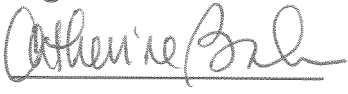



Edenton-Chowan Schools

Annual School Improvement Plan **Amendment** Approval


The John A Holmes School Improvement Team met on 8-20-12 and approved the attached **Amended** School Improvement Plan for school year 2012 - 2013.

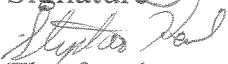

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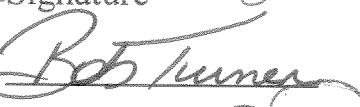

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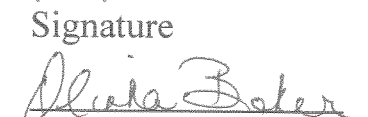

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The faculty met on 8-27-12 and voted to approve the attached **Amended** School Improvement Plan for school year 2012- 2013. The recorded faculty vote was 52 in favor and 1 opposed.


Principal

10-1-12
Date

John A. Holmes High School
School Improvement Plan 2012-2013

Statements of Assurance

- 1. General** – The School Improvement Plan (SIP) for John A. Holmes High School is developed and approved in accordance with the provisions of G.S. 115C-105.27.
- 2. Professional Development** – As prescribed by G.S. 115C-105.30 over 75% of the state staff development funding allotment (when available) has been distributed to our school. The school improvement team insures that these funds are used to implement the school improvement plan. All staff development activities in this school embrace the professional development vision adopted by the North Carolina State Board of Education in March 2003. Classroom practice and school leadership in North Carolina will be improved through tailored, intensive professional development that includes follow-up, support, practice, feedback and evaluation. It is a collaborative effort that provides every student access to a competent, caring and highly qualified teacher. All fiscal and human resource within the educational community support classroom instruction and interactions that prepare students to thrive and contribute to a complex, dynamic global and multicultural society. Activities result in implementation of classroom practices that lead to improved student achievement.
- 3. Planning Time and Duty-Free Lunch** – In accordance with G.S. 115C-105.27(b)(6.) there is a plan in place to assure planning time during the regular student contact hours and duty-free lunch to the extent resources are available. Our school planning team has developed a lunch duty plan that has been shared and approved according to the School Improvement Plan process. In addition, a planning time schedule has been developed, shared and approved that details our progress in providing a minimum of five hours of planning time per week for every teacher.
- 4. Safe Schools Plan** – In accordance with G.S. 115C-105.47 our school has developed a safe school plan, which promotes a climate of respect and appropriate personal conduct for student and school personnel, and provides for safety, security and order. This plan is on file in the principal's office.

**Student Learning and Organizational Effectiveness Goals
John A. Holmes High School 2012-13**

Student Learning Goals

Goal 1 - The percentage of 9th-grade students failing courses will be lower than it was in the 2011-12 school year. (SLG 1)

Goal 2 – We will reduce our drop-out and failure rates. The number of students in each graduating class will be at least 85% of the number that entered the 9th grade four years earlier. (SLG 2)

Goal 3 – The average composite scores of our students who take the SAT or ACT will be higher than the state’s average composite scores. The percentage of students passing AP exams at JAH will be higher than the state’s percentage. (SLG 3)

Goal 4 – JAHHS will meet expected growth in all EOC-tested subjects in 2012-13. (SLG 4)

Organizational Effectiveness Goals

Goal 1 – We will improve the communication between faculty and administration, school and parents, and school and community. The percentage of positive responses to questions regarding communication on the climate and community building surveys will increase each year, or reach 95%. (OEG 1)

Goal 2 – We will increase parental and community involvement at JAHHS. The percentage of positive responses to questions regarding involvement on the community building survey will increase each year, or reach 95%. (OEG 2)

Goal 3 – We will improve the health and safety of students, faculty and staff at JAHHS. The percentage of faculty/staff, parents and students indicating on the school safety survey that drug use, the selling of drugs at school, and gang issues are serious problems will decrease each year, or be eliminated. (OEG 3)

Goal 4 – We will reduce the number of students who “skip” class. The number of student office referrals for skipping class/school will decrease each year, or be eliminated. (OEG 4)

**School Improvement Plan
Goal Analysis
John A. Holmes High School
2011-12**

Student Learning Goals **Green = Met Goal** **Yellow = Improvement over previous year**

Goal 1: The percentage of 9 th grade students failing courses will be lower than it was in the 2011-12 school year. (SLG 1)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
% of 9 th graders retained	17.6	13.8	26.9	21.4	13.0
Goal 2: We will reduce our drop-out and failure rates. The number of students in each graduating class will be at least 85% of the number that entered the 9 th grade four years earlier. (SLG 2)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Graduation rate	67	70	76	77.97	78.3
Goal 3: The average composite scores of our students who take the SAT or ACT will be higher than the state's average composite score. The percentage of students passing AP exams at JAH will be higher than the state's percentage. (SLG 3)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
JAH SAT Avg Critical Reading & mathematics.	951	934	965	896	950
JAH SAT Writing/State Avg.	441	440	462	429	452
ACT Composite Score	NA	NA	NA	NA	17.1
% passing AP US History	NA	NA	100	90.9	100
% passing AP Studio Art	NA	NA	100	33.3	0
% passing AP Calculus	NA	NA	15.4	11.1	29.4
% passing AP English III	NA	NA	80	88.2	77.8
% passing AP English IV	NA	NA	85.7	31.6	93.3
% passing Environmental Science	NA	NA	100	100	33.3
% passing World History	NA	NA	100	0	50
% passing Music Theory	NA	NA	NA	NA	66.7
% passing Biology	NA	NA	45.5	6.3	33.3
% passing All AP Tests	48.5	38.3	73.0	52.1	69.0
Goal 4: JAHHS will meet expected growth in all EOC-tested subjects in 2012-13 (SLG 4)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
EOC Composite	59.9	60.9	78.2	68.3	67.0
Algebra I	57.7	54.7	72.3	55.5	52.6

Biology	56.1	44.5	75.4	62.2	67.9
English I (English II will start testing in 12-13)	47.2	60.4	78.7	76.3	79.1
Expected Growth Made	Yes	No	No	Yes	Yes

Organizational Effectiveness Goals **Green = Met Goal** **Yellow = Improvement over previous year**

Goal 1: We will improve the communication between faculty and administration, school and parents, and school and community. The percentage of positive responses to questions regarding communication on the climate and community building surveys will increase each year, or reach 95%. (OIG 1)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
<i>Teachers and Staff – Percentage of positive responses to the following question / “Communication between the school and students’ homes is regular, two/way and meaningful”</i>	73	67	65	73	73
<i>Parents – Average percentage of positive responses to the following four questions: “The school adequately informs parents about policies;” “The school promotes parent/teacher communication;” “Teachers at this school regularly communicate with parents about their child(ren)’s progress;” and “Report cards & progress reports at this school are adequate & informative.”</i>	78.9	72.5	84.2	85	89.5
<i>Students – Average percentage of positive responses to the following four questions – “I feel well informed about JAH school activities;” “I feel well informed about course selections and graduation requirements at JAH;” I feel well informed about the career pathways for me to explore at JAH;” and “I feel well informed about how I’m doing in school”.</i>	69.0*	63.8	70	69.5	62.5
Goal 2: We will increase parental and community involvement at JAHHS. The percentage of positive responses to questions regarding involvement on the community building survey will increase each year, or reach 95%. (OIG 2)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
<i>Teachers and Staff - -- Average percentage of positive responses to the following four questions: “I am involved in the development of the school’s vision, beliefs, and mission;” “I am regularly</i>	67.3	70.3	68	70	63.5

<i>involved in making school policies and procedures;” “Teachers in our school play a major role in curriculum alignment;” and “I have meaningful involvement in selecting staff development activities.”</i>					
Parents -- Average percentage of positive responses to the following two questions: “Parents have input in decisions affecting this school;” and “Parents are encouraged in this school to take an active role in their child(ren)’s education.”	71.0	64.5	N/A	N/A	N/A
Students - // Average percentage of positive responses to the following two questions: “Students at JAH have satisfactory input in decisions that directly affect students;” and “Students at JAH are involved in planning school activities.”	55	41	50	46.5	44
Goal 3: We will improve the health and safety of students, faculty and staff at JAHHS. The percentage of faculty/staff, parents and students indicating on the school safety survey that drug use, the selling of drugs at school and gang issues are serious problems will decrease each year, or be eliminated. (OIG3)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Gang Issues Teachers/Staff	38	35	20	28	15
Parents	50	19	22	33	24
Students	42	33	13	20	22
Drug Use Teachers/Staff	8	12	32	14	15
Parents	38.5	14	39	38	26
Students	16	19	16	16	28
Drug Selling Teachers/Staff	8	12	29	32	12
Parents	28.6	19	27	28	25
Students	17	19	18	16	30
Goal 4: We will reduce the number of students who “skip” class. The number of student office referrals for skipping class/school will decrease each year, or be eliminated. (OIG 4)					
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
	NA	445*	105	108	128
*not attending Detention Hall and Zap program are included in this figure.					
Total % met or improved	17/33 52%	16/33 49%	21/32 65%	10/35 28.6	19/35 54.3%

Student Learning Projects and Initiatives 2012-13

Projects:

- 1. Common Core and Essential Standards:** We will continue professional development and prepare unit plans and common assessments aligned with the Common Core and Essential Standards, for implementation in 2012-13 school year. (SLG 3 and 4)
- 2. Graduation Project:** We will implement changes in the graduation project requirements and procedures in 2012-13. (SLG 2 and 3, OEG 1)
- 3. One to One Technology Program for Students:** We will provide an interactive technological device to all students at JAHHS. We will provide staff development on 21st century skills and pedagogy and add an Instructional Technology Facilitator position to provide technological and curricular support. (SLG 1,2,3, and 4, OEG 1)
- 4. Revised ACE TIME:** We will revise ACE TIME to a full period in the school day to provide opportunities for tutoring, lunch, enrichment activities and improved attendance. (SLG 1, 2, 3, and 4, OEG 4)
- 5. GEAR UP:** We will participate in GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) to increase awareness and participation in college for our graduating seniors. (SLG 3, OEG 1 and 2)
- 6. Responsiveness to Instruction (RtI):** We will implement elements of RtI throughout the school year with the goal of increased implementation in subsequent years. (SLG 1, 2, and 4, OEG 1)
- 7. Summer School:** We will make changes in our summer school program to increase access to students via on-line curricular providers. (SLG 1 and 2)

Initiatives:

- 1. Summer Transition:** We will continue to provide a summer transition program for identified rising 9th graders. (SLG 1 and 4, OEG 1 and 2)
- 2. Alternative Program:** We will make changes in our alternative educational program to improve instructional services and opportunities so these students can continue to earn credits toward graduation. (SLG 1, 2 and 4)

Organizational Effectiveness Projects and Initiatives

Projects:

- 1. Homeroom:** We will increase the number of homerooms and increase meeting times to facilitate better communication with students. (OEG 1)
- 2. School-wide Clean-up Days:** These will be held at various times throughout the school year, with community support, to continue the beautification process at JAHHS. (OEG 1 and 2)
- 3. Plant Facilities:** We will purchase new furniture for the cafeteria, media center, and main office and write a plan for continued physical plant improvements at JAHHS. (OEG 2)
- 4. Triple H:** A weekly communication from the desk of Mrs. Evans will be used to inform the staff of all school activities. (OEG 1)
- 5. Google Tools:** On-line tools including Gmail, Docs, Calendar and Drive will be used to increase communication and efficiency at JAHHS. (OEG 1, 2)
- 6. Educators Handbook:** This will be used for increased student safety. (OEG 1, 3, and 4)

Initiatives:

- 1. PBIS:** We will continue to implement more elements of PBIS throughout the school year including a review of the JAHHS discipline plan with the goal of full PBIS implementation in 2012-13. (OEG 3)
- 2. Service Projects:** We will continue to require all clubs to complete a yearly service project at the school and in the community. (OEG 2)
- 3. Communication:** We will continue to investigate and use expanded communication methods such as Facebook, Twitter, wikis, blogs, webpages etc. to both provide and receive information from our parents. (OEG 1)

John A. Holmes High School
“The Way We Do Business”

Programs and strategies that impact our Student Learning Goals:

- 1. Professional Development:** We provide professional development to staff in order to enable them to fully implement our initiatives and projects. Examples of staff development topics in 2012-13 include the Common Core and Essential Standards, Web 2.0 tools, 1 to 1 implementation, and 21st century pedagogy.
- 2. Credit Recovery:** We offer credit recovery courses via Apex learning systems and the NCVPS.
- 3. Tutoring:** Teachers offer tutoring during school and by appointment before or after school to students who need extra help.
- 4. Inclusion:** We have an inclusion program for exceptional students.
- 5. Units of Study:** We use units of study (pacing guides) to facilitate cohesive instruction.
- 6. Graduation Project:** All students participate in a career or literature focused graduation project with a presentation in front of members of the community.
- 7. SAT and ACT Preparation:** We offer SAT and ACT prep courses on campus each semester and provide information on other free resources.
- 8. AIG:** Students are counseled to take AP, Early College, and Articulated Credit courses offered here and at the local campus of the College of the Albemarle.
- 9. Extra-Curricular Activities:** We offer many clubs and sports to our students.
- 10. Guidance:** Students are provided with full guidance services, from course selections to college and career assistance, as well as teen counseling services.
- 11. Academic Intervention:** We have a JAHHS Intervention Team which meets monthly to discuss students about whom staff members have concerns. The team makes recommendations for interventions and services.
- 12. Learning Teams:** Teachers meet in Learning Teams for professional development, curriculum development, common planning, data analysis, and common assessment development.
- 13. Writing Across the Curriculum:** Teachers will continue to assess their students’ writing in every subject area. Departments will set guidelines in order to insure consistent expectations. (SLG 2 and 3)

Programs and strategies that impact our Organizational Effectiveness Goals:

1. Leadership Team: Our Leadership Team serves as the decision-making body of our school. We include parents and students as members of our Leadership Team.

2. Athletics: All athletes and their parents meet with the Athletic Director to discuss athletic policies and eligibility prior to the start of each athletic season.

3. Graduation: All seniors and their parents meet with school administrators prior to graduation to discuss policies, procedures, and expectations. Monthly and quarterly newsletters are sent to parents of seniors.

4. Student Planners: We use student planners to help students with their organizational skills. The planners include the Student Handbook, to help communicate with parents.

5. Communication: We use School Messenger, the school marquee, the school web site, email, conferences, social media and newsletters to communicate with parents and the community.

6. Surveys: Annual surveys regarding safety and community building are given to the staff, students, and parents. We use this information to help identify areas for improvement.

7. Progress Reports: Students receive multiple progress reports throughout each semester.

8. Meeting Schedule: A schedule of faculty meetings, Leadership Team meetings, Learning Team meetings, and AdvancEd committee meetings is distributed to staff members at the start of the school year.

9. Monthly Newsletters: The Guidance Counselors publish newsletters each month for the parents of freshmen and seniors. These are also shared with all staff members.

10. Judicial Attendance Council: We refer students with chronic attendance problems to the county's Judicial Attendance Council for intervention.

11. Orientation and Open House: We hold a student and parent orientation program for freshmen at the beginning of the school year with SGA student representatives providing support. We also hold an Open House prior to the start of each semester for parents and students. (OEG 1 and 2)

**School Improvement Plan
Project Task List
2012-13**

Student Learning Project #1: Common Core and Essential Standards

Related to School Goal(s): SLG 3 and SLG 4

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Provide ongoing professional development w/Delia DeCoursey	Mrs. Evans	2012-2013 school year	Record of professional development activities and attendance of staff	Quality of professional development and % of staff attending	
Prepared unit plans aligned with CC/ES	Departments and Teachers	Summer 2012 and ongoing 2012-13 school year	Copies of prepared Unit plans	Alignment with CC/ES and effectiveness with students	
Create and use Common assessments in all areas	Departments and teachers	2012-13 school year	Data collection using the formative system	Correlation to EOC and MSL scores	
ClassScape provided for teachers	Mrs. Evans and Mrs. Catherine Baker	August 2012	Data collection using the formative system	Correlation to EOC and MSL scores	
Read "Becoming a Great High School	Mrs. Evans and teachers	Summer 2012 and Learning Teams 1 st semester 12-13 school year	Notes of learning team discussions on book	Integration in daily practices at JAHHS	
School administrators will attend department meeting	School Admin and Catherine Baker	2012-13 school year	Attendance on minutes of meetings	Pertinent information relayed to departments	

Student Learning Project #2: Graduation Project

Related to School Goal(s): SLG 2

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Streamline project to make more meaningful for students	English Dept.	Summer 2012	Updated Graduation Project handbook	Student feedback on project experience	
Increase mentor role in project	English Dept. and chosen mentors	2012-13 school year	Mentor logs	Quality of overall projects	

Student Learning Project #3: One to One Technology Program for Students

Related to School Goal(s): SLG 1, 2, 3 and OEG 1

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Provide an interactive technological device for every student	Superintendent and Technology Dept.	2nd semester 2012-13 school year	Leased laptops for every student	Effective use by students in the classroom	
Add Instructional Technology Facilitator position	Mrs. Evans	Summer 2012	Person hired	Depth of knowledge and ability to help staff	
Provide professional development on 21st century skill and pedagogy	Mrs. Evans and Instructional Technology Facilitator	Summer 2012 and ongoing 2012-13 school year	Professional development sessions and record of teacher attendance	Observed 21 st century tools in classrooms	

Student Learning Project #4: Revised ACE TIME

Related to School Goal(s): SLG 1, 2, 3 and 4, OEG 4

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Visit POWER program at S. Johnston High	Sheila Evans	3 dates in April 2012	Record of staff attendance	Quality and applicability of Information received from S. Johnston High	
Contact 1 st Flight HS about POWER time	Sheila Evans	May 2012	Notes from conversations and material provided by the school	Quality and applicability of information received from 1 st . Flight HS	
Coordinate POWER/ACE TIME committee	Sheila Evans	Summer 2012 and ongoing for 2012-13 school year	Record of attendance at meetings and minutes of meetings	Plan for instituting ACE TIME	
Create ACE TIME schedules (daily and master)	Todd J. Korbusieski Catherine Baker	July 2012	Created schedules	Effective use of time and personnel during the day	
Present ACE TIME to Board of Education	Sheila Evans Catherine Baker	August 2012	Created presentation and minutes of Board meeting	Quality of information presented and acceptance by Board	
Communicate ACE TIME to teachers, parents and students	School Administration	August 2012	Information presented at faculty meeting, and student orientations and homerooms	Level of understanding in the community and school	

Start ACE TIME for students	JAHHS staff	September 2012	Incorporation into daily schedule	Student attendance and grades	
Evaluate ACE TIME effectiveness	ACE TIME committee, Leadership team	Ongoing in 2012-13 school year	Minutes of meetings and changes in program	Increased student attendance and grades	

Student Learning Project #5: GEAR UP

Related to School Goal(s): SLG 1, OEG 1 and 2)

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Apply for initial grant acceptance	Central Office	Spring 2012	Grant proposal submitted	Receiving grant	
Attend primary grant information session	Central office and school administrators	August 2012	Record of attendance at meeting	Information brought back to the county and schools	
County wide information session	Vann Lassiter	August 2012	Attendance at meeting or conference call	Participants understanding of grant and responsibilities	
Hire GEAR UP coordinators	Central Office	By Jan 1 2013	Personnel hired	Best fit for job responsibilities	
Complete GEAR UP work plan for each school	Central Office and School Administration	September 2012	Completed work plan	Effective use of grant resources to meet GEAR UP requirements	
Provide GEAR UP opportunities for seniors	GEAR UP school and community services personnel	2012-13 school year	Student attendance and reimbursement logs	Number of students exposed to college information	

Student Learning Project #6: Responsiveness to Instruction (RtI)

Related to School Goal(s): SLG 1, 2, 4 and OEG 1

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Attend regional RtI meetings	School Administration and counselors	4x during 2012-13 school year	Record of attendance at meetings	Quality of information to help implement at JAHHS	
Hold Student Assistance team meetings	Todd J. Korbusieski	Monthly during 2012-13 school year	Agendas and minutes of meetings	Interventions provided for students	
Use EVAAS data for placement and intervention purposes	School Intervention Team	Monthly during 2012-13 school year	Documented Appropriate interventions for students	Effectiveness of interventions, increased attendance and passing rates	
Use of Early Warning Reports I eSIS	School Intervention Team	Monthly during 2012-13 school year	Documented Appropriate interventions for students	Effectiveness of interventions, increased attendance and passing rates	

Student Learning Project #7: Summer School

Related to School Goal(s): SLG 1 and 2

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Investigate on line learning providers	School Administration and Technology	Spring 2012	Meetings with representatives and informational materials	Applicability to JAHHS	
Purchase APEX learning classes	School Administration and Technology	Summer 2012	Access to APEX	Access to APEX	
Train essential personnel in APEX administration	Sheila Evans	June 2012	Record of attendance	Effectively learn how to use APEX	
Enroll and monitor students in APEX classes	Amy Asbell Todd Korbusieski	July 2012	Enrollment records	Number of students passing classes	
Revamp face to face summer school program	Mrs. Daniels and Mrs. Williams	Fall 2012	Updated program goals and guidelines	Effectiveness of instruction provided to students	

Organizational Effectiveness Project #1: Homeroom

Related to School Goal(s): OEG 1

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Increase homerooms for every certified staff	Mrs. Evans	Summer 2012	List of homerooms	All certified staff have a homeroom	
Populate homerooms with students	Guidance	Summer 2012	Homeroom lists	Decreased number of students in each homeroom	
Schedule homeroom meeting times	Dr. Korbusieski	Summer 2012 and ongoing for 2012-13 school year	Homeroom meeting dates	Increased number of meetings	
Plan activities for homerooms	School Administration and Guidance	Summer 2012 and ongoing for 2012-13 school year	List of activities given to teachers	Increased communication on surveys	

Organizational Effectiveness Project #2: School-wide Clean Up Days

Related to School Goal(s): OEG 1 and 2

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Generate list of projects	Mr. Jordan and School Administration	September 2012	Generated list	Number of projects	
Set date for clean up days	Dr. Korbusieski	September 2012	1 date each semester set	Accessibility for community help	
Send letters to community groups	Mrs. Evans	3 weeks Prior to clean up days	Generated letter	Amount of community volunteers	
Provide contact person for clean up day	Dr. Korbusieski	2012-13 school year	Person in place	Response to community members	
Obtain materials for clean up day	Dr. Korbusieski, Mr. Jordan, Mr. Bass	1 week prior to event	Materials available	Enough materials to cover activities	
Organize clean up day crews	Dr. Korbusieski	Day of events	List of activities for community members	Use of members to maximize clean up day	

Organizational Effectiveness Project #3: Plant Facilities

Related to School Goal(s): OEG 2

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Purchase new furniture for cafeteria	Dr. Korbusieski	Summer 2012	Purchased tables	Use in cafeteria	
Purchase new furniture for media center	Ms. Asbell	Summer 2012	Purchased furniture	Use in media center	
Renovate main office	Dr. Smith	Summer 2012	Completed renovation project	Efficiency of new office space	
Purchase new furniture for main office	Mrs. Evans	September 2012	Purchased furniture	Use in main office	
Remove old file cabinets and broken furniture from building	Mr. Jordan and custodial staff	Summer 2012	Removed furniture and recycle old file cabinets	Money received from recycling	
Purchase new file cabinets for staff	Mrs. Evans	Summer 2012	Purchased file cabinets	Distributed file cabinets	
Provide custom shelving for classrooms	Mr. O’Kelley and Cabinetmaking classes	2012-13 school year	Shelving installed in classrooms	Fit to individual teacher and classroom needs	
Write implementation plan for physical plant	Mr. Jordan, Dr. Korbusieski, Mrs. Evans	October 2012	Completed plan	Physical plant needs met	

improvements					
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Organizational Effectiveness Project #4: Triple H

Related to School Goal(s): OEG 1

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Create Triple H newsletter	Mrs. Evans	Weekly during 2012-13 school year	Generated newsletter	Increased communication of school activities	

Organizational Effectiveness Project #5: Google tools

Related to School Goal(s): OEG 1 and 2

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Switch staff from GroupWise to Gmail	Technology Dept.	June 2012	Email accounts switched to Gmail	Staff using Gmail for email services	
Provide training on Gmail	Technology Dept.	August 2012	Attendance at trainings	Increased skills in using Gmail	
Put Teacher Handbook on Google Docs	Mrs. Evans and Dr. Lassiter	August 2012	Electronic version of Handbook completed	Accessibility to staff and ease of feedback for changes	
Provide training on Docs, Calendar and Drive	Mrs. Catherine Baker	August 2012	Attendance at trainings	Use of tools throughout year	
Incorporated use of tools in school activities	School Administration and Mrs. Catherine Baker	2012-13 school year	Use of tools for meetings and communications	Increased skill of staff in using Google tools.	

Organizational Effectiveness Project #6: Educators Handbook

Related to School Goal(s): OEG 1, 3, and 4

Related to Goal(s) Established by the State Board of Education:

Globally Competitive Students 21st Century Professionals Healthy, Responsible
 Students Leadership for Innovation 21st Century Systems

Task	Personal Responsible	Timeline	Documentation	Evaluative Criteria	Notes
Purchase Educators Handbook rights	Mrs. Hobbs	Summer 2012	Purchased rights to application	Ability to use at JAHHS	
Provide training to staff on use of applicaiton	Dr. Korbusieski and Mrs. Catherine Baker	August 2012	Attendance at training	Understanding application protocols	
Use Educators Handbook to process referrals	JAHHS staff and school administration	2012-13 school year	Written referrals in system	Use of system and feedback provided	
Run monthly reports in application	Dr. Korbusieski	Monthly during 2012-13 school year	Reports produced	Use in monitoring disciplinary actions	