



Northeast Technology Center

Comprehensive Local Education Plan (C.L.E.P.)

Strategic Plan: Instructional Improvement

Capital Improvement

BIS Improvement: Adult Education

BIS Improvement: Industrial Division

BIS Improvement: Small Business Management

BIS Improvement: Agri-Business Management

Marketing Improvement

Technology Improvement

Professional Development Improvement

Human Resources Improvement

FY16-FY20

Superintendent

President, Board of Education



NTC Comprehensive Local Education Plan (C.L.E.P.) 2016 – 2020

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Mission

Preparing Individuals for Successful Careers

Vision

Northeast Technology Center will provide resources and programs designed to support students' diverse academic, social, and emotional needs. Effective and dedicated professional educators, administrators and support staff will challenge students with a rigorous curriculum that considers individual learning styles. We will be an institution of excellence that exemplifies best practices in instruction, student services, facilities, safety and security. Northeast Technology Center completers will be prepared to assume leadership roles as students in colleges and universities, as professionals in their chosen careers and as citizens in this rapidly changing world.

Core Beliefs

"There are two educations. One should teach us how to make a living and the other how to live." – John Adams

1. We believe that education for the 21st Century includes rigorous and relevant academic, technical, and problem-solving skills that prepare students for the next level of education.
2. We believe that strong instructional leadership and highly qualified personnel work as colleagues to deepen knowledge and improve instructional practice, creating a rich academic environment.
3. We believe that a learning organization practices the sharing of knowledge, the adoption of new principles, and continuous growth.
4. We believe effective communication connects parents, teachers, students, and the community, fostering trust and interdependence.
5. We believe that all members of the learning community must promote respect for self, respect for others, and respect for community.
6. We believe all students can achieve high standards and are entitled to demonstrate their knowledge and skills in ways which recognize their individual abilities, talents, and learning styles.
7. We believe in modeling democracy by giving voice to all who are directly affected by the school, including students, and addressing all forms of unfairness and injustice.
8. We believe quality facilities matter.
9. We believe in fostering a culture of continuous improvement by using student assessment and program evaluation data to continuously improve school culture, organization, management, curriculum, and instruction.
10. We believe in enabling our students to choose from programs planned by educators, employers, and students that integrate challenging academic studies and work-based learning.



Goal 1: Improve Student Success with High Quality Instruction, Curriculum and Methods

Objectives and Strategies:

A) Provide High Quality Curriculum and Instructional Support

- 1) Increase the curriculum budget.
- 2) Provide support to continually update and enhance the curriculum to meet the changing needs of industry.
- 3) Support instructors with extra duty time to develop curriculum
- 4) Provide up-to-date textbooks or other curricular medias for instruction
- 5) Provide web based resources to enhance the delivery of industry specific instruction
- 6) Provide support for the integration of best practices into the classroom of every program.
- 7) Provide support for instructor and industrial coordinator visits with industry partners

B) Align curriculum and instruction with relevant industry credentials, certificates and licenses

- 1) Provide instructors of like programs with the opportunities to meet and discuss curriculum and best practices
- 2) Maintain a 100% test rate for WorkKeys
- 3) Align program curriculum to ODCTE defined Level 1 and Level 2 industry certifications and licenses when determined relevant and applicable

C) Utilize the Latest Technologies, Equipment and Best Practices to Improve Job and Instructional Performance

- 1) Meet with advisory committees, industry leaders and vendor representatives for equipment recommendations
- 2) Research new technologies and equipment through workshops, conferences, trade journals and magazines
- 3) Tour other statewide technology centers for best practices in action.
- 4) Provide the necessary monetary support to meet technology and equipment needs.
- 5) Utilize the Moodle LMS, when appropriate, for grading and instructional purposes.
- 6) Continually evaluate and integrate new technologies when appropriate to enhance the job or instruction
- 7) Research the needs for additional Mobile Labs.



D) Promote High Quality Instructional Delivery Methods

- 1) Promote instruction methods that include:
 - a) Industry guest speakers and field trips
 - b) Career Readiness Skills
 - c) Problems based learning
 - d) Project based learning
 - e) Utilization of online resources
 - f) Work based experiences
 - g) Assessment Techniques

E) Provide the Students With a 24/7 Web-Based Method of Checking Grades and Attendance.

- 1) Develop a process for the utilization of a Student Management System to provide 24/7 access to the students and parents of all programs.
- 2) Continually evaluate and modify the process of providing student information to ensure efficiency.

F) Improve Instructional Collaboration Between the NTC Internal Divisions.

- 1) Develop a process of collaboration between the BIS, Short Term and Full-Time Program divisions to share the curriculum and instruction for industry skill sets that are in high demand.

Goal 2: Promote Growth and Sustainability

Objectives and Strategies:

A) Evaluate Measures to Ensure that the Programs are Preparing Students for Success and Providing a High Economic Impact for the Communities that NTC Serves.

- 1) 80% of the students are program completers
- 2) 80% of the completers of each program are positively placed into jobs that utilize the skills for which they were trained.
- 3) All full-time programs maintain a minimum capacity of 80%

B) Research and Pursue Additional Funding for Growth Opportunities.

- 1) Determine facilities and services that would require additional funding
- 2) Research the available avenues for additional funding
- 3) Pursue additional funding if feasible.



C) Continuously Evaluate Industry Needs for Expanded Instructional Offerings through the BIS and ACD Divisions.

- 1) Survey the NTC service area businesses and industries through all avenues to determine their training needs.

D) Determine in-District Process(es) to Assure that the Current ODCTE Accreditation Method is Implemented Throughout the District

- 1) Assigned District personnel will attend ODCTE meetings and remain current with the ODCTE Accreditation Process
- 2) Develop an accreditation team to collaborate and develop the processes required to be compliant with the current ODCTE accreditation instrument
- 3) Provide professional development experiences to assure that all administrators, faculty and staff understand and implement the required accreditation measures.

E) Research New Instructional Offerings which are in High Demand and Based on Industry Needs.

- 1) Meet with local industries, local chambers and other industry organizations for new occupational areas
- 2) Determine the occupational projected outlook, salary range and skill requirements
- 3) Determine the NTC Division to provide the training (i.e. Full-Time, ACD, BIS)
- 4) Determine relevant industry accreditations and certifications

F) Develop Processes Between Campus Locations and Divisions that Promote Efficient Electronic-Based Communications.

- 1) Align the operational process(es) to utilize a centralized student management system for recording financial transactions and financial aid operations
- 2) Develop and align student enrollment and reporting processes across the district
 - a) Align full-time student enrollment and state reporting processes
 - b) Align BIS student enrollment and state reporting processes
 - c) Align short-term student enrollment and state reporting
- 3) Develop and utilize a transcript which meets the requirements of all programs

G) Develop a Districtwide Practice of Energy Conservation

- 1) Create a committee to determine the base-line information and energy conservation strategies
- 2) Develop and utilize an energy management evaluation tool
- 3) Review the energy management practices at each campus annually and update the energy conservation needs and strategies.



H) Provide Quality Instructional Facilities at All NTC Locations

- 1) Continuously evaluate all facilities to ensure maximum impact on instruction
- 2) Maintain and update the 5-Year Capital Improvement Plan
- 3) Evaluate the Capital Improvement Plan annually to determine progress.

I) Sustain an Environment of Safety, Awareness and Preparation

- 1) Each campus will maintain a Safety Committee which will continually evaluate current campus safety practices to ensure maximum safety practices.
- 2) Provide NTC Representation at School Safety conferences and workshops
- 3) Revise the Emergency Procedures Guide Annually
- 4) Ensure that the Emergency Procedures Guide is posted at all locations
- 5) Provide update training and drills to ensure that all NTC personnel and students are knowledgeable on the processes required for multiple emergency scenarios.



Goal 3: Instill a Culture of Continued Professional Growth and Development

Objectives and Strategies:

A) Provide Continual and Quality Professional Development Experiences

- 1) All employees will develop a Professional Development Plan which targets professional growth
- 2) Support the instructors toward obtaining instructional improvement training opportunities
- 3) Support all employees toward obtaining technical skills improvement training opportunities
- 4) 100% of employees will participate in all District required professional development activities
- 5) Utilize alternative methods of offering professional development that meets multiple learning styles and time schedules

B) Integrate Technology and Best-Practices to Improve Job and Instructional Performance.

- 1) Provide the faculty with opportunities to increase their current skill level utilizing the Moodle learning Management System
- 2) Support all faculty and staff to continually evaluate and integrate current and new technologies when appropriate to enhance their job or instruction.
- 3) Provide the faculty and staff with continual training to effectively utilize the District's student management system.

C) Integrate a Districtwide Professional Development (PD) Leadership Team

- 1) Maintain a Professional Development Team which consists of representation from each division, campus, parents, and higher education.
- 2) The Districtwide PD Team will meet periodically
- 3) The Districtwide team will collaborate with respective campus personnel on all professional development activities.



Goal 4: Develop Efficient Internal and External Communication Processes

Objectives and Strategies:

A) Improve the Communication Process of Program Related Information Between Students, Parents, Business, Industry and School Personnel.

- 1) Utilize a common student management system to efficiently track and report student progress, attendance and financial status between appropriate school personnel
- 2) Determine a pilot group to utilize a system and determine best-practices
- 3) Develop a process to communicate student progress, attendance and financial status upon demand to students and parents.
- 4) Provide training of best-practices to all staff and teachers for District-wide implementation
- 5) Implement a process of communicating NTC Services to all partners.

B) Improve Northeast Technology Center's target audiences' perceptions of career training and education.

- 1) Measure the current audience perceptions of NTC and career technology in general.
- 2) Identify the information that the target audiences are lacking
- 3) Select the communication tools that will be used for sharing specific information with the target audiences.
- 4) Monitor and react to changes in enrollment and customer feedback as measured through surveys.

C) Improve and Align the Marketing and Communications Efforts Across the District.

- 1) Redefine the brand of the Marketing Department within the District to include communications.
- 2) Provide collaboration between the Marketing Department and the Student Advisors to support recruiting while increasing awareness and interest in the program offerings.
- 3) Research and expand new marketing options for Full-Time, Adult Education and BIS.



Goal 5: Improve Community, Educational and Industry Partnerships

Objectives and Strategies:

A) Research the Needs of the Secondary Schools in the NTC Service Area for Partnership Opportunities.

- 1) Utilize survey data and input from the area secondary school personnel to determine specific sending school needs that NTC could provide assistance
- 2) Determine the funds required to provide assistance
- 3) Proceed through appropriate channels if assistance is deemed possible

B) Strengthen Business and Industry Partnership Opportunities

- 1) Review the Advisory Committee member listing for each program annually to replace members which have not been active or in attendance at meetings
- 2) Utilize survey assessments to determine industry needs that NTC could provide assistance.
- 3) Provide activities that will increase the interaction between teachers and employers as well as providing students with additional employment possibilities.
- 4) Increase and document the number of business contacts.
- 5) Host activities at each campus for area business and industry partners which promote awareness and provide an opportunity for input.

C) Strengthen Relationships with NTC Community Patrons

- 1) Host events at each campus which will provide the opportunity for community patrons to tour the facilities and understand the NTC mission
- 2) Promote community based offerings and activities through Adult Education.



NTC Capital Improvement Plan 2016-2019

GOALS AND OBJECTIVES:

Goal 1 New construction

Objective 1.1 Pryor Campus improvements

Strategy 1.1.1	Parking Lot Curbing (In progress)	\$ 75,000
Strategy 1.1.2	Water diversion (in Progress)	\$ 50,000
Strategy 1.1.3	Cosmetology Construction Upgrade (Construction Type and Research Needed)	\$X,XXX,XXX

Objective 1.2 Afton Campus improvements

Strategy 1.2.1	Asbestos Abatement	\$ 37,250
Strategy 1.2.2	Install New Flooring for Abated Areas	\$ 45,000
Strategy 1.2.3	Research New Construction for Relocating T & I Programs	\$X,XXX,XXX

Objective 1.3 Kansas Campus improvements

Strategy 1.3.1	Covered Walkway Between Administration and Welding Buildings	\$ 7,500
Strategy 1.3.2	Construct New Meeting and Conference Building With Nursing Labs and Meeting Rooms	\$X,XXX,XXX
Strategy 1.3.3	Research New Program and Facility For a Construction Trades Program	\$X,XXX,XXX

Objective 1.4 Claremore Campus improvements

Strategy 1.4.1	Install Automatic Gate Openers (Pending funding)	\$ 10,000
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NTC Capital Improvement Plan 2016-2019

Strategy 1.4.2	Potential New Construction for Program Expansion	\$X,XXX,XXX
Strategy 1.4.3	Install Decorative Fencing on Property Boundary	\$ XX,XXX

Objective 1.5 BIS Center improvements

Strategy 1.5.1	Additional Parking & Lighting On North & South Boundaries	\$ 26,500
Strategy 1.5.2	Add Bathrooms in Hanger Area	\$ 21,500
Strategy 1.5.3	Create a Covered Break/Smoking Area	\$ 6,500

Goal 2 Remodel and repair existing facilities

Objective 2.1 Pryor Campus updating

Strategy 2.1.1	M.I.T. Renovation for Construction Trades	\$ 1,345,000
Strategy 2.1.2	Electrical Technology Remodel/Expansion Building B	\$ 500,000
Strategy 2.1.3	C Building Renovation (Pending new construction)	\$ 500,000
Strategy 2.1.4	Anglin Building Seminar Center (New Carpet, Chairs, Tables)	\$ 250,000
Strategy 2.1.5	Construct Approach to Auto Coll for Paint Prep (ODCTE Request)	\$ 15,000
Strategy 2.1.6	Install Concrete to S. Side of C Building With Safety Rails	\$ 30,000
Strategy 2.1.7	Parking Lot Asphalt Expansion & Repairs	\$ 45,000
Strategy 2.1.8	Parking Lot Sealing & Restriping	\$ 35,000
Strategy 2.1.9	Remodel Front Restrooms in Admin Bldg (New Sinks, Skin Coat Walls, Partitions, Flooring)	\$ 45,000



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Strategy 2.1.10	Electrical Maintenance Upgrades Sensor Control Lighting	\$ 20,000
Strategy 2.1.11	Add Parking Lot Lighting (Diesel/Welding and Bus Barn are complete)	\$ 26,000
Strategy 2.1.12	Replace Outdated Lighting in Shop Areas (Pending completion of new const.)	\$ 45,000
Strategy 2.1.13	Ice Guards for Anglin, Admin & B Building (Pending new construction)	\$ 17,000
Strategy 2.1.14	Upgrade Expandable Doors in Admin. Auditorium	\$ XX,XXX
Strategy 2.1.15	Add ODOT Merge Lane on Hwy Entrance	\$ XX,XXX

Objective 2.2 Afton Campus updating

Strategy 2.2.1	Renovate the Culinary Program	\$ 1,500,000
Strategy 2.2.2	Renovate the Diesel Program	\$ 940,000
Strategy 2.2.3	Renovate the Front of the Auditorium to Add a Permanent Stage	\$ XX,XXX
Strategy 2.2.4	Repair Wash Bay Entrance for Diesel Program	\$ 10,000
Strategy 2.2.5	Paint shops Complete two shops per year	\$ 1,500
Strategy 2.2.6	Add a Collapsible Wall to Fully Enclose the Auditorium Area	\$ 12,000
Strategy 2.2.7	Address Shape on Lagoon (In progress) \$35,000 per cell on existing Total of three cells	\$ 105,000
Strategy 2.2.8	Parking Lot / Asphalt Expansion & Repairs	\$ XXX,XXX
Strategy 2.2.9	Purchase New 65-ton Chiller For Administration Building	\$ 80,000



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Strategy 2.2.10	Renovate Seminar Room #1 to House the New Student Services Center	\$	XXX,XXX
Strategy 2.2.11	Add Ice Guards for B Building & Diesel	\$	12,000

Objective 2.3 Kansas Campus Updating

Strategy 2.3.1	Relocate BIS to Remodel Maintenance Bldg	\$	XX,XXX
Strategy 2.3.2	Access Road and Approach to the Maintenance Building	\$	10,000
Strategy 2.3.3	Replace roof on Administration Building (Readdress at later date)	\$	75,000

Objective 2.4 Claremore Campus Updating

Strategy 2.4.1	Access Platform Over HTI Program (Provide Access to HVAC Equipment)	\$	17,000
Strategy 2.4.2	Research Power Protection System For CAM Program (Research Phase Monitoring / Surge Protection)	\$	XXX,XXX

Objective 2.5 BIS Center Updating

Strategy 2.5.1	Install New Flag Pole	\$	8,000
Strategy 2.5.2	Install Updated Projection System In All Four BIS Classrooms (Contingent on the Google Grant)	\$	XX,XXX
Strategy 2.5.3	Repair Concrete on West Side of Hanger	\$	10,000
Strategy 2.5.4	Tile the Two Large Classrooms **	\$	10,000
Strategy 2.5.5	Epoxy Coat the Hanger Floor ** Prepare and level the concrete prior to the epoxy coating	\$	25,000
Strategy 2.5.6	Convert Current Offices to Individual Offices **	\$	40,000



Strategy 2.5.7	Reflash the Vertical Wall that is Between the Existing High and Low Walls **	\$	5,000
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**** This Activity is Dependent of the Development of the Mid-America Training Facility**



NTC Capital Improvement Plan 2016-2019

Goal 3 Address security and ADA compliance at facilities

Objective 3.1 Increase security

Strategy 3.1.1	Add Hand Railings to Elevated Sidewalks at the Afton Campus	\$	5,000
Strategy 3.1.2	Add Outside Lighting to Increase Security In the Bus Area at the Claremore Campus	\$	X,XXX
Strategy 3.1.3	Increase Outside Lighting at the Kansas Campus Upgrade outdoor lighting needed (LED) State mandated by 2020 to reduce utilities	\$	5,000
Strategy 3.1.4	Increase Outside Lighting at the Pryor Campus Upgrade outdoor lighting needed (LED) State mandated by 2020 to reduce utilities	\$	5,000
Strategy 3.1.5	Increase Outside Lighting at the Afton Campus	\$	5,000
Strategy 3.1.6	Update the Entry Doors of the BIS Facility to Meet ADA Requirements	\$	8,500
Strategy 3.1.7	Remove and Replace the Main and Service Access Gates at the Kansas Campus	\$	10,000
Strategy 3.1.8	Remove and Replace the Main Access Gates at the Pryor Campus	\$	5,000
Strategy 3.1.9	Replace Existing Cameras with Long Range View for the Claremore Campus	\$	X,XXX
Strategy 3.1.10	Remove and Replace Outdated Cameras and Wiring at the Kansas Campus	\$	17,000
Strategy 3.1.11	South gate auto opener at the Afton Campus	\$	12,000



NTC Capital Improvement Plan 2016-2019

Goal 4 Address Needs Throughout the District

Objective 4.1 Update Interior Lighting with More Efficient Fixtures

Strategy 4.1.1	Update Interior Lighting at the Afton Campus	\$	8,000
Strategy 4.1.2	Update Interior Lighting at the Claremore Campus	\$	8,000
Strategy 4.1.3	Update Interior Lighting at the Kansas Campus	\$	8,000
Strategy 4.1.4	Update Interior Lighting at the Pryor Campus	\$	8,000
Strategy 4.1.5	Update Interior Lighting at the BIS Facility	\$	8,000

Objective 4.2 Correct Current Permanent Masonry Signage to Replace Directional Name with Campus Name

Strategy 4.2.1	Update the Permanent Signage at the Afton Campus	\$	6,000
Strategy 4.2.2	Update the Permanent Signage at the Claremore Campus	\$	2,000
Strategy 4.2.3	Update the Permanent Signage at the Kansas Campus	\$	2,000
Strategy 4.2.4	Update the Permanent Signage at the Pryor Campus	\$	6,000

Objective 4.3 New Electronic HD Signage at All Campuses

Strategy 4.3.1	New Electronic Signage at the Afton Campus	\$	35,000
Strategy 4.3.2	New Electronic Signage at the Claremore Campus	\$	35,000
Strategy 4.3.3	New Electronic Signage at the Kansas Campus	\$	35,000



NTC Capital Improvement Plan 2016-2019

Strategy 4.3.4	New Electronic Signage at the Pryor Campus	\$	35,000
Strategy 4.3.5	New Electronic Signage at the BIS Facility **	\$	35,000

** This Activity is Dependent of the Development of the Mid-America Training Facility

Objective 4.4 Update HVAC Units to Increase Efficiency at All Campuses

Strategy 4.4.1	Update HVAC Units at the Afton Campus	\$	5,000
Strategy 4.4.2	Update HVAC Units at the Claremore Campus	\$	20,000
Strategy 4.4.3	Update HVAC Units at the Kansas Campus	\$	30,000
Strategy 4.4.4	Update HVAC Units at the Pryor Campus	\$	50,000
Strategy 4.4.5	Update HVAC Units at the BIS Facility	\$	15,000

Objective 4.5 Research Lighting Control Systems at All Campuses

Strategy 4.5.1	Research Lighting Control Systems at the Afton Campus	\$	6,000
Strategy 4.5.2	Research Lighting Control Systems at the Claremore Campus	\$	2,000
Strategy 4.5.3	Research Lighting Control Systems at the Kansas Campus	\$	2,000
Strategy 4.5.4	Research Lighting Control Systems at the Pryor Campus	\$	6,000
Strategy 4.5.5	Research Lighting Control Systems at the BIS Center	\$	1,000



Business and Industry Improvement Plan 2016 – 2020

Adult Education

GOALS AND OBJECTIVES:

GOAL 1: Partnerships-Improving and Developing Community/Business Relationships.

Objective 1.1: Increase and document the number of business contacts—increasing our business and standing in the community by attending and becoming members of more civic organizations such as: Chamber of Commerce, Lions Club, Rotary Club, etc.

- Strategy 1.1.1 Use data collected
Measure: Data collected through Fiscal year 2016 to establish baseline. Baseline data is basic information gathered before a program begins. It is used later to provide a comparison for assessing program impact.

- Strategy 1.1.2 By Fiscal year 2017, evaluate the data from business/community contacts-use the data collection instrument.
Measure: Begin measure in 2013 to establish baseline. Increase contacts each year following initial implementation.

GOAL 2: Target New Marketing Strategies for Adult Education.

Objective 2.1: Explore and expand upon new marketing options to help advertise adult programs.

- Strategy 2.1.1 Evaluate current course catalog annually.
Measure: Annually discuss positives and negatives of our course catalog. Add any additional information and remove any unnecessary information. Review and revise as needed.

- Strategy 2.1.2 Increase distribution of course catalogs by delivering to new businesses each year.
Measure: 3500 Brochures delivered each year

GOAL 3: Capital Improvements to promote Growth and Sustainability.

Objective 3.1: Build and provide proper infrastructure to support training needs.

- Strategy 3.1.1 Create a capital needs assessment list from each site annually and submit to BIS Director.

- Strategy 3.1.2 From needs assessment, prioritize and determine immediate needs for current year.



Business and Industry Improvement Plan 2016 – 2020

Adult Education

GOAL 4: Instruction-Increase Certification/Job Readiness Program.

Objective 4.1: Implement more programs that will help patrons become more marketable for the workplace.

- Strategy 4.1.1 Research certification potential for current programs.
- Strategy 4.1.2 Explore new certification programs (NCCER, ASC, NHA, etc.).
- Strategy 4.1.3 Add new certification programs as needed at each site.

GOAL 5: Research and Development for New Programs through Professional Development.

Objective 5.1: Increase course offerings.

- Strategy 5.1.1 Attend professional meetings related to Adult Education and explore hot new topics (1-2 times per year).
Measure: Keeping professional development activities information for yearly submission.
- Strategy 5.1.2 Develop spreadsheet to track class requests from customers.
Measure: Create measurement instrument by end of Fiscal year 2016. We will use instrument to document all class requests via phone, mail, and evaluations each year thereafter. Use Needs Assessment.
- Strategy 5.1.3 Add new course offerings each year to stimulate new growth.
- Strategy 5.1.4 Meet with other Adult Education campus personnel:
Adult Ed Directors meet periodically
Evening Supervisors meet periodically
Secretaries meet periodically from all campuses.
Measure: Travel requests will be sent to BIS Director for approval. Documentation will be kept and used for potential professional development.
- Strategy 5.1.5 Meet with personnel from other NTC divisions to share business and industry needs:
Meet with Campus Directors periodically
Meet with Student Advisors periodically
Meet with BIS Industrial Coordinators Periodically



GOALS AND OBJECTIVES:

GOAL 1: Continue to develop experts to coordinate and provide training in target areas

Objective 1.1: Identify areas where additional trainers and support personnel are needed

- Strategy 1.1.1: Soft Skills (Utilize current trainer as a coordinator to meet with clients to determine the types of training best suited to meet their needs. The coordinator would schedule the training, deal with the client on pricing, etc. An additional soft skills trainer would be hired to assist in delivering the training.
- Strategy 1.1.2: Due to the additional workload created by the growing workforce an additional data entry person should be hired.
- Strategy 1.1.3: Develop new trainers in the safety arena:
 - Industrial Hygiene
 - New Safety Coordinator/Trainer for the North end of the district
- Strategy 1.1.4: Explore an internal alternative for Haz/Mat and Confined Space (NTC Trainer) to keep the program sustainable

GOAL 2: Develop New Training Options

Objective 2.1: Research and implement new training opportunities

- Strategy 2.1.1: Develop Noise Monitoring/Air Monitoring Trailer
- Strategy 2.1.2: Completion and implementation of an additional Medical Service Van
- Strategy 2.1.3: Develop a fiber optics program which could be handed off to become a full-time program at the end of 5 years
- Strategy 2.1.4: Develop an Intro to Aerospace program
- Strategy 2.1.5: Research IS-Networld

GOAL 3: Determine Equipment Needs to Improve Services

Objective 3.1: Research and purchase new equipment to meet the needs of industry

- Strategy 3.1.1: Add a 3-D printer to Afton Machine Shop
- Strategy 3.1.2: Purchase Upgraded New Laptops for Computer Training
- Strategy 3.1.3: Add an Air Compressor fill station at the Pryor BIS Facility
- Strategy 3.1.4: Purchase additional equipment as needed to meet training needs



GOAL 4: Develop Additional Training Opportunities for Open Enrollment

Objective 4.1: Develop more open entry classes for the Industrial Park

Strategy 4.1.1: Survey the area industries to determine their training needs

Strategy 4.1.2: Develop and offer classes for targeted needs



Business and Industry Improvement Plan 2016 – 2020

Client Based Services: Small Business Management

GOALS AND OBJECTIVES:

GOAL 1: Reach a Larger and More Diverse Population of Prospective Entrepreneurs.

Objective 1.1 Offer more business start-up training opportunities.

Strategy 1.1.1 Present a series of classes for “Preparing To Start Your Own Small Business”, open to the public, as a means of educating patrons of our district and creating an opportunity to evaluate and enroll eligible candidates for the Business Development Program.

Strategy 1.1.2 Present a series of classes for “Preparing To Start Your Own Small Business”, open to NTC daytime student body, as a means of preparing students for their post-program careers and building a foundation for graduates to return to NTC’s Business Development Program if and when they choose to pursue an entrepreneurial career.

Objective 1.2 Solicit the support of administrators and teachers to permit NTC daytime students to attend a fundamental entrepreneurship training program.

GOAL 2: Expand the Outreach of Training Opportunities for Prospective and Existing Business Owners.

Objective 2.1 Present a series of classes for “Preparing to Start Your Own Small Business”, off-campus, as a means of bringing education to patrons of our district and creating an opportunity to evaluate and enroll eligible candidates for the Business Development Program.

Objective 2.2 Present educational training programs to small business owners, off-campus, as a means of bringing education to patrons of our district and potential clients of the Business Development Program.

GOAL 3: Provide a More Diverse Range of Training Topics to Prospective and Existing Business Owners.

Objective 3.1 Develop and utilize a system for contracting experts in specific business management disciplines to present training programs and collecting tuition from participants, with the Business Development Coordinator acting as facilitator, as a means of bringing education to patrons of our district and potential clients of the Business Development Program.



Business and Industry Improvement Plan 2016 – 2020

Client Based Services: Agri-Business Management

GOALS AND OBJECTIVES:

GOAL 1: Facilitate a Paradigm Shift in the Mindset of Producers to Operate Their Farms with a Global Mentality.

Objective 1.1: Structure training sessions to emphasize the world economy, macroeconomics, and geopolitical issues.

Objective 1.2: Encourage producers to become informed about international issues that affect their inputs and products' value.

GOAL 2: Educate Producers About the Necessity and Benefits of Maintaining a Record Keeping System and Equip Them with the Knowledge and Skills for Maintaining Accurate Records.

Objective 2.1: Provide individualized instruction on the accounting system of their choice.

Objective 2.2: Create customized accounting processes to maximize record keeping benefits to the individual operation.

Objective 2.3: Provide theoretical background to increase understanding of accounting concepts and processes.

Objective 2.4: Promote the use of accrual accounting for managerial purposes irrespective of the cash or accrual methods utilized for tax reporting.

GOAL 3: Recruit a Variety of Informational Resources for Providing a Comprehensive Farm Management Education to Clients.

Objective 3.1: Include OSU Extension Agent, USDA Farm Service Agency, Natural Resources Conservation Service, DPS, and other entities as guest educators.

Objective 3.2: Serve as a liaison to above mentioned entities to improve the flow of information to clients.

GOAL 4: Assist Producers in Refining Their Budgeting and Planning Skills.

Objective 4.1: Provide training that focuses on the technologies available to assist with budgeting and long-range planning.

GOAL 5: Provide an Open, Inviting Social Forum for Clients to Share Information and Resources.

Objective 5.1: Allocate time during training sessions for clients to interact and network.



Marketing & Communications Improvement Plan 2016 - 2018

Marketing & Communications Mission

The Marketing and Communication Department uses a variety of tools and strategies to achieve Northeast Technology Center's mission.

Marketing & Communications Vision

Patrons and potential students in the Northeast Technology Center service area will be aware of NTC and the services offered by the district.

Marketing & Communications Core Beliefs

1. We believe effective communication is vital to the success of the district.
2. We believe the Marketing & Communication staff members play an active role in enhancing the customer's experience with NTC.
3. We believe creativity and innovative problem solving are valuable assets.
4. We believe people are the district's greatest resource.
5. We believe district employees are accountable to the public for the quality and outcomes of the programs offered at NTC.
6. We believe open, transparent communications are most effective.
7. We believe messages must be customized to the target audience.

NTC Programs to Market

The education and training provided by Northeast Technology Center falls into three categories:

1. **Full-Time Career Training Programs** – NTC offers full-day and half-day (morning and afternoon) classes for both high school and adult students. Individuals wanting to enroll full-time can finish a Career Pathway in about one year. High school students can finish over a two year period attending half day sessions.
2. **Short-Term Classes & Adult Education** – NTC offers short-term evening and weekend classes for all types of topics, from career training to personal interest. These classes include almost anything one could want to learn, from classes on career advancement to personal enrichment.
3. **Business & Industry Training** – NTC offers training for all workforce needs, from safety training, to agriculture business management to small business consulting.

Target Audiences

Northeast Technology Center serves a diverse audience composed of key internal and external groups:

1. External Audiences
 - a. Partners Schools - High school students in NTC service area, along with parents and educators
 - b. Prospective adult students of all ages and backgrounds
 - c. Professionals seeking continuing education
 - d. Business owners
 - e. Manufacturing companies
 - f. Mid-America Industrial Park and the companies based in the park (ex. Google)
 - g. Health industry organizations
 - h. Emergency responders
 - i. Farmers and ranchers
 - j. Civic organizations
 - k. Alumni



Marketing & Communications Improvement Plan 2016 - 2018

- l. Legislators
- m. Oklahoma Department of Career Tech Education
- n. Media
2. Internal Audiences
 - a. Staff
 - b. Current students
 - c. Board of Education members
 - d. Advisory Committees members

Marketing Tools

Northeast Technology Center will utilize a variety of tools to communicate with key audiences. These tools will include but not be limited to:

1. Radio advertising
2. Print advertising
 - a. Local newspapers
 - b. Chamber of Commerce materials
 - c. Partner school yearbooks and newspapers
 - d. Specialty local publications
3. Television advertising
4. Social media
 - a. Facebook
 - b. Twitter
 - c. YouTube
 - d. Instagram
5. District newsletter
6. Press releases
7. District website
8. Smartphone ap
9. Billboards
10. Banners
11. District print publications
12. Front desk screens at campuses
13. Misc. marketing events including but not limited to:
 - a. Sending school sophomore and 8th Grade tours
 - b. Campus open houses
 - c. Presentations at the area sending high schools
 - d. Administrators' Luncheons
 - e. Representatives Luncheons
 - f. Press days

Marketing & Communication Team

Currently, the Marketing & Communication Department is composed directly of two district-level professionals and indirectly one to two staff members at each of the specific campuses:

1. Marketing & Communication Coordinator – oversees the department, plans annual goals and projects, assists with development and maintenance of communication tools and shares responsibilities for social media posts and graphic design needs. Reports to the Deputy Superintendent.



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2. Public Relations Coordinator – maintains website, creates press releases, coordinates media visits and shares responsibilities for social media posts and graphic design needs. Reports to the Marketing & Communication Coordinator.
3. Student Advisors – promote the full-time programs at the NTC area sending high schools. Additionally, they plan and oversee campus tours of area sophomore students, campus open houses and are available to meet with adult students to provide information related to programs, financial aid and scheduling. Reports to the Campus Director.

Marketing Strategy

Using the RACE formula, the Marketing and Communication Department will develop annual goals according to the following components:

1. **Research** – Using primary and secondary research, Marketing & Communication staff members will identify problems, issues, trends, etc. which need to be addressed in order to improve Northeast Technology Center.
2. **Action** – Determine goals, objectives, target audiences, messages, and messengers to enact solutions to the opportunities for improvement identified in the previous stage.
3. **Communication** – Identify tools, strategies, activities, and methods for creating the desired behavioral changes in the target audiences.
4. **Evaluation** – Keeping the end goal in mind, determine how progress toward goals will be measured and using the evaluation to modify strategies and determine next steps

Marketing & Communication Goals

Year 1 – July 2015 through June 2016

1. Expand Northeast Technology Center's use of social media.
2. Redefine employees' understanding of the purpose and function of the Communications & Marketing Department.
3. Utilize focus group data to improve communication with students and staff.

Year 2 – July 2016 through June 2017

1. Rebrand Business & Industry programs to more clearly communicate opportunities and services to the community.
2. Sustain enrollment and retention levels in Northeast Technology Center programs.
3. Expand advertising to include digital mediums.

Year 3 – July 2017 through June 2018

1. Improve Northeast Technology Center's target audiences' perceptions of career training and education.
2. Engage Northeast Technology Center alumni in district activities.
3. Increase employee "district" pride.



Marketing & Communications Improvement Plan 2016 - 2018

Year One:

Year One Goal 1: Expand Northeast Technology Center’s use of social media.

Objective: By June 2016, NTC will expand its use of social media to include Twitter and/or Instagram, or any other pertinent social media tools that might debut.

Target Audience: All NTC audiences, both internal and external

Research	Review social media tools used by other tech centers, and assess pros and cons of each as they apply to NTC.
Analysis/Action	Develop a plan for which tool will be used, assign maintenance roles and responsibilities, and plan for communication campaign.
Communication	Current communication tools (Ex. Facebook, website, print materials) will be used to publicize new social media tool.
Evaluation	Social media following will be tracked and benchmarked against tech centers of similar size
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2016

Year One Goal 2: Redefine employees’ understanding of the purpose and function of the Communications & Marketing Department.

Objective: Correct inaccurate employee perceptions of the function of the Communications & Marketing Department so that employees understand the proactive services the department can provide.

Target Audience: NTC employees

Research	Seek feedback from current employees as to their historical understanding of the role of the Communications & Marketing Department.
Analysis/Action	Determine what incorrect perceptions need to be changed, the order of importance for each, and assess what communication methods will be best suiting for addressing each misconception.
Communication	Depending on the perception, communication strategies may include staff meetings, presentations, written memos, etc.
Evaluation	Progress will be measured by benchmarking involvement on projects from 2014-2015 to 2015-2016 as well as by obtaining continual employee feedback in both formal and informal settings.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2016



Marketing & Communications Improvement Plan 2016 - 2018

Year One Goal 3: Utilize focus group data to improve communication with students and staff.

Objective: Using focus group data collected in 2014-2015, develop strategies for improving communication with students and staff.

Target Audience: NTC employees and students

Research	Review focus group data looking for common themes that can be addressed, as well as site specific areas for improving communication.
Analysis/Action	Prioritize opportunities for improvement, determine if current tools can be used to meet needs, and develop new tools as necessary.
Communication	Develop a communication campaign for each action taken, campaign will vary based on audience and issue.
Evaluation	Progress will be measured by student surveys and annual focus group meetings.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2016

Year Two:

Year Two Goal 1: Rebrand Business & Industry programs to more clearly communicate opportunities and services to the community.

Objective: Increase community awareness of and participation in Northeast Technology Center’s Business & Industry courses through a rebranding campaign.

Target Audience: Current Business & Industry staff members and businesses within the community

Research	Gain a better understanding of Business & Industry goals and objectives, and review current publicity materials.
Analysis/Action	Identify all target audiences and the types of district information those audiences are seeking. Gain insight on where target audiences seek information, as many will be unique. Brainstorm with internal staff members on strengths, weaknesses and opportunities that exist for marketing NTC programs.
Communication	Select specific communication tools that will be used for improving the areas identified for improvement, and develop a communications plan for each tool. Redo Business & Industry marketing materials to achieve a consistent brand.
Evaluation	Monitor changes in enrollment and customer feedback as measured through surveys.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2017



Marketing & Communications Improvement Plan 2016 - 2018

Year Two Goal 2: Sustain enrollment and retention in Northeast Technology Center full-time programs.

Objective: Maintain high enrollment and retention percentages in all full-time programs by customizing communication tools to meet audience needs.

Target Audience: All current and potential students

Research	Trend past three years of enrollment data in NTC programs and from feeder schools. Research target audience – adults age 18-30 – and their needs, wants and behaviors.
Analysis/Action	Utilize focus groups to gather additional information that can be used to customize district communication tools to fit audience needs/wants.
Communication	Select specific communication tools that will be used for improving the areas identified for improvement, and develop a communications plan for each tool. Implement new tools as needed.
Evaluation	Monitor changes in enrollment and customer feedback as measured through surveys.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2017

Year Two Goal 2: Expand advertising to include digital mediums.

Objective: Beginning in August 2014, implement specific communication tools that will increase and improve the communication from district offices to campuses as well as between campuses.

Target Audience: All external audiences

Research	Review current level of advertising and advertising mediums being used.
Analysis/Action	Identify viable, local digital advertising options which include a method for monitoring audience interactions.
Communication	Communication will vary with advertising medium selected (Ex. Banner ads, web videos, etc.
Evaluation	Utilize media monitoring tools, compare across audiences and eliminate weak performers.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2017



Marketing & Communications Improvement Plan 2016 - 2018

Year Three:

Year Three Goal 1: Improve Northeast Technology Center’s target audiences’ perceptions of career training and education.

Objective: Change negative or unfavorable perceptions of career training and education by informing the community of the career opportunities made possible by Northeast Technology Center.

Target Audience: All external audiences

Research	Measure current audience perceptions of NTC and career tech education in general.
Analysis/Action	Based on research, identify what information target audiences are lacking regarding NTC.
Communication	Select specific communication tools that will be used for sharing specific information with target audiences.
Evaluation	Monitor changes in enrollment and customer feedback as measured through surveys.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2018

Year Three Goal 2: Engage Northeast Technology Center alumni in district activities.

Objective: Provide opportunities for Northeast Technology Center alumni and previous customers to become actively involved in campus activities and enable them to be public relations ambassadors for the district’s programs and services.

Target Audience: Alumni and past customers

Research	Develop database of alumni and previous customers.
Analysis/Action	Brainstorm with internal staff members on strengths and weaknesses that alumni/customers can assist with and identify opportunities that exist for these stakeholders to become involved.
Communication	Develop plan for communicating with alumni/customers and identify options for publicity using specific district communication tools.
Evaluation	Increased alumni/customer participation in district programs and events.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2018



Marketing & Communications Improvement Plan 2016 - 2018

Year Three Goal 3: Increase employee “district” pride.

Objective: Share positive news and host activities to increase employee pride and connectedness among campuses.

Target Audience: Current staff members

Research	Review current communication tools and activities to determine what efforts are currently successful in generating pride among employees and identify gaps.
Analysis/Action	Brainstorm with Campus Directors to better understand strengths, weaknesses, and opportunities for increasing communication about employee accomplishments and opportunities for camaraderie.
Communication	Select specific communication strategies that will be used for increasing employee pride. (Ex. Feature stories in district publications or district-wide events)
Evaluation	Review feedback as measured through surveys and staff meetings.
Responsible Parties	Marketing & Communication Department staff
Timeline	Complete by June 2018

Technology Plan 2015 - 2018

Northeast Technology Center
Pryor, OK



Northeast Technology Center
Superintendent: Fred Probis
Mailing Address: P.O. Box 487
City, State Zip: Pryor, OK 74362-0487

Contact Person: Chris Foster, Technology Specialist (918)868-
Telephone: 3535
Fax Number: (918)868-3530

Northeast Technology Center, 2015 - 2018 Technology Plan

Introduction

District Information

District Name: Northeast Technology Center
County Name: Mayes
County-District: 46-V011
Superintendent: Fred Probis
Mailing Address: P.O. Box 487
Pryor, OK 74362-0487

Contact Information

Contact Name: Chris Foster
Contact Title: Technology Specialist
Contact Email: chris.foster@netech.edu
Contact Phone: (918)868-3535
Contact Fax: (918)868-3530

Demographics

Average Enrollment (ADM): 828
Number of Certified Staff: 52
Low Income Percentage: 59
Number of School Sites: 4

Tech Plan Duration

Beginning Year: 2015
Ending Year: 2018

Technology Committee

Chris Foster, Technology Specialist
Roger Crutchfield, Deputy Superintendent
Greg Mitchell, Assistant Superintendent
Jeff MacDonald, IT Specialist
Jet Harrison, Technology Specialist
Wade Friesen, Electrical Technology Instructor
Tara Thompson, Marketing and Communications Coordinator

Executive Summary

The need for training in the use and operation of computers is growing more mandatory with every passing day. Students and teachers alike must be provided with an understanding of the power and usefulness of computers in this rapidly advancing technological society. Northeast Technology Center recognizes that every student, whether in an initial vocational training program, upgrading skills for advancement, or re-training for a change in employment, must be provided with at least a basic level of computer literacy. Students leaving this school, although armed with trade area competencies, will be well-prepared to cope with the technological demands of the millennium.

The advantage of an area school is that services can be provided to secondary and full-time adult students, short-term adults, participants in business and industry training, and the community. This

Northeast Technology Center, 2015 - 2018 Technology Plan

Introduction

diversity in student population makes it necessary for careful planning in the integration of technology into the curriculum. It is imperative that this school accepts the responsibility of training these students in the use of technology and provides them with the technological tools and resources necessary for successful transition into the global economy.

This planning phase offers the opportunity to assess the current technology within the district, including available hardware, software, and levels of staff technological competencies. But more importantly, it offers the opportunity to plan for uniformity, quality hardware and software, professional development, and a means of coordination that will allow this district to realize its preferred future. This future shall include district-wide networking that will facilitate the transfer of voice, data, and video information to facilities available to staff, students, and community. This will allow users access to collections of information via computerized systems and distance learning facilities. Northeast Technology Center participates in the E-Rate Program which will provide discounts on telecommunications services and some internal connections.

Vision

As a premier educational center for all students, we prepare individuals to meet the challenges of a technically advancing society through:

- * Active partnerships with business and industry, communities, and education.
- * Customized Training
- * Modern facilities and equipment

The excellence of our faculty, staff and services makes us the first choice of our customers to meet their present and future needs.

Mission

Preparing Individuals for Successful Careers.

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Existing Inventory

Operating Systems

Operating systems used at your district:

MS Windows 7, Windows 8, Windows Server 2003R2, Windows Server 2012, Ubuntu Linux, MAC OS

Virtual Software (Y/N)?

N

Computers

Servers:

18

Workstations < 3 yrs old:

420

Workstations > 3 yrs old:

711

Average # of students to workstation ratio:

1:1

Average # of teachers to workstation ratio:

1:1

Peripherals

Peripherals installed at your district:

142 printers, 17 digital cameras, 79 projectors, 15 smart board devices, 41 wireless access points, 88 iPads/Tablets.

Other

Describe Educational use of Video

Currently, we utilize video conferencing and distance learning to offer classes from local Colleges and Universities.

Other technology hardware:

2 Distance learning labs which utilize mobile Polycom vsx. Skype is also being utilized for distance learning as well.

Networks: Local or Wide Area

Network Connectivity:

Northeast Technology Center has 6 different locations. At each location all the buildings are connected to the MDF via fiber optic cable. The Pryor, Afton, Claremore and Kansas campuses as well as the Central Office are each connected to Business and Industry Facility with 1 GB Fiber and they share the 1 GB Fiber Internet connection at Business and Industry Facility.

Bandwidth

Bandwidth speed of Internet Connection

1 Gbps

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Existing Inventory

Bandwidth speed of Local Area Network (LAN):

1 Gbps

Bandwidth speed of Wide Area Network (WAN):

1 Gbps

Telephone Access

Cell phones:

0

PRI:

0

of phone lines:

43

Internal Phone System:

All of our campuses are connected together by an Alcatel Omni PCX VoIP System.

Email

Email Usage of District:

E-mail is used by both teachers and administration. NTC also has available e-mail accounts to students.

Software Applications

Software Applications Installed:

MS Office, Passkey, ATI Testing, Chart Smart, Delmar Nursing, Calculating Drug Dosage, EDexpress, Photoshop CS2, Macromedia Studio 8, Tabe, Adobe Pagemaker, Quickbooks, WorkKeys, Moodle, Adobe Final Cut Pro, Camtasia Studio, Adobe Premier, Adobe CS3, Adobe CS4, Adobe CS5, Adobe CC and Skype.

School Information Management System

Student Information System:

We are currently using Achademix Student Accounting System by Codelevel Services for tracking Day Time student information, Adult Education student information as well as Business and Industry student information.

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Technology Proficiency

The following chart shows the results of the district's self assessment of their progress toward proficiency in Essential Technology Conditions for K-12 Schools (See Appendix).

A. Technology Administration & Support	Stage 1	Stage 2	Stage 3	Stage 4
Vision Planning & Policy				
Technology Support				
Instructional Technology Staffing				
Budget				
Electronic Data Support Systems				
Funding				

B. Technology Capacity	Stage 1	Stage 2	Stage 3	Stage 4
Student Technology Equipment Access				
Teacher Technology Equipment Access				
Internet Access				
Video Capacity				
Distance Learning; Conditions & Capabilities				
LAN/WAN				
Curriculum based tools				

C. Educator Competencies & Professional Development	Stage 1	Stage 2	Stage 3	Stage 4
Educator use of technology				
Leadership				
Professional Development				
Models of Professional Development				
Effective Use of Electronic Data Support System				
Content of Technology Training				

D. Learners and Learning	Stage 1	Stage 2	Stage 3	Stage 4
Student Use of Technology				
Technology Integration				
Available Technology Curriculum				
Community Connection				
Demonstrating Effective Use of Technology in Learning				

E. Accountability	Stage 1	Stage 2	Stage 3	Stage 4
Student Technology Essential Learnings				
Administrator Technology Competency				
Teacher Technology Competencies				

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Current Use & Identified Needs

District's Current Use of Technology

Northeast Technology Center has made a consistent and concerted effort to serve the technology needs of all its populations, whether rural or urban, by providing hardware, software and professional development activities that support the expansion and utilization of technology in accordance to the mission, vision and goal statements of the organization as approved by the Northeast Technology Center Board of Education. Northeast Technology Center realizes the importance of up-to-date technology in the classroom and training environment. Computers combined with access to the internet allow both our students and instructors to utilize online course management systems, conduct research and explore ideas that further develop and enhance the educational goals of students.

Identified Needs

Northeast Technology Center is progressing towards online web broadcasting of curriculum. By being able to do this NTC would be able to better utilize its facilities and provide access of learning material to a greater number of students. This also includes implementing mobile distance learning labs.

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
<i>Basic Maintenance</i>	Ensures all technology is operational for learning activities.	Ensures all technology is operational for learning activities.	Reliable access to technology equipment.
<i>Computer workstations for classrooms and computer labs.</i>	Computers will be used as an instructional tool providing access to graphics, sound, and text to make the learning environment more interesting and to provide current information.	Computers will be used as a learning and productivity tool for teachers. Software will be available to keep student records, prepare lessons, prepare information for parents, and as a teaching and communications tool.	Students will use computers to learn about subjects, to complete assignments, and as a way of reinforcing learning.
<i>Curriculum software</i>	Enables teachers to use software specifically designed for instruction.	Enables teachers to receive training using most current software and features set.	Students will be able to use software specifically designed to enhance the curriculum and learn using up to date features.
<i>Digital camera and/or digital video camera and LCD projector</i>	Teachers will use digital camera/video recorder to record student activities, projects and other instructional activities. LCD projectors enable teachers to project computer images onto a screen for classroom use	Digital images and LCD projectors are excellent training aids.	Students will be motivated to see their achievements on the district's web site. Digital images can be used in student projects and to make instructional presentations more interesting.
<i>Distance Learning Equipment & Software / Conferencing Services</i>	Allows the school district to offer courses to meet specific students' needs. Access to conferencing services will enable wider access to educational resources.	Teachers can access a wide variety of training using the distance learning system. Conferencing services will enable the use of providers of training from anywhere in the US.	Students will be able to take the courses and participate in new learning experiences they need to meet curriculum objectives.
<i>Electronic White Boards</i>	Enables teachers to project computer images for classroom use and capture training materials.	Provides tool for trainers to use for professional development sessions.	Use of multi-media and technologies in the classroom engages students and assists in the teaching process.
<i>Email Services</i>	Email provides additional communication with parents and outside sources.	Email provides written record of communication for future reference and clarification.	Email for students will be provided as needed for special projects involving collaboration and written communication.

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
<i>File server for administrative use.</i>	Improves operation of the network by transferring workload of accounting software to one server	Additional space for programs and files will be available for use by teachers	Students will have additional space on the network for software programs and file storage
<i>Firewall-Data Protection</i>	A firewall will protect the network from intrusions from hackers and others and will keep the network operational.	The existence of the firewall will insure that the network is up and running in a safe environment for use in training and delivery of access to educational resources.	Students can safely use the network being protected from those who would harm them or the network.
<i>Internet Access using Broadband Circuits</i>	Provides access to online resources to assist in the development of lessons, enables interactive conferences with other schools and experts elsewhere.	Having adequate bandwidth enables teachers to participate in online training and collaboration, and access professional development resources through the Internet.	Students and staff will have bandwidth available to use educational resources available on the Internet.
<i>Internet filtering/virus protection annually renewable</i>	Filtering provides safe access to Internet resources and filters out unwanted sites.	Filters out unwanted sites and protects network from spam and viruses.	Protects network and minors from spam, inappropriate sites, and viruses.
<i>Netbooks, iPads, e-readers, etc.</i>	Portable learning devices will be used as an instructional tool providing access to the Internet to expand the learning environment past the walls of the classroom or lab.	Portable learning devices will be used as a learning and productivity tool for teachers. Software and Apps will be available to keep student records, prepare lessons, prepare information for parents and as an untethered teaching and communication tool.	Students will use portable learning devices to research topics and complete assignments which require computer and/or Internet access outside of school hours. They will also reinforce classroom/lab learning.
<i>Network Cabling and Connectors. Fiber Connections between buildings and/or leased circuits.</i>	Will provide connectivity to the Internet and school network	Teachers will be able to supplement learning activities with resources on the Internet and district network	Students will use the Internet and network resources to enhance their learning opportunities.
<i>Network Equipment for data distribution (access points, switches, routers)</i>	Will provide new resources for student learning.	Internet and network access provides access to resources on the Internet and on servers located outside the classroom that can be	New uses of the network will provide new learning opportunities for both staff and students.

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
		used to upgrade skills.	
<i>Notebook computers</i>	Gives teachers flexibility in working environment.	Allows teachers to access the Internet and use computer from various locations including from home	Mobility provided by notebook computers allows greater access to the Internet, the school network, and technology to enhance learning. Students will have greater access to online resources for research purposes thereby meeting curriculum objectives.
<i>Printers and fax machines</i>	Enables teachers to print documents for use in class. Fax machines provide means for sharing documents throughout the district and with outside stakeholders.	Printed documents provide reference materials for use in training.	Students will use printed materials for reference and to complete coursework.
<i>Professional development</i>	Teachers will have access to learning activities, lesson plans, web excursions, lesson planning tools, and professional development activities.	Teachers will participate in continuous professional development as they implement the use of the resources in the professional development package.	Students will receive more targeted instruction and have access to additional learning activities.
<i>Server(s)</i>	Will provide network services to the classroom enabling access to the local area network (LAN) resources and access to the Internet.	Teachers will have access to educational resources both within the school district and from resources available on the Internet.	Students will have access to educational resources both within the school district and from resources available on the Internet to assist them in achieving curriculum objectives.
<i>Student Management Software</i>	Teachers will have access to grade book, attendance tracking, lesson plans aligned with state standards, student discipline tracking and much more.	Teachers will participate in on-going training on classroom management.	Students that are having problems understanding concepts will be identified earlier.
<i>Telecommunications Services, Phone Service, Long Distance, Cell Phones and Pagers, Phone System or</i>	Access to parents and to outside sources of educational programming will be maintained. Voice mail will enable	Adequate access is necessary for arranging training sessions and following up with training recommendations. The	Communicating present student achievement and alerting parents to potential problems is essential to maintaining

Northeast Technology Center, 2015 - 2018 Technology Plan

Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
<i>Services such as PlexarVoice Mail</i>	messages to be left by parents outside school	ability to retrieve messages from parents will be sure that they remain fully involved in the educational process.	or improving student achievement.
<i>Training for staff on distance learning equipment</i>	Staff will use the distance learning equipment to access new learning activities.	Teachers will be successful users of the distance learning system.	Students will have new learning opportunities.
<i>Training for staff on how to integrate technology into the curriculum</i>	Staff will learn how to use technology as an integral part of the curriculum thereby providing a technology-enriched learning environment	Proven methods for using technology as a tool for both teaching and learning will enhance the staff's training experience in both retention and comprehension of the materials presented.	Students will be more involved in learning as technology is integrated into the curriculum
<i>Training for staff on new technologies</i>	Staff will use new technologies to enhance instruction.	Training will help teachers become proficient users.	Students will be more involved in learning as technology is integrated into the curriculum.
<i>UPS equipment and backup systems.</i>	Protects equipment and data enabling reliable access to the Internet and district network.	Reliable access to the district network and Internet access is essential when providing training sessions and access to professional development resources.	Ensures reliability of technology equipment and data protection so students will have access to technology and Internet resources.
<i>Voice over IP system with messaging</i>	Access to parents, community and stakeholders. Voice messaging can be utilized to increase communications.	Efficient and reliable communications will support training programs.	Communication throughout the district and with parents and the community is essential for meeting the curriculum objectives for our students.
<i>Web hosting-District web site</i>	Teachers can post assignments and student work on their classroom web pages for increased communication with students and parents	Professional development opportunities and training information can be posted on the web site.	School schedules, course outlines, assignments, and links to educational sites applicable to the curriculum can all be more readily accessed.

Other Technologies to be Acquired

We annually purchase Internet and Broadband Circuits.

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Goal 1

All students will have access to technology resources and support in their uses.

Objective 1.1

Create awareness of technology and its application to classroom instruction activities.

Category: Educator Competencies & Professional Development

Budget Y1: \$29,000.00 Budget Y2: \$29,000.00 Budget Y3: \$0.00

Strategy 1.1.1

Gather specific information regarding program technology needs as self-reported by instructors, advisory committees, and students.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: IT Staff

Evaluation Method/Measure of Success: Feedback and surveys from instructors and advisory committees.

Supporting Resources/Comments: Feedback from advisory committees, students, business, and industry.

Strategy 1.1.2

Conduct seminars on the uses of technology in the classroom (i.e. moodle, digital camera, scanners, electronic presentation tools, internet research and validation skills, etc.)

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Staff Development Committee

Evaluation Method/Measure of Success: Points are given to instructors for each seminar that they attend.

Supporting Resources/Comments: State Department of Career Tech.

Objective 1.2

Expand student access to technology resources.

Category: Technology Capacity

Budget Y1: \$120,000.00 Budget Y2: \$120,000.00 Budget Y3: \$0.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 1.2.1

Arrange for access to computer labs to accommodate larger classes for instruction in computer literacy and resume production.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Information Technology Specialist

Evaluation Method/Measure of Success: Feedback from instructors and students.

Supporting Resources/Comments: Advancements in technology creates new challenges for the classroom environment. As advancements continue throughout the industry, Northeast Technology Center will continue to make technology available to the student.

Objective 1.3

Enhance distance-learning opportunities by developing a send/receive infrastructure supporting the vision, mission and core beliefs of Northeast Technology Center.

Category: Technology Capacity

Budget Y1: \$9,000.00 Budget Y2: \$9,000.00 Budget Y3: \$0.00

Strategy 1.3.1

Provide appropriate professional development for instructors and staff in the provision of distance learning classes.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Staff Development Committee

Evaluation Method/Measure of Success: Instructors needing access to distance learning labs will learn how to utilize the equipment in the lab.

Supporting Resources/Comments: In-service Training

Strategy 1.3.2

Identify cooperating partners among area sending schools and colleges with the capability to receive seminars, classes and other relevant training over H.323 and the internet (ie. skype, Google Chat)

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Campus Directors and Adult Ed Directors

Evaluation Method/Measure of Success: Offer more classes.

Supporting Resources/Comments: H.323 labs and 1GB Ethernet backbone.

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 1.3.3

Continue to expand upon campus to campus training for both employees and students.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Professional Development Committee.

Evaluation Method/Measure of Success: More classes available.

Supporting Resources/Comments: Mobile distance learning labs, skype and 1GB Ethernet circuits.

Objective 1.4

Expand web or computer based training applications available to both staff and students.

Category: Learners and Learning

Budget Y1: \$6,000.00 Budget Y2: \$6,000.00 Budget Y3: \$0.00

Strategy 1.4.1

Identify appropriate instructional areas to be supported and/or delivered by web or computer based training methods

Status: In Process

Timeline: Continuous

Responsible Individual/Dept: IT Staff

Evaluation Method/Measure of Success: Availability of online training.

Supporting Resources/Comments: Up-to-date PCs, LearnKey, Moodle, 1GB backbone and internet access.

Strategy 1.4.2

Maintain moodle course management system.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: IT Staff.

Evaluation Method/Measure of Success: Courses available online.

Supporting Resources/Comments: Online course management system.

Goal 2

Implement Technology that is both flexible and scalable to support the Districts goals and administrative services.

Objective 2.1

Technology must be flexible and scalable.

Category: Technology Capacity

Budget Y1: \$22,000.00 Budget Y2: \$22,000.00 Budget Y3: \$0.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 2.1.1

Upgrade AV equipment for HD content delivery.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Information Technology Specialist

Evaluation Method/Measure of Success: Students will be able to gain a clearer picture of content being delivered.

Supporting Resources/Comments: Old equipment will be replaced with new HD AV equipment as needed.

Strategy 2.1.2

Replace old network cable with new CAT6 cable meeting NTC's cabling specifications.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: IT Staff

Evaluation Method/Measure of Success: All cable throughout district meets CAT6 standards.

Supporting Resources/Comments: All new drops will be installed to CAT6 standards.

Strategy 2.1.3

Upgrade wireless infrastructure throughout the district.

Status: Planned

Timeline: On-going

Responsible Individual/Dept: IT Staff

Evaluation Method/Measure of Success: Faculty, Staff and students will have seamless access to wireless network in all NTC facilities.

Supporting Resources/Comments: Network backbone. Wireless solution to be determined.

Objective 2.2

Provide adequate Internet Access and Telecommunications to support learning and administrative goals.

Category: Technology Capacity

Budget Y1: \$554,034.00 Budget Y2: \$570,655.00 Budget Y3: \$0.00

Strategy 2.2.1

Maintain 1GB fiber backbone between campuses.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Technology Director

Evaluation Method/Measure of Success: Provide Adequate Bandwidth between sites.

Supporting Resources/Comments: Apply for E-Rate discounts on eligible services.

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 2.2.2

Maintain 1GB Internet access.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Technology Director

Evaluation Method/Measure of Success: Adequate Internet Bandwidth

Supporting Resources/Comments: Apply for E-Rate discounts on eligible services.

Strategy 2.2.3

Install and maintain voice communications as needed to provide access to local and long distance telephone service.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Technology Director

Evaluation Method/Measure of Success: Telephone access from all buildings as well as cellular services.

Supporting Resources/Comments: Apply for E-rate discounts on eligible services.

Strategy 2.2.4

Maintain Telephone Systems

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Information Technology Specialist

Evaluation Method/Measure of Success: Integration of voice and data communications.

Supporting Resources/Comments: Apply for E-Rate discounts on eligible services.

Goal 3

Ensure hardware and softwares are kept up-to-date.

Objective 3.1

District must keep software applications current and up-to-date.

Category: Learners and Learning

Budget Y1: \$65,000.00 Budget Y2: \$65,000.00 Budget Y3: \$0.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 3.1.1

Keep student applications up-to-date.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Teachers

Evaluation Method/Measure of Success: Students will have access to the most current softwares.

Supporting Resources/Comments: Microsoft campus agreements as well as other software agreements.

Objective 3.2

District must keep hardware up-to-date.

Category: Technology Capacity

Budget Y1: \$200,000.00 Budget Y2: \$200,000.00 Budget Y3: \$0.00

Strategy 3.2.1

PC's will be upgraded on an "as needed" basis

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Information Technology Specialist and Technology Planning Committee

Evaluation Method/Measure of Success: Having up-to-date computers for students to access.

Supporting Resources/Comments: Technology Budget.

Strategy 3.2.2

Install and maintain Servers on a 3-4 year rotation.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Information Technology Specialist

Evaluation Method/Measure of Success: Adequate Server resources.

Supporting Resources/Comments: Technology Budget and Technical support personnel.

Goal 4

Technology will be integrated into the curricula and instruction in order to increase the number of students who use technology for communicating, thinking, learning and producing quality products in a variety of modes as demonstrated in classroom, school district, and state assessments.

Objective 4.1

Increase the number of students who use technology for thinking and learning.

Category: Learners and Learning

Budget Y1: \$0.00 Budget Y2: \$0.00 Budget Y3: \$0.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 4.1.1

Show students practical examples of how technology can be used in different jobs.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Teachers

Evaluation Method/Measure of Success: Students will know how technology makes an impact on the type of job they are training for.

Supporting Resources/Comments: Appropriate technology in place and supported.

Goal 5

Ensure the effective use of technology to promote parental involvement and increase communication with parents.

Objective 5.1

Maintain district website for school and community-wide communication and collaboration.

Category: Learners and Learning

Budget Y1: \$0.00 Budget Y2: \$0.00 Budget Y3: \$0.00

Strategy 5.1.1

Receive input from students and teachers in updating and maintaining websites.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Marketing Department

Evaluation Method/Measure of Success: Up-to-date and relevant website.

Supporting Resources/Comments: Current information from teachers and campus directors.

Strategy 5.1.2

Utilize Social Networking sites to better keep community informed of events happening at NTC

Status: In Process

Timeline: Ongoing

Responsible Individual/Dept: Marketing Department

Evaluation Method/Measure of Success: Active presence on social networking sites.

Supporting Resources/Comments: Facebook, Twitter, etc...

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Strategy 5.1.3

Make student grades and progress available to parents online.

Status: Planned

Timeline: August 2015

Responsible Individual/Dept: IT Department

Evaluation Method/Measure of Success: Parents will be able to track their child's progress online.

Supporting Resources/Comments: Achademix

Goal 6

Develop programs in collaboration with adult literacy service providers to maximize the use of technology.

Objective 6.1

Utilize Adult Ed department to provide training opportunities as determined by community needs.

Category: Learners and Learning

Budget Y1: \$0.00 Budget Y2: \$0.00 Budget Y3: \$0.00

Strategy 6.1.1

Provide access to the district's facilities for use by library personnel, adult literacy programs, workforce development, and Native American Tribes.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Adult Ed Directors

Evaluation Method/Measure of Success: Utilization of the district's facilities and on-line resources for adult education and literacy programs.

Supporting Resources/Comments: Technology in place and supported.

Strategy 6.1.2

Provide KeyTrain and WorkKeys training.

Status: In Process

Timeline: July 2014 - June 2017

Responsible Individual/Dept: ARC Assistant

Evaluation Method/Measure of Success: Student's successful completion of the WorkKeys exams.

Supporting Resources/Comments: Broadband Internet Access.

Goal 7

Enhance student safety.

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives

Objective 7.1

Continue to improve facilities to make a safe environment for both students and employees.

Category: Technology Capacity

Budget Y1: \$18,000.00 Budget Y2: \$18,000.00 Budget Y3: \$0.00

Strategy 7.1.1

Maintain/Upgrade video surveillance systems at campuses as needed.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Deputy Superintendent, IT Department, Director District Facilities

Evaluation Method/Measure of Success: Will have a video surveillance system in place at each campus that is functional and accessible through the internet.

Supporting Resources/Comments: Will apply for grants that are available for security.

Strategy 7.1.2

Maintain SchoolReach Service.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Student Records Secretaries and Deputy Superintendent.

Evaluation Method/Measure of Success: Ability to keep students and parents informed of emergency situations at the school.

Supporting Resources/Comments: Achademix Student Accounting Software. This service is used to mass communicate with students and parents.

Northeast Technology Center, 2015 - 2018 Technology Plan

Goals & Objectives: Budget Summary

Category	Year 1	Year 2	Year 3	Total
Educator Competencies & Professional Development	\$29,000.00	\$29,000.00	\$0.00	\$58,000.00
Learners and Learning	\$71,000.00	\$71,000.00	\$0.00	\$142,000.00
Technology Capacity	\$923,034.00	\$939,655.00	\$0.00	\$1,862,689.00
Total All Categories:	\$1,023,034.00	\$1,039,655.00	\$0.00	\$2,062,689.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Budget

Sources of Funds	Year 1	Year 2	Year 3
Donations	\$0.00	\$0.00	\$0.00
E-Rate	\$421,006.00	\$433,698.00	\$0.00
General Funds	\$947,940.00	\$952,000.00	\$0.00
Grants	\$76,000.00	\$76,000.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Sources of Funds:	\$1,444,946.00	\$1,461,698.00	\$0.00

Technology Expenditures: Items Eligible for E-rate Discounts	Year 1	Year 2	Year 3
Internal Connections	\$0.00	\$0.00	\$0.00
Internet Access	\$95,790.00	\$98,664.00	\$0.00
Maintenance	\$0.00	\$0.00	\$0.00
Telecommunications	\$458,244.00	\$471,991.00	\$0.00
Total Erate Eligible items:	\$554,034.00	\$570,655.00	\$0.00

Non-Erate Items	Year 1	Year 2	Year 3
Hardware, such as computers, printers, fax machines, video equipment, scanners, CD-ROM drives and servers	\$120,000.00	\$120,000.00	\$0.00
Maintenance, such as systems maintenance and operations costs for ineligible hardware and software and salaries of technical staff	\$371,927.00	\$371,927.00	\$0.00
Professional Development, such as ongoing technology-related training for technical staff, teachers, and/or librarians	\$29,000.00	\$29,000.00	\$0.00
Retrofitting, such as electrical wiring, asbestos removal, building modifications, renovations and repair to support technology infrastructure	\$300,000.00	\$300,000.00	\$0.00
Software, such as end user applications	\$70,000.00	\$70,000.00	\$0.00
Total Non-Erate Items:	\$890,927.00	\$890,927.00	\$0.00
Total Technology Expenditures	\$1,444,961.00	\$1,461,582.00	\$0.00

Northeast Technology Center, 2015 - 2018 Technology Plan

Evaluation

Responsibility

Technology Planning Committee

Evaluation Process

The committee plans to review and update this technology plan semi-annually, evaluating both equipment and services that have been purchased and implemented within the past year. Utilizing the advisory committee system, each program identifies needed improvements in the physical equipment and the uses to which technology is applied in the workplace. Advisory committees are a vital part of the technology planning process and their input is documented in Advisory Committee Minutes of each meeting. Any recommendations or accommodations made by the Advisory Committee will be communicated to a member of the Technology Planning Committee. Advisory Committee members are asked questions such as "Does the equipment that is being used in the classroom meet industry standards?". The answers to this question, as well as others similar to this, provide us with input as to the direction we need to go, in regards to technology. Northeast Technology Center has joined the National Baldrige Network Consortium to help in our development in benchmarking NTC against other Technology Centers.

Evaluation Timeframe

The technology plan for Northeast Technology Center will be evaluated and updated on a semi-annual basis.

Evaluation Findings

The findings of the Technology Committee will be compiled and put into narrative form and placed on the Schools intranet so that it can be viewed by NTC instructors and employees. This report will be done on an annual basis.

Evaluation Analysis - Annual Updates Only

District-wide 1GB Fiber Backbone and internet connection is in place.

There were no unexpected outcomes to having the technology in place.

NTC has a good IT infrastructure. Many of NTC's goals are on-going.

The employees of NTC utilize various resources to stay abreast of advancements in technology. Employees attend conferences as well as getting input from vendors, peers, and people in industry where our students go to work.

Also, the developments in the open source community are providing more tools for NTC to take advantage of to assist in the education of our students, community, and employees.

Northeast Technology Center, 2015 - 2018 Technology Plan

CIPA (Children's Internet Protection Act) Compliance

Beginning with E-Rate funding year 2002-2003, schools and libraries who participate in the E-Rate program must certify that they are in compliance with the Children's Internet Protection Act (CIPA).

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive E-Rate discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology. This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors.

In general, local communities are responsible for determining what constitutes prohibited material and appropriate actions by schools and libraries.

For further details, see: <http://www.kelloggllc.com/cipa/index.html>

Description, Company Name of Technology Protection Measure

SonicWall Web Filter

Internet Acceptable Use Policy

Internet Acceptable Use Policy

http://www.erate470.com/tpc/documents/cipa2_02PM0KKA2S.pdf

http://www.netech.edu/pdf/board_policies/3052_Internet_Usage_Statement.pdf

Board Meeting Agenda and Minutes When CIPA Compliance Last Discussed

Agenda and Minutes of Board Meeting

http://www.erate470.com/tpc/documents/cipa3_03V80HX9QT.doc

CIPA Certification

Northeast Technology Centers CIPA Certification

http://www.erate470.com/tpc/documents/cipa4_03V80HX9QT.pdf

Northeast Technology Center, 2015 - 2018 Technology Plan

Appendix

Attachments

Attachment A

Rubric of Essential Technology Conditions

<http://www.kelloggllc.com/tpc/rubric.pdf>

Attachment B

National Educational Technology Standards (NETS)

<http://www.kelloggllc.com/tpc/nets.pdf>

Attachment C

Internet Filter Screenshot

http://www.erate470.com/tpc/documents/nece_internetfilter_screenshot.pdf

Attachment D

Internet Filter Invoice

http://www.erate470.com/tpc/documents/nece_internetfilterinvoice.pdf



NTC Professional Development Improvement Plan 2016 – 2020

Committee Members:

Administration: Greg Mitchell

Parent: Terill Pigeon

Administrative Assistants: Sarieta Luper

Student Services / Counselor: Kathie Bergmann

Instructors: Adam Wolf, Kim Foster

Non Certified Professional: Amy Grogan

Maintenance: Jerry Hollenback

The Northeast Technology Center’s Professional Development Committee (PDC) has set forth their goals for FY 2016 - FY 2020 for professional growth focusing on needs in alignment with the school’s Comprehensive Local Education Plan. They are as follows:

I. ANNUAL RESPONSIBILITIES

The Professional Development Committee will:

- Provide information to all staff members pertaining to workshops and in-services that will help achieve the objectives of the Northeast Technology Center Strategic Plan and the Northeast Technology Center’s Professional Development Committee.
- Act as confidential consultants to teachers when the need arises and act as a resource for their professional development needs.
- Encourage staff members to attend and actively participate in professional growth that will enhance their knowledge and benefit the students learning experiences.
- Design a yearly plan for activities that include in-service workshops, conferences, resources, and other training opportunities that will help the district achieve its goals.
- The PDC will report to the NTC Superintendent annually and report on the yearly goals and objectives outlined in the district’s Professional Development Plan.

The Administration will:

- Provide final approval for all professional development opportunities based on additional administrative considerations such as available resources and release time.

Staff members will:

- Submit a Personalized Professional Development Plan, that will be provided and completed annually, to their respective administrator.
- Submit a request to their administrator, in advance, for approval to attend any events. This approval should outline the professional development goals and guidelines of the activity.
- Complete an evaluation form, upon completion, describing how the professional development opportunity supported their Professional Development Plan for the District.
- Be willing to conduct possible in-district workshops if requested.



NTC Professional Development Improvement Plan 2016 – 2020

II. PROGRAM EVALUATION

- The staff members will evaluate the Professional Development Program annually.
 - A professional development needs assessment will be conducted on each campus in late spring. The results will be used, in conjunction with the School Strategic Plan, to determine the focus for professional development opportunities in the district.
- The Program Evaluation will also include an assessment of student completion and placement rates.
 - Student performance will be evaluated using student completion and placement rates.
 - Meetings will be coordinated with the faculty and administration to evaluate completion and placement rates.

III. MENTOR PROGRAM

All beginning teachers will be assigned a mentor teacher with at least two years' experience to assist in their first year of professional growth. Training will be provided to mentors and protégés in order to foster a working relationship that will help them achieve their goals.

Mentors will meet with their protégé on a regular basis and be available to help their protégé as needed. The mentor should assist their protégé in developing and implementing strategies that will help them achieve their professional goals. Release time will be scheduled through the administration to provide opportunities for beginning teachers to observe master teachers in the classroom. In addition, the mentor will be given release time to observe beginning teachers during classroom instruction and provide feedback as needed.

The following is a list of responsibilities for mentors and beginning teachers:

The Mentors will:

- a. Help beginning teacher develop a professional development plan.
- b. Assist beginning teachers in locating important district publications and/or information such as curriculum guides and the Board Policy.
- c. Meet with beginning teacher on a regular basis and document contact.
- d. Observe and provide formal and informal feedback to the beginning teacher.

The Beginning Teachers will:

- a. Develop and implement a professional development plan.
- b. Participate in beginning teacher assistance program.
- c. Meet with mentor on a regular basis.
- d. Observe "master" teachers during classroom instruction.



NTC Professional Development Improvement Plan 2016 – 2020

IV. GOALS AND OBJECTIVES

GOAL 1: Provide Instruction which will Result in Success for all Students.

Objective 1.1: Curriculum for all classes will be revised to meet industry skill and knowledge requirements on classroom activities and assessments.

Strategy 1.1.1: District will evaluate and revise curriculum to ensure scope, sequence, internal and external alignment with ODCTE Standards, Frameworks and Item Benchmark Descriptors.

Action 1.1.1.1: Use samples of “best practices” curriculum from ODCTE and other statewide technology centers to assess curriculum and provide suggested formats for revision.

Action 1.1.1.2: Use evaluation tools provided by the ODCTE or other recognized authorities to assist in ensuring scope, sequence, internal and external alignment.

Action 1.1.1.3: Use ODCTE Cluster Leaders as a resource to assist in curriculum revision.

Action 1.1.1.4: Use Frameworks and Item Benchmark Descriptors to align local activities and assessments.

Action 1.1.1.5: Review program theory and performance based assessments at Advisory Committee meetings to ensure alignment with industry needs.

Action 1.1.1.6: Promote collaboration between NTC divisions (i.e. Full-Time, BIS and ACD) to share curriculum and instructional lessons.

Objective 1.2 Promote high quality instructional delivery methods that reach multiple learning styles and promote higher level thinking skills.

Strategy 1.2.1: Provide training/workshops for faculty to continue development of “best practices” activities and assessments that address higher order thinking skills and ensure internal alignment.

Action 1.2.1.1: Increase opportunities for teachers to communicate with partner school personnel to ensure scope and sequence.

Action 1.2.1.2: Provide opportunities for faculty and administration to attend regional and statewide conferences covering learning styles and curriculum issues.

GOAL 2: Improve Technical Skills to Enhance Instruction and Job Performance.

Objective 2.1: The District will provide improved access to technology and “Best Practices” to increase job performance and student skill sets.



NTC Professional Development Improvement Plan 2016 – 2020

Strategy 2.1.1: Workshops will be provided for employees to assist with skill sets, knowledge, and better job performance. Instructors will benefit gaining best practices and process for use in the classroom.

Action 2.1.1.1: Needs assessment surveys will be given yearly to find areas of interest and the needs of all employees of NTC.

Action 2.1.1.2: Fifty percent of instructors will attend at least one workshop per year relating to technology.

Action 2.1.1.3: Training opportunities covering the district website, intranet and the student management system will be provided throughout the fiscal year to help the employee's access district content, forms, policies and procedures and information.

Action 2.1.1.4: Productivity software (i.e. Word, Excel, PowerPoint) and interactive whiteboard workshops will be provided as requested.

Strategy 2.1.2: Research and utilize alternative methods of delivering and/or receiving professional development instruction.

Action 2.1.2.1: The Professional Development Committee will research the different methods of delivering or receiving professional development training (i.e. Moodle, webinars, etc.) to determine which methods are possible within the District.

Action 2.1.2.2: The District will provide the technologies necessary to utilize alternative methods of instructional delivery that are identified by the Professional Development Committee.

Action 2.1.2.3: Instructional leaders at the campuses will provide technological support to those staff members which are utilizing these methods of training.

Objective 2.2 Improve the industry skills and knowledge of the instructor to facilitate instructional enhancement.

Strategy 2.2.1 Promote instructor industry update training and advanced skill development.

Action 2.2.1.1: Instructional Leaders will encourage new industry skill and technology training for teachers which will be immediately integrated into the classroom.

Action 2.2.1.2: Instructional Leaders will continue to provide training for teachers in the development of "best practices" activities and assessments that utilize different instructional delivery methods.

Action 2.2.1.3: Provide industry update training opportunities for the instructors to learn the latest industry skills and techniques.



NTC Professional Development Improvement Plan 2016 – 2020

GOAL 3: Maintaining an Environment that is based on Safety, Awareness and Preparation

Objective 3.1: The District will strive toward maintaining a safe and secure environment at every facility

Strategy 3.1.1: Training will be provided to all faculty and staff to ensure awareness of safety at all levels.

Action 3.1.1.1: Campus meetings with the District Safety Compliance Officer will be conducted annually to evaluate and educate the faculty and staff on safety requirements within their facilities.

Action 3.1.1.2: All faculty, staff and student body will understand their roles and participate in all safety and emergency drills.

Action 3.1.1.3: Employees will participate in training programs that focus on campus security.

Action 3.1.1.4: Provide opportunities for faculty and administration to attend regional and statewide conferences and/or workshops that include campus safety.

Objective 3.2: Provide the training required of governmental agencies and for the safety of self and others.

Strategy: 3.2.1 Remain current and compliant with all safety related training which is required by SDE, ODCTE, Federal Law and local District standards.

Action 3.2.1.1: Required training will include the following topics: Bullying, Blood borne pathogens, Child Abuse and Neglect, and Sexual Harassment

Action 3.2.1.2: Complete the required training modules by September 30 of each fiscal year.

Strategy 3.2.2: Employees with positions that involve financial aid will be knowledgeable with the rules and regulations of the U.S. Department of Education

Action 3.2.2.1 Employees with positions that are directly involved with financial aid will attend training offered by ODCTE, the U.S. Department of Education or Veterans Affairs.

Action 3.2.2.2 Members of the Financial Aid Dept. from all campuses will meet periodically to discuss issues, efficiency, or any questions with one another.

Strategy 3.2.3: Administrators, faculty and staff will be knowledgeable about the Family Educational Right and Family Act (FERPA) and student IEP's.

Action 3.2.3.1: Training will be provided to faculty and office staff on the proper procedures regarding the Family Educational Rights and Family Act (FERPA)

Action 3.2.3.2: Campus level administration will provide training to faculty and staff on proper protocol for IEPs. Example: Confidentiality and interpretation.



NTC Professional Development Improvement Plan 2016 – 2020

V. FUNDING

BUDGET FOR 2015-16

\$ 30,000.00



NTC has an active Human Resources department that strives to ensure compliance with state and federal laws and regulations, as well as local school board policies dealing with employee-related issues.

GOAL 1: Improve the Current Method of On-Boarding New Employee's

Objective 1.1 New Employee's will Become Familiar with and Utilize the District's Electronic Records System.

Strategy 1.1.1 Provide orientation and instruction training on the Records System

Strategy 1.1.2 Provide a timeline for document compliance

Strategy 1.1.3 Provide technical assistance to new employee's as needed

Objective 1.2 Enhance the New Employee Orientation Process

Strategy 1.2.1 Review of the District forms, documents and processes.

Strategy 1.2.2 Introduce the NTC Leaders and Divisions

Strategy 1.2.2 Provide an introduction to the Oklahoma CareerTech System

GOAL 2: Maintain and Enhance an HR Presence on NTC's website

Objective 2.1. Work with the Marketing Team to Provide Information and Forms that Employees need and can Access at any Time or Place.

Strategy 2.1.1 Provide employees with insurance information they may look up on the website at any hour: Employee Insurance Information (with videos), Summary of Benefits link, Tobacco-Free Attestation link, Insurance Change Form, Beneficiary Designation Form, Change of Address Form, COBRA information and packet, Employee Life Insurance Information with Mutual of Omaha.

Strategy 2.1.2 Provide employees with information about the Section 125 Plan concerning choices they have for 403(b) and 457(b) options with different vendors.

Strategy 2.1.3 Update the NTC Employee Handbook annually.

Strategy 2.1.4 Review and update the page with other information and items that would be beneficial for employees to access.



GOAL 3: Improve the Automated Application and Hiring Process

Objective 3.1 Enhance the Application Tracking and Hiring Management System

- Strategy 3.1.1 Assess the current method of recruiting and hiring to determine processes that require improvements.
- Strategy 3.1.2 Develop and integrate additional components of the TalentEd Recruit and Hire System.
- Strategy 3.1.3 Participate in regular training opportunities to determine and implement “Best Practices” solutions of the TalentEd Recruit and Hire system.
- Strategy 3.1.4 Visit other schools who are using digital application and hiring systems to investigate what their processes and forms in an effort toward continuous improvement.

GOAL 4: Maintain Employment Records Electronically

Objective 4.1 Implement and Maintain a Digital Storage and Notification System for all Personnel Files.

- Strategy 4.1.1 Participate in training sessions aimed at utilizing a digital storage system and streamlining the workflow of the Human Resources Department.
- Strategy 4.1.2 Implement a digital storage system to include the utilization of E-Forms, E-Signatures, contract renewal and automated reminders.
- Strategy 4.1.3 Develop and implement a Districtwide training and implementation plan for all faculty and staff.
- Strategy 4.1.4 Participate in regular training opportunities to determine and implement “Best Practices” solutions of the TalentEd Records system.
- Strategy 4.1.5 Visit other schools who are using digital application and hiring systems to investigate what their processes and forms in an effort toward continuous improvement.

Objective 4.2 Maintain Electronic Documents Which Would Provide Easy Access to State Entities and Forms Concerning School Employees.

- Strategy 4.2.1 Provide employees with access to retirement information and the Oklahoma Teachers Retirement System website as well as the Beneficiary Change Form, and instructions as to where they should begin the retirement paperwork process.



- Strategy 4.2.2 Provide employees with access to payroll deduction forms, W-4 forms, direct deposit forms, I-9 forms, and Loyalty Oath forms.

- Strategy 4.2.3 Provide employees with a link to Oklahoma State Department of Education where they may be able to quickly access the page for renewing teaching certificates.