

Comprehensive Progress Report

Mission: We are committed to providing a safe environment that promotes academic excellence and prepares students to become knowledgeable and contributing citizens in our society and in the world....every day, and in every classroom! **Vision:** Cabot High School will engage students in rigorous learning by offering multiple pathways targeting college, community, and career readiness.

Vision:

Goals:



! = Past Due Actions

KEY = Key Indicator

Core Function:		School Leadership and Decision Making			
Effective Practice:		Establish a team structure with specific duties and time for instructional planning			
	ID02	All teams have written statements of purpose and by-laws for their operation.(37)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Some teams have this in place while others do not.	Limited Development 10/02/2014		
<i>How it will look when fully met:</i>		Teachers will follow the statements of purpose and by-laws developed by each team or department.	Objective Met 08/28/17	Melinda Asewicz	05/26/2017
Action(s)	Created Date				
1	10/14/14	The committee will review sample sets of by-laws and statements of purpose for CHS teams.	Complete 10/28/2014	Melinda Asewicz	10/28/2014

Notes: Mrs. Asewicz brought 3 sets of bylaws to the meeting for the team to review. Duties = Purpose =

Teaching Team Bylaws - Job Description

Teachers at CHS - By laws for the school

- school mission statement
- could include things like ethics list
- evaluation procedure
- department necessarries
- discipline procedure
- essentially teacher expectiatons
- chain of command (council)

How to structure:

- List mission statment
- List chain of command
- Expectations for deparments
- Expectations for teachers
- Evalutation of expectatons

2	11/11/14	Create bylaws for our ACSIP Committee	Complete 11/11/2014	Jill Weir	11/11/2014
<p><i>Notes:</i></p> <p>ACSIP Committee Bylaws</p> <ol style="list-style-type: none"> 1. If you need to miss a committee meeting, please notify Mrs. Weir or Mrs. Sandage before the meeting. 2. All matters voted on will be decided by a majority. 3. During the meeting, silence your cell phones and step out of the meeting if you need to make a call. 4. Let other committee members finish speaking before asking questions or making comments. 5. Meetings will be scheduled every other Tuesday in the CHS Media Center. An invitation will be sent via google calendar at least a week before the meeting. Agendas for the meeting will be sent with the calendar invitation. 					
3	10/28/14	Examine club bylaws and use those to craft the CHS Teaching team bylaws.	Complete 11/11/2014	Melinda Asewicz	11/11/2014
<p><i>Notes:</i> Our statement of purpose will be our mission statement. Club bylaws are kept in Mr. Granderson's office. We used samples to create and revise our bylaws</p>					

4	10/14/14	Distribute the sample set to team leaders to review and consult with team members to bring back to next meeting.	Complete 12/02/2014	Melinda Asewicz	12/02/2014
		<i>Notes:</i> Mrs. Asewicz shared the bylaws with Mrs. Weir, she will distribute to the committee via google drive.			
5	10/14/14	Compile revisions from interested parties and report back to committee.	Complete 01/06/2015	Melinda Asewicz	12/16/2014
		<i>Notes:</i>			
6	10/14/14	Finalize and implement by-laws and statement of purposes for teams.	Complete 05/20/2016	Melinda Asewicz	05/01/2015
		<i>Notes:</i>			
7	9/28/16	CHS will conduct PLC meetings by department.	Complete 05/25/2017	Alana Graham	05/19/2017
		<i>Notes:</i>			
	ID04	All teams prepare agendas for their meetings.(39)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Some meetings have agendas while others do not.	Limited Development 10/02/2014		
		Priority Score: 1 Opportunity Score: 3	Index Score: 3		
<i>How it will look when fully met:</i>		All team meetings will have an agenda.	Objective Met 10/15/15	Sarah Vance	05/12/2015
Action(s)	Created Date				
1	10/14/14	Develop an agenda template for team meetings.	Complete 10/28/2014	Sarah Vance	10/14/2014
		<i>Notes:</i> The school board uses boarddocs.com, which is subscription based so we decided to create our own. We discussed items needed on the agenda. Mrs. Vance will create the agenda and email it to Mrs. Sandage.			
2	10/14/14	Provide template to department heads to discuss use of template in team meetings. Mrs. Sandage will email to department heads.	Complete 03/30/2015	Charlotte Sandage	03/31/2015
		<i>Notes:</i> This will be shared in google docs.			
3	3/30/15	Assistant principals for departments will remind departments to use the agenda template for department meetings.	Complete 08/18/2015	Charlotte Sandage	08/18/2015
		<i>Notes:</i>			
4	10/14/14	All teams will implement agendas for their team meetings.	Complete 10/02/2015	Sarah Vance	09/08/2015

Notes:

Implementation:		10/15/2015		
Evidence	10/15/2015 Agendas stored in google drive.			
Experience	10/15/2015 This was an easy objective for the team to implement because this was something most departments already had implemented.			
Sustainability	10/15/2015 Occasional monitoring to ensure that agendas are used for all meetings.			

ID07		A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Leadership meetings have begun this month.	Limited Development 10/02/2014		
		Priority Score: 3 Opportunity Score: 3	Index Score: 9		
How it will look when fully met:		Bi-weekly leadership meetings will occur on the CHS campus.	Objective Met 10/15/15	Jill Weir	06/05/2015
Action(s)	Created Date				
1	3/17/15	A leadership team will be created with representatives from all departments	Complete 09/25/2014	Jill Weir	09/25/2014
		<i>Notes:</i>			
2	3/17/15	Meetings will occur bi-weekly throughout the school year.	Complete 03/17/2015	Jill Weir	03/17/2015
		<i>Notes:</i>			
3	3/17/15	Leadership meetings will be scheduled every two weeks for the entire school year.	Complete 10/09/2015	Jill Weir	06/05/2015
		<i>Notes:</i>			
Implementation:			10/15/2015		
Evidence					
		10/15/2015 Agendas, minutes and sign in sheets in indistar and google drive.			
Experience					
		10/15/2015 We have scheduled meetings and held them.			
Sustainability					
		10/15/2015 Continuing twice monthly meetings.			

Core Function:		Classroom Instruction			
Effective Practice:		Expect and monitor sound instruction in a variety of modes			
IIIA35		Students are engaged and on task.(144)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		This is our building professional growth plan. All teachers will receive training on this indicator during embedded professional development. Principals will send frequent reminders to keep students on task and for bell to bell instruction.	Limited Development 10/02/2014		
		Priority Score: 3 Opportunity Score: 2	Index Score: 6		
How it will look when fully met:		Teachers actively engage students from the beginning of class until the end of class. Classroom walkthroughs, bell ringers, exit tickets, TESS Evaluations.	Objective Met 10/29/15	Richard O'Connell	05/30/2015
Action(s)	Created Date				
1	11/11/14	Professional Growth Plans for all CHS staff implemented the first week of school: Best use of Instructional Time	Complete 09/30/2014	Charlotte Sandage	09/30/2014
		<i>Notes:</i>			
2	11/11/14	Teachers developed procedures for starting and ending class.	Complete 08/18/2014	Helen Goodman	08/18/2014
		<i>Notes:</i>			
3	11/11/14	Develop a survey of CHS teachers of how they implement bell to bell instruction in their classroom.	Complete 12/02/2014	Richard O'Connell	12/02/2014
		<i>Notes:</i> This will be a google survey.			
4	12/3/14	Discuss the results of the survey at cadre staff meeting.	Complete 12/03/2014	Charlotte Sandage	12/03/2014
		<i>Notes:</i>			
5	12/3/14	Team will review data from survey and decide a plan of action to get more participation.	Complete 01/06/2015	Richard O'Connell	01/06/2015
		<i>Notes:</i> Team reviewed data, will review again with Mr. Hawkins at next meeting.			
6	1/6/15	Results of teacher survey will be shared with Mr. Hawkins. Mr. Hawkins will be asked to come to the next meeting to help us plan next steps.	Complete 01/20/2015	Richard O'Connell	01/20/2015
		<i>Notes:</i>			
7	1/20/15	Mr. O'Connell will resend the survey so that we get more responses from teachers.	Complete 02/02/2015	Richard O'Connell	01/21/2015
		<i>Notes:</i>			
8	1/20/15	All students will be surveyed to see how bell to bell instruction affects their learning.	Complete 02/02/2015	Richard O'Connell	01/30/2015

<i>Notes:</i>					
9	1/20/15	Principals will conduct targeted walkthroughs to target bell to bell learning and see how it is progressing in the building. Walkthroughs will be targeted on a TESS component each week.	Complete 10/28/2015	Henry Hawkins	03/31/2015
<i>Notes:</i>					
Implementation:			10/29/2015		
Evidence		10/29/2015 Classroom walk throughs, surveys.			
Experience		10/29/2015 CHS teachers, students, and admin collaborated and were cooperative in improving student on task time.			
Sustainability		10/29/2015 Periodically revisiting this goal and surveying teachers and staff will monitor this objectives.			

Core Function:		High School: Opportunity to Learn			
Effective Practice:		Ensure content mastery and graduation			
	HS04	The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career. (4541)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Currently, we are investigating and possibly designing a "during the day" intervention program to ensure: 1) All students receive credits for current courses; 2) Students have the necessary support to attain post-graduation goals (college or career); 3) Students have an adult monitoring their progress; 4) There is time for students to relearn material and redo/retake assignments they do poorly on.	Limited Development 12/03/2015		
<i>How it will look when fully met:</i>		<p>When fully met, the CHS bell schedule will be altered to provide time during the school day for interventions. Additionally, students will be assigned to an "advisory" with a faculty or staff member for their duration at CHS. When this objective is fully implemented, all students will have a post-secondary plan and will have knowledge of the steps needed to attain their goal(s).</p> <p>Data Sources to Provide Evidence of Implementation:</p> <p>Bell schedule, graduation rates, post-secondary success (college enrollment, career placement, etc), student & staff feedback surveys.</p>		Adam Koehler	05/25/2018
Action(s)	Created Date		4 of 8 (50%)		
1	12/3/17	Create committee of staff to investigate advisory-type programs and create a proposal to building and district administration.	Complete 01/31/2018	Melinda Asewicz	02/01/2018
<i>Notes:</i>					
2	12/3/17	Administration will monitor student grades weekly to determine "at-risk" students.		Adam Koehler	05/25/2018
<i>Notes:</i>					
3	12/3/17	Staff will provide progress updates on students with a 59% or below in core academics to administration at week three, five, and seven of each quarter. Information will include the number of absences, total number of assignments, and "why" the student is not passing.		Alana Graham	05/25/2018
<i>Notes:</i>					

4	2/6/18	A committee will develop a proposal to modify the CHS Bell Schedule to create a time in the school day for academic help (interventions) for students, as well as PLC meeting times and Club meetings.	Complete 02/05/2018	SueAnn Whisker	02/15/2018
		<i>Notes:</i> Committee: Beason Brock Nyborg Weir Marshall Koehler Ascewicz Southard			
5	2/6/18	CHS Administration will make proposal to CAO to change the CHS Bell Schedule to provide Zero Hour academic help for students.	Complete 03/01/2018	Henry Hawkins	03/01/2018
		<i>Notes:</i>			
6	2/6/18	An ACSIP Sub-Committee will be created to pilot a mentoring program. Students who had 3+ failures first semester (2017-18) will be assigned a volunteer teacher mentor to meet with weekly to monitor grades, determine needs, and develop a plan to achieve success.	Complete 02/01/2018	Melinda Asewicz	02/01/2018
		<i>Notes:</i>			
7	2/6/18	CHS Administration will provide tutoring each Tuesday, Wednesday, and Thursday morning - 7:15-7:50 by certified teachers in the areas of Math, English, and Science.		Adam Koehler	05/25/2018
		<i>Notes:</i> Began 1/31/18			
8	3/11/18	Identified Special Education Students will have the opportunity to participate in on-the-job learning based on their transition plan. Student interests will be taken into consideration, as well as individual student needs identified in their IEP. Students will be instructed in job related skills during the day and will be employed after school. The school/district will work with external agencies to provide assistance with training, supervision, transportation, etc.		Donna Young	05/25/2018
		<i>Notes:</i>			