

Bristol Technical Education Center

Strategic Plan: 2019-2023

(Revision August 2019)

Organizational Mission: (Adopted and Modified Bristol Tech Mission)

The mission of Bristol Technical Education Center is to provide a unique and rigorous learning environment that:

- Ensures both career technical education mastery and student success, as well as promotes enthusiasm for lifelong learning;
 - Prepares students for apprenticeships, immediate productive employment, as well as continuing education; and
- Engages regional and state employers, industry partners, CTEC representatives, our sending schools and members of our family community in a vibrant collaboration that responds to current, emerging and changing workforce needs and expectations.

School Vision: Preparing students with the skills to be successful in the modern workforce.

School Goal 1: Bristol TEC will develop and implement a new career technical program model without academics.

Objective	Activity	Who?	Timeline	Resources needed	Status
To increase enrollment in all areas.	Continue to survey sending schools for barriers to enrollment as well as communicate with CTEC students.	Bristol T.E.C. administrator, school counselor and community liaison. Sending school representatives.	Ongoing	Common meeting time, adequate space, updated list of sending school representatives. Clerical support.	<u>Ongoing</u> <u>8/2019</u>

Objective	Activity	Who?	Timeline	Resources needed	Status
Ongoing progress monitoring of Bristol T.E.C. students engaged in on-line learning.	Support the Before School Program.	-Bristol T.E.C. administrator, -School counselor -Community liaison. -Sending school representatives.	Ongoing	Classroom Access to computers Adult supervision On-line learning information for each student. Clerical support.	<u>Ongoing Effort</u>

School Goal 2: Bristol TEC communicate and implement a shared vision for student success.

Objective	Activity	Who?	Timeline	Resources needed	Status
Bristol T.E.C.'s Institutional Advisory Board will review our school vision and mission.	Annual Institutional Advisory Board Meeting	Administrator and Institutional Advisory Board	Annually	Common meeting time, adequate meeting space, B.T.E.C.'s performance data by program, former vision, CTHSS Strategic Plan, Vision and Mission.	<u>Last meeting April 2019</u>
Bristol T.E.C.'s faculty and staff will review the vision and mission and provide feedback.	Whole-group review and discussion with faculty and staff.	Administrator, Faculty & Staff	August 2019	Time for administrator to meet with school faculty and staff.	<u>Completed: 8/2019</u>
Bristol T.E.C.'s Student Council will review the vision and mission and provide feedback.	Whole-group review and discussion with Student Council members.	Administrator, Student Council Advisor and Student Council	Annually	Time for administrator to meet with Student Council.	<u>Ongoing Review</u>
Consistent communication of vision.	-Website -Twitter -Included in letterhead, email, student handbooks, etc. -Banner for main office area	Administrator Faculty Staff Parent & Student Leaders	Ongoing	Business Office Support. Clerical support.	<u>In Progress</u>

	-Updated vision statements for each program. -Official announcement				
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School Goal 3: Upon completion of career and technical education, Bristol T.E.C. students will demonstrate the skills and work habits to be successful in the modern workforce.

Objective	Activity	Who	Timeline	Resources needed	Status
To increase the number of nationally recognized credentials earn by students across all six career and technical programs.	Complete individual program review to ensure that credentials are offered in each program.	Administrator, CTE program Department Head, and the CTEC Education Program Consultant.	Ongoing	Common meeting and planning time. Professional dialogue.	Outcome: Implementation of Serve-Safe in our Culinary Arts Program. We completed 402 credential in 2019. <u>Ongoing Effort</u>
To monitor and increase performance on important trade related assessments including General, Airframe and Power-plant test scores, NOCTI, NIMMs, Serve Safe, OSHA	.		Ongoing	.	
Align school, administrator, and CTE instructor SLOs to support improved student performance.	Progress monitoring: 1. SLO Initial, Mid-Year & End-of-Year reviews. 2. Admin classroom visits. 3. Formal/Informal Observation Data.	Administrator, School Counselor, CTE Instructors.	Annually by October, February, and June.	Time for ongoing meetings to develop/implement SLOs, monitor progress, make adjustments, and measure outcomes. Uninterrupted time for observations and follow up conferences.	<u>Ongoing Effort</u>

	4. Utilization of Pre- and Post-Tests.			Clerical support.	
Increase the number of students placed on WBL and/or the workforce across all six on site programs.	<p>WBL Professional Development</p> <p>Review of current district guidelines and required documentation.</p> <p>Ongoing progress monitoring expectations.</p> <p>Resume building workshops.</p>	<p>CTHSS WBL District Coordinator BTEC WBL Coordinator Department Heads, School Counselor</p>	Ongoing	<p>Professional Development time. WBL Coordinator. Clerical support.</p>	<p><u>Ongoing Effort</u></p> <p><u>58 students on WBL for 2019</u></p>
Increase the number of meaningful and engaging revenue and non-revenue student production opportunities.	<p>Review of program specific production data to identify areas of concern and establish performance targets.</p>	<p>Administrator CTEC Ed. Consultant Department Heads and Instructors</p>	Ongoing	<p>Business Office Support.</p>	<p><u>Ongoing Effort</u></p>
Promote and support the professional growth of every CTE instructor.	<p>Differentiated professional development opportunities that align with school goals and are differentiated based on the individual professional needs of each instructor.</p>	<p>Administrator, CTEC District PD Coordinator, School PD Chair with feedback from CTE instructors and education Consultants.</p>	Ongoing	<p>Time to discuss, plan, and assess. District PD Plan. Clerical support.</p>	<p><u>In progress</u></p> <p><u>Marzano Training</u></p> <p><u>Google classroom</u></p>

School Goal 4: Strengthen partnerships with members of our parent community.

Objective	Activity	Who?	Timeline	Resources needed	Status
Parent Improvement Feedback	Parent Feedback Survey	Administrator School Counselor District Coordinator	Annually	District supported “School Connectedness Survey” Annual data report.	<u>Goal exceeded at 56% 2019</u>
Strengthen our partnership with Parent Faculty Organization (PFO)	Monthly PFO meetings. Ongoing focused discussions. Increase PFO sponsored activities.	Administrator Faculty Rep Parent Leaders	Monthly	Conference space.	<u>Ongoing Effort</u> <u>Work in progress</u>
Increase opportunities for parents/guardians to become involved.	CTE program parent engagement activity.	CTE DHs & School Counselor	Annually	Administrative time to plan.	<u>Ongoing Effort</u> <u>Work in progress</u>

School Goal 5: Refine our Admissions Policy to ensure that the process aligns with our vision, is responsive to our industry partners, is clearly understood and clearly communicated.

Objective	Activity	Who?	Timeline	Resources needed	Status
Create an Admissions Committee to oversee the student selection process at Bristol T.E.C.	Selection of committee members.	Administrator Guidance Counselor Secretary Educational Assistant	Ongoing	Time	<u>Ongoing</u>
Complete review and revision of current admissions criteria and policy.	-Review current admissions criteria and practices through the	Admissions Committee Members	Ongoing	CTEC Director of Guidance to guide the work of the admissions committee. Legal consultation.	<u>Work in Progress/Ongoing Effort</u>

	<p>lens of our school's vision.</p> <ul style="list-style-type: none"> -Identify areas in need of improvement and recommend changes. -Implement recommended changes, monitor outcomes, and make adjustments as needed. -Review and revise admissions application and other related documents, as needed. 			Clerical support.	
Consistent communication of admissions changes to all stakeholders.	<ul style="list-style-type: none"> • Utilization of BTEC website & Twitter • Email counselors • Utilization of graduate CTEC students. 	Admissions Committee Website Coordinator	Ongoing	Clerical support.	<u>Work in Progress/Ongoing Effort</u>
Obtain feedback from CTE instructors, Institutional Advisory Committee, and WBL Partners	Consultations	Administrator	Fall and Spring CTEAC Trade Committees	Time to conference with stakeholders.	<u>Ongoing</u>

