

Comprehensive Progress Report

Mission: The Career Academy and Technical School will work collaboratively with students, parents, teachers, and the community to educate students and foster life-long learning, to help all students reach their full potential and to develop successful, responsible, and ethical citizens in a global community.

Vision: To prepare students for 21st century careers by challenging them with cutting-edge technology and the latest innovations in job markets today and tomorrow.

Goals:
See SWOT analysis



! = Past Due Objectives KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment				
Effective Practice:		Curriculum and instructional alignment				
	KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Teachers follow state CTE plans as outlined.		Limited Development 09/14/2017		
		Priority Score: 2	Opportunity Score: 2	Index Score: 4		
How it will look when fully met:		Teachers will have a better understanding of the information they are teaching students and how to differentiate content based on student need and performance. CTE test scores in all areas will increase proficiency by at least 5% due to the task analysis of the CTE state plans.		Objective Met 09/20/18	Larry Rogers	06/13/2018
Actions						
	10/19/17	Complete SWOT Analysis		Complete 12/07/2017	Sonja Lewis	11/02/2017
	<i>Notes:</i> Mr. Rogers to gather data for SWOT Analysis.					
	11/2/17	Complete SWOT analysis in goal teams, data has been collected but needs reviewed and input added		Complete 12/07/2017	Kim Rogers	11/30/2017
	<i>Notes:</i>					

1/4/18	After reviewing testing data from state results, a determination by the school improvement team will be made if specialized training related to differentiating instruction is necessary for staff.	Complete 04/12/2018	Larry Rogers	02/16/2018
<i>Notes:</i> The team feels that the students who do not perform as well do so because of distractions caused by technology - not necessarily due to teachers' failure to differentiate instruction and provide students with a variety of modalities for learning opportunities.				
9/14/17	Teachers will informally assess students to determine possible achievement gaps.	Complete 01/31/2018	Larry Rogers	02/16/2018
<i>Notes:</i> This will be done 1st and 2nd semesters.				
9/14/17	Teachers will develop lesson plans based on CTE state objectives demonstrating differentiating instruction and have available for review by administration.	Complete 06/13/2018	Larry Rogers	06/13/2018
<i>Notes:</i>				
5/3/18	Collect and analyze data from spring testing for CTE students to determine if 5% increase was met.	Complete 08/21/2018	Sonja Lewis	08/28/2018
<i>Notes:</i>				
Implementation:		09/20/2018		
Evidence	9/20/2018			
Experience	9/20/2018			
Sustainability	9/20/2018			

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
	B1.04	The principal effectively and clearly communicates the message of change.(5138)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		CATS has schedules in place, but the traditional high schools do not adhere to the same schedule, which causes conflict for students on Early Release, Exam and Inclement Weather Days. It is the expectation that the CATS schedule determines the rest of the district.	No Development 09/20/2018		
		Priority Score: 3 Opportunity Score: 1	Index Score: 3		
<i>How it will look when fully met:</i>		All school days will operate with smooth transitions to CATS regardless of the overall daily schedule. All schools will have an awareness of the schedule without question.	Objective Met 05/22/19	Larry Rogers	06/03/2019
Actions					
	10/4/18	Present draft schedule to cabinet.	Complete 11/28/2018	Larry Rogers	11/08/2018
	<i>Notes:</i> Mr. Rogers has already spoken with district leaders and a draft has been created. To move forward, it must be presented to cabinet.				
	10/4/18	When schedule is approved and finalized, information will be pushed out to staff, students, parents and traditional schools.	Complete 12/05/2018	Larry Rogers	12/15/2018
	<i>Notes:</i>				
	1/8/19	Will monitor January exam schedule to see if pushed out protocol is followed by all schools.	Complete 03/31/2019	Larry Rogers	01/31/2019
	<i>Notes:</i>				
	1/8/19	Communicate with administration at other schools the schedule for 3 hour delay days.	Complete 03/31/2019	Larry Rogers	03/31/2019
	<i>Notes:</i>				
Implementation:			05/22/2019		
	Evidence	5/22/2019 - We no longer have problems with exam schedules, early dismissals or delays with students, parents, teachers and administrators not being aware of who goes where when.			
	Experience	5/22/2019 - Through effective communication with board members, cabinet and other school principals we met all action items for this goal			
	Sustainability	5/22/2019 - As new administration is hired at other schools, the policies put into place will need to be reviewed.			

	B1.07	The school's Leadership Team/ Health Council regularly reviews data which reflect the school's health, nutrition and safety policies, school environment, work-site wellness, attendance and discipline records and will use the data to make decisions about school improvement and professional development needs. (5859)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We currently have an SRO dedicated to our campus. Cameras are in place and gates have been installed. Visitors must sign in through a digital portal upon entering the campus.	Limited Development 09/12/2019		
<i>How it will look when fully met:</i>		CATS will have 100% positive response on the state Climate Survey with regards to feeling safe while on the CATS campus. All staff will wear identification badges daily while on duty and will participate in a duty station at points during the day with students move about campus. Our crisis team will be trained in the use of the Say Something application and will respond accordingly. CATS Counselor and SRO will actively promote safety in the school and provide responsive and referral services to students who exhibit the need.	Objective Met 09/13/19	Larry Rogers	05/31/2020
Actions					
	9/13/19	Duty roster created and shared with staff.	Complete 08/02/2019	Deborah Jones	08/02/2019
		<i>Notes:</i> Given out at opening staff meeting.			
	9/13/19	CPI training for staff	Complete 08/15/2019	Kerry Baker	08/15/2019
		<i>Notes:</i>			
	9/13/19	ID badges made for staff and direction given to wear daily.	Complete 09/02/2019	Larry Rogers	09/01/2019
		<i>Notes:</i>			

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Distributed leadership and collaboration			
KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>November 2, 2017:</p> <ul style="list-style-type: none"> -PLC form under review for independent courses -PLC minutes are being submitted regularly <p>Staff are currently participating in PLC's, SIT goal teams, staff meetings and other county wide advisory panels. We plan to monitor participation in these more closely and develop specific dates and times for these duties to be completed and meetings to be held.</p>	Limited Development 09/14/2017		
		Priority Score: 3 Opportunity Score: 2	Index Score: 6		
<i>How it will look when fully met:</i>		When this objective is fully met, the staff will have a clear and concise schedule of responsibilities and expectations when it comes to meetings, PLC's and other instructional duties as assigned.	Objective Met 06/11/18	Sonja Lewis	06/08/2018
Actions					
	12/7/17	Monitor submission of PLC's minutes in a timely manner.	Complete 06/13/2018	Larry Rogers	06/13/2017
<i>Notes:</i>					
	10/19/17	Create PLC for teacher's without content area team members.	Complete 12/07/2017	Tanya Topazio	11/02/2017
<i>Notes:</i>					
	11/2/17	Independent PLC format has been developed but after review needs minor changes.	Complete 12/07/2017	Tanya Topazio	11/30/2017
<i>Notes:</i>					
	12/7/17	Inform principal of changes in meeting, dates and times when it happens so principal can plan to attend if he is available.	Complete 01/04/2018	Larry Rogers	01/04/2018
<i>Notes:</i>					
	1/4/18	Provide training to staff on understanding Google Drive and how to locate shared information between staff.	Complete 04/12/2018	Larry Rogers	03/14/2018
<i>Notes:</i>					
	3/1/18	Monitor teacher completion of teacher working conditions survey.	Complete 04/12/2018	Danielle Dixon	04/12/2018

<i>Notes:</i>				
1/4/18	Develop a team folder to share best practices, forms and documents (i.e. parent contact logs, failure letters, etc.) to collaborate, learn and borrow from.	Complete 04/12/2018	Kim Rogers	04/12/2018
<i>Notes:</i> Information is continually being added and will be uploaded to team folder for staff usage.				
9/14/17	Set up specific SIT team and goal team meeting date and times.	Complete 12/07/2017	Danielle Dixon	06/13/2018
<i>Notes:</i>				
9/14/17	Each department will set up PLCS meeting times and submit minutes every two weeks.	Complete 12/07/2017	Sonja Lewis	06/13/2018
<i>Notes:</i>				
Implementation:		06/11/2018		
Evidence	6/11/2018 - Google drive folders set up for submission of meeting minutes and monitoring by administration on a regular basis.			
Experience	6/11/2018 - It was a group effort among staff to create efficient scheduling procedures, with the staff and faculty working as a whole, this objective was able to be met.			
Sustainability	6/11/2018 - Will continue to implement meeting schedules that were developed in this plan.			

Core Function: Dimension E - Families and Community

Effective Practice: Community Engagement

E2.02		The school provides a broad spectrum of communication to the community through meetings, announcements, newsletters, and a consistently updated website.(5189)	Implementation Status	Assigned To	Target Date
Initial Assessment:		We currently schedule Open Houses , participate in community events, update our website and create a monthly newsletter but we would like to do even more. Our website is new this year and updating the site to include all important information in an user-friendly fashion.	Limited Development 09/20/2018		
How it will look when fully met:		When this is fully met, the school will have increased enrollment.		Sonja Lewis	05/31/2020
Actions			8 of 9 (89%)		
10/4/18	Organize "Explore CATS" day and host an all day event to all middle schools in the county.		Complete 09/27/2018	Sonja Lewis	10/20/2018
<i>Notes:</i>					

10/4/18	All departments will participate in hosting a Cruise-In and Festival to market school and programs to the community.	Complete 10/06/2018	Danielle Dixon	11/15/2018
	<i>Notes:</i>			
10/4/18	Become more involved with traditional schools at extra curriculars so people can be made . more aware of our program.	Complete 12/01/2018	Gerald Clodfelter	11/30/2018
	<i>Notes:</i>			
3/4/19	Schedule Fall 2019 Open Houses.	Complete 03/04/2019	Larry Rogers	02/14/2019
	<i>Notes:</i>			
3/4/19	Attend countywide career fairs to promote programs at CATS and increase numbers	Complete 03/21/2019	Sonja Lewis	03/21/2019
	<i>Notes:</i>			
10/4/18	The school has recently created a facebook, twitter and instagram account. However, followers are low, we need to push out the existence of this to parents, students, staff and community.	Complete 06/10/2019	Tanya Topazio	06/10/2019
	<i>Notes:</i>			
1/8/19	Staff is to continue to build individual websites that were created last month and inform students and parents about the existence of these.	Complete 06/10/2019	Tanya Topazio	06/10/2019
	<i>Notes:</i>			
9/13/19	Open Houses	Complete 09/10/2019	Larry Rogers	09/10/2019
	<i>Notes:</i> Each program area will host an open house in the evening within the first 30 days of the school year to orient parents and students to the program.			
8/21/19	Organize "Explore CATS" day!		Joanie Winterkamp	09/17/2019
	<i>Notes:</i>			

		E2.04	The school consistently engages in strategies, policies, and procedures for partnering with local businesses, community organizations, and other agencies to meet the needs of the school.(5191)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Currently, CATS participates in local events such as parades and festivals hosted by the community.	Limited Development 09/20/2018		
<i>How it will look when fully met:</i>			CATS will have continued to participate in community events, but will also establish and host 2 on-campus community events to connect students with the community.	Objective Met 09/13/19	Sonja Lewis	05/31/2020
Actions						
	10/4/18	School will host a retired teachers luncheon and tour to form community bonds and partners.	Complete 10/12/2018	Larry Rogers	10/12/2018	
<i>Notes:</i>						
	10/4/18	Fire academy will work at the ESC park to pass out goodies to trick or treaters.	Complete 10/31/2018	Gerald Clodfelter	11/02/2018	
<i>Notes:</i>						
	10/4/18	School will host a career and college fair during the school day and invite community businesses and local colleges.	Complete 11/15/2018	Ashley Pope	12/01/2018	
<i>Notes:</i>						
	3/4/19	Support Chinese New Year Festivities.	Complete 02/11/2019	Danielle Dixon	02/09/2019	
<i>Notes:</i>						
	1/8/19	Continue to recruit Golden Opportunity Partners.	Complete 03/15/2019	Ashley Pope	02/15/2019	
<i>Notes:</i>						
	3/4/19	Coordinate blood drives with Red Cross and Community Blood Services through nursing and OCS	Complete 03/04/2019	Danielle Dixon	02/23/2019	
<i>Notes:</i>						
	1/8/19	Will provide support to community groups through luncheons, meetings and special events.	Complete 03/31/2019	Danielle Dixon	03/31/2019	
<i>Notes:</i>						
	3/4/19	Partner with 4th grade classes across the county and with local fire departments to teach about fire safety and award the outstanding students with the opportunity to be a firefighter for a day.	Complete 06/10/2019	Gerald Clodfelter	06/10/2019	
<i>Notes:</i>						