

# **Carroll County ATC 2016-2018 Plan**

Carroll County Area Technology Center

Kentucky Tech

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# TABLE OF CONTENTS

Overview .....	1
Goals Summary .....	2
Goal 1: Increase the number of preparatory twelfth grade students who will graduate as college and/or career ready students in Career and Technical Education. ....	3
Goal 2: Implement the Kentucky Teacher Professional Growth and Effectiveness System .....	4
Goal 3: Increase the percentage of preparatory students who are career ready.....	5
Goal 4: Increase the percentage of students meeting the Perkins Accountability 5S1-Secondary Placement Measure. . .	8
Activity Summary by Funding Source .....	9

## **Overview**

### **Plan Name**

Carroll County ATC 2016-2018 Plan

### **Plan Description**

This plan outlines strategies and activities that will help us focus and make progress in achieving our continuous improvement goals.

## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	Increase the number of preparatory twelfth grade students who will graduate as college and/or career ready students in Career and Technical Education.	Objectives: 1 Strategies: 3 Activities: 6	Organizational	\$1250
2	Implement the Kentucky Teacher Professional Growth and Effectiveness System	Objectives: 1 Strategies: 1 Activities: 2	Organizational	\$0
3	Increase the percentage of preparatory students who are career ready.	Objectives: 1 Strategies: 5 Activities: 11	Organizational	\$73500
4	Increase the percentage of students meeting the Perkins Accountability 5S1-Secondary Placement Measure.	Objectives: 1 Strategies: 1 Activities: 2	Organizational	\$0

# Goal 1: Increase the number of preparatory twelfth grade students who will graduate as college and/or career ready students in Career and Technical Education.

**Measurable Objective 1:**

collaborate to increase the percentage of graduating seniors who achieve preparatory status in a CTE program from 63.9% to 82.5% by 05/31/2018 as measured by KDE School Report Card.

**Strategy 1:**

Course Offering - CCATC will place focus on courses offered making certain all courses are within a Career Pathway.

Category: Career Readiness Pathways

Activity - POS Core Courses	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Emphasis will be placed on offering core courses from the career pathways in the POS. This will help ensure instruction is focused on content needed to become career ready.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Administrative Secretary, Teacher

**Strategy 2:**

Program Enrollment - CCATC will monitor program enrollment.

Category: Career Readiness Pathways

Activity - Communicate Career Pathways	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Provide professional literature about the career pathways the CCATC offers. Make information available to prospective students of feeder schools, counselors, teachers, district administrators and all stakeholders. Post information about Career Pathways/Post-Secondary opportunities on the walls of classrooms.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$1000	Career and Technical Education Funds	Principal, Administrative Secretary, Teachers

Activity - Update School Website	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Update CCATC website to include career pathways and courses under each pathway. Also list possible careers and information about those careers on the website. Website will include post-secondary links that offer future opportunities for training, certificates and degrees.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	No Funding Required	Teachers

Activity - Program Enrollment Applications	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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## Carroll County ATC 2016-2018 Plan

Carroll County Area Technology Center

Have all prospective students complete an application to the CCATC. Information provided on the applications will help students, parents, counselors, CCR counselors and teachers to properly identify the appropriate pathways for students. Applications will also help communicate program expectations and requirements for completion.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$250	Career and Technical Education Funds	Principal, Administrative Secretary, Teachers
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### Strategy 3:

Student Recruitment - Collaborate with local resources in recruiting students.

Category: Continuous Improvement

Activity - Guys/Girls Day Out	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Continue to collaborate with local Workforce Investment board in offering these events. Principal serves as a guest speaker. All students tour the ATC.	Academic Support Program, Recruitment and Retention	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Administrative Secretary, Instructors

Activity - ATC Tours	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
All local Middle Schools and High Schools bring interested students to the ATC for tours. The Instructors, Administrative Secretary and Principal will train a Public Relations committee that consists of students from all programs. These students will lead the tours.	Recruitment and Retention, Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Administrative Secretary, Instructors

## Goal 2: Implement the Kentucky Teacher Professional Growth and Effectiveness System

### Measurable Objective 1:

collaborate to provide a series of instructional development trainings (1 per month) for ATC instructors to use the Kentucky Framework for Teaching and Professional Growth and Evaluation System by 05/31/2018 as measured by PGP Record Forms.

### Strategy 1:

Transition to new CEP - Principal will provide professional leaning and support needed for all teachers to successfully transition to the new CEP.

Category: Teacher PGES

Activity - CEP Support	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
During staff training needed support will be provided for successful transition to the CEP.	Professional Learning	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Teachers

Activity - Implement the new CEP	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Implement Professional Growth Plans, Self-reflections and Peer Observations from TPGES.	Professional Learning	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Teachers

### Goal 3: Increase the percentage of preparatory students who are career ready.

**Measurable Objective 1:**

collaborate to increase the percentage of graduating seniors who achieve preparatory status in CTE programs from 86% (2014/2015) to 90% by 06/30/2018 as measured by the KDE School Report Card. by 05/31/2018 as measured by KDE School Report Card.

**Strategy 1:**

Communicate CCR Measures - Continue to educate teachers, PARENTS and STUDENTS on CCR measures.

Category: Career Readiness Pathways

Activity - Professional Learning	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Provide professional learning activities for teachers to enhance their understanding of CCR.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	No Funding Required	Principal

Activity - Observation/Post Observation Conferences	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
During post observation conferences a review of CCR information, including improvement activities will be discussed with the ATC teachers.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	No Funding Required	Principal, Teachers

Activity - ATC Applications/Acceptance Letters	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
All students wishing to enroll in the ATC will complete applications that indicate their career plans and interests. Students will be placed according to their interests and level of commitment. Students will receive acceptance letters that indicate the commitment to completing all the required courses of the pathway. Other important information such as fees, certification opportunities and dual credit opportunities will also be included on the letter. High School guidance counselors will be responsible for distributing, advising, collecting and submitting applications to the ATC.	Academic Support Program, Recruitment and Retention, Career Preparation/Orientation	08/01/2016	06/15/2018	\$500	Career and Technical Education Funds	Principal, Administrative Secretary, Instructors

**Strategy 2:**

Professional Development Opportunities - ATC Instructors will be given opportunities for professional development.

Category: Professional Learning & Support

**Carroll County ATC 2016-2018 Plan**

Carroll County Area Technology Center

Activity - Technical Up-Date Trainings	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Various technical up-date training	Career Preparation/Orientation	08/01/2016	06/15/2018	\$3500	Perkins	Principal, teachers

Activity - Annual ACTE Summer Conference	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teachers will be encouraged to attend the annual ACTE Summer Conference in Louisville, KY.	Professional Learning, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$3000	Perkins	Principal, Teachers

Activity - PBL - TCTW - SREB	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
3 Teachers have been through TCTW/PBL training and will continue to improve. Plan to train at least one more.	Academic Support Program, Professional Learning, Direct Instruction	08/01/2016	06/15/2018	\$0	Perkins	Principal, Teachers

**Strategy 3:**

Seek Innovative Pathway Opportunities - Each program shall evaluate it's current pathways and seek to implement new pathways that are current and innovative.

Category: Career Readiness Pathways

Activity - Hybrid Engineering Pathways	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
ATC Instructors will collaborate with iLead Academy/CCHS PTLW instructors in offering Hybrid Engineering Pathways.	Academic Support Program, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$0	Career and Technical Education Funds	Principal, instructors

Activity - SREB Energy and Power Advanced Career Pathway	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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**Carroll County ATC 2016-2018 Plan**

Carroll County Area Technology Center

The Industrial Maintenance Technology Program will begin the process of adopting the SREB Energy and Power Advanced Career Pathway. Course 1, Energy and Power Foundations will be offered 2016-2017. Course 2, Energy Transmission and Distribution will be added to the 2017-2018 schedule.	Academic Support Program, Recruitment and Retention, Professional Learning, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$25000	Grant Funds	Principal, Electrical Technician Instruction
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Activity - SREB Informatics Advanced Career Pathway	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Kevin Hoover, has been trained to offer SREB Informatics Advanced Career Pathway courses 1 and 2. He will attend training to add courses 3 and 4 to the 2016-2017 schedule so students can complete the pathway.	Academic Support Program, Recruitment and Retention, Professional Learning, Career Preparation/Orientation, Community Engagement, Technology	08/01/2016	06/15/2018	\$7000	Grant Funds	Principal, Informatics Instructor

**Strategy 4:**

Offer Dual Credit/Articulated Credit Courses - Align ATC pathways with post-secondary opportunities.

Category: Career Readiness Pathways

Activity - Dual/Articulated Credit Courses	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
ATC Pathways will be aligned to post-secondary programs. This will be communicated to students through instruction and home contact. Students will be given the opportunity to enroll in dual credit courses in some programs. All students will be made aware of how the programs can be continued at the post-secondary level.	Academic Support Program, Recruitment and Retention, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$500	Career and Technical Education Funds	Principal, instructors, administrative secretary

**Strategy 5:**

Up-Date Equipment and Resources - Programs will be evaluated and compared to current industry standards. Outdated equipment will be identified and up-dated if possible.

Category: Continuous Improvement

Activity - New Equipment Purchase	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Necessary equipment will be identified and purchased if possible to keep all programs current with industry standards.	Academic Support Program, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$34000	Perkins	Principal, Instructors

**Goal 4: Increase the percentage of students meeting the Perkins Accountability 5S1-Secondary Placement Measure.**

**Measurable Objective 1:**

collaborate to collaborate to increase the Perkins Accountability 5S1-Secondary Placement Measure from 81.91% to 90% by 06/30/2018 as measured by TEDS..

**Strategy 1:**

Data Entry - Improve TEDS data entry.

Category: Professional Learning & Support

Activity - TEDS Training	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Secretary and principal will receive TEDS data entry training.	Professional Learning	08/01/2016	06/30/2018	\$0	No Funding Required	Administrative Secretary and Principal

Activity - Follow up procedures	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
School will create links for students to complete placement surveys. Staff will instruct current students on what information will be needed the following year.	Recruitment and Retention, Direct Instruction, Technology	08/01/2016	06/30/2018	\$0	No Funding Required	All staff

## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### Career and Technical Education Funds

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
ATC Applications/Acceptance Letteres	All students wishing to enroll in the ATC will complete applications that indicate their career plans and interests. Students will be placed according to their interests and level of commitment. Students will receive acceptance letters that indicate the commitment to completing all the required courses of the pathway. Other important information such as fees, certification opportunities and dual credit opportunities will also be included on the letter. High School guidance counselors will be responsible for distributing, advising, collecting and submitting applications to the ATC.	Academic Support Program, Recruitment and Retention, Career Preparation/Orientation	08/01/2016	06/15/2018	\$500	Principal, Administrative Secretary, Instructors
Program Enrollment Applications	Have all prospective students complete an application to the CCATC. Information provided on the applications will help students, parents, counselors, CCR counselors and teachers to properly identify the appropriate pathways for students. Applications will also help communicate program expectations and requirements for completion.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$250	Principal, Administrative Secretary, Teachers
Dual/Articulated Credit Courses	ATC Pathways will be aligned to post-secondary programs. This will be communicated to students through instruction and home contact. Students will be given the opportunity to enroll in dual credit courses in some programs. All students will be made aware of how the programs can be continued at the post-secondary level.	Academic Support Program, Recruitment and Retention, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$500	Principal, instructors, administrative secretary
Communicate Career Pathways	Provide professional literature about the career pathways the CCATC offers. Make information available to prospective students of feeder schools, counselors, teachers, district administrators and all stakeholders. Post information about Career Pathways/Post-Secondary opportunities on the walls of classrooms.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$1000	Principal, Administrative Secretary, Teachers

**Carroll County ATC 2016-2018 Plan**

Carroll County Area Technology Center

Hybrid Engineering Pathways	ATC Instructors will collaborate with iLead Academy/CCHS PTLW instructors in offering Hybrid Engineering Pathways.	Academic Support Program, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$0	Principal, instructors
<b>Total</b>					\$2250	

**Grant Funds**

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
SREB Energy and Power Advanced Career Pathway	The Industrial Maintenance Technology Program will begin the process of adopting the SREB Energy and Power Advanced Career Pathway. Course 1, Energy and Power Foundations will be offered 2016-2017. Course 2, Energy Transmission and Distribution will be added to the 2017-2018 schedule.	Academic Support Program, Recruitment and Retention, Professional Learning, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$25000	Principal, Electrical Technician Instruction
SREB Informatics Advanced Career Pathway	Kevin Hoover, has been trained to offer SREB Informatics Advanced Career Pathway courses 1 and 2. He will attend training to add courses 3 and 4 to the 2016-2017 schedule so students can complete the pathway.	Academic Support Program, Recruitment and Retention, Professional Learning, Career Preparation/Orientation, Community Engagement, Technology	08/01/2016	06/15/2018	\$7000	Principal, Informatics Instructor
<b>Total</b>					\$32000	

**No Funding Required**

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
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## Carroll County ATC 2016-2018 Plan

Carroll County Area Technology Center

Observation/Post Observation Conferences	During post observation conferences a review of CCR information, including improvement activities will be discussed with the ATC teachers.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	Principal, Teachers
Guys/Girls Day Out	Continue to collaborate with local Workforce Investment board in offering these events. Principal serves as a guest speaker. All students tour the ATC.	Academic Support Program, Recruitment and Retention	08/01/2016	06/15/2018	\$0	Principal, Administrative Secretary, Instructors
CEP Support	During staff training needed support will be provided for successful transition to the CEP.	Professional Learning	08/01/2016	06/15/2018	\$0	Principal, Teachers
POS Core Courses	Emphasis will be placed on offering core courses from the career pathways in the POS. This will help ensure instruction is focused on content needed to become career ready.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	Principal, Administrative Secretary, Teacher
Update School Website	Update CCATC website to include career pathways and courses under each pathway. Also list possible careers and information about those careers on the website. Website will include post-secondary links that offer future opportunities for training, certificates and degrees.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	Teachers
ATC Tours	All local Middle Schools and High Schools bring interested students to the ATC for tours. The Instructors, Administrative Secretary and Principal will train a Public Relations committee that consists of students from all programs. These students will lead the tours.	Recruitment and Retention, Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	Principal, Administrative Secretary, Instructors
Implement the new CEP	Implement Professional Growth Plans, Self-reflections and Peer Observations from TPGES.	Professional Learning	08/01/2016	06/15/2018	\$0	Principal, Teachers
Professional Learning	Provide professional learning activities for teachers to enhance their understanding of CCR.	Career Preparation/Orientation	08/01/2016	06/15/2018	\$0	Principal
Follow up procedures	School will create links for students to complete placement surveys. Staff will instruct current students on what information will be needed the following year.	Recruitment and Retention, Direct Instruction, Technology	08/01/2016	06/30/2018	\$0	All staff
TEDS Training	Secretary and principal will receive TEDS data entry training.	Professional Learning	08/01/2016	06/30/2018	\$0	Administrative Secretary and Principal
<b>Total</b>					\$0	

### Perkins

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
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**Carroll County ATC 2016-2018 Plan**

Carroll County Area Technology Center

PBL - TCTW - SREB	3 Teachers have been through TCTW/PBL training and will continue to improve. Plan to train at least one more.	Academic Support Program, Professional Learning, Direct Instruction	08/01/2016	06/15/2018	\$0	Principal, Teachers
Technical Up-Date Trainings	Various technical up-date training	Career Preparation/Orientation	08/01/2016	06/15/2018	\$3500	Principal, teachers
New Equipment Purchase	Necessary equipment will be identified and purchased if possible to keep all programs current with industry standards.	Academic Support Program, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$34000	Principal, Instructors
Annual ACTE Summer Conference	Teachers will be encouraged to attend the annual ACTE Summer Conference in Louisville, KY.	Professional Learning, Direct Instruction, Career Preparation/Orientation, Technology	08/01/2016	06/15/2018	\$3000	Principal, Teachers
<b>Total</b>					<b>\$40500</b>	