

School District of Palm Beach County  
Chuck Shaw Technical Education  
Center

Strategic Plan  
2023-2026

**Mr. Mike Burke**  
**Superintendent**



**School Board:**

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## **Mission**

The mission of Chuck Shaw Technical Education Center is to provide a first-class career and technical learning environment, where students are inspired to acquire language and work skills to succeed in life.

## **Vision**

Chuck Shaw Technical Education Center envisions providing an adult education environment where all students and staff can flourish and succeed without bias or discrimination, and where all individuals from all backgrounds are valued and supported to reach individual goals that strengthen our communities' families and workforce.

# Strategic Plan Goals

## 1. Boost the quality of our CTE programs to maximize each learner’s educational experience to meet industry needs

The quality of CTE programs is paramount for the success of our learners, businesses, and communities. The essential components of the CTE program quality are collaboratively determined by stakeholders across the CTE spectrum. Based on the voices, experiences and perspectives from individual businesses, industry experts, philanthropic organizations, educators, students, and community leaders, the following CTE program components are found key in enhancing quality instruction, and maximizing student learning outcomes:

- Alignment with industry, workforce, and community needs and priorities
- Incorporation of work-based learning through internal and external internship opportunities
- Data-driven evaluation, reflection, and decision-making
- Availability of quality student support services

**Commented [1]:** continue to implement employer-centric strategies to equip our students with skills needed in today's rapidly changing job market.

	Strategies for Achieving Objective	Evaluative Measure	Responsibility	Start	End	Notes
<b>A</b>	Increase collaboration between all stakeholders to align CTE programs with needs of business and industry via planned Occupational Advisory Committee (OAC) and Institutional Advisory Committee (IAC) meetings, job fairs, externships for EKG and Phlebotomy Technician learners, and create HHA externship opportunities	Meeting agendas and minutes, increased internship and externship opportunities. Job fairs, recruitment activities, and guest speakers, industry expert training, work-based learning plans for all CTE programs	Administrators, business partners, industry experts, community leaders, instructors, learners	July 2023	June 2026	Ongoing
<b>B</b>	Use evaluation and reflection data to make programmatic, and instructional decisions to provide quality CTE experiences for all learners. Share students survey responses, certification assessment and job placement results during professional development meetings	Improved student and program outcomes: increased completion, certification, job placement rates, career advancement success stories	Administrators, business partners, industry experts, community leaders, educators, learners	July 2023	July 2026	Ongoing

C	Provide Academic and Career Advisement and Development services for our current students and graduates including looking and applying for jobs, building a resume/cover letter, , practicing interview skills, providing internship opportunities, building a professional portfolio	Cross-trained career coaches across the CTE stakeholders spectrum, student professional portfolios, educators participation in externships	Administrators, business partners, industry experts, community leaders, educators, staff, learners, and alumni	July 2023	July 2026	Ongoing
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**Commented [2]:** facilitate more open communication to identify universal soft skills with communication as the most essential skill required across all occupation groups

**2. Capitalize on community and business partnerships.**

- Engage diverse stakeholders to create workforce talent
- Utilize community and business partnerships’ resources for learners, employer worksites, and institutional facilities
- Use in-demand occupations data to offer new programs and align programs based on shared priorities

**Commented [3]:** continue to directly engage with employers via meetings, analysis of job postings, and exploration of potential channels to align education with workforce needs.

	Strategies for Achieving Objective	Evaluative Measure	Responsibility	Start	End	Notes
A	Organize Institutional Advisory Committee (IAC)	Diverse representatives of our community	Administration,, CTE Instructors, Adult Ed Staff	July 2023	July 2026	Ongoing
B	Expend Occupational Advisory Committee (OAC) Membership with an emphasis on recruitment of experts in EKG and Phlebotomy	Number of members attended will increase by 20%	Administration, Resource Teacher, CTE Instructors, Adult Ed Staff	July 2023	July 2026	Ongoing
C	Clearly define shared priorities, deliverables, and actions ready and available to enhance the quality of the CTE programs	Meeting minutes reflecting specific deliverables for all CTE constituents	Administration, business and community partners, CTE Instructors, Adult Ed Staff	July 2023	July 2026	Ongoing

**Commented [4]:** continue to be responsive to the business community by co-creating curriculum with input from our employers and business partners.

### **Financial Resources**

All goals and initiatives outlined in the strategic plan are funded based on allocation from the Palm Beach School District Annual Comprehensive Financial Report. Our budget supports current and projected financial resources that provide a basis for initiatives, including business partnerships, students' career development or job placement, guest speakers, and job fairs. Our Instructional Specialist and Career Specialist support specific training based on data reports and researched pedagogy, teacher collaboration, career development and research, and other leadership duties relevant to the growth of our programs.

**Commented [5]:** Explore pathways to partner with larger employers with robust human resources departments to pursue funding

### **Progress Evaluation**

The plan's goals and objectives are systematically revisited and reviewed quarterly during committee meetings. We discuss obstacles towards achieving our goals, problem solve, and continue implementing strategies outlined in the strategic plan.

**Commented [6]:** continue to bring together employers, industry experts, and business partners to showcase careers of the future and the industries with growth potential.

### **Review of Strategic Plan**

The plan is reviewed throughout the year and at the beginning of each school year to ensure alignment with the school mission and vision. At the beginning of each school year, during our preschool welcome back faculty meeting, and SAC meeting, we revisit the plan to renew our commitment to the school's mission, vision, and engage and renew the focus of all stakeholders, including teachers and staff, and school advisory committee.

### **Annual Evaluation and Documentation of Results**

To increase student academic achievement, we review teacher performance data and student accountability reports to determine needs based professional development. Additionally, we strengthen community involvement and business partnerships. We review and maintain current partnerships. We also reach out to potential partners to plan future collaborations and support. We review students' data showing program growth or expansion. Open additional classrooms and hire additional staff as needed.

### **Retention of Students**

Expanding course offerings provide more opportunities for students to select courses that are more suitable to their needs. We have a process in place for students to change their schedule based on needs. Recognition initiatives encourage students to improve their attendance and retention. Intrinsically, students are empowered to complete the courses and achieve their academic goals. Extrinsically, students receive tangible gifts and rewards such as gift certificates, student of the month recognition, and most improved. They are recognized by fellow students, community members, and employers at special events like job fairs and social media feeds. Media resources are in place to enhance engagement and retention to accommodate all learning styles. Teachers, administrators, careers advisors, and school counselors work collaboratively to ensure student success in all programs.