



**Office of Education
Performance Audits**

INITIAL EDUCATION PERFORMANCE AUDIT REPORT

FOR

MASON COUNTY CAREER CENTER

MASON COUNTY SCHOOL SYSTEM

DECEMBER 2010

WEST VIRGINIA BOARD OF EDUCATION

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INTRODUCTION

An announced Education Performance Audit of Mason County Career Center in Mason County was conducted October 28, 2010. The purpose of the review was to conduct a performance audit in each school as part of a systemwide education performance audit.

The Education Performance Audit Team reviewed the Five-Year Strategic Improvement Plan, interviewed career center personnel, observed classrooms, and examined school records.

EDUCATION PERFORMANCE AUDIT TEAM

Office of Education Performance Audits Team Chair – Allen D. Brock, Coordinator

West Virginia Department of Education Team Leader – Dr. Stan Hopkins, Retired Assistant Superintendent

West Virginia Department of Education Team Leader and Technology – Karen Karr, Coordinator, Office of Instructional Technology

West Virginia Department of Education Team Leader and Technology – Brenda Morris, Coordinator, Office of Instructional Technology

TEAM MEMBERS

Name	Title	School/County
April Haught	Middle School Principal	Ritchie County Middle School Ritchie County
Todd H. Layhew	Assistant Director	Roane-Jackson Technical Center Roane County

49 MASON COUNTY
Suzanne Dickens, Superintendent
701 MASON COUNTY CAREER CENTER
Ruth Caplinger, Director/Principal
Grades 09 - 12

This section presents the performance data for career/technical programs.

**PERFORMANCE DATA
2009-2010**

Year	Number of Completers	WorkKeys Reading		WorkKeys Math		Locating Information		Performance Test
		Required Level	MCCC Level	Required Level	MCCC Level	Required Level	MCCC Level	
2007-08	65	60%	73.07	60%	51.92	60%	57.69	No test this year
2008-09	66	60%	87.87%	60%	71.21%	60%	77.94%	78.5%*
2009-10	78	60%	81.70%	60%	78.48%	60%	71.79%	59%

MCCC – Mason County Career Center

***Pilot Site for new performance test in 2008-09 – E Business Program (only)**

Reading assessment results at the Mason County Career Center substantially exceeded the required level for the three reported years on the WorkKeys test and mathematics exceeded the required levels two of the three reported years in mathematics. Locating Information skills increased in the last two years (2008-2009/2009-2010) to exceed the required level.

Job Placement

Year	Positive Placement		Jobs in Field		Continuing Ed. in Field	
	Required Level	MCCC Level	Required Level	MCCC Level	Required Level	MCCC Level
07-08 (Class of 07)	90%	93%	60%	50%	60%	65%
08-09 (Class of 08)	90%	92%	60%	37%	60%	73%
09-10 (Class of 09)	90%	95%	60%	48%	60%	58%

Positive placement for students at Mason Career Center exceeded the required level all three reporting years. The Jobs in Field percentage was below the required level. Students Continuing Education in Field exceeded the required level for the first two years (2007-08; 2008-09), and was two percentage points lower than the required level in 2009-10.

This section presents the High Quality Standards identified by the Education Performance Audit Team as being out of compliance with state policies and regulations. It also presents recommendations, commendations, and building capacity to correct deficiencies.

EDUCATION PERFORMANCE AUDIT

COMMENDATION

7.1.2. High expectations. The Team commended the Mason County Career Center for organizing a Post Secondary Opportunities Fair that provided students the opportunity to investigate future avenues for success. The students had the chance to speak with representatives of West Virginia University at Parkersburg, Carpenters Union, Boilers Union, Bricklayers Union, United States Navy, United States Marines, and various other institutions.

Students are provided the opportunity to earn post-secondary credits through Mountain West Career Technical Center.

HIGH QUALITY STANDARDS

Necessary to Improve Performance and Progress.

7.1. Curriculum

7.1.7. Library/educational technology access and technology application. The application of technology is included throughout all programs of study and students have regular access to library/educational technology centers or classroom libraries. (Policy 2470; Policy 2510)

Revisions to the career center's Technology Plan were needed. The director/principal will need to contact the West Virginia Department of Education, Office of Instructional Technology to correct this issue.

7.2. Student and School Performance

7.2.1. County and School electronic strategic improvement plans. An electronic county strategic improvement plan and an electronic school strategic improvement plan are established, implemented, and reviewed annually. Each respective plan shall be a five-year plan that includes the mission and goals of the school or school system to improve student or school system performance or progress. The plan shall be revised annually in each area in which the school or system is below the standard on the annual performance measures.

The staff was unaware of the goals and action steps of the career center's Five-Year Strategic Plan. The director/principal must ensure that the career center's Five-Year Strategic Plan goals and action steps guide the classroom curriculum.

A review of the career center's Five-Year Strategic Plan by the Office of Organizational Effectiveness and Leadership revealed weaknesses in the career center's plan. The career center must contact the Office of Organizational Effectiveness and Leadership to discuss the areas of weakness and develop a plan to address the methods of correction.

- 7.2.3. Lesson plans and principal feedback. Lesson plans that are based on approved content standards and objectives are prepared in advance and the principal reviews, comments on them a minimum of once each quarter, and provides written feedback to the teacher as necessary to improve instruction. (Policy 2510; Policy 5310)**

Overall lesson plans were lacking at the Mason County Career Center. One teacher did not follow the lesson plans that were written for the class; one teacher did not have lesson plans; one teacher's lesson plans were not dated; three teachers kept multiple classes at the same pace; six teachers could not produce verification that their plans had been checked by the administrator; and over half the plans were incomplete.

RECOMMENDATIONS

- 7.1.9. Programs of study.** The Mason County Career Center had a low number of completers. The Team recommended that the administrator examine the practice of enrolling students into classes. It appeared that students were being placed into classes and not encouraged to complete that core program; thus, they did not complete a program.
- 7.1.13. Instructional day.** Students transported from Hannan High School did not arrive at the Mason County Career Center in time to receive the first ten minutes of instruction in classes. The Team recommended that the director/principal of the career center and the county's transportation director examine the bus schedule and determine if the bus schedule could be revised so students arrive at the career center earlier to ensure that they do not miss the beginning of the classes.

Indicators of Efficiency

Indicators of efficiency for student and school system performance and processes were reviewed in the following areas: Curriculum delivery, including but not limited to, the use of distance learning; facilities; administrative practices; personnel; utilization of regional education service agency, or other regional services that may be established by their assigned regional education service agency. This section contains indicators of efficiency that the Education Performance Team assessed as requiring more efficient and effective application.

8.1.1. Curriculum. The school district and school conduct an annual curriculum audit regarding student curricular requests and overall school curriculum needs, including distance learning in combination with accessible and available resources.

The goals and action steps of the career center's Five-Year Strategic Plan needed to be guiding the curriculum. This plan was designed to meet the specific needs of the students attending the Mason County Career Center and needed to be used to increase student performance.

The director/principal performs many other duties for the Mason County Central Office. The Team believed that the additional duties had a detrimental effect on the programs at the career center. The Team advised the Mason County Superintendent of Schools to investigate and provide more time for the director/principal to oversee the career center.

Building Capacity to Correct Deficiencies

West Virginia Code §18-2E-5 establishes that the needed resources are available to assist the school or school system in achieving the standards and alleviating the deficiencies identified in the assessment and accountability process. To assist Mason County Career Center in achieving capacity, the following resources are recommended.

- 18.1. Capacity building is a process for targeting resources strategically to improve the teaching and learning process. School and county electronic strategic improvement plan development is intended, in part, to provide mechanisms to target resources strategically to the teaching and learning process to improve student, school, and school system performance.**

The Team determined that the Mason County Career Center and Mason County have the capacity to correct the identified deficiencies.

Early Detection and Intervention

One of the most important elements in the Education Performance Audit process is monitoring student progress through early detection and intervention programs.

The multiple responsibilities of the Mason County Career Center's director/principal impedes her time to monitor programs and student progress.

Education Performance Audit Summary

The Team identified three high quality standards necessary to improve performance and progress.

They included the following:

- 7.1.7. Library/educational technology access and technology application.
- 7.2.1. County and School electronic strategic improvement plans.
- 7.2.3. Lesson plans and principal feedback.

The Team presented one commendation (7.1.2. High expectations), two recommendations (7.1.9. Programs of study, 7.1.13. Instructional day), noted an indicator of efficiency, offered capacity building resources, and noted an early detection and intervention concern.

Mason County Career Center's Education Performance Audit was conducted as part of the Mason County Education Performance Audit. The Team submits this initial report to guide Mason County Career Center in improvement efforts. Pursuant to W.Va. Code §18-2E-5, the career center has until the next accreditation cycle to correct any deficiencies noted in the report.

Section 17.10. of West Virginia Board of Education Policy 2320 states:

If during an on-site review, a school or county board is found to be in noncompliance with one or more standards, the school and county electronic strategic improvement plans must be revised and shall be submitted to the West Virginia Board of Education within 30 days of receipt of the draft written report. The plans shall include objectives, a time line, a plan for evaluation of the success of the improvements, a cost estimate and a date certain for achieving full accreditation and/or full approval status as applicable.

Based upon the results of the Education Performance Audit, the Office of Education Performance Audits recommends that the West Virginia Board of Education direct Mason County Career Center and Mason County to revise the career center's Five-Year Strategic Plan within 30 days and correct the findings noted in the report by the next accreditation cycle.