

# 3 YEAR STRATEGIC PLAN

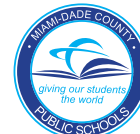
MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE



2018 - 2021



MIAMI-DADE  
TECHNICAL  
COLLEGES  
A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS



# 3 YEAR STRATEGIC PLAN

## **THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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Dr. Reginald H. Johnson

## **DISTRICT DIRECTOR**

Mr. René Mantilla

## **MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE ADMINISTRATIVE STAFF**

Mr. Yaset Fernandez	Principal
Mr. Scott E. Parker	Vice Principal
Ms. Casandra A. Green	Assistant Principal
Mrs. Erica Evans-DeSimone	Assistant Principal
Mr. Forrest A. Cutler	Assistant Principal



## 3 YEAR STRATEGIC PLAN – 2018-2021

### Mission of the Institution:

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

### Vision of the Institution:

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

### Technical College Leadership Team

Name	Title
Yaset Fernandez	Principal
Scott Parker	Vice Principal
Forrest Cutler	Assistant Principal
Cassandra Green	Assistant Principal
Erica Evans-DeSimone	Assistant Principal
Maria Colon	Business Manager
Mark Moyel	Food Service Coordinator
Karen Crider	Instructor-Health Science Department Chairperson
Charles Green	Media Center Specialist-Department Chairperson
Michael Gibbons	Instructor-Day Department Chairperson
Richard Zilka	Instructor-Evening Department Chairperson
Vanessa Torres	Registrar
Luis Jimenez	Head Custodian

### Institutional Advisory Committee

Name	Title
Yaset Fernandez	Principal
Scott Parker	Vice Principal
Karen Crider	Instructor-Health Science Department Chairperson
Claudio Duckardt	Test Chair
Charles Green	Media Center Specialist-Department Chairperson
Richard Zilka	Instructor-Evening Department Chairperson
Nelson Martin	Headquarter Toyota Service Director
Ari Afek	Florida Beauty-Director-Human Resources

Bernie Martinez	Siemens
Radiance Rey	NSpire Healthcare
Tesha Clark	NSpire Healthcare
Carlos Pena	R & R Appliance

**COE Annual Report Trend Data (Standard 3)**

<b>Element</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total Completion Rate	76	72	79	86	93	91
Total Placement Rate	87	83	87	80	79	75
Licensure Exam Pass Rate	100	100	99	99	100	100

## OBJECTIVE 1

By December 2021, the CTE student completion rate will meet or exceed the required 60% as evidenced by the technical college's 2019 Council on Occupational Education (COE) Annual Report.

### Individual Responsible of Objective Completion

Name	Title
Scott Parker	Vice Principal

### Anticipated Barriers

Student-related barriers may include the following:

Poor attendance

Teacher-related barriers may include the following:

Lack of differentiated instruction

Operational-related barriers may include the following:

Effective student retention



## Strategy 1

Monitor Occupational Completion Points earned each trimester

Strategy Rationale	A student's poor attendance may have a direct impact in their capability to complete or earn an Occupational Completion Point in the program.
Strategy Purpose	To increase the college's completion rate by improving student attendance.
Name and Title of person responsible for monitoring this strategy	Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Erica Evans-DeSimone, Assistant Principal Vanessa Torres, Registrar
Data that will be collected to determine effectiveness	FOCUS Occupational Completion (OCP) Report
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	\$181,239
CARES Act Emergency Relief Funds - Institutional Allocation to be used	

## Strategy 2

Provide training to instructors regarding Differentiated Instruction.

Strategy Rationale	It is important that instructors are addressing students' educational needs through differentiated instruction. to ensure targeted competency levels.
Strategy Purpose	To ensure that students are achieving the competencies for their program.
Name and Title of person responsible for monitoring this strategy	Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Erica Evans-DeSimone, Assistant Principal
Data that will be collected to determine effectiveness	FOCUS Occupational Completion (OCP) Report for each trimester.
Evaluation of Progress	Review of FOCUS Occupational Completion (OCP) Report for each trimester. COE Annual Report
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	\$181,239
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### Strategy 3

Increase student retention by monitoring student withdrawals and contacting them to ascertain the reason for the withdrawal.

Strategy Rationale	Students are withdrawing from programs and the college is not aware of the specific reason.
Strategy Purpose	To understand the reason for each student's withdrawal and attempt to find a solution to keep them enrolled.
Name and Title of person responsible for monitoring this strategy	Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Erica Evans-DeSimone, Assistant Principal
Data that will be collected to determine effectiveness	School based enrollment reports. FOCUS withdrawal reports
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	December 2018
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	\$181,239
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## Objective 2

By December 2021, the CTE student job placement attainment rate will meet or exceed the required 70% as evidenced by the technical college's 2019 Council on Occupational Education (COE) Annual Report.

### Individual Responsible of Objective Completion

Name	Title
Scott Parker	Vice Principal

### Anticipated Barriers

Student-related barriers may include the following:

Limited soft skills (problem solving, adaptability, communication, teamwork)

Teacher-related barriers may include the following:

Instructors rapport with current industry personnel who hire prospective students.

Operational-related barriers may include the following:

Keeping track of students once they have left the college and being able to contact them for placement information



## Strategy 1

Career Placement Specialist will conduct soft skills training every trimester

Strategy Rationale	Students possessing the proper soft skills for the trade are more likely to secure and maintain employment.
Strategy Purpose	To educate students on soft skills and workplace readiness skills necessary to secure and maintain employment.
Data that will be collected to determine effectiveness	Collect sign-in sheets for different sessions.
Evaluation of Progress	Annual report to the Council on Occupational Education (COE)
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
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## Strategy 2

Have instructors build rapport with current industry personnel who hire prospective students.

Strategy Rationale	Industry personnel that are in a position to hire, will hire the college's students once they are aware of each respective program and the caliber of instruction that is being delivered.
Strategy Purpose	The more exposure that industry personnel have of the college and its programs, the greater the likelihood that they will hire our students
Data that will be collected to determine effectiveness	Advisory Committee sign in sheets/Industry Visitation/Job placement rate
Evaluation of Progress	Annual report to the Council on Occupational Education (COE)
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
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### Strategy 3

Obtain employment information from all students who have left the college.

Strategy Rationale	Students are obtaining employment after they have left the college and are not providing the information.
Strategy Purpose	In conducting follow up, the college will be able to obtain placement information from former students as well as expose them to possible employment opportunities.
Data that will be collected to determine effectiveness	Local Placement Forms/Job Placement Rate
Evaluation of Progress	Annual report to the Council on Occupational Education (COE).
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	\$181,239
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### Objectives 3

By December 2021, the CTE student industry licensure(s) attainment rate will meet or exceed the required 70% as evidenced by the technical college's 2018 Council on Occupational Education (COE) Annual Report.

#### Individual Responsible of Objective Completion

Name	Title
Scott Parker	Vice Principal

#### Anticipated Barriers

Student-related barriers may include the following:

Students not having the finances to pay for their industry certifications/licenses

Teacher-related barriers may include the following:

Operational-related barriers may include the following:

Students not reporting industry licenses result one they have left the college.

## Strategy 1

Monitor industry certification utilizing the District's application

Strategy Rationale	To have access to one centralized application with a compilation of Industry Certifications/Licenses earned by our college.
Strategy Purpose	To cross reference Industry Certifications/Licensure data collected and entered by the college's staff in comparison the District's Collaborative site.
Data that will be collected to determine effectiveness	Industry Certifications/Licenses from current and/former students within cohort to obtain passing rate.
Evaluation of Progress	Annual report to the Council on Occupational Education (COE).
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
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## Strategy 2

Providing industry license/certifications reimbursement to students that pass CAPE approved programs.

Strategy Rationale	Some students are not able to take their program's industry certifications/licenses due to limited finances.
Strategy Purpose	Providing reimbursement for said certification/licenses will increase the number of student earning their program's certifications/licenses.
Data that will be collected to determine effectiveness	Industry certification/licenses that will be uploaded to the District's Collaboration site.
Evaluation of Progress	The District's Collaboration site/Annual report to the Council on Occupational Education (COE).
Date Achieved/Completed	December 2021
Current Financial Resources	(2) CAPE Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(2) CAPE Funds
Projected Financial Amount	Will use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	\$181,239
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### Strategy 3

Create a data collection procedure to maximize the number of industry certifications/ licenses earned.

Strategy Rationale	The college is not securing all the industry/licenses from students that have earned it after they have left or graduated.
Strategy Purpose	To capture all the industry certifications/licenses that students have earned.
Data that will be collected to determine effectiveness	The District's Collaboration site/Annual report to the Council on Occupational Education (COE).
Evaluation of Progress	Industry certification/licenses that will be uploaded to the District's Collaboration site.
Date Achieved/Completed	The District's Collaboration site/Annual report to the Council on Occupational Education (COE).
Current Financial Resources	(1) General Fund
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Fund
Projected Financial Amount	Will use General Fund as needed to achieve goal.
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## • • ANTI-DISCRIMINATION POLICY • •

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

**Age Discrimination Act of 1975** - prohibits discrimination based on age in programs or activities.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

### In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrdadeschools.net/civilrights>

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