

Strategic Plan - Working Copy

COUNTY/SCHOOL: MINGO/MINGO COUNTY EXTENDED LEARNING CENTER ACCOUNTABILITY DESIGNATION: TBD

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

What are your core beliefs?

We believe that our students will gain the technology skills to gain employment. We believe that our students will gain industry credentials to gain employment. We believe that our students will gain EDGE credit which will transition into college credit in community and technical colleges. We believe that our students will gain placement opportunities from the educational training they have received and successfully enter the workforce, military, or college. We believe that our students will have the leadership skills and team building skills to be effective citizens in our communities.

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

The mission of the Mingo Extended Learning Center is to equip students with 21st century workplace skills.

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. MELC will provide a framework for students to obtain certification in a specific concentration area.

ME1. Each program concentration data will show incremental progress toward reaching the established standards for WVDE, WV Board of Examiners for Practical Nursing, Council on Occupational Education, and US Dept. of Ed.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
MELC Professional Learning Team/ Instructors will gather placement data information through the use of email, phone calls, letters, and social media to see if students are continuing their education, working in field or out of field, enlisted in military, and etc. This will continue for up to one year after completing their program concentration.	Sep 10, 2021 and continue annually.	MELC Professional Learning Team/Instructors	MELC	MELC Professional Learning Team/Instructors
A placement plan along with follow-up plan will be developed by MELC Professional Learning Team/ Instructors, and program advisory council members.	Sep. 11, 2021 - Aug. 2025	MELC Professional Learning Team/Instructors	MELC	MELC Professional Learning Team/Instructors
Data reports will be completed for WVDE, USDOE IPEDS reports and the COE annual report.	Sep. 2021 through Sep. 2024	MELC Administrator, Counselor, and Faculty	MELC	MELC Administrator, Financial Aid/Counselor, and Faculty
Financial Aid/Counselor will assist students with applying for Federal Pell Grant process.	July 2021 through May 2025	MELC Administrator and Counselor	MELC	MELC Administrator and Financial Aid/ Counselor
MELC will compile and distribute a list of local employer and employment opportunities to students.	Apr. 2022 through August 2025	MELC Administrator and Faculty	MELC	MELC Administrator and Faculty
Students will maintain a portfolio which will include credentials and /or certifications and other required information to meet MELC and WVDE Standards.	August 28, 2021 through Jun. 2024	Instructors and students	MELC	MELC Administrator and Faculty

Formative and Summative Assessment tests will be used to prepare students for credentialing in each concentration area. Entrance Requirement TEAS test and an interview are used in the selection for admittance. HESI summative test are used to prepare LPN students for the NCLEX exam. CPR/First Aid and the OHFLAC Challenge CNA test for LPN students.	Sept 2021 through Sept. 30, 2025	MELC Professional Learning Team/Instructors	MELC	MELC Nursing Staff and MELC Administrator
Teachers and administrator will purchase simulation equipment and other technology tools and will use a variety of strategies, Software resources, technologies, and clinical experiences in order for students to obtain required skills to earn credentials and certifications.	July 2021 through June 2025	Teachers and Administrator	MELC and WVDE ACE grant (electronic resource grant)	MELC Administrator and Faculty
MELC will collaborate with the Adult Education instructor at SWVCTC to develop a remedial program for adult students to meet admissions requirements at MELC.	Aug. 11, 2021 through August 30, 2025	Faculty, Adult Ed. teacher at SWVCTC	WVDE and MELC	RESA 3 Assistant Dir, and MELC Administrator
MELC will collaborate with the Southern Mountains Consortium and President of SWVCTC to articulate credit agreements and EDGE credits in order to make a smooth transition to college for our students.	Sep. 11, 2021 through Sep. 2025	Administrator	MELC and SWVCTC	MELC Administrator and SWVCTC's President

Goal2. Prior to entrance into an adult program, each student will attain pre-determined levels on the TABE test. Pre-determine levels will be a prerequisite for taking the TEAS Test entrance exam. A composite minimum score of 55% in reading and math be necessary for entrance into the LPN program.

ME2. TABE test results will indicate each student's academia skill level in reading and a composite math score for applied math and math computation. The TEAS composite score states a student's academia level.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
MELC and WVDE are waiving the TABE Test for 2021-2022 School year. MELC will collaborate with the Adult Education instructor at SWVCTC to develop a remedial program for adult students to meet admissions requirements at MELC.	July 2021 through June 2025	MELC Administration, Faculty, & Students.	MELC and WVDE/MSECS	MELC Administrator & Faculty

Goal3. Provide a highly qualified teacher(s) for alternative education.

ME3. Work with the HR director to have continuing contract for the teaching position for alternative education.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
Have in place a highly qualified teacher(s) for alternative education. If there are more than 12 students, an additional teacher is required to maintain a safe environment.	Sep. 2021 - Sep. 2025	HR Director, Superintendent	MCBOE	MELC Administration and Director of Attendance

Goal4. MELC will hire and retain a highly qualified Full-time health Science instructor to assist the Practical Nursing Program and teach other health science skills such as Phlebotomy and EKG. MELC will hire a half-time Financial Aid/Counselor. MELC will hire a part-time HiSET Examiner to test Adults seeking a high school equivalency diploma and High School Option students.

ME4. The Full-time Health Science Instructor will have three years of RN experience and sign a contract of employment to work at MELC with the Mingo County Schools Human Resource Director's office. The Full-time Health Science Instructor will renew their contracts annually and continue to work toward their CTE teaching certification. The HiSET Examiner will complete the annual WVAEA and HiSET training in order to keep eligibility to be a HiSET Examiner. The half-time Financial Aid/counselor will renew their contracts annually.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
-------------	----------	-----------------------	-------------------	---------------------

Positions for employment at MELC will be posted on the Mingo County Schools website, local newspaper, and the MELC Facebook	Jul. 2021 until filled	MCS HR Director and MELC CTE Administrator	MELC SFO Account	MCS HR Director and MELC Administrator
The full-time Health Science Instructor will receive mentoring services from MCS experienced Health Science Education instructors.	August 2022 - Aug 2023	MCS HR director and MELC CTE Administrator	MELC and WVDE	MELC CTE Administrator and MCS HR Director
The full-time Health Science Instructor will collaborate and receive training from the WVDE Health Science Coordinator.	July 2022- June 30, 2025	WVDE HSE Coordinator, MELC PN Coord. & Admin.	WVDE and MELC	PN Coordinator and MELC CTE Administrator
The full-time health science Instructor will enroll at MU and complete a college coursework toward CTE Certification	July 2022 until completed	full-time Health Science Instructor, MCS HR Dir.,	MELC SFO for Travel and WVDE grant for coursework.	MCS HR Director, MU, & WVDE

Goal5. MELC staff will select a Professional Learning Team/Instructors to help with data analysis and determine strategies and best practices toward successfully reaching WVDE & COE standards and credentialing for students.

ME5. Professional Learning Team/Instructors will meet monthly and keep minutes. MELC will see 2% annual improvement in meeting state completion rates and credential attainment.

Action Step	Timeline	Person(s) Responsible	Funding Source(s)	Progress Monitoring
MELC Professional Learning Team/Instructors will collaborate to analyze data and develop strategies.	Sep. 2021 - Aug. 2025	MELC Professional Learning Team/Instructors	Mingo County Schools and MELC	MELC Administrator
Leadership Team will collaborate with WVDE Coordinators of Office of Adult & Technical Education to get updates on program changes, share best practices, and attend professional development provided by WVDE for continuous improvement.	July 2021 - July 2025	MELC Leadership Team	WVDE, Mingo County Schools, MELC	MELC Administrator

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