



**Office of Education
Performance Audits**

**EDUCATION PERFORMANCE AUDIT REPORT
FOR
CAREER AND TECHNOLOGY CENTER**

MCDOWELL COUNTY SCHOOL SYSTEM

JANUARY 2010

WEST VIRGINIA BOARD OF EDUCATION

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INTRODUCTION

An announced Education Performance Audit of the Career and Technology Center in McDowell County was conducted November 17, 2009. The review was conducted at the specific direction of the West Virginia Board of Education.

The Education Performance Audit Team reviewed the Five-Year Strategic Improvement Plan, interviewed school personnel and school system administrators, 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 – Kobie Coburn, Coordinator,
Office of Career and Technical Instruction

TEAM MEMBERS

Name	Title	School/County
Randall L. Auvil	High School Principal	Greenbrier West High School Greenbrier County
Todd A. Browning	Middle School Principal	Bluefield Middle School Mercer County

60-731 CAREER AND TECHNOLOGY CENTER

Roger Smith, Principal

**PERFORMANCE DATA
2008-2009**

6.1.8. Job placement rates for vocational programs.

- Students completing occupational concentrations – 99.
- Students placed (employed, continuing education, military) – 63 (84%).
- Ninety-seven percent of those employed were employed in the field for which they were trained.
- One hundred percent of those continuing their education were continuing in the same field.

The Career and Technology Center's performance in placement was excellent. The percentages of students employed in field and continuing education in field exceeded the State standard.

EDUCATION PERFORMANCE AUDIT

INITIATIVES FOR ACHIEVING ADEQUATE YEARLY PROGRESS

The Education Performance Audit Team reported that the Career and Technology Center had undertaken initiatives for achieving Adequate Yearly Progress (AYP). The prominent initiatives and activities included the following.

7.1.4. Instruction. The New River Technical and Community College teaches General Education 101 at no cost to all students through cooperation with the Career and Technology Center. Goal setting, college life orientation, life skills, and decision making were incorporated in this class. This collaboration and coordination of services provided students educational opportunities and was highly commendable.

7.8.1. Leadership. The staff overwhelmingly reported that the principal was supportive and provided excellent leadership. It was evident that a high level of communication and a strong commitment to student learning was present.

HIGH QUALITY STANDARDS

Necessary to Improve Performance and Progress.

March 2006

- 5.5.1. Regulatory agencies. Fire marshal and health department citations have been corrected or a plan exists for correction. (W.Va. Code §§18-3-9a; 29-3-5; and 29-12-5a)

Requirements of the State Fire Marshal report (3-22-01) had not been addressed. Required repairs were needed for main power disconnects, panic hardware, approved fire doors, emergency lighting, pull stations, and heat detectors in storage rooms. The Fire Marshal citations had not been corrected nor were there a plan of correction.

FOLLOW-UP REVIEW

PARTIAL COMPLIANCE. A plan existed for correction of fire violations, but all had not been completed.

November 17, 2009

COMPLIANCE. All violations had been corrected.

- 5.5.2. Safe and healthy facilities. Buildings, grounds, furnishings, and equipment are free from observable safety hazards. (W.Va. Code §18-5-9; Policy 6200)

The Team identified the following facility issues.

1. Ceramic tiles were torn from the walls in the boys' and girls' rest rooms. Ceiling tiles were damaged and missing in various locations including the main building hallways, boys' and girls' rest rooms, Room 210, and Room 312.
2. Lights did not work in both boys' and girls' rest rooms. Hand dryers did not work in both boys' and girls' rest rooms.
3. Numerous emergency lights, exit lights, and stairwell lights were inoperative.
4. Numerous electrical receptacles, boxes, and panels were not covered and energized electrical components were exposed.
5. All fire extinguishers had not been inspected in the last year.
6. Exposed electrical conductors located in the machine shop were not in the proper raceway.
7. Combustible materials were stored improperly. This was observed in several locations.
8. A large trash pile was located outside the Machine Shop.
9. A large hole was in the exterior wall of the computer room.
10. The heating, ventilation, and air conditioning (HVAC) equipment providing make-up air for the paint booths in the auto paint shop was inoperative.

FOLLOW-UP REVIEW

PARTIAL COMPLIANCE

1. Ceiling tiles had been replaced, but painting was still needed in the boys' rest room. Tiles were missing in the girls' rest room.
2. Lights had been repaired and hand dryers had been replaced with towel dispensers.
3. Lights were all working.
4. No open receptacles were observed.
5. Fire extinguishers were checked monthly.
6. Electrical conductors were repaired.
7. Combustible materials were stored outside.
8. No trash was observed.
9. The wall had been repaired.
10. The laboratory was closed.

November 17, 2009

COMPLIANCE. All items had been corrected.

5.11.1. School rules, procedures, and expectations. School rules, procedures, and expectations are written, clearly communicated to students, parents, and staff, and enforced. (Policy 2510)

The Team observed students and staff smoking on school grounds at 9:45 a.m.

FOLLOW-UP REVIEW

NONCOMPLIANCE. The Team detected the odor of smoke in the girls' rest room.

November 17, 2009

NONCOMPLIANCE. Tobacco use was observed in the girls' rest room.

5.11.5. Policy implementation. The county and schools implement: a policy governing disciplinary procedures; policies governing student due process rights and nondiscrimination; the Racial, Sexual, Religious/Ethnic Harassment, and Violence policy; an approved policy on tobacco use; and an approved policy on substance abuse. (W.Va. Code §§18A-5-1 and 18-8-8; Policy 2422.5; Policy 2422.5A; Policy 4370)

The Team observed teachers and students smoking on the school's parking lot. Smokeless tobacco (snuff) was found in the stairwell.

FOLLOW-UP REVIEW

NONCOMPLIANCE. The Team did not observe evidence of staff or students smoking on the parking lot, but the odor of smoke was prevalent in the girls' rest room.

November 17, 2009

NONCOMPLIANCE. Tobacco use was evident in the girls' rest room.

November 2009

7.1. Curriculum

- 7.1.11. Guidance and advisement. Students are provided specific guidance and advisement opportunities to allow them to choose a career major prior to completion of grade 10. (Policy 2510)**

A guidance counselor was not assigned to the Career and Technology Center. This was a county issue that needed to be corrected.

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.**

A review of the school's Five-Year Strategic Plan by the West Virginia Department of Education, Office of Organizational Effectiveness and Leadership, revealed weaknesses in the school's plan. The school 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.

7.6. Personnel

- 7.6.4. Teacher and principal internship. The county board develops and implements a beginning teacher internship program and a beginning principal internship program that conform with W.Va. Code and West Virginia Board of Education policies. (W.Va. Code §18A-3-2b and 2d; Policy 5899; Policy 5900)**

The electrical technology teacher did not have a mentor assigned. The director had requested that this position be posted on three different occasions. A teacher at the school was available to serve as the mentor. This was a county noncompliance rather than a reflection on the school.

7.7. Safe, Drug Free, Violence Free, and Disciplined Schools

- 7.7.2. Policy implementation. The county and schools implement: a policy governing disciplinary procedures; a policy for grading consistent with student confidentiality; policies governing student due process rights and nondiscrimination; the Student Code of Conduct policy; the Racial, Sexual, Religious/Ethnic Harassment, and Violence policy; an approved policy on tobacco use; an approved policy on substance abuse; and an approved policy on AIDS Education. (W.Va. Code §18A-5-1 and §18-8-8; Policy 2421; Policy 2422.4; Policy 2422.5; Policy 4373; Policy 2515)**

Tobacco use was evident in the second floor girls' rest room and in the automotive technology dressing room.

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 Audit Team assessed as requiring more efficient and effective application.

The indicators of efficiency listed are intended to guide Career and Technology Center in providing a thorough and efficient system of education. McDowell County is obligated to follow the Indicators of Efficiency noted by the Team. Indicators of Efficiency shall not be used to affect the approval status of McDowell County or the accreditation status of the schools.

8.1.5. Personnel. The school district assesses the assignment of personnel as based on West Virginia Code and West Virginia Board of Education policies to determine the degree to which instructional and support services provided to the schools establish and support high quality curriculum and instructional services.

A guidance counselor was not assigned to the Career and Technology Center. This negatively impacted the support to provide an efficient and effective education program.

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 Career and Technology 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 recommended that the McDowell County School System Superintendent and the school administrator contact Dr. Karen Huffman, Assistant Superintendent, Division of Educator Quality and System Support at 304-558-3199 to arrange a School Support System for correcting the deficiencies and improving student and school performance.

Identification of Resource Needs

A thorough and efficient system of schools requires the provision of an adequate level of appropriately managed resources. The West Virginia Board of Education adopted resource evaluation as a part of the accreditation and evaluation process. This process is intended to meaningfully evaluate the needs for facilities, personnel, curriculum, equipment and materials in each of the county's schools and how those impact program and student performance.

19.1. Facilities, equipment, and materials. Facilities and equipment specified in Policy 6200, Chapters 1 through 14, are available in all schools, classrooms, and other required areas. A determination will be made by using the Process for Improving Education (W.Va. Code §18-2E-5) whether any identified deficiencies adversely impact and impair the delivery of a high quality educational program if it is below the West Virginia Board of Education standards due to inadequacies or inappropriate management in the areas of facilities, equipment, and materials. The Education Performance Audit Teams shall utilize an assessment instrument for the evaluation of school facilities which generally follows the requirements of Policy 6200. Note: Corrective measures to be taken in response to any identified resource deficiency will of necessity be subject to the feasibility of modifying existing facilities, consideration of alternative methods of instructional delivery, availability of funding, and prioritization of educational needs through Comprehensive Educational Facilities Plans and the West Virginia School Building Authority. This policy does not change the authority, judgment, or priorities of the School Building Authority of West Virginia who is statutorily responsible for prioritizing "Need" for the purpose of funding school improvements or school construction in the State of West Virginia or the prerogative of the Legislature in providing resources. (Policy 6200 and *Tomblin v. Gainer*)

None identified.

The Facility Team identified facility resource needs which are presented in the McDowell County School System Report under 7.4.1. Regulatory agency reviews.

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 School Support System presented under the Capacity Building Section will be an invaluable resource in guiding school improvement.

Education Performance Audit Summary

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

They include the following:

- 7.1.11. Guidance and advisement.
- 7.2.1. County and School electronic strategic improvement plans.
- 7.6.4. Teacher and principal internship.
- 7.7.2. Policy implementation.

The Team presented two commendations, noted an indicator of efficiency, offered capacity building resources, and noted an early detection and intervention concern.

The Career and Technology Center's Education Performance Audit was limited in scope to the performance and progress standards related to student and school performance. The Team also conducted a resource evaluation to assess the resource needs of the school. The Team submits this initial report to guide the Career and Technology Center in improvement efforts.

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 Career and Technology Center and McDowell County to revise the school's Five-Year Strategic Plan within 30 days and correct the findings noted in the report.