



SCHOOL IMPROVEMENT PLAN GOALS
Support Leadership

SCHOOL YEAR 2023-2024



**SY 2023-2024
Goal Summary Report**

Department	Goals	Strategic Plan Alignment
Technology	GOAL 1: By July 2024, work with Finance, Human Resources, and Administration to successfully implement the migration from ProFund to PowerSchool eFinance Plus.	<i>Collaboration Experience</i>
	GOAL 2: By June 2024, identify 10 PowerSchool PD+ topics to assign to program administrators. Administrators will be responsible for viewing each lesson, and we will discuss each lesson during leadership meetings. This will improve program administrators' familiarity with PD+ as well as PowerSchool and enable them to use what they have learned with their staff.	<i>Collaboration Experience Engagement</i>
Facilities, Grounds, and Maintenance	GOAL 1: Improve the curbside appearance by refurbishing all light poles, painting/replacing three exterior doors at the Butler Farm campus, and power washing Woodside Lane Bldg. B by June 30, 2024.	<i>Experience</i>
	GOAL 2: Update three site-specific plans (Lockout Tagout Guidelines, Asbestos Plan, and Lead Testing Plan) by June 30, 2024.	<i>Experience</i>
	GOAL 3: Use NHREC-created staff survey, three times a year, to gather information on the cleanliness of facilities and grounds maintenance of the Butler Farm, Woodside Lane (Bldgs A & B) campuses. Survey results will be shared, and solutions will be discussed at NHREC Leadership meetings throughout the year.	<i>Experience</i>

****Words in Blue indicate direct alignment with Boldly Go 2025 Strategic Plan****

Budget and Finance	GOAL 1: Complete the implementation process for eFinance Plus to prepare for the launch of the system by July 1, 2024.	<i>Experience</i>
	GOAL 2: Research and update the NHREC stipend/supplement system. Provide a draft framework and recommendations to the Executive Director by January 15, 2024, for inclusion in the FY 2025 NHREC Budget Process.	<i>Collaboration</i>
Human Resources/ Talent Management	GOAL 1: Complete the implementation process for eFinance Plus to prepare for the launch of the system by July 1, 2024.	<i>Experience</i>
	GOAL 2: Organize the file room (100%) by December 2025. Achieve 50% project completion by June 2024.	<i>Collaboration</i>
	GOAL 3: Review and complete all changes and updates to the SY 2024-2025 Employee Handbook by August 1, 2024.	<i>Experience</i>
	GOAL 4: Research and update the NHREC stipend/supplement system. Provide a draft framework and recommendations for the Executive Director by January 15, 2024, for inclusion in the FY 2025 NHREC Budget Process.	<i>Collaboration</i>
Program Registrar	GOAL 1: Develop Equity School Division reports, which will include program acceptance/completion trend analysis using equity report data points. <ul style="list-style-type: none"> • GSST - SY 2023-2024 • CTE - SY 2024-2025 	<i>Equity</i>
	GOAL 2: Develop a Standard Operating Procedure Manual for the program registrar position with 50% completed by EOY 2023-2024. Include step-by-step instructions for daily workflow through the course of one school year to include the following work categories: <ol style="list-style-type: none"> 1. Monitoring, maintaining, and reporting CTE and GSST online applications. 2. Coordinating and reporting quarterly grades to the 7 school districts. 3. Reporting the Fall and EOY MSC to the VDOE and our school 	<i>Experience</i>

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	<p>districts.</p> <ol style="list-style-type: none"> 4. Working with PowerSchool to perform the EOY rollover process. Setting up PowerSchool for the new school year, including importing and scheduling students. 5. Coordinating and reporting CTE and GSST applicant selection processes. 6. Maintaining enrollment data. 7. Coordinating the CTE Follow-Up Survey. 8. Coordinating and managing the annual student records creation and file cleanup process after the 10-day count. 9. Coordinating and managing the 10-day count enrollment process. 10. Creating, formatting, and maintaining enrollment data for superintendent reports and other reports as needed. 11. Working with SchoolMessenger. 12. Working with the SSWS system. 	
<p>Good Life Solution/ Program Coordinator</p> <p>Regional Career Specialists</p>	<p>GOAL 1: Grow & modernize the Good Life Solution Program by June 2024:</p> <ol style="list-style-type: none"> a. Work with GLS network teachers to leverage and mine potential/existing employer information. b. Add additional “SERVE” classes into the fold by Dec. 2023 (PT/OT, EMT & Firefighter) c. Coordinate a successful Career Selection Day for BUILD & SERVE GLS participants. d. Partner with CUED-IN to have a successful app launch. e. Organize the GLS Shared folder and place content in the appropriate folders for ease of use. f. Create an operational manual/handbook for the GLS program. g. Creation of GLS Parent/Master Logo 	<p><i>Engagement Collaboration</i></p>
	<p>GOAL 2: Manage CTE social media platforms and grow number of followers by 20% by June 2024:</p> <ol style="list-style-type: none"> a. Collaborate with the marketing team to organize themes & a content calendar. b. Integrate all platforms to increase efficiency and reach. c. Create monthly challenges/ incentives to grow followers. 	<p><i>Experience Collaboration Career Readiness</i></p>

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	<ul style="list-style-type: none"> d. Get more student, teacher & administrator involvement/participation. e. Utilize the boost tool to highlight specific postings to increase awareness and engagement. 	
	<p>GOAL 3: Execute the Recruiting Model from 2023 to maintain a high level of awareness & application total.</p> <ul style="list-style-type: none"> a. Construct the High School 9th-11th grade recruiting seminar schedule. b. Execute the Counselors' Breakfast to give insight and updates on CTE programs. Invite other educational stakeholders like assistant principals as well. c. Create a New Program Guide (made for print, webpage, and smart device). d. Create & distribute pathway posters and supplemental digital content for Middle schools to use to expose students earlier to CTE options. 	<p><i>Equity Engagement Collaboration</i></p>
Public Relations Specialist	<p>GOAL 1: Develop and publish monthly 1) NHREC Staff (Internal) and 2) NHREC In Action Newsletters by the monthly deadlines set in the SY 2023-2024 workflow document and calendars.</p>	<p><i>Collaboration</i></p>
	<p>GOAL 2: Build stronger relationships with local media outlets by planning a NHREC Media Day and inviting the three major newspapers and local television stations by December 2023.</p>	<p><i>Engagement</i></p>
	<p>GOAL 3: Develop, monitor, and execute the marketing/content plan by October 30, 2023 for SY 2023-2024.</p>	<p><i>Engagement</i></p>

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