

Connecticut Technical High School System (CTHSS) Bristol Technical Education Center

Strategic Plan: 2016-2019 (Last Revision June 2017)

Organizational Mission: (Adopted and Modified CTHSS Mission)

The mission of Bristol Technical Education Center is to provide a unique and rigorous learning environment for high school students and adult learners that:

- Ensures both career technical education mastery and student academic success, as well as promotes enthusiasm for lifelong learning;
- Prepares students for apprenticeships, immediate productive employment, as well as post-secondary education; and
- Engages regional and state employers, industry partners, representatives from CTHSS, our sending schools, as well as 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.

Context: In response to no longer having an academic program on campus.

Objective	Activity	Who?	Timeline	Resources needed	Status
Collaborate with sending high school partners to identify viable alternatives to students completing academic courses at Bristol T.E.C.	Brainstorming session.	-Bristol T.E.C. administrator, school counselor and community liaison.	By May 2016	Common meeting time, adequate space, updated list of sending school representatives. Clerical support.	<u>Completed:</u> <u>May 19, 2017</u>

		-Sending school representatives.			
--	--	----------------------------------	--	--	--

Objective	Activity	Who?	Timeline	Resources needed	Status
Ongoing progress monitoring of Bristol T.E.C. students engaged in on-line learning.	Create a Before School Program.	-Bristol T.E.C. administrator, -School counselor -Community liaison. -Sending school representatives.	By September 2016	Classroom Access to computers Adult supervision On-line learning information for each student. Clerical support.	<u>Implemented:</u> <u>September 2017</u> <u>Ongoing Effort</u>

School Goal 2: Bristol TEC will review, revise, 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 and revise our school vision and mission.	Annual Institutional Advisory Board Meeting	Administrator and Institutional Advisory Board	December 2017	Common meeting time, adequate meeting space, B.T.E.C.'s performance data by program, former vision, CTHSS Strategic Plan, Vision and Mission.	<u>Completed: 11/29/2016</u>
Bristol T.E.C.'s faculty and staff will review the draft vision and mission and provide feedback.	Whole-group review and discussion with faculty and staff.	Administrator, Faculty & Staff	January 2017	Time for administrator to meet with school faculty and staff.	<u>Completed:</u> <u>12/15/2016</u>
Bristol T.E.C.'s Parent Faculty Organization will review the draft vision and mission and provide feedback.	Whole-group review and discussion with PFO.	Administrator, PFO members.	January 2017	Time for administrator to meet with PFO members.	<u>Completed:</u> <u>12/6/2016</u>
Bristol T.E.C.'s Student Council will review the draft vision and mission and provide feedback.	Whole-group review and discussion with Student Council members.	Administrator, Student Council Advisor and Student Council	January 2017	Time for administrator to meet with Student Council.	<u>Completed:</u> <u>01/10/2017</u>

Consistent communication of vision.	-Website -Twitter -Included in letterhead, email, student handbooks, etc. -Banner for main office area -Updated vision statements for each program. -Official announcement	Administrator Faculty Staff Parent & Student Leaders	January 2017	Funding to purchase the banner. Business Office Support. Clerical support.	<u>In Progress</u>
-------------------------------------	---	--	--------------	--	--------------------

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 earned 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 CTHSS Education Program Consultant.	By October 15, 2016	Common meeting and planning time. Professional dialogue.	<u>Completed:</u> <u>10/2016</u> Outcome: Implementation of ServSafe in our Culinary Arts Program. <u>Ongoing Effort</u>
Obtain student performance data for every student in every program - regardless of grade level.	Request increase in the number of student assessment licenses.	Administrator School Counselor Department Head, CTHSS Education Consultant	By October 15, 2016	Time to discuss and plan. Authorization from the CTHSS Superintendent.	<u>Completed:</u> <u>SY 2016-17</u> All students were assessed. <u>Ongoing Effort</u>

		and/or District Assessment Coordinator			
Align school, administrator, and CTE instructor SLOs to support improved student performance.	Progress monitoring: <ol style="list-style-type: none"> 1. SLO Initial, Mid-Year & End-of-Year reviews. 2. Admin classroom visits. 3. Formal/Informal Observation Data. 4. Utilization of Pre- and Post-Tests. 	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. Clerical support.	<u>Initiated SY 2015-16.</u> <u>Fully Implemented: SY 2016-2017</u> <u>Ongoing Effort</u>
Increase the number of students placed on WBL and/or the workforce across all six programs.	WBL Professional Development Review of current district guidelines and required documentation. Ongoing progress monitoring expectations. Resume building workshops.	CTHSS WBL District Coordinator BTEC WBL Coordinator Department Heads, School Counselor	Fall 2016	Professional Development time. WBL Coordinator. Clerical support.	<u>Initial PD Completed: August 2016</u> <u>Follow up PD: Completed in 2017</u> <u>Ongoing Effort</u>
Increase the number of meaningful and engaging revenue and non-revenue student production opportunities.	Review of program specific production data to identify areas of concern and establish performance targets.	Administrator CTHSS Ed. Consultan Department Heads and Instructors	Fall 2016	Business Office support.	<u>Implementation: Completed Fall 2016</u> <u>Ongoing Effort</u>

Promote and support the professional growth of every CTE instructor.	Differentiated professional development opportunities that align with school goals and are differentiated based on the individual professional needs of each instructor.	Administrator, CTHSS District PD Coordinator, School PD Chair with feedback from CTE instructors and education Consultants.	Ongoing	Time to discuss, plan, and assess. District PD Plan. Clerical support.	<u>Implemented:</u> <u>SY2016-2017</u> <u>In progress</u>
--	--	---	---------	--	--

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>Completed: May 2017</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.	Annual program specific parent engagement activity.	CTE Department Heads	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	December 2016	Time	<u>Created:</u> <u>February 2016</u> <u>Work in Progress</u>
Complete review and revision of current admissions criteria and policy.	<ul style="list-style-type: none"> -Review current admissions criteria and practices through the lens of our school's vision. -Identify areas in need of improvement and recommend changes. -Implement recommended changes, monitor outcomes, make adjustments as needed. -Review and revise admissions application and other related documents, as needed. 	Admissions Committee Members	Ongoing Completion Target Date: June 2018	CTHSS Director of Guidance to guide the work of the admissions committee. Legal consultation. Clerical support. Institutional Advisory Committee review of changes and approval.	<u>Work in Progress/Ongoing Effort</u>
Consistent communication of admissions changes to all stakeholders.	<ul style="list-style-type: none"> -Utilization of BTEC website & Twitter -Email counselors -Utilization of 	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	March - June 2016	Time to conference with stakeholders.	<u>Completed:</u> <u>June 2016</u>