

SPECIAL CIRCUMSTANCE

ON-SITE REVIEW REPORT

***Lincoln County
Career and Technical Education***

December 2021



Office of Support &
Accountability



**West Virginia Board of Education
2020-2021**

Miller L. Hall, President
Thomas W. Campbell, CPA, Vice President
F. Scott Rotruck, Financial Officer

Robert W. Dunlevy, Member
A. Stanley Maynard, Ph.D., Member
Daniel D. Snavely, M.D., Member
Debra K. Sullivan, Member
Nancy J. White, Member
James S. Wilson, D.D.S., Member

Sarah Armstrong Tucker, Ph.D., Ex Officio
Chancellor
West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education

W. Clayton Burch, Ex Officio
State Superintendent of Schools
West Virginia Department of Education

Table of Contents

Introduction.....2

Onsite Review Team Members.....2

Background2

 Focus Area 1: Programs.....3

 Focus Area 2: Recruitment and Retention5

 Focus Area 3: Business and Industry Review Information..... 6

Introduction

At the specific direction of the West Virginia Board of Education (WVBE), the Office of Accountability conducted a Special Circumstance Review of Lincoln County High School, October 12, 2021, to obtain specific information regarding the Career and Technical Education (CTE) Program. The review process was conducted as outlined in West Virginia Board of Education Policy 2322: West Virginia System of Support and Accountability. The review included classroom observations and interviews of school personnel and students.

A Team consisting of staff members from the West Virginia Department of Education (WVDE) compiled the information gathered during the onsite review and provided findings and non-compliances outlined in this report. The report will acknowledge identified strengths and provide recommendations and corrective actions to support the efficient and effective delivery of the CTE program at the school. The report will be presented to the WVBE at the December 8, 2021 WVBE meeting.

Onsite Review Team Members

James Coble, Coordinator, Office of Career and Technical Education
Alexandra Criner, Coordinator, Office of Support and Accountability
Timothy Elliott, Coordinator, Office of Career and Technical Education
Rick Gillman, Director, Office of Career and Technical Education
Matt Hicks, Director, Office of Support and Accountability
Tami Maynard, Coordinator, Office of Career and Technical Education
Nathan Taylor, Coordinator, Office of Career and Technical Education
Ashley Torres, Coordinator, Office of Career and Technical Education

Background

On March 11, 2020, a report of the findings from a Special Circumstance Review conducted by the WVDE at Guyan Valley Middle School was presented to the WVBE. Based on the findings in that report, the WVBE directed the Office of Accountability to conduct a Special Circumstance Review of the Lincoln County School System. This commenced with a review of the Lincoln County Schools Finance and Transportation Offices. The report of the findings from that review was presented to the WVBE on November 16, 2020. Following consideration and review of the Finance and Transportation Report, the WVBE moved to declare a State of Emergency in Lincoln County Schools pursuant to W.Va. Code §18-2E-5(m)(2). The State Superintendent was directed to appoint designees to be employed pursuant to W.Va. Code § 18-2E-5(j) to coordinate on-site school improvement efforts and to provide recommendations for the correction of the extraordinary circumstances. Two designees, one with extensive superintendent experience and one with expertise in school and system financial practices were appointed by the State Superintendent and approved by the WVBE on January 13, 2021, for this

purpose. The WVBE further directed, if progress in correcting the extraordinary circumstances is not made within six months, the WVBE shall intervene in the operation of Lincoln County Schools.

The areas denoted as requiring improvement were determined based on written evidence and consistency of comments describing conditions and practices at Lincoln County High School through the interview process and classroom observation.

WV Balanced Scorecard

High Schools	Academic Performance		Graduation Rate/Cohort		English Learners	Student Success		
	English Language Arts	Mathematics	4 Year	5 Year	English Learner Progress	Attendance	On-Track to Graduation	Post-Secondary Achievement
Lincoln County High School								

Students at Lincoln County High School did not meet standard in the English language arts and mathematics indicators for the 2020-2021 school year. However, students did meet standard for 4- and 5-year graduation rate, on-track to graduation, and post-secondary achievement.

Focus Area I: Programs

- Lincoln County High School offers thirteen WV CTE Programs of Study (Fig. 1). A completer report generated by the WVDE on September 24, 2021 indicated 128 students were enrolled in CTE Programs of Study during the 2021-2022 school year.
- Teachers cited employability surveys, community interest, student interest, and instructor availability as rationale for offering these CTE Programs of Study.
- Formative assessment and observation were mentioned by teachers as a means of ensuring students understand the academic and technical skills needed to complete an assignment. Math skill deficits were specifically cited in teacher interviews as an obstacle to student success in CTE Programs.
- While the COVID-19 National Emergency has significantly impacted students’ opportunity to participate in work-based learning outside the school environment, teachers described the Simulated Workplace environment supports employability skills such as reliability, communication, and problem-solving. Students assume leadership roles and take active responsibility for themselves and one another within the “companies” they form. Instructors mentioned utilizing their own experiences in the field to present students with realistic challenges and authentic opportunities for skill development.
- CTE Teachers indicated they are included in professional learning opportunities offered to all staff at the school. CTE operates as its own department at the school, with a department head and representation on the School Leadership Team.

Figure 1 – West Virginia Career and Technical Education Programs of Study

West Virginia CTE Program of Study	Cluster	Pathway	Number of Completers
Agribusiness Systems	Agriculture, Food, and Natural Resources	Agribusiness Systems	11
Aerospace Engineering	Science, Technology, Engineering, and Mathematics	Engineering and Technology	3
Plant Systems	Agriculture, Food, and Natural Resources	Natural Resources Systems	10
Animal Systems	Agriculture, Food, and Natural Resources	Animal Systems	1
Carpentry	Architecture and Construction	Design/ Pre-construction	12
JROTC	Government and Public Administration	National Security	0
Therapeutic Services	Health Science	Therapeutic Services	13
Careers in Education	Education and Training	Teaching/Training	16
Information Management/Microsoft Computer Applications	Information Technology	Interactive Media	22
Computer Science (Project Lead the Way)	Information Technology	Computer Programming and Software Development	7
Law and Public Safety	Law, Public Safety, Corrections and Security	Law Enforcement Services	7
Welding	Manufacturing	Production	15
Automotive Technology	Transportation, Distribution, and Logistics	Facility and Mobile Equipment Maintenance	9

NON-COMPLIANCE 1.1 – One instructor was not appropriately credentialed and had not applied for certification at the time of the review.

CORRECTIVE ACTION 1.1 – District personnel work in collaboration with WVDE Office of Certification to review the certification of each CTE employee, determine necessary procedures to attain appropriate credentials, and ensure those steps are taken in a timely manner.

FINDING 1.1. – Some teacher interview responses described concerns regarding ineffective communication between the district office, school, and teachers. While Microsoft Teams, email, and text message were all mentioned as communication sources utilized, some teachers expressed information is often delivered on short notice.

RECOMMENDATION 1.1 – District personnel engage multiple stakeholders in conducting a review of the effectiveness of current communication practices. Refine and revise current practices as determined necessary to improve effective communication at all levels.

Focus Area 2: Recruitment and Retention

- Interview responses indicated CTE instructors are responsible for recruiting students to the CTE programs of study offered at the school.
- Assemblies, meetings with school counselors, speakers, and other activities were mentioned by students as means by which the CTE programs were presented to students. The acting principal mentioned counselors contacted individual students during the summer scheduling process to offer them the opportunity to participate in CTE courses. Students described CTE programs as highly recommended and promoted.
- Students discussed interest in completing more than one CTE program, but shared scheduling restrictions prevent students from completing multiple programs.
- Elective courses are offered to grades nine and ten to expose students to CTE programs of study. Ninth and tenth grade students are also eligible to enroll in several programs at the school, including Business Computer Applications and JROTC.
- Lincoln County High School implemented a trimester schedule at the beginning of the 2021-2022 school year. As a feature of the trimester schedule, students are afforded an opportunity to seek additional help or make up work during a lab period. This practice was mentioned as a support for struggling students; however, teachers expressed few students had taken advantage of the opportunity.

FINDING 2.1 – Staff and students both described courses for college bound students frequently conflict with CTE courses in the school schedule.

RECOMMENDATION 2.1 – Should student interest be sufficient to do so, consideration may be given to designing future master schedules to allow students to complete both CTE programs of study and college preparatory classes to the extent possible.

Focus Area 3: Business and Industry Review Information

Note: WVDE Business and Industry Review information in this section was compiled from the 2020-2021 school year.

- Company names and organizational charts were posted visibly during all observations and most company handbooks were available, complete, and up to date.
- A majority of students were wearing company identification, including uniforms, badges, and/or lanyards.
- Most students were fully engaged in lecture, projects, or clinical work experience.
- Student organizational involvement was evident, either by visible display or through discussion.
- Students' credentials were well-documented, and a Simulated Workplace culture was evident throughout the review.
- Reviewers noted properly stored supplies and established inventory systems in most classrooms.
- Clean, clutter-free, and properly maintained work and storage areas were observed in the majority of classrooms.
- Classrooms featured properly maintained equipment to meet occupational standards in most cases. Sufficient lighting was noted in most workspaces. Evacuation plans, first aid kits, and fire extinguishers were visible and easily located.

No findings or points of non-compliance were identified based upon the 2020-2021 WVDE Business and Industry Review. However, during the Special Circumstance Review of Lincoln County's facilities conducted in September 2021, school facility findings were identified impacting student safety in the CTE program areas at Lincoln County High School. These circumstances were included in the report delivered to the WVBE and district personnel in October 2021.



W. Clayton Burch
West Virginia Superintendent of Schools