments scores for all students that complete the PN program. A copy of the student's transcript is signed by the administrator and PN Coordinator and placed in the student's permanent record folder. The PN Coordinator will submit student transcripts to the WV Board of Examiners for Practical Nursing and the KY Board of Nursing. Students will complete applications for the NextGen Exam. After the PN students take the NextGen test they will receive a pass/failed report. Students that pass the NextGen exam will receive licensure. The PN coordinator will print the recorded licensure for each student from the Nursing boards website. A copy will be placed in the student's folder. This information is used for the CPL annual reports to the WVDE and COE. MELC's PN faculty will follow the Placement Plan and assist students to be placed in jobs. The PN faculty will invite and schedule Human Resources personnel from area healthcare facilities to visit and recruit students for jobs. When PN faculty take students to clinical, they will introduce the PN students to supervisors and HR personnel. PN faculty will teach and help students complete and update their digital portfolio with accomplishment, resumes and references. When it is time to submit the CPL data to the WVDE and COE annual reports the executive secretary and PN faculty will assist the administrator with the annual reports. The administrator will compile the CPL data and enrollment data and submit the information to the WVDE and and COE annual reports.

Create Component Relationship(s)

Create Action Step

 **Copy**  **AS** **6.1.1.1** The MELC's PN faculty, executive secretary and administrator will maintain, organize, and provide CPL data information to the WVDE and the COE annual reports. **Action Step Title:** **Add Progress Note**

Description:

The executive secretary and PN faculty will gathering, maintaining and submitting the necessary CPL data to the administrator for the WVDE and COE annual reports. The executive secretary and PN faculty will keep data for the CPL reporting will maintain the information throughout the year and submitted it timely to the administrator. The Administrator will report Completion, Placement, and Licensure (CPL) data to the WVDE and COE in the annual reports. After submission of the annual reports to WVDE and COE, the CPL data and annual reports will be kept in the three ringed notebooks and digital files for COE compliance.

Person Responsible:

Thomas Hoffman, N. Hatfield, T. Gilman, C. Hager, C. Griffith, S. Workman

Estimated Begin Date:

7/1/2022

Estimated Completion Date:

6/30/2023

Edit Funding Source(s)

Funding Application	Grant	Notes	Amount
Other	Other	MELC's SFO funds for copying materials & supplies.	\$1,000.00

Save And Go To



David L. Roach

State Superintendent of Schools

L. Paul Hardesty

President, West Virginia Board of Education

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