

# First Annual Career Academy Conference

**February 25, 2010**

**Re: Academy Strategic Plan – Due Date and Follow Up**

Today you will begin working on an academy self-assessment. You will be rating your academy's effectiveness in each one of the 16 indicators along with either evidence of high performance or the steps to be initiated to improve the performance. This year members of the Workforce Staff have initiated academy site visits. The purpose of these visits is to continue to work with school personnel in gaining a better understanding of what is expected in order to be considered a career academy in Polk County. The results thus far have been very favorable.

If you have not yet had a site visit we will work with you to schedule one in the upcoming weeks. If you have had a site visit you should be familiar with the indicators as listed on the self-assessment. As part of follow-up from today's conference it is requested that you go back to your school and have a debriefing in order to complete a comprehensive plan of action. If you rate yourself as a (3,4or5) in a particular indicator please be able to provide sample documentation as to how you have achieved your success. If you rank a particular indicator as a (1or2) please provide a rational set of steps that will be initiated to improve the performance.

As part of next year's site visits the document/self assessment that you will submit to the Workforce Department will be reviewed and discussed to look at the overall growth of the academy. If you have an academy with multiple tracks, there should be a strategic plan developed and submitted for each track. Some academies may operate under one name however each track may function independently and therefore will require a separate assessment. Attached you will find a list of the tracks as they have been presented to our department.

In each folder that you received at the conference there was a hard copy of the assessment as well as a zip drive with an electronic copy. **As mentioned for follow up and in-service points you must submit this document by email to David Wiggs no later than Friday March 19, 2010. When you submit the form please copy your program area TRST in the submission. If you have any questions please call David Wiggs at 534-0512.**