4/30/19 & 5/7/19

Mike Baumgardt, Brent Borzak, Kathy Fallow, Kevin Sowa, Stephanie Barto, Lisa Walck, Kim Bittle, Scott Bartholomew, Dave Reinbold

Comprehensive Planning Committee Mid-Plan Review

Agenda/Minutes

1. Overview

   An overview of the planning process and the plan itself was presented including, but not limited to, the following: purpose of plan, purpose of committee meetings, overview of agenda, goals, action plans, format, past activities related to plan.

2. Goals

   The 2 main goals were discussed and reviewed: 1) establish a system within the school that fully ensures professional development is based on sound research and promising practices; is focused on the needs of professional employees; is comprehensive and is implemented with fidelity in order to meet the specific needs of the students. 2) Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.

3. Staff Development Criteria

   The committee reviewed and discussed the nine criteria for effective professional development opportunities

4. Evaluating Staff Development Activities

   The committee completed an activity to evaluate over 75 staff development activities the staff had participated in over the past three years. The activities clearly met the criteria for effective professional development.

5. Reviewing Committee Members' Surveys

   After reviewing the survey's and the results of the above activity, the committee suggested several topics for future staff development opportunities that the

administration will incorporate into future activities: entrepreneurship, dealing with stress, IDEA v. 504, assistive technology as needed.

6. Assess Instructional Practices and Materials and Resources
   We reviewed/discussed the following goal: 2) Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms. We began evaluating and discussing curricula and materials related to the goal. We did not complete the evaluation and will continue in August.

7. Review/Summarize future Implementation Plans

7/11/19

Brent Borzak, Chris Graver, Christine Trovato, Rachel Strucko, Taryn Stewart, Dave
Reinbold

Agenda

1. Overview of Comprehensive Plan

   *An overview of the planning process and the plan itself was presented including, but not
   limited to, the following: purpose of plan, purpose of committee meetings, overview of
   agenda, goals, action plans, format, past activities/meetings related to plan. The 2 main
   goals were discussed and reviewed: 1) establish a system within the school that fully
   ensures professional development is based on sound research and promising practices; is
   focused on the needs of professional employees; is comprehensive and is implemented
   with fidelity in order to meet the specific needs of the students. 2) Establish a system
   within the school that fully ensures the consistent implementation of effective
   instructional practices across all classrooms.*

2. Review survey questions
   *We discussed the survey questions below and the fact the survey went out to all
   parents/guardians that we had email addresses for.*

   In general, I am satisfied with CCTI's budget and use of funds.

   *The group felt that parents would not generally have enough knowledge of our budget
   and process to give sufficient feedback. But it could actually be a good starting point for
   educating/informing the public about our budget, process, etc.*

   In general, I am satisfied with the range of clubs and organizations CCTI offers.

We discussed the high number of student participation rates in our clubs/activities and the high success rate we have in competitions. We do have a good number of activities available but are always open to new clubs/organization-the most recent being the Interact Rotary and Aevidum clubs.

In general, I am satisfied with the level of communication from CCTI.

We discussed ways to continue to improve communication to families. Some suggestions were following up with texts and letters when phone calls go unanswered. We also discussed involving case managers more in communicating with parents of IEP students and administering brief surveys to parents/guardians immediately following IEP meetings.
We emphasize communication with families and have many systems currently in place to facilitate communication: PowerSchool parent portal; required quarterly phone calls/logs; teacher websites and other alert and communication apps; holding instructors accountable for contacting families; encouraging parents/guardians to contact instructors and set-up lines of communication, etc.

In general, I am satisfied with CCTI's support services (guidance, special education, and gifted education).

Strong support services are in place. In addition to the few examples listed above, we discussed the tutoring programs, SADD/Aevidum, SAP, Transition Team, etc. We traditionally have very few gifted students, but would meet to develop/improve our gifted program when needed.

In general, I am satisfied with CCTI's overall academic program.

Academic programs are strong. Students get a lot of support from instructors, tutors, use of technology, after school programs, etc. Assessment data is evidence of solid academic achievement.

In general, I am satisfied with the Career and Technical programs at CCTI.

Again, assessment data (NOCTI, NIMS, etc.) is evidence of strong programs. Integration between technical areas as well as academic areas is a strongpoint that should be emphasized and showcased.

3. Items for improvement

Items discussed: surveying parents following IEP meetings; considering a name change for our Health Medical Assistant program to something that may attract more non-traditional students; promoting CTE integrated activities; developing and maintaining more options for communicating with families.

4. Committee members

We will continue to monitor survey results and continue to invite respondents to future meetings

8/14/19

Attendance: Patti Green, Danielle Jones, Brent Borzak, Dave Reinbold

Agenda/Minutes

1. Overview of Comprehensive Plan

An overview of the planning process and the plan itself was presented including, but not limited to, the following: purpose of plan, purpose of committee meetings, overview of agenda, goals, action plans, format, past activities/meetings related to plan. We briefly walked through the document and discussed here to find it on the CCTI website.The 2 main goals were discussed and reviewed: 1) establish a system within the school that fully ensures professional development is based on sound research and promising practices; is focused on the needs of professional employees; is comprehensive and is implemented with fidelity in order to meet the specific needs of the students. 2) Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.

Goal-Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.

Goal--Establish a system within the school that fully ensures professional development is based on sound research and promising practices, is focused on the needs of professional employees is comprehensive and is implemented with fidelity in order to meet the specific needs of students.

www.carboncti.org

2. Review survey questions

In general, I am satisfied with CCTI's budget and use of funds.

The committee agreed that the students and staff seem to be getting what they need regarding equipment supplies, organizations, travel, etc. We also discussed the general budget process and the role of the sending districts in funding CCTI.

In general, I am satisfied with the range of clubs and organizations CCTI offers.

The committee was satisfied with the clubs and organizations. We discussed the advantages and benefits of our major clubs: DECA, HOSA, SkillsUSA. We are always open to ideas for new clubs and organizations, but there were no immediate suggestions. There is a concern that CCTI athletes may be being treated as "second class citizens" in comparison to athletes/participants who do not attend CCTI.

Are there incidents of student athletes being discouraged to attend CCTI and stay in their home schools? Possibly.

In general, I am satisfied with the level of communication from CCTI.

The website can be difficult to navigate-particularly the calendar(s). We will work with our tech team to develop a more "user/reader friendly" calendar. There is a need to promote/communicate our academic offerings such as AP and dual enrollment classes. Suggested ways to promote: website, all parent meetings, present at public JOC meetings.
In general, communication from instructors to parents is effective.
PowerSchool is also a valuable tool for communication.

In general, I am satisfied with CCTI's support services (guidance, special education, and gifted education).

The committee was satisfied with the support services. Mrs. Green noted that her son received a lot of excellent information and assistance regarding grants/loans, etc.

In general, I am satisfied with CCTI's overall academic program.

The committee was satisfied with the academic program. We discussed the SPP and other measures of success. The administration noted that there was always room for improvement.
There was discussion of the importance, perception, and overall opinion of AP and Keystone exams. It was agreed that they are good measures of achievement and students should be encouraged to take them and try to do their best on them.
It was again noted that dual enrollment courses should be advertised and made available if possible.

In general, I am satisfied with the Career and Technical programs at CCTI.

The committee was satisfied with the CTE programs. But again, there is always room for improvement. There was discussion about connecting parents/students with apprenticeship opportunities above and beyond those we have already established. Mrs. Jones asked if we can establish a cooperative education agreement with St. Lukes because of all of the advantages they offer employees (continuing education, etc.) We will contact St. Lukes and try to develop a program that works for both entities.

3. Items for improvement

None beyond those already listed

4. Committee members