



COLLEGE PARTNERSHIP LABORATORY SCHOOLS
STANDING COMMITTEE

RECOMMENDATION REPORT
College Partnership Laboratory School Application For:

Paul D Camp Community College

April 2024
VIRGINIA BOARD OF EDUCATION

Lab School Application for Paul D Camp Community College

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INTRODUCTION

College Partnership Laboratory Schools (Lab Schools) have fueled innovation and excellence in preK-12 education across the nation. Some of the nation's most prestigious schools were started as Lab Schools. Virginia has identified Lab Schools as a critical part of ensuring a high-quality, innovative, and diverse educational ecosystem in the Commonwealth.

BACKGROUND OF THE COLLEGE PARTNERSHIP LABORATORY SCHOOL FUND

The College Partnership Laboratory Schools Fund (Fund), set out in § [22.1-349.2](#) of the *Code of Virginia*, was first established in 2010 for the purpose of establishing and supporting College Partnership Laboratory Schools. During its 2022 Session, the General Assembly appropriated \$100,000,000 to the Fund.

The Virginia Board of Education (Board) is authorized to award up to \$5,000,000 from the Fund for planning grants to entities pursuing the creation of new Lab Schools. Additionally, the Board is authorized to award up to \$20,000,000 from the Fund for initial start-up cost funding grants (Start-Up Grants) for entities approved by the Board and awarded a contract to create a new Lab School and to distribute the remaining balance (\$75,000,000 or more) in per-pupil operating funding grants (Per-Pupil Funding Operating Grants) from the Fund for entities with approved Lab Schools.

Section [22.1-349.2](#) of the *Code of Virginia* and [Item 137.C.44](#) of the 2022 Appropriation Act direct the Board to establish criteria and guidelines for the distribution and award of moneys from the Fund prior to disbursement.

PURPOSE OF THE STANDING COMMITTEE

The Board's College Partnership Laboratory Schools Standing Committee (Standing Committee) is appointed by the Board. The purpose of the Standing Committee is to assist the Board in its approval process of College Partnership Laboratory School Applications (Application) submitted by Eligible Entities (Applicant).

Once received from the Applicant, the Application is reviewed for completeness and compliance by the Virginia Department of Education (Department), who may also secure technical assistance and/or coaching as needed for the Applicant. The Standing Committee receives the complete and compliant Application from the Department, meets with the Applicant(s), provides opportunity for public comment on the Application, and delivers a report on its recommendation to the Board for their decision.

The recommendation report to the Board provides an objective review and assessment of the Applicant's ability to achieve quality student performance through evidence of organizational effectiveness that supports a visionary educational process which promotes a culture of continuous, sustainable learning.

SUMMARY OF APPLICATION ELEMENTS TO BE REVIEWED

The Standing Committee's review and consideration of Applications includes evaluation of the information found in eight elements of the Application, summarized as follows:

1. **Executive Summary:** Does the Applicant provide the summary and address the need for the Lab School, its goals, and objectives?
2. **Mission and Vision:** Does the Applicant clearly communicate a mission and vision, including identification of the targeted student population, for the proposed Lab School to succeed?
3. **Educational Program:** Does the curriculum, instructional design, and assessment practices guide ensure teacher effectiveness and student learning?
4. **Governance:** Do the organizational structure and the roles and responsibilities enumerated for the governing board demonstrate clear leadership for the successful management and support of the proposed Lab School?
5. **Management Structure:** Does the Applicant address recruiting, staffing, leadership, licensure, employment policies, and performance evaluations sufficiently to demonstrate success for proposed Lab School? In addition, how does the Applicant address parent and community involvement; student recruitment plan, open enrollment and waiting list; student conduct; start-up plan with tasks, timelines, and responsible individuals; co-curricular and extracurricular programs, and partnerships with school divisions?
6. **Financial Operations Information:** Has the Applicant provided and addressed financial assumptions, start-up and five-year budgets, anticipated fundraising contributions, insurance coverage, a sound facilities plan, transportation services, including for students with disabilities, and food service operations to successfully start and maintain operations?
7. **Placement Plan:** Does the Applicant provide a plan for effective communication and placement of school students, teachers, and employees in the event of termination or revocation of the contract, including a plan for student records, student transfers, assistance to employees, and a close-out plan related to financial obligations and audits?
8. **Other Assurances and Requirement:** Does the Applicant demonstrate processes in place to implement and monitor federal and state compliance with regulations and waivers, including compliance with the federal *Family Educational Rights and Privacy Act*, records retention schedules, and the *Virginia Freedom of Information Act*? Does the Applicant document collaborative partnerships with public school divisions and address conflicts of interest?

Public Comment: In addition to the elements found in the Application, the Standing Committee reviews and considers any public comments received when developing its recommendation and report for the Board.

STRUCTURE OF THE REPORT

The Standing Committee’s recommendation report to the Board includes the Report Elements criteria outlined below for the Board’s consideration and decision whether to approve a Lab School Application.

- I. **Overall Element Assessment:** The overall recommendation of the Standing Committee for this Element of the Application.
- II. **Element Rubric Rating:** The Standing Committee’s recommendation of the degree the Element defines areas of strength and/or opportunities for improvement.

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

- III. **Public Comment Assessment:** The Standing Committee assessment of public comments received on the Application.
- IV. **Areas Requiring VDOE Reinforcement:** The Standing Committee’s recommendation for VDOE operational expertise that may be required by the Applicant in various areas of the Lab School’s operations.

REPORT RECOMMENDATIONS

ELEMENT 1: EXECUTIVE SUMMARY

OVERALL ELEMENT ASSESSMENT:

Paul D Camp Community College (“PCC”) is proposing lab school in collaboration and partnership with Isle of Wight County Public Schools (IWCS), and with support from corporate partner, Huntington Ingalls Industries – Newport News Shipbuilding (NNS) named the Isle Maritime Trades Academy (IMTA). IMTA will prepare students for employment as marine electricians and welders.

The IMTA program will offer innovative and integrated, experience- and project-based education in welding and electricity. The overall goal of the IMTA is to graduate students who possess in-demand technical and workplace-ready skills for middle-skill jobs with NNS and similar employers. The education and training provided by IMTA will enable students enter career pathways that that provide a family-sustaining income and opportunities for additional career advancement through further education or training after high school.

The IMTA curriculum focuses on career readiness knowledge and skills for the maritime industry, by incorporating rigorous standards for Career Ready Practices and Common Career Technical Core Industry Based standards. Student exposure to career ready practices and core industry standards begins as early as sixth grade in IWCS and includes Workplace Readiness and OSHA certifications for high school students. Postsecondary-level education and training provided by the IMTA will build on these practices to prepare students for employment in a maritime trades career pathway.

Students successfully completing the full curriculum at IMTA will earn a Technical Studies Degree with a welding or electrical focus from Camp Community College concurrent with their high school graduation.

With solid academic curriculum theory proposed, the Standing Committee highly recommends the Paul D Camp Community College Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

VDOE will support the applicant through the development of the contract with the Board and will provide technical assistance as needed as the school begins operations.

ELEMENT 2: MISSION AND VISION

OVERALL ELEMENT ASSESSMENT:

The mission of IMTA will be to educate and train a significant and sustainable number of students in maritime trades annually, through innovative, integrated, experience- and project-based career technical education, so that academy graduates are workplace ready upon high school graduation. The vision of the IMTA will have a significant impact on students, families, community, and the maritime industrial workforce by preparing students for immediate employment in high-demand skilled trades with regional maritime employers, in career pathways that provide a family-sustaining income and opportunities for additional career advancement through further education or training after high school.

The Applicant’s Mission and Vision is well-aligned with the Mission of the College itself: “Paul D. Camp Community College provides accessible, quality higher education, workforce training, and community development in our service region, while supporting success for a diverse student population, and fulfilling the needs of our employers.”

Courses offered at the IMTA are co-constructed with the partnering school division to ensure all IMTA students are engaged in a curriculum that exceeds both the Standards of Learning and the Board of Education’s requirements including, but not limited to demonstrated proficiency in:

- a. communication skills (listening, speaking, reading, and writing),
- b. critical thinking and problem solving, including reasoning and decision making,
- c. use of computers and related technology, with an emphasis on those technologies, that are specific to industrial maritime trades and manufacturing,
- d. computer science, mathematics, computational thinking, drafting and schematics; and
- e. economics and personal finance.

The Applicant’s mission and vision clearly outlines the level of innovation anticipated and the targeted student. With completed planning and proposed programs and processes in place, the Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

VDOE will support the applicant through the development of the contract with the Board and will provide technical assistance as needed as the school begins operations.

ELEMENT 3: EDUCATIONAL PROGRAM

OVERALL ELEMENT ASSESSMENT:

The Applicant plans to adopt career technical academic program will offer students two different curricular pathways in preparation for employment in the maritime trades: welding and electrical careers. In the proposed model, curriculum will provide high school juniors and seniors with integrated, project-based, and experiential learning that is relevant and based on real world applications of knowledge and skills.

In addition to the career technical coursework, the IMTA’s curriculum will ensure students the opportunity to fulfill graduation requirements in alignment with the 5 Cs – critical thinking, creative thinking, collaboration, communication, and citizenship – as described in the Profile of a Virginia Graduate. Students successfully completing the full program will earn a Technical Studies Degree with a welding or electrical focus from PCC concurrent with their high school graduation.

All IMTA students will complete a core set of course requirements to address general education (English, math, social science, communications, and humanities), student development, foundational skills in schematics and mechanical diagrams, and industrial safety.

With the required credentials for curriculum development and assessment in place, the Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

The Applicant has proposed a solid, theoretical curriculum/instructional approach. VDOE can provide guidance on any statutory requirements related to expeditionary learning, internships, etc.

ELEMENT 4: GOVERNANCE

OVERALL ELEMENT ASSESSMENT:

The Applicant has identified a multi-tiered governance structure, with a governing board members include a representative from each committed school division. The members of the governing board shall be selected by PCC. The founding IMTA Governing Board shall consist of the following representatives:

- President, Camp Community College
- Superintendent, Isle of Wight County Schools
- 1 representative from the PCC Local Board
- 1 representative from the Isle of Wight County School Board
- 1 representative from corporate partner, HII-NNS

Two advisory boards shall play a role in managing the school. These include:

1. IMTA Curriculum and Community Advisory Board shall be comprised of stakeholders including: not less than two (2) each of subject matter experts from HII-NNS, parents, students, teachers, and community at-large (including representation from other districts as appropriate once the academy lottery process has been fully implemented by its fifth year of operation), and a representative from IWCS’ CTE Advisory Board.
2. IMTA Management Advisory Board shall be comprised of Camp’s Dean of Academic Programs, Camp’s Dual Enrollment Coordinator, Camp’s Marine Trades Coordinator, Supervisor of CTE programs for IWCS, and the Principals of Windsor and Smithfield High Schools.

The Applicant’s proposed organizational structure and the roles and responsibilities enumerated for the governing board demonstrate clear leadership for the successful management and support of the Lab School. The Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

IMTA has provided organizational charts as well as a draft document for governance. VDOE can provide guidance on any requirements related to the confines of the state statute that may be required.

ELEMENT 5: MANAGEMENT STRUCTURE

OVERALL ELEMENT ASSESSMENT:

The Applicant has addressed all requested areas of management structure. PCC’s Vice President of Academic and Student Development and Director of Workforce Development shall work collaboratively with the Governing Board to identify the IMTA Director.

Teaching faculty and staff will be employees of PCC; IWCS faculty who teach IMTA students shall have a joint appointment as adjunct faculty with PCC, and any additional compensation to these faculty shall be in accordance with the MOU between PCC/IMTA and IWCS. Student support services will be jointly provided by PCC/IMTA and the base high schools for IMTA students.

All IMTA faculty will hold a valid Virginia K12 teaching license. IMTA will work with the VDOE Office of Licensure to secure valid teaching licenses for personnel, to include CTE or dual enrollment licenses as appropriate.

The Applicant will use the Lab School Standing Committee’s Best Practices on Administration of Lotteries for College Partnership Laboratory Schools to develop a fully operational lottery process.

The Applicant provided detailed information on overall school management including personnel management that sufficiently demonstrates success for the proposed Lab School. The Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

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	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

VDOE may need to provide guidance on the proposed school lottery process.

ELEMENT 6: FINANCIAL AND OPERATIONS INFORMATION

OVERALL ELEMENT ASSESSMENT:

The Applicant has provided and addressed financial assumptions, start-up, and five-year budgets. The Applicant is requesting a total of \$1.728 million in operational per-pupil funding support over a four-year period. The budget indicates the annual funding amount requested decreases each year as other funding sources are secured and the Lab School becomes self-sustaining, thereby maximizing the return on investment of public funds.

The Applicant, as an agency of the Commonwealth of Virginia, maintains financial processes in accordance with the policies and procedures established by the Virginia Department of Accounts (DOA) and the laws of the Commonwealth. As a member of the Virginia Community College System (VCCS), Camp complies with the policies established by VCCS. Camp utilizes a fund accounting system typical of institutions of higher education in accordance with generally accepted accounting principles. The fund accounting system is conducive to the rigorous administration of grant funding. As part of the Virginia Community College System (VCCS), Camp is supported by an organizational structure that provides sound policies and practices. Camp is routinely audited by the Commonwealth’s Auditor of Public Accounts (APA). Audited financial statements are published on the VCCS website and the APA also publishes the Virginia Single Audit report.

As an agency of the Commonwealth, VCCS employ a risk management program known as ARMICS –the Agency Risk Management and Internal Control System – to continually assess risk and the effectiveness of internal controls. PCC’s leadership team is committed to ensuring long-term financial sustainability.

The budget is balanced and the IMTA will be self-sustaining by year 5. Budget surplus allows for sustainability, flexibility, inflation, and unexpected expenses. Any remaining budget surplus will be utilized to enhance opportunities for additional students and/or increase program offerings to address regional workforce needs.

The Applicant provided detailed budget and financial assumption information as well as its processes to provide successful operational requirements. The Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
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X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the

application.

AREAS REQUIRING VDOE REINFORCEMENT:

VDOE may need to assist with fiscal agent status change and resultant Memorandums of Understanding between PCC and the IWCPS.

ELEMENT 7: PLACEMENT PLAN

OVERALL ELEMENT ASSESSMENT:

The Applicant’s Lab School placement plan includes the current process for students to return to their home school division and/or move to another division out of state, etc. would have their records transferred electronically using the secure VDOE Dropbox process or other secure Student Information Systems procedures.

PCC will follow the current agreements between Camp Community College and the respective school division(s) for close-out plans. The community college will follow SACSCOC program discontinuation policies for any discontinued academic programs, and all applicable VCCS policy and processes with regard to financial obligations and audits, termination of contracts and leases, and the sale and disposition of assets.

The Standing Committee highly recommends the IMTA Academy Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application has received the endorsement from a major industrial sponsor that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

In the unlikely event the Lab School is terminated, VDOE may need to audit/identify unused funds requiring return to the State.

ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS

OVERALL ELEMENT ASSESSMENT:

The Applicant demonstrates and currently operates in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act. The Standing Committee highly recommends the IMTA Laboratory School to the Board.

ELEMENT RUBRIC RATING:

	Not Evident	Little or no indication exists for implementation activities
	Emerging/Partial detail	Indicates preliminary stages of implementation for some practices and procedures
X	Operational/ Ready to implement	Indicates practices and procedures fully described and ready to implement

PUBLIC COMMENT ASSESSMENT:

The application received no public comment and numerous institutional endorsements that supported the application.

AREAS REQUIRING VDOE REINFORCEMENT:

VDOE may need to assist with approving additional waivers or assisting with review of Memorandums of Understanding to guard against conflicts of interest if future participation of school divisions is expanded.

CONCLUDING REPORT COMMENTS

The Laboratory School Application from Paul D Camp Community College and the Isle of Wight County Public Schools for the Isle Maritime Trades Academy will provide a high school-to college-to work pipeline in a partnership between Paul D. Camp Community College, Isle of Wight County Public Schools, and initial primary corporate partner, Huntington Ingalls Industries-Newport News Shipbuilding.

The overall goal of the IMTA Lab School is to graduate students who possess in-demand technical and workplace-ready skills for middle skill jobs with NNS and similar employers, and to position students in career-pathways that provide options for advancement with additional education or training.

With solid academic curriculum theory proposed, the Standing Committee highly recommends the Paul D Camp Community College IMTA Laboratory School to the Board.

As this College Laboratory School Application is in the operational development stages, the Standing Committee has noted the areas where the VDOE may be required to provide operational assistance as the Applicant’s Lab School begins to fully develop and grow.

Lab School Application for Paul D Camp Community College

After completing an objective review and thorough assessment of the Applicant's ability to achieve quality student performance through evidence of organizational effectiveness that supports a visionary educational process which promotes a culture of continuous, sustainable learning, the Standing Committee highly recommends the Paul D. Camp IMTA Laboratory School to the Board.