



Tom P. Haney Technical Center Strategic Plan 2016-2021

Mission Statement:

Our mission is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.

Vision Statement:

Tom P. Haney Technical Center is a valuable educational leader in our community that prepares students to meet the diverse needs of our workforce.

Goal 1: Increase educational opportunities aligned with local and regional labor markets and community needs.

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
Improve and increase marketing presence in community to business partners, employers, and other educational institutions.	Chief Community Relations Officer Alex Murphy, Career Specialist Kim Nix, Director Ann Leonard, Teachers, administration	Operating budget	8/16	Advertising budget, job fairs, participation in community events such as First Friday, Bay County Chamber, Alliance Bay, etc.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Increase stakeholder participation to advance awareness of Haney Technical Center's programs and facilities.	Chief Community Relations Officer Alex Murphy, Career Specialist Kim Nix, Director Ann Leonard, Teachers, administration	Operating budget	8/16	Advertise in social media, news spots, focus on programs in media, instructor communication with industry partners	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Increase participation with community partners on our Occupational Advisory Committees	Chief Community Relations Officer Alex Murphy,	In-kind donations	8/16	Minutes from Occupational Advisory meetings, sign-in sheets, documentation of	2016-2017 2017-2018

to have a better understanding of employment needs.	Career Specialist Kim Nix, Director Ann Leonard, Teachers, administration			communication with advisory boards	2018-2019 2019-2020 2020-2021
Hold open houses and tours so the community can see Haney's facilities and better understand program offerings.	Administration, Student Services staff	Operating budget	8/16	Invitations, photos, agendas, on-line advertisement of weekly tour availability	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Work with business partners to increase internship and job shadowing opportunities.	Career Specialist, Teachers , Administration	No funds required	8/16	Documentation of opportunities for internships and job shadowing, MOU's approved by BDS Board	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Partner with Economic Development Alliance, Chambers of Commerce, and Career Source of Gulf Coast to understand and develop learning opportunities based on labor market data analysis and projections.	Chief Community Relations Officer Alex Murphy, Career Specialist Kim Nix	No funds required	8/16	Photos, notes, emails,	2016-2017 2017-2018 2018-2019 2019-2020

					2020-2021
Reevaluate the annual job fair to maximize institutional benefit.	Director Ann Leonard, Chief Community Relations Officer Alex Murphy, Career Specialist Kim Nix, Administration	No funds required	8/16	Minutes from meetings, emails, documentation of job placement rate resulting from job fair	Most recent job fair 2/9/18/Due to significant storm damage, 2019 Job Fair was held at Gulf Coast State College. Local job fairs during 2020-2021 were virtual.
Increase the number of students served through expanded opportunities.	Administration with input from the Institutional Advisory Council.	Scholarships, grants, tuition	8/16	Documentation of increased enrollment with the addition of programs and/or additional classes; addition of Industrial Pipefitter and Plumbing Programs scheduled to open 2018-2019 academic year; Addition of Power Equipment Technologies 2019-2020 SY; Plumbing and Industrial Pipefitting were paused for SY 2020-2021 due to instructor resignation. Power Equipment Technologies is paused for SY 2021-2022.	7/24/2018 HVAC grant for renovations approved by BDS board 6/2021 Renovation and expansion of Aviation classrooms and labs. 6/2021 Construction of new Cosmetology classrooms and labs with completion date set for 9/26/2021
Research and develop a registered CTE Apprenticeship program	Administration, BDS staff,	grant	8/2019	Beginning application process; Apprenticeship with Eastern	2016-2017

	Occupational Advisory Committees, Eastern Shipbuilding, Florida Department of Education			Shipbuilding Group launched spring 2020. May 2021: Eastern Shipbuilding is no longer using the Orbital Welder. We no longer have an industry partner to support this program.	2017-2018 2018-2019 2019-2020 2020-2021
Consult/contract with marketing and web design firm to create a more user friendly Haney website	Administration, BDS Staff, local web design firm,	Operating budget	8/2019	Contract with Aaron Rich Marketing, Panama City to create a compliant, informative, user friendly website. Website is still in progress (9/2020). Spring 2021, Haney.EDU was launched meeting all compliance requirements. The previous site has been disabled.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Develop/offer hybrid (Distance Learning and face-to-face)model for all programs	Administration, Instructors, MIS	Operating budget, Technology budget	8/2020	March 2020: All programs rolled to Distance Learning due to COVID restrictions. A hybrid of Face-to-Face and distance instruction returned August 2020. SY 2021-2022: All programs will be Face-to-Face and utilize CANVAS as a supplemental	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

				instructional tool rather than a stand-alone platform for instruction.	
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Goal 2: Ensure student success in programs that will lead to positive outcomes

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
Completion:					

Improve student follow-up and tracking/hold staff accountable for tracking.	Teachers, Student Services	No funds required	8/16	FOCUS documentation of placement, minutes from faculty meetings regarding follow-up and tracking.	As of 2/2018, all students will meet with Career Counselor or Guidance Counselor upon receipt of an OCP or completion certificate. Employment and placement information will be gathered and updated at that time.
Offer career counseling for program placement options.	Career Specialist Kim Nix Guidance Counselor Sandy Johnson	Local donations	8/16	Mock interviews, increase in placement rate, resume' classes, agreement with local second hand shop to assist students with work attire.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Provide reasonable accommodations for special needs students.	Teachers, Staff	No funds required	8/16	Increased time for assessment as documented in the Re-TABE/TABE testing schedule, Assisting students with special needs submit documentation to testing agencies and employment agencies for	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

				accommodations	
Provide scholarships for students with unmet needs including students with special needs/disabilities, as funds are available.	Haney Foundation	Scholarship accounts	8/16	Scholarship committee meeting minutes, documentation of students on scholarship	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Communicate attendance policy to students.	Administration, Student Services, Teachers	Operating budget, Student fees	8/16	Student Handbook, Orientation documentation, Registration Packet, improved attendance rate based on documentation from FOCUS. 2017 Attendance tracking program Student Tracker/FOCUS to more accurately track student attendance. Students are able to monitor their attendance through the FOCUS student portal.	Orientations provided for each enrollment period
Data committee to review data	Administration, data specialist, data team, teachers, Student Services	No funds required	6/2019	Data will be now pulled a year in arrears as opposed to the previous practice of two years in arrears. Data is reviewed with teachers,	2016-2017 2017-2018 2018-2019

				students, advisory committees, and industry partners.	2019-2020 2020-2021
Licensure:					
Improve student follow-up and tracking/hold staff accountable for tracking.	Teachers, Student Services	No funds required	8/16	FOCUS documentation of placement, minutes from faculty meetings regarding follow-up and tracking	As of 2/2018, all students will meet with Career Counselor or Guidance Counselor upon receipt of an OCP or completion certificate. Employment and placement information will be gathered and updated at that time.
Provide reasonable accommodations for special needs students.	Teachers, Student Services	No funds required	8/16	Increased time for assessment as documented in the Re-TABE/TABE testing schedule, Assisting students with special needs submit documentation to testing agencies and employment agencies for accommodations	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Provide scholarships for students with unmet needs including students	Haney Foundation	Scholarship accounts	8/16	Scholarship committee meeting minutes, documentation of	2016-2017

with special needs/disabilities, as funds are available.				students on scholarship, addition of the Mike Turner HVAC scholarship 2018, Sheffield scholarship 2018,	2017-2018 2018-2019 2019-2020 2020-2021
Communicate attendance policy to students.	Administration, Student Services, Teachers	Operating budget, Student fees	8/16	Student Handbook, Orientation documentation, Registration Packet, improved attendance rate based on documentation, 2019.2020 Guidance staff meet with those students who are close to going over the allotted absences.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Data committee to review data	Administration, data specialist, data team	No funds required	6/2019	Data will be now pulled a year in arrears as opposed to the previous practice of two years in arrears.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Placement:					
Hold staff accountable for follow-up and tracking of placement.	Teachers, Student Services	No funds required	8/16	FOCUS documentation of placement, minutes from faculty meetings regarding follow-up and tracking.	As of 2/2018, all students will meet with Career Counselor or

					Guidance Counselor upon receipt of an OCP or completion certificate. Employment and placement information will be gathered and updated at that time.
Improve relationships with local industry.	Teachers, Director Ann Leonard, Career Specialist Kim Nix, Chief Communications Officer Alex Murphy, EDA	Operating budget	8/16	Documentation of industry visits, increased job placement in local industry	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Increase WBLP internships.	Teachers, Career Specialist Kim Nix, Chief Communications Officer Alex Murphy	No funds required	8/16	Listing of internship opportunities, BDS Board approved MOU's for internships, apprenticeship launched in spring 2020 with Eastern Shipbuilding Group. May 2021: Eastern Shipbuilding is no longer using the Orbital Welder. We no longer have an industry partner to support this	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

				program.	
Educate staff on placement terminology and definitions.	Administration	No funds required	8/16	Copy of inservice/ staff meeting agendas	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Hold additional job fair or open house.	Director Ann Leonard, Chief Communications Officer Alex Murphy, Career Specialist Kim Nix, Administration, Guidance Counselor Sandy Johnson	Operating budget, In-kind donations	8/16	Photos, agendas, advertisements	4/25/19 addition of Community Open House for CTE programs New website offers a link to request tours of all programs.
Sponsor industry tours.	Administration, Teachers	Operating budget	8/16	Photos from industry tours, schedules of tours New website offers a link to request tours of all programs.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

Increase student contact with program advisors.	Teachers	No funds required	8/16	Documentation of contact-minutes, notes, photos	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Promote local business partners via signage within the school.	Assistant Director Alex Murphy, Teachers	Donations, operating budget	8/16	Photos of signage, receipts of sign purchase, Use of new large screen monitors throughout school to advertise job openings as well as local business partners.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Data committee to review data	Administration, data specialist, data team	No funds required	6/2019	Data will be now pulled a year in arrears as opposed to the previous practice of two years in arrears.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Short Courses:					
Assess needs and interest for programs.	Administration	Operating budget	8/16	Climate surveys, Stakeholder Surveys, Student Surveys, AdvancEd surveys as required by	2016-2017 2017-2018

				BDS,	2018-2019 2019-2020 2020-2021
<p>Offer 4 types of Short Courses:</p> <ul style="list-style-type: none"> ❖ Career Enhancement ❖ General/Community Interest ❖ Customized Training for Industry ❖ Testing Site 	Administration, Teachers, Staff	Tuition and fees, Operating budget,	8/16	Course schedules, class lists, Haney.EDU	Offered a Community Marine Short-course but interest and attendance was low. Summer 2018 increased PearsonVUE testing platform to include CompTIA, Ciscoc, Pharmacy Tech, GIAC

Goal 3: Develop and implement professional development opportunities for instructors and staff to give them the necessary tools to improve overall school climate.

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
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Instructors:					
Provide training in the following areas: poverty, teaching to adults, classroom management, inquiry based learning, questioning techniques, student engagement, professionalism, and creating/maintaining boundaries. Emotional Wellness and Trauma training provided post Hurricane Michael.	Administration, District Staff Development Team. BDS Staff Development	Funds earmarked for professional development; Bay District Schools Staff Development budget	8/8/16 8/2019 Wellness and Trauma Training 8/2020 CANVAS training	Documentation of training, PLC notes, sign-in sheets, copies of agendas. All staff were required to attend Emotional Health and Wellness training for Adults led by Ann Wing (Fall 2019). Summer 2020: Instructional staff trained to use CANVAS as distance learning instruction tool	Ongoing as scheduled by BDS and requested by staff.
Provide instructional strategy, trauma, first-aid, emotional wellness for adults training during pre-school in-service days and ongoing throughout the year.	Administration	Haney operating budget	8/8/16	Sign-in sheets, copies of agendas; All staff were required to attend Emotional Health and Wellness training for Adults led by Ann Wing (Fall 2019). All staff have access to Wellness counseling via BDS.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Provide professional development monthly.	Administration	Haney operating budget	8/8/16	Sign-in sheets, copies of agendas	2016-2017 2017-2018 2018-2019

					2019-2020 2020-2021
Staff:					
Provide training in the following areas: poverty, customer service, professionalism, and creating/maintaining boundaries.	Administration, District Staff Development Team	Funds earmarked for professional development; Bay District Schools Staff Development budget	8/8/16	Documentation of training, PLC notes, sign-in sheets, copies of agendas	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Provide a new employee orientation	Administration	Bay District Schools HR and Professional Development budget	8/8/16	Sign-in sheets, copies of agendas, copy of presentation housed on V-Drive for review. All new employees are required to complete an "Inboarding Process" via Bay District Schools HR department.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Climate:					
Increase communication	Administration	Operating budget; technology budget	8/16	Emails, newsletters, Google calendar for school, faculty/staff meetings, memos, REMIND App, Administrative Monday Memo for weekly	2016-2017 2017-2018 2018-2019

				<p>communication to staff beginning 2018-19 AY. Update website for compliance and increased functionality.</p> <p>3/2020 Zoom and Google Meets used for Staff meetings during quarantine.</p>	<p>2019-2020</p> <p>2020-2021</p>
Celebrate successes	Administration, faculty, staff	Donations	8/16	Agendas with celebrations noted, photos, news articles, media releases.	<p>2016-2017</p> <p>2017-2018</p> <p>2018-2019</p> <p>2019-2020</p> <p>2020-2021</p>
Create Policies & Procedures Manual	Administration, Leadership Team	Operating budget	8/16	Copy of manual, copies of updates	<p>2016-2017</p> <p>2017-2018</p> <p>2018-2019</p> <p>2019-2020</p> <p>2020-2021</p>
Increase administrative visibility and availability	Administration	No funds required	8/16	Climate survey responses indicating visibility of administrative staff	<p>2016-2017</p> <p>2017-2018</p> <p>2018-2019</p>

					2019-2020 2020-2021
Schedule team building activities	Administration	No funds required	8/16	Copies of agendas, photos 3/2020 Zoom and Google Meets used for Staff meetings during quarantine. This allowed staff to interact in a safe virtual Face-to-Face venue.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

Goal 4: Improve and maintain physical facilities to enhance safety and a positive environment.

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
Create facilities task force and safety team.	Director, Ann Leonard; Assistant Director, Angela	No funds required	8/16	List of committee members, minutes of meetings, climate survey responses specific to	2016-2017

	Reese; Assistant Administrator Rick Tutunick; School Resource Deputy			facilities, Facilities needs survey, Creation of Medical response team, request for additional security cameras and perimeter fencing. Threat Assessment Team created Fall 2018 to meet monthly. Administration Team meets weekly to communicate facility, instructional, staff, safety, etc.	2017-2018 2018-2019 2019-2020 2020-2021
Develop and implement a needs assessment.	Administration	No funds required	8/16	Copies of needs assessment	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Prioritizes tasks and make a facilities plan including a timeline.	Administration, Leadership Team, Institutional Advisory Council		8/16	Documentation of a long-term facilities plan. 2019-2020 focus on storm repair as well as plan for removal and reconstruction of damaged buildings.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Reevaluate and address lawn and	Administration	Bay District Schools pays for	8/16	Documentation of new contract or resolution of lawn maintenance	11/17 terminated

landscaping contract.		lawn service and maintenance		issues, photos	lawn contract and hired full time custodial person for lawn and landscaping tasks. 5/2021 BDS has again contracted with a lawn service for all landscaping.
<p>Hold staff accountable to maintain a safe and clean educational environment:</p> <ul style="list-style-type: none"> ❖ Administrative walk-throughs ❖ Maintenance and safety checklists ❖ Weekly meetings/updates ❖ Staff ownership/pride 	Administration, Teachers, Staff	Custodial/facilities budget	8/16	Copies of completed checklists, minutes of meetings, climate survey responses specific to facilities; 2019.2020 Student Council initiated “Tidy Friday”, each Friday students clean classrooms and labs.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

Implement and follow the School Inventory Plan.	Administration, Teachers, Staff	No funds required (created in-house)	8/16	Copies of inventory, documentation inventory procedure Digital inventory	10/17 electronic inventory list developed
Submit a list of program needs and a wish list for every program/department.	Teachers, Staff	Grants, donations, lab fees, tuition	Ongoing beginning in August of each year	Copies of wish lists, receipts item purchase	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Renovate building 5 to house the LPN program.	Administration, Nursing Instructors, Bay District Schools Facilities & Maintenance Departments	State Grant, FEMA, Bay District Schools facilities budget	8/16	photos	Ribbon Cutting 9/13/2017 Building completely destroyed 10/18 due to hurricane. 2020 plans being developed for demolition and rebuild.

<p>Renovation of the Auto Service classroom and lab, HVAC classroom and lab, and Electrical classroom and lab.</p> <p>Renovation for start-up for Industrial Pipefitter.</p>	<p>Administration, Instructors, Bay District Schools Facilities & Maintenance Departments</p>	<p>Triumph Grants, CareerSource funds, Operating budget</p>	<p>8/16</p>	<p>Long-range plan, photos. Funding submissions for remodel of HVAC and Auto Service 11/17. Funding request on Governor's desk awaiting signature for funds to start Pipefitting as well as update Auto Service.</p> <p>3/18: Funding approved for Auto Service classroom/lab renovation. Funding approved for Pipefitting start-up</p> <p>7/18 Funding approved for HVAC renovation to begin during the 18-19 academic year.</p> <p>1/2020 HVAC classroom and lab remodel. Expected to be ready for Fall class.</p> <p>5/2021 2021 Buildings 1,6,8, and 9 started the renovation and repair process. Anticipated move-in date set for Fall 2021.</p>	<p>Electrical lab updated 2016-2017</p> <p>Auto Service Lab renovation summer 2019</p> <p>Renovation of space for Industrial Pipefitter summer 2019</p>
<p>Renovation of HVAC classroom/lab</p>	<p>BDS staff, Administration</p>	<p>Triumph Grant</p>	<p>6/19</p>	<p>Complete</p>	<p>8/2020</p>
<p>Repairs/remediation of all buildings on campus damaged in</p>	<p>BDS staff, Administration,</p>	<p>FEMA</p>	<p>10/19</p>	<p>2/2020 Met with BDS staff and DAG architects to being plans and</p>	<p>2016-2017</p>

Hurricane Michael.	FEMA			<p>schedule of construction.</p> <p>5/2021 Buildings 1,6,8, and 9 started the renovation and repair process. Anticipated move-in date set for Fall 2021.</p>	<p>2017-2018</p> <p>2018-2019</p> <p>2019-2020</p> <p>2020-2021</p>
Remodel west end of building 6 for Cosmetology.	Administration, BDS staff	FEMA	7/2020	<p>Construction to begin late summer 2020. Delayed start of remodel to 2021.</p> <p>Completion of construction is set for 9/26/2021.</p>	<p>2016-2017</p> <p>2017-2018</p> <p>2018-2019</p> <p>2019-2020</p> <p>2020-2021</p>

Goal 5 : Establish and update written plans, policies, and procedures to improve communication and work flow processes.

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
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Update existing plans and create additional essential plans as needed.	Administration, Leadership Team	No funds required	8/16	Copy of plans, update plans , Handbooks containing plans housed on V-Drive	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Update existing policies and create additional essential policies as needed.	Administration, Leadership Team	No funds required	8/16	Copy of updated documents housed on V-drive	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Update existing procedures and create additional essential procedures as needed.	Administration, Leadership Team	No funds required	8/16	Copies of procedures and updates	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Develop a system to make the plans, policies and procedures readily available to all relative stakeholders.	Administration, Leadership Team	Technology funds, Operating budget, tuition and	8/16	Copies of documents, distribution process, Handbooks housed on V-drive, student handbooks housed on school website and presented to students upon	2016-2017 2017-2018 2018-2019

		fees collected		registration	2019-2020 2020-2021
Increase communication across all channels throughout the school.	Administration, Leadership Team, Teachers, Staff	Operating budget	8/16	Climate survey responses indicating improved communication. Addition of weekly Director's newsletter starting 2018-2019 AY. Social Media: FACEBOOK, Instagram, Twitter	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Continue implementation and sharing of stakeholder surveys for continuous improvement.	Administration	Operating budget (Annual fee for Survey Monkey)	8/16	Survey results, documentation of review of survey results with stakeholders	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Develop a COE monitoring calendar.	Suzanne Vann	No funds required	7/16	Copy of Google Calendar	8/16, 8/17
Implement COE monitoring calendar.	Faculty, Staff, and administration	No funds required	8/16	Copy of documentation	Annually by pre-service planning
Develop and implement COVID-19 plan.	Administration	Custodial and personnel budget.	6/2020	Update as required by CDC guidelines	2016-2017 2017-2018

		CARES ACT funds			2018-2019 2019-2020 2020-2021
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Goal 6 : Develop and implement a schoolwide technology plan.

Strategy, Task, Action Step or Monitoring Activity	Who	Financial Resources	Start date Where applicable	Strategy for evaluation of progress toward achieving objective	Status of progress toward achieving goal
Form Technology Committee	Administration, faculty, staff	No funds required	10/16	List of committee members, Minutes of meetings. Meetings will be called as deemed necessary based on technology requests/needs (as of 9/4/2018, prior to 9/4 quarterly).	First meeting date 10/4/16
Review technology needs annually	Administration	No funds required	8/16	Minutes from meetings, wish lists	2016-2017 2017-2018 2018-2019

					2019-2020 2020-2021
Establish technology goals	Administration, Technology Team	No funds required	Spring 2017	Copy of goals and progress toward goals	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Provide technology professional development for staff	Administration, Bay District Schools TOSA, Bay District Schools Staff Development Team	Bay District Schools technology budget, Haney technology budget, fees for postsecondary	8/16	Professional development agendas, sign-in sheets Ongoing staff development via FACTE, Beacon, and CANVAS. BDS technical support/TOSA	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Review/ allocate funding for technology upgrades to include software, computers, SMART technology, software, and simulators	Administration, District Computer Tech	Technology budget, AGE Grant, CARES ACT	8/16	Copy of budget for technology, documentation of upgrades 6/2021 New Technology (new computers and ViewSonic Smartboards in all programs.	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Increase number of	Administration,	Technology	1/2017	New computer lab with adequate	2016-2017

computer/mobile labs for use by students/classes/testing	Technology Committee	budget, CARES ACT funds, Grant funds		equipment for student use and instruction using SMART equipment. Additional testing lab for Testing Center opened January 2018. Mobile computer labs provided in Aviation and Auto Service. 2019 purchase of 4 mobile computer labs to be used by Nursing. Summer 2021: Computer carts with laptops purchased for placement in programs without either computer lab access or mobile lab.	2017-2018 2018-2019 2019-2020 2020-2021
Implement Student Tracker for attendance	Administration, faculty, staff, BDS MIS	Student Tracker was created by and is maintained by Bay District Schools MIS department	8/2019	Student Tracker data base, samples from records	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Transition Nursing program to E-text and classroom/lab computers	Administration, Nursing staff,	Student lab fees and textbook fees	9/2019	Laptop computers and carts for 3 classrooms and 1 lab to be utilized by nursing students. Computers ordered 9/2019. E-text proposed implementation Spring class 2020. 2020: E-text and VSim implemented	2016-2017 2017-2018 2018-2019 2019-2020

				in Nursing.	2020-2021
Virtual simulation program for LPN.	Administration, Nursing Staff	Student lab fees and textbook fees	4/2020	Updated for textbook compatibility 8/2020 2020: E-text and VSim implemented in Nursing. 7/2021: VSim updated to Enhanced VSim LPN and Docucare	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Purchase of additional Chromebooks/Laptops for teacher and student check-out/use	Administration, Media Specialist, BDS Staff	Technology budget, CARES ACT funds	7/2020	Purchase orders, documentation of check-out/return	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Train all instructional staff to use CANVAS for hybrid instruction.	Administration, Leadership Team, BDS staff	Bay District Technology funds	7/2020	Completion certificates	2016-2017 2017-2018 2018-2019 2019-2020 2020-2021
Acquire and check-out laptops and hotspots to students and staff to remove the technology barrier	Administration, Media Specialist, IT staff	CARES ACT funds, Technology	4/2020	Check-out/return records	2016-2017 2017-2018

of the hybrid instruction.		funds			2018-2019 2019-2020 2020-2021
Create a technology resource office to assist all students and staff with multi-media, curriculum, and technology implementation, training, and support.	Administration, IT staff, Media Specialist	Bay District funds, CARES ACT funds, Technology budget	7/28/2021	"THE HUB" opens in Building 1 on the 3d floor, rooms 303,302, 331. Media Specialist, Suzanne Vann, will serve as "The Hub" expert.	2021-2022