

FLORIDA DEPARTMENT OF EDUCATION



Immokalee Technical College
School Improvement Plan (SIP)
and
Institutional 3 Year Strategic Plan

2019-2022

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

PART I: SCHOOL INFORMATION

School Name: Immokalee Technical College	District Name: Collier
Director: Dorin Oxender	Superintendent: Dr. Kamela Patton
SAC Chair: Nancy Dones	Date of School Board Approval: Pending

Student Achievement Data:

Instructional Hours Reported

2016-2017	2017-2018	2018-2019	Goal: 2019-2020	Goal: 2020-2021	Goal: 2021-2022
451,407	457,458	410,559	416,665	420,831	425,039

PSAV students who earn a Career Certificate (Completion)

2016-2017	2017-2018	2018-2019	Goal: 2019-2020	Goal: 2020-2021	Goal: 2021-2022
89%	86%	89%	90%	91%	92%

Literacy Completion Points

2016-2017	2017-2018	2018-2019	Goal: 2019-2020	Goal: 2020-2021	Goal: 2021-2022
381 LCP's	325 LCP's	323 LCP's	329 LCP's	335 LCP's	341 LCP'S

Industry Certifications Earned

2016-2017	2017-2018	2018-2019	Goal: 2019-2020	Goal: 2020-2021	Goal: 2021-2022
156	57	106	116	127	139

Community Partnerships

2016-2017	2017-2018	2018-2019	Goal: 2019-2020	Goal: 2020-2021	Goal: 2021-2022
233	246	248	250	252	254

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

Highly Qualified Administrators

List your school's highly qualified administrators and briefly describe their certification(s), number of years at the current school, number of years as an administrator, and their prior performance record with increasing student achievement at each school. Include history of school grades, FCAT performance (Percentage data for Proficiency, Learning Gains, Lowest 25%), and Adequate Yearly Progress (AYP).

Position	Name	Degree(s)/ Certification(s)	Number of Years at Current School	Number of Years as an Administrator	Prior Performance Record (include prior School Grades, FCAT (Proficiency, Learning Gains, Lowest 25%), and AYP information along with the associated school year)
Director	Dorin Oxender	B.S. Business Administration M.Ed. Ed. Leadership	14	18	N/A
Assistant Director	Aaron Paquette	B.S. Elementary Education M.Ed. Curriculum and Instruction Ed.S. Ed. Leadership and Policy	6	6	N/A
WKE Coordinator	Gerald Williams	B.A. Psychology National Board Certified Teacher	12	10	N/A
Health Science Coordinator	Cynthia Hantzis	B.S. Nursing Science M.S. Nursing Science	4	4	N/A

Highly Qualified Teachers

Describe the school-based strategies that will be used to recruit and retain high quality, highly qualified teachers to the school.

Description of Strategy	Person Responsible	Projected Completion Date	Not Applicable
1. Partner new teachers with experienced, high quality instructors.	Director	Ongoing	
2. Meet regularly with new instructional staff.	Administrative Staff, Mentor Teachers, Department Chairs	Monthly throughout school year	
3. Utilize networking and employment site beyond the District to advertise and recruit instructors with industry knowledge and experience.	Director	Ongoing	
4. Identify needed support through in-house or Workforce based PD for instructors to gain a local teaching certificate.	Director	Ongoing	

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

Non-Highly Qualified Instructors

List all instructional staff and paraprofessionals who are teaching out-of-field and/or who are NOT highly qualified.

Name	Certification	Teaching Assignment	Professional Development/Support to Become Highly Qualified
N/A – No out-of-field teachers, all HQT			

Staff Demographics

*When using percentages, include the number of teachers the percentage represents (e.g., 70% (35)).

Total Number of Instructional Staff	% of First-Year Teachers	% of Teachers with 1-5 Years of Experience	% of Teachers with 6-14 Years of Experience	% of Teachers with 15+ Years of Experience	% of Teachers with Advanced Degrees	% Highly Qualified Teachers	% Reading Endorsed Teachers	% of PSAV Faculty with State Approved Industry Credentials	% ESOL Endorsed Teachers
24	4% (1)	38% (9)	33% (8)	25% (6)	33% (8)	100% (22)	9% (2)	100% (14 out of 14)	23% (5)

Teacher Mentoring Program

Please describe the school's teacher mentoring program by including the names of mentors, the name(s) of mentees, rationale for the pairing, and the planned mentoring activities.

Mentor Name	Mentee Assigned	Rationale for Pairing	Planned Mentoring Activities
Ross Porter	Robert Doyle	Certified Peer Mentor	District Mentoring Activities Calendar

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

PART II: EXPECTED IMPROVEMENTS

Additional Goals

ADDITIONAL GOALS – WORKFORCE READINESS			Problem-Solving Process to Increase Student Achievement						
Based on the analysis of school data, identify and define areas in need of improvement:			Anticipated Barrier	Strategy	Person or Position Responsible for Monitoring	Process Used to Determine Effectiveness of Strategy	Evaluation Tool		
1. Retention of existing students and enrollment of new students – defined by state-reported instructional hours. By the end of the 2019-2020 academic year, the impact of iTECH on the workforce readiness of students will improve due to retention of existing students and enrollment of new students, as evidenced by a 1% increase in state reported instructional hours.			1.1 Unfounded negative image of Career Education and Career Ed Facilities in Immokalee; Lack of awareness of iTECH	Marketing through website, Facebook, twitter, radio, television, and print ads. Additional Campus (CME and Glades) Free Application Week Career Fairs Tours Advisor Presentations at High School Superior customer service attitude in the Student Services Office and throughout the organization.	Director Administrative Team Department Chairs Academic Advisors All staff	Increase in enrollment as a percentage of targeted capacity. Student Surveys: Add questions targeting customer service attitude of iTECH faculty and staff Questionnaire added to application – ask how applicants heard about iTECH	Instructional hours as a percentage of targeted capacity. Student Surveys: Monitor mean score of survey questions that pertain to customer service – check for correlation with increases in percentage of enrollment capacity. Track data on a spreadsheet/ through FOCUS student information system and analysis of applicant questionnaire results		
								2019 Current Level of Performance: 410,559 reported hours	2020 Expected Level of Performance: 416,665 reported hours
								2021 420,831 reported hours	2022 425,039 reported hours
			1.2 Attendance at iTECH is not compulsory, and it requires a significant investment of money as well as time	Increased emphasis on dynamic instruction.	Administrative Team	The Marzano-FTEM process will provide the framework for improving the quality of instruction	Check for correlation of I-Observe data with instructional hours reported. Check for correlation of mean student survey scores to instructional hours reported.		

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

ADDITIONAL GOALS – WORKFORCE READINESS			Problem-Solving Process to Increase Student Achievement				
Based on the analysis of school data, identify and define areas in need of improvement:			Anticipated Barrier	Strategy	Person or Position Responsible for Monitoring	Process Used to Determine Effectiveness of Strategy	Evaluation Tool
2. Percentage of eligible students who earn Career Certificates			2.1 Applicants are usually motivated to improve their basic skills in order to demonstrate that they can benefit from admission to one of iTECH’s full time Career Ed. programs. After enrollment, however, the motivation to work on basic skills in the evenings and on weekends often diminishes.				
The workforce readiness of iTECH students will improve as evidenced by a 1% increase in career certificates/diplomas earned by eligible students who complete their coursework the and required scores on the Test of Adult Basic Education (TABE Test) or Industry certifications for waiver.	2019 Current Level of Performance:	2020 Expected Level of Performance:					
	89%	90%	Est. 15 clock hours per semester from the PSAV day for dedicated work on basic skills. Employ instructor whose only assignment is to work with AAAE students on basic skills attainment Awareness of Basic Skills exemption through Industry Certifications and other concordant scores (ACT, PERT, SAT...) Tie attendance and effort in basic skills class to continued enrollment in PSAV program. Allow students to access AAAE through multiple settings (i.e.) classroom, open lab, home... Increased monitoring of students with 504 plans				
	2021	2022	2.2 Balancing academic and hands-on learning can be difficult for industry-trained instructors whose classrooms are also student-run businesses.				
	91%	92%	Secure additional support/personnel for oversubscribed programs Use of Angel as a platform for content organization, instructional delivery, and for communication Director, Assistant Director, Workforce Ed Coordinator, Department Chairs Ongoing monitoring by Administrative Team and Department Chairs Meetings with instructors in programs with student-run businesses Student and Staff surveys Increases in certificates earned Student and staff survey results				

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

ADDITIONAL GOAL – WORKFORCE READINESS			Problem-Solving Process to Increase Student Achievement				
Based on the analysis of school data, identify and define areas in need of improvement:			Anticipated Barrier	Strategy	Person or Position Responsible for Monitoring	Process Used to Determine Effectiveness of Strategy	Evaluation Tool
3. Increase the total amount of LCP’s earned and reported to Workforce			4.1 Students’ difficulty in maintaining regular attendance while dealing with responsibilities of work, parenting, and other pressing issues. 4.2 State approved assessment for Literacy Completion Points-elimination of the Wonderlic assessment	Provide dynamic instruction Utilize literacy software most appropriate for each student’s situation Offer access to classes throughout the day and evening Provide AGE instructors with access to training and workshops on best practices in adult general education Provide a 1.0 instructor for Migrant Center to support Out-of-School-Youth	Director, Assistant Director, Workforce Ed Coordinator	Ongoing Monitoring	Total amount of LCP’s reported to Workforce data base.
The workforce readiness of iTECH Adult General Education students will improve as evidenced by an increase of 2% in the number of Literacy Completion Points earned and reported to the Workforce Data base.	<u>2019 Current Level of Performance:</u> 323 LCPs	<u>2020 Expected Level of Performance:</u> 329 LCPs					
	<u>2021</u> 335 LCPs	<u>2022</u> 341 LCPs					

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

ADDITIONAL GOAL – WORKFORCE READINESS			Problem-Solving Process to Increase Student Achievement				
Based on the analysis of school data, identify and define areas in need of improvement:			Anticipated Barrier	Strategy	Person or Position Responsible for Monitoring	Process Used to Determine Effectiveness of Strategy	Evaluation Tool
4. Number of state-approved industry certificates earned			3.1 Little or no independent, research based analysis of industry certification exam prep materials that <i>are</i> available for purchase.	Fund industry certification exams and prep materials for instructors Provide each teacher with Industry Certs that exempt basic skills. Continue to submit every certification to FLDOE	Director Assistant Director Instructors	Ongoing monitoring of student success with use of specific instructional materials	Industry Certification Exam passes Number of Industry Certs reported to FLDOE/ WIDIS
The workforce readiness of iTECH PSAV students will improve as evidenced by a 10% increase in the number of state approved industry certificates earned	2019 Current Level of Performance:	2020 Expected Level of Performance:					
	106	116					
	<u>2021</u>	<u>2022</u>	3.2 State approved Industry Certification List is a moving target for teachers and students, with up-dates made every year, validating and invalidating approved Certification Exams	Focus on the Post-Secondary CAPE funded list yearly to identify Industry Certification that are available for students within identified iTECH programs.	Administrative Team	Ongoing monitoring of teacher and student success and availability of Industry Certification Exams.	Industry Certification Exam Scores and State Reported Data
	127	139					

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

ADDITIONAL GOAL – COMMUNITY PARTNERSHIPS			Problem-Solving Process to Increase Student Achievement				
Based on the analysis of school data, identify and define areas in need of improvement:			Anticipated Barrier	Strategy	Person or Position Responsible for Monitoring	Process Used to Determine Effectiveness of Strategy	Evaluation Tool
5. Community support of initiatives to meet school needs, goals, and priorities			5.1 Distance to Immokalee, along with the time of the event, prevents some business partners from driving to iTECH campus	Record and tally all partners working with iTECH – not just those who serve on the advisory committees Partnerships with career development organizations to educate public about our offerings. Log names with contact information, minutes or a brief description of the event and hours on task. Maintain a master list of all advisory members in order to consistently keep members abreast to iTECH initiatives.	Director, Administrative Team	Ongoing Monitoring	Number of business/community partners working with iTECH Financial or in-kind donations to iTECH
The number of community partners working with iTECH in support of the school’s needs, goals, and priorities will improve as evidenced by 1% increase in the number of contacts reported.	<u>2019 Current Level of Performance:</u>	<u>2020 Expected Level of Performance:</u>					
	248	250					
	<u>2021</u>	<u>2022</u>					
	252	254					

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

Professional Development (PD) aligned with Strategies through Professional Learning Community (PLC) or PD Activity Please note that each Strategy does not require a professional development or PLC activity.						
PD Content /Topic and/or PLC Focus	Grade Level/Subject	PD Facilitator and/or PLC Leader	PD Participants (e.g. , PLC, subject, grade level, or school-wide)	Target Dates and Schedules (e.g. , Early Release) and Schedules (e.g., frequency of meetings)	Strategy for Follow-up/Monitoring	Person or Position Responsible for Monitoring
Marzano FTEM Using Formative Assessment to Track Student Progress	All Postsecondary Programs: Literacy and Career Certificate	Director, Assistant Director, Department Chairs	All instructors	Monthly meetings supplemented by Early Release Days; Dept. meetings, and PD day in October	I-Observation Database Marzano Instructional Rounds Worksheet and reflection log, Deliberate Practice Goal	Director, Assistant Director, Workforce Education Coordinator;
Use of Angel/ Canvas platform technology as a tool for organizing instruction and evaluating the validity and reliability of assessments	All Postsecondary Programs: Literacy and Career Certificate	Amy Hance, In-House expert- Amy McMullin	All instructors – organized by Departments = PLCs	Schedules: Target Dates: October - all classes & syllabi in Angel January - All programs migrated into Canvas	Administrator monitoring; all staff provide admin access to their Angel courses Monitoring by PLC/Department through Department Meetings	Director, Assistant Director, Workforce Education Coordinator; Department Chairs (PLC Leaders)
Use Focus to track student progress and mastery of Occupation Competencies needed for completion.	All Postsecondary: Literacy and Career Certificate	District WDIS support, In-House Aaron Paquette and Gerald Williams	All instructors	Targeted Dates: On-going student monitoring and OCP awarding through student course completion	Monitor instructor usage through Focus Gradebook, student Competency obtainment, and curriculum addressed through Units of Study	Director, Assistant Director, Workforce Coordinator, Coordinator, Workforce Budgets & WDIS Surveys
Alignment of curriculum with essential skills required for employment and for industry certification	All Postsecondary: Career Education Instructors	Department Chairs = PLC Leader Admin Team	Career Education Instructors	Target Dates: On-Going - Fall and Spring advisory committee meetings	Instructors report out to faculty/admin and in some cases, to SAC committee.	Director, Assistant Director, Workforce Education Coordinator; Department Chairs (PLC Leaders) Administrative Team

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan

Provide opportunities for Instructors to network through state and national conferences and venues in order to identify quality programs & materials to support industry certifications	Open to all instructional staff - as funding allows	Department Chair in Literacy and Health Science; all others are single-instructor programs	Literacy and Health	Target Dates: On-Going- continued through Professional Organizations and Workshops	Instructors report out to faculty/admin and in some cases, to SAC committee.	Director, Assistant Director, Workforce Education Coordinator; Department Chairs (PLC Leaders)
---	---	--	---------------------	---	--	--

School Advisory Council

School Advisory Council (SAC) Membership Compliance

The majority of the SAC members are not employed by the school district. The SAC is composed of the Director and an appropriately balanced number of teachers, education support employees, students (for middle and high school only), parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Please verify the statement above by selecting “Yes” or “No” below.

Yes

No

If No, describe measures being taken to comply with SAC requirement.

Describe the activities of the School Advisory Council for the upcoming year.
Continue to work on strengthening the community involvement and support for all programming.

Describe projected use of SAC funds.	Amount
Support for semi-annual business advisory board luncheons	\$822.56

	Name	Signature	Date
Director	Dorin Oxender		
SAC Chair	Nancy Dones		

2019-2020 School Improvement Plan (SIP)-Institutional 3 Year Strategic Plan