



School Improvement Plan

2022-2023

School

Elaine Fitzgerald
Principal

Part 1

Vision, Mission, and Values/Beliefs

Part 1 – School Vision, Mission, and Values/Beliefs

Vision

The Satellite Center ~~will be~~ provides a unique educational experience that prepares team members for their futures.

(Revised June 2022)

Mission

We will immerse all team members in an [experiential](#) learning environment that fosters personal growth and future success.

(Revised June 2022)

Values/Beliefs

- Provide real-world experiences for our team members throughout the year.
- Provide opportunities for team members to be exposed to a variety of careers.
- Provide opportunities for team members to learn from experts in their respective fields.
- Pursue continuous professional development to stay current in our fields.
- Provide opportunities for facilitators and team members to engage in community service.
- Utilize creative learning processes through project based learning/work based learning to engage team members in a unique learning experience/environment.
- Facilitate the process of reflection.
- Incorporate communication, collaboration, agency, knowledge, and thinking into our curricula.

(Revised June 2022)

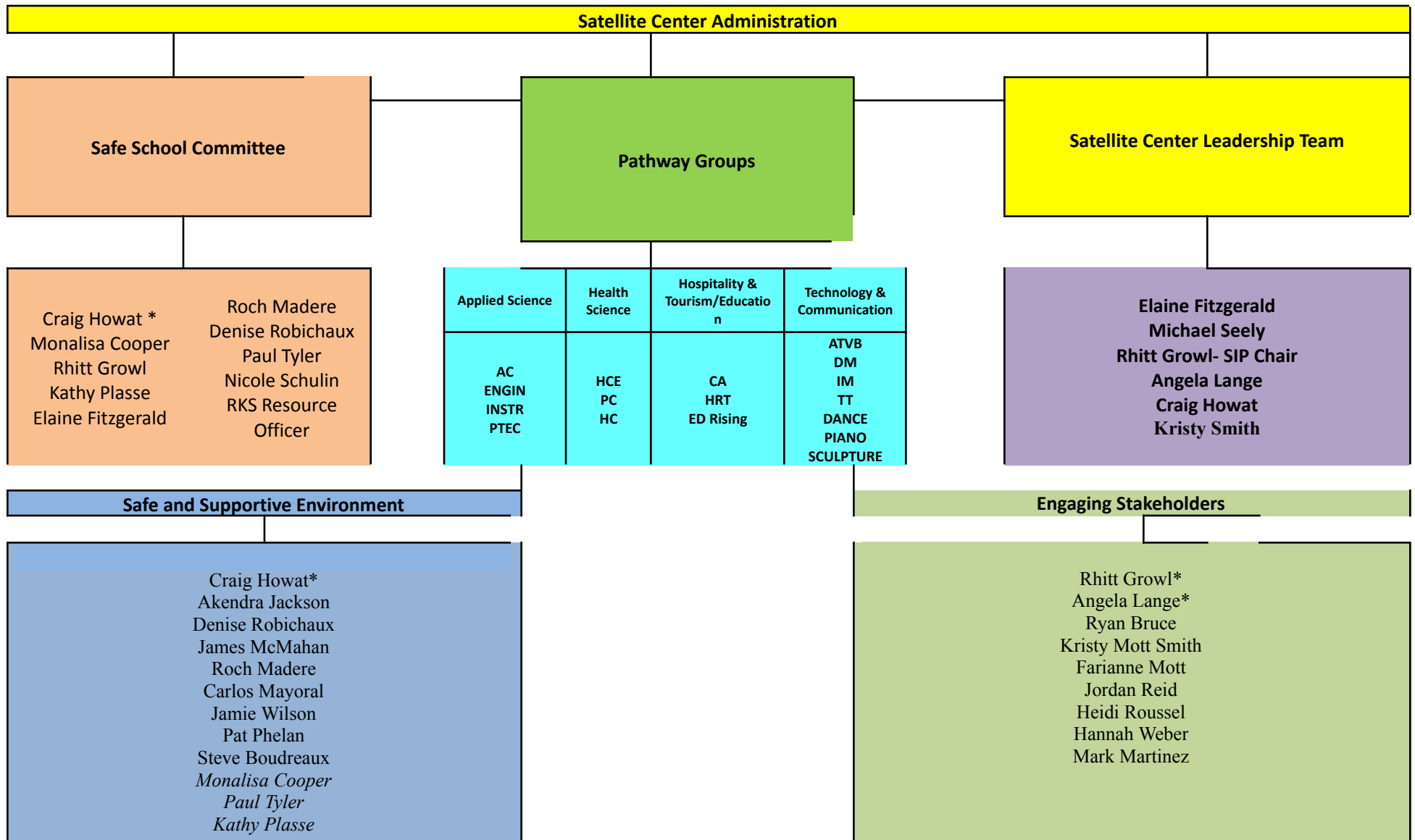
Part 2

School Governance Structure

and

Committee Assignments

Part 2 - School Governance Structure and Committee Assignments



Part 3

School Profile (Performance Data)

See Separate Document

Part 4

Action Plans/Needs Assessments

Student Achievement

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
86% of Team Members achieved certification 13 Courses Offer Credentials	177 - Regional, 144 Basic 33 Advanced
100% of Team Members who qualified earned Dual Enrollment Credits 8 courses offer Dual Enrollment	Delgado, UNO, RPCC with all earning dual enrollment credits TMs together earned 1896 credit hours valued at approximately \$285, 000 5 courses offered Dual Enrollment through RPCC: <ul style="list-style-type: none"> • Instrumentation - 6 credit hours • PTEC - 6 credit hours • AC - 3 credit hours • PC - 4 credit hours • Medical Assistant - 33 credit hours 2 course offered through Delgado: <ul style="list-style-type: none"> • HRT I - 3 credit hours • HRT II - 3 credit hours 2 courses offered through UNO: <ul style="list-style-type: none"> • Engineering I - 1 credit hour • Engineering II - 1 credit hour 1 course offered through SELU <ul style="list-style-type: none"> • Educators Rising
95% of Team Members rated themselves high/very high on Communication, Collaboration application of information and setting goals in class.	Team Member survey data
Helping Team Members find their interests/aligning it with career paths	Team Member survey data

Challenges	Evidence
Team members rated themselves low on managing time and resources and meeting deadlines	Team Member Survey data
50 TMs did not achieve certifications	Certification Data
Some TMs lack confidence in ability to successfully complete work/tasks	Team Member Survey data

Student Achievement

District Goal A: To prepare students for success in postsecondary education, careers, and life

School Priority: To prepare students for academic success

Desired Results:

State measurable objective(s) and identify data sources that will provide evidence of desired results.

- 1.
2. 100% of team members will show growth in Agency
3. Increase the number of team members who achieve future ready (communication and collaboration) skills by 3%

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
IBC Certification Facilitators will increase attainment of IBCs				
<ul style="list-style-type: none"> Set Facilitator Goals for Attainment of IBCs (SLTs) 	August-September	Frontline Time	Facilitators Administration	Frontline SLTs Goal Setting Sheet
<ul style="list-style-type: none"> Submit information to IBC Tracking Chart 	Each grading period	Time	Facilitators Administration	IBC Tracking Sheet
<ul style="list-style-type: none"> Monitor team members of IBCs and provide support for struggling team member 	Weekly	Time	Facilitators Administration	Grades/IBC Tracking Sheet Individual/Small group Assistance Plan for Team Member(s)
<ul style="list-style-type: none"> Discuss strategies/feedback during IBC PLCs <ul style="list-style-type: none"> Setup/Schedule IBC PLCs Share strategies/ideas 	Monthly	Time	Facilitators Administration	IBC PLC Notes/Agenda
<ul style="list-style-type: none"> Teach test taking strategies and relate them to ACT test taking strategies where applicable 	August-April	Time	Facilitators Administration	IBC PLC Notes/Agendas
<ul style="list-style-type: none"> Research commonalities between IBC and ACT test taking (i.e timed, multiple choice) 	August-December	Time	School Leadership Team	Notes Research Implementation plan

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> Research higher level certification options (ie insulation vs scaffolding) 	August-April	Time	Administration	Notes
Monitor team members and provide support for struggling team member	August - May			Grades, emails, support documents
Support team members with time management, meeting deadlines and increasing confidence to successfully complete tasks/assignments				Team Member Survey
<ul style="list-style-type: none"> Actively teach/model time management/meeting deadline skills 	Aug-May	Time Management Resources - Best Practices	Facilitators Administration	Echo Agenda/Lesson Plans
<ul style="list-style-type: none"> Incorporate NTN Agency Rubric in lessons 	Aug - May	NTN Agency Rubric	Facilitators Administration	Echo Agenda/Lesson Plans/Observations Goal Setting Sheets
<ul style="list-style-type: none"> Professional Learning to support time management/meeting deadlines strategies 	October	https://todayslearner.cengage.com/build-your-students-time-management-skills/	School Leadership Team Facilitators	Agenda/Sign In
<ul style="list-style-type: none"> Team Member Survey <ul style="list-style-type: none"> Completion Incentive Include in Google Classroom/Echo 	December/April	Survey	Facilitators Team Members SIP Leadership Team	Survey Results Survey Completions
PLCs will incorporate team member work/data to track team member success				Grades Echo Agendas/Lesson Plans
<ul style="list-style-type: none"> Learner Outcomes/Future Ready Skills strategies incorporated into projects/activities 	August - May	Time Rubrics	Facilitators Admin	Rubrics Echo/Google Classroom/PS

Staff Excellence

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
Facilitators set high academic goals	According to the Upbeat Teacher Survey, question 67, “Teachers at my school set high academic standards for all students. 11.2 higher than the district average.
Facilitators help each other improve their instructional practice.	According to the Upbeat Teacher Survey, question 25, “Teachers at my school help each other improve their instructional practice,” was rated at 92%. 4.6 higher than the district average
Facilitators feel successful supporting students’ academic development.	According to the Upbeat Teacher Survey, question 33, “I feel successful at supporting my students’ academic development,” was rated at 100%.

Challenges	Evidence
Facilitators did not have enough time to collaborate with others not in their pathway, within their pathways and PL was disjointed	PL time was limited during the 21-22 school year and time was cut for PL and Early Release. Teacher reflection data. 22-23 SIP Brainstorm
Facilitators feel the quality of professional development available does not help to improve their teaching. Lack of purposeful PL for each facilitator	According to the Upbeat Teacher Survey, 46% of teachers strongly disagreed or disagreed with question 5, “The professional development available to me helps me improve my teaching.” 13.3 below the district average
Teachers feel the professional development available is not a good use of their time.	According to the Upbeat Teacher Survey, 38% of teachers strongly disagreed or disagreed with question 6, “The professional development available to me is a good use of my time.” 2.7 below the district average

Staff Excellence

District Goal B: To employ and develop high quality staff and provide necessary resources to support employee success

School Priority: To develop high quality staff and provide necessary resources to support employee success

Desired Results:

State measurable objective(s) and identify data sources that will provide evidence of desired results.

1. The percentage of people that agreed with the statement, “The professional development available to me helps me improve my teaching,” will increase from 54% to 85% (3 employees).
2. The percentage of people that agreed with the statement, “The professional development available to me is a good use of my time” will increase from 62% to 85% (2 employees).

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
Create and implement a plan for additional 504/SPED training for all staff. <ul style="list-style-type: none"> Attend Special Ed training held at the high school during the beginning of the year. Collaborate with the district for SPED support. 	July-May	Planning Time,	SLT, Administration, SPED Department	PL plans; agendas; sign-in sheets; artifacts
Identify specific learning needs for each pathway.	July-May	Time; monthly department meetings	SLT, Pathway Leader Pathway Member	PL plans; agendas; sign-in sheets; artifacts
<ul style="list-style-type: none"> Individualized workshops for facilitators based on wants/needs (self identified) 	August - May	Time, Professional Development	SLT, Pathways, Facilitators	Agendas, sign ins, handouts

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
Observe each teacher and provide feedback. These observations will focus aligning instruction to the COMPASS rubric and questioning.	August-May	Weekly, bi-weekly; quarterly observations; COMPASS rubric	Administration;	Feedback through department meetings, observation forms, and electronic communication; formal and informal observations on CIS
Provide opportunities for all facilitators to participate in peer observations to support professional growth, to build upon/add best practices strategies, to observe classroom management, both on and off campus	August-May	Time to plan and implement peer observations; substitute coverage as needed; surveys to ascertain participants and specific needs	Administration; Facilitators	Survey; sign-in; agendas, observation data; reflections/course maps Sign Up Process, Debriefing Sessions
Each PL will include a call to action/exit ticket to implement	August-May	Exit Tickets/Call to Action	Administration; Facilitators	Lesson Plans, Call to Action, Exit Tickets/Echo Agenda
Provide professional development for questioning <ul style="list-style-type: none"> researching Right Question Institute PD to actively develop questioning skills related to content implementation of questioning strategies into the course content 	August-May	Time to plan and implement	SLT, Administration Facilitators/Administration	Professional Development handouts, sign in, Agendas observations, Echo Agendas, Lesson Plans
Continue to implement the Mentor/Mentee Program <ul style="list-style-type: none"> New Teacher Onboarding Monthly meetings:one-on-one and group School-based learning walks Provide mentor training 	July-May	CO's NTO event; funds for book studies; time for learning walks, observations, monthly meetings; PD materials; Echo/Google Classroom/Calendar??	Human Resources; Staff Administration; Mentors; Year I and II Teachers	Sign-in sheets; agendas; observation and reflection data;

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> Observations and reflections 				
Continue to provide an onboarding process for all newly hired staff: <ul style="list-style-type: none"> Continue to refine orientation process Provide an orientation for newly hired staff Provide a mentor for newly hired staff 	Ongoing as needed	Personnel	Facilitators Administrator	Agenda Handouts
Continue to provide PD on PBL and Design Thinking <ul style="list-style-type: none"> Mentees and refresh for all facilitators Implement the critical friends process through PLs and Staff meetings working lunches off campus observations Debriefing Sessions 		Time to plan and implement peer observations; substitute coverage as needed; surveys to ascertain participants and specific needs	Mentor/Mentees Administration	Agendas, Sign In, reflection Logs,
Each facilitator will create a plan for professional growth to impact student achievement <ul style="list-style-type: none"> Monitor Reflect Check Ins 	August- May	Time	Facilitators	PGP Monitoring Log Reflection Log Agendas
PL sessions on communication, collaboration, agency, and knowledge & thinking in our course curriculum with all stakeholders	August-May	Time PD funds	SIP Leadership Team Staff Excellence	Agenda Handouts
PL regarding PowerSchool Performance Matters	Fall	Time	TSC/Administration	Agenda Handouts
Establishing structures, systems, and expectations for PLCs throughout the school	August	Time	Administrator/SIP Leadership Team	Agenda Handout

Safe and Supportive Learning Environments

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
Team Members and Staff feel safe	Upbeat Survey - Q7, "I feel physically safe at my school" 100% Team member survey 100% agree/strongly agree.
Staff feels that they have adequate resources and facilities	Upbeat Survey - Category 10 - Resources and Facilities100%
Facilitators feel that they help all students feel like they belong	Upbeat Survey, Q62 Teachers at my school strive to help all students feel like they belong.

Challenges	Evidence
Lack of united Satellite Center Community	Limited activities/space to bring team members together as a community
Facilitators feel that rules for student behavior are not consistently enforced by all facilitators	Upbeat Survey, Q6 "Rules for student behavior are consistently enforced by teachers in this school, even for students who are not in their classes was 62%
Lack of cross pathway collaboration	While there was an increase of collaborative projects during the 21-22 school year, to increase the feel of community more collaboration across pathways would be beneficial.

Safe and Supportive Learning Environments

District Goal D: To build and maintain psychologically and physically safe, clean and supporting learning environments

School Priority: To build a school culture that is psychologically safe and supports student success

Desired Results:

State measurable objective(s) and identify data sources that will provide evidence of desired results.

1. Increase the percentage on the Upbeat Survey, Q6 “Rules for student behavior are consistently enforced by teachers in this school, even for students who are not in their classes from 62% - 925.
2. Ensure safety for all stakeholders at all times
3. Improve the sense of belonging for all stakeholders at the Satellite Center
4. Increase opportunities to build culture and community at the Satellite Center

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
Actively teach and indoctrinate team members into the Satellite Center Culture				
<ul style="list-style-type: none"> Teach/implement strategies to develop a growth mindset 	August- May	Time, PD,	Facilitators Administration	Handouts, Agendas, Sign Ins
<ul style="list-style-type: none"> Provide opportunities for Service Learning 	August- May	Time to plan and implement	Facilitators Administration	Service Learning calendar items
<ul style="list-style-type: none"> Satellite Center Alumni reflection and visits 	August- May	Time	Facilitators Administration	Raptor logs, Alumni reflections
<ul style="list-style-type: none"> Signage/branding to connect Lafon Performing Arts courses to Satellite Center Name 	August- May	Signage, Funds, time	Administration	Signs
<ul style="list-style-type: none"> Cross Collaborative Projects (i.e. Pink Links, Haunted History, Battle for the Paddle, Alligator Festival) 	August- May	Time	Facilitators Administration	Echo/Agendas/Lesson Plans

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
Implement policy for logical consequences for team member tardies	August-May	Time	Facilitators Administrator	Tardy log Conference notes Contract
Actively teach Satellite Center Expectations <ul style="list-style-type: none"> Team Member Orientation Included in daily lessons 	August- May	Time to Plan, Resources need for Team Building	Administration Facilitators	
<ul style="list-style-type: none"> Team Member Pledge Signed by all 	August/January	Printed Pledge	Growl/Facilitators/Ad ministration	Signed Pledges - Large and individual workcenters
<ul style="list-style-type: none"> Guiding Principles: Signage Buildings and Rooms 	August/January	Guiding Principles Signs	Administration Facilitators	Signs
<ul style="list-style-type: none"> ID signage on back of doors for reminders when leaving room 	August/January	ID Signage	Administration Facilitators	ID Signs
Provide opportunities for team members, staff and parents to feel like they belong to our center community. (Equity)	August-May	Time	Staff	Invitations Calendar Invites
<ul style="list-style-type: none"> Staff Member Spotlight Team Member Spotlight 	August-May	Time, Format for sharing Team Members and accomplishments, Form to collect team member information	Safe and Supportive Committee/Facilitator s	Completed Forms, Team Member spotlights
<ul style="list-style-type: none"> Beginning of Semester Gathering <ul style="list-style-type: none"> Orientation Dr. Oertling Speech Tour Guiding Principles Customer Excellence Standards 	August/January	Time to plan, funds for gathering		Echo/Google Classroom/Lesson Plans

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> End of Semester Celebrations 	December/May	Funds, food, time to plan	Facilitators Administration SOS	Agenda
<ul style="list-style-type: none"> College Acceptance/Job signing/Educators Rising Signing Day 	December/May	Signing Day, Time to plan	Administrator	Event Agenda
<ul style="list-style-type: none"> Dual Enrollment Celebration 	December/May	Time to plan	Administrator Facilitators	Event Agenda
<ul style="list-style-type: none"> Credential Celebration 	December/May	Time to plan	Administrator Facilitators	Event Agenda
<ul style="list-style-type: none"> Recognize Team Member and Staff Birthdays 	Aug - May	PS/ Funds	Administration	Birthday List
<ul style="list-style-type: none"> Team Member Work shared/displayed 	Aug - May		Facilitators	Pictures
<ul style="list-style-type: none"> Getting to know you surveys (extracurricular, likes, interests, favorites) 	August/January	Time to create survey	Facilitators Administration	Survey
<ul style="list-style-type: none"> Encourage staff participation at high school events. 	Aug - May	Incentives	Facilitators Administration	Event Log
Provide opportunities to practice mindfulness throughout the day.				
<ul style="list-style-type: none"> Embed mindfulness strategies within lessons 	Aug - May	Time/strategies	Facilitators	Lesson Plans/Echo Agenda/Observations
<ul style="list-style-type: none"> Research ways to establish areas for social emotional wellness 	Aug - May	Time to Research	Safe and Supportive Committee	Research/committee notes

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> Research brain breaks and implement a plan to utilize brain breaks to restore students' focus for blocked courses 	Aug - May	Time to Research	Safe and Supportive Committee	Research/committee notes
Provide team members with knowledge through an anti-vaping initiative.				
<ul style="list-style-type: none"> Anti Vaping PSAs/Graphics (share with high schools/middle schools) 	Aug - May	Time to create	Facilitators/Team Members/Administration	PSA
<ul style="list-style-type: none"> Anti Vaping Signage/Graphics/Memes 	Aug - May	Time to create	Facilitators/Team Members/Administration	Graphics/Meme
<ul style="list-style-type: none"> Anti Vaping facts included in daily/weekly emails 	Aug - May	Time to create	Administration	Emails
<ul style="list-style-type: none"> Include vaping information during Satellite Center Health Fair/Health Stations 	Aug - May	Time to create	Facilitators/Team Members/Administration	Health Fair

Engaging Stakeholders

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
Parent participation in Project demonstrations, showcases and Cafe Days	
Community Outreach Visits to St. Rose and Killona	
Partnerships with business and industry	Advisory Board meetings, Guest Speakers, Field Experience, Internships
Increased visibility at feeder system events	

Challenges	Evidence
Reaching all stakeholders (what social media tools, best ways to contact, etc)	Only 9 parents responded to the Satellite Center Parent survey
Lack of parents as partners in the educational process	Upbeat Survey, Q2 “parents and teachers at my school work together as partners was at 69% on the faculty survey. No parent representative on committee
Recruiting efforts	Were not able to visit our Eastbank Middle Schools. Facilitators did not visit feeder classes at the high school due to loss of instructional time.

Engaging Stakeholders

District Goal E: To engage families, community members and business partners through two-way communication.

School Priority: To engage families, community members and business partners

Desired Results:

State measurable objective(s) and identify data sources that will provide evidence of desired results.

1. Increase parental involvement by 5% for parent/facilitator conferences.
2. Increase the results on the Upbeat Survey, Q2 “parents and teachers at my school work together as partners from 69% to 92%. (3 facilitators).
3. Increase number of stakeholders attending community outreach events by 5%

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
Make a concerted effort to reach a diverse population to increase the awareness of Satellite Center opportunities. <ul style="list-style-type: none"> ● Feeder Schools ● PE Classes ● Culture Club ● 8th Grade Advisories ● Career Fair ● STEM Nights ● Community Center Outreach ● Open House ● Parish Libraries 	August-May	Executive Director of Equity Time	Facilitators Administrator	Data collection Event logs
Increase student knowledge of course opportunities for students	August-May	Time Flyers Informational Sheets	Administrators Recruiting Liaison Facilitators	School visit calendar
<ul style="list-style-type: none"> ● Increase communication with administration/counselors of high schools/middle schools 	August-May	Time	Administrators Recruiting Liaison Facilitators	emails
<ul style="list-style-type: none"> ● Available in the counselor office during scheduling informational sessions 	October/November	Time Flyers Informational Sheets	Administrators Recruiting Liaison Facilitators	Calendar dates

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> Visit middle/high schools prior to scheduling 	August-March	Time Informational Sheets Middle School Schedules	Administration Recruiting Liaison Facilitators	Calendar dates
<ul style="list-style-type: none"> Lunch visits at high schools with digital QR code to share with students 		Time QR Code		Calendar dates
<ul style="list-style-type: none"> Present at grade level parent nights/middle school conference days to share information about the Satellite Center 	August/September		Administration Recruiting Liaison Facilitators	Calendar dates
<ul style="list-style-type: none"> Share Satellite Center commercials with high schools/middle schools to play during announcements 	October-May	Commercials Time		Calendar dates of when commercials are sent to HS for sharing Monitoring HS announcements
Seek additional ways to interact with the community. <ul style="list-style-type: none"> Design/implement a plan to interact with the community and promote offerings of the Satellite Center. 	August-May	Time to research Time to implement	Administrator Facilitators	Agendas
<ul style="list-style-type: none"> Research/implement STEAM Day Research/Plan Family Team Day 	October	Time to research Time to implement funds for snacks and giveaways	Administrator Facilitators	Agendas

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> Research ways to inform/brand to people in the community - booths, flyers, QR codes, signage 	August-May	Time Booths Flyers QR Codes Funds for Signage	Engaging Stakeholders Committee Members	
<ul style="list-style-type: none"> Increase community/business industry interaction with team members <ul style="list-style-type: none"> Patron Tour Cafe Days Advisory Board Guest Speakers Field Experiences Service Learning Open House Monthly Newsletter <ul style="list-style-type: none"> Posted to Social Media 	August-May		Engaging Stakeholders Committee Members Facilitators	Track interactions with team members collecting names/dates and interaction
<ul style="list-style-type: none"> Invite stakeholders to project presentations, events and celebrations 			Facilitators	
<ul style="list-style-type: none"> Host advisory board meetings three times a year 	August-May	Time	Administrator PTEC/Instrumentation/ Engineering Facilitators Business/Industry	Agendas Minutes
<ul style="list-style-type: none"> Add a blurb about the Satellite Center in the beginning of the year 	August	Newspaper Article	Publicity Administrators	Newspaper Article

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
article in the paper- provide news articles to local paper				
<ul style="list-style-type: none"> • Increase opportunities for community outreach <ul style="list-style-type: none"> ○ Pull student information by community and send out personal invites 			Engaging Stakeholders Committee SOS/Administration	
<ul style="list-style-type: none"> • Host a Counselor Day (middle and high school counselors) <ul style="list-style-type: none"> ○ Contact Ms. Green/Dr. Cryer Summer to schedule 	September	Time Tour Highlights	Engaging Stakeholder Committee	Event Agenda
<ul style="list-style-type: none"> • Ensure that posts are distributed across all social media platforms 	August-May	Time	TSC Administrator	Posts
Improve efficiency of communication with team members				
<ul style="list-style-type: none"> • Team member emails daily/weekly (preview of the week) 	August - May	Time	Administration	Emails
Increase parental involvement				
<ul style="list-style-type: none"> • Send out a weekly email to parents with information about the upcoming week at the Satellite Center. 	August - May	Time	Administrator	Emails

Action Steps	Timeline	Estimated Resources (Cost, time, etc.)	Persons Responsible	Method of Monitoring How will you know that the action steps are being implemented/accomplished?
<ul style="list-style-type: none"> ○ Collect parent emails at Parent Night and best way to contact 	August/January	Time	Facilitators	Parent email list Beginning of the Year Survey
<ul style="list-style-type: none"> ● Host a parent social once per month during the school day 	August- May	Time	Administration	Agendas/Invitations
<ul style="list-style-type: none"> ● Create and send out a how to video for ECHO to assist parents with using ECHO for team member grading. 	August/January	Time Video recording	TSC/Engaging Stakeholders Committee	Video email
<ul style="list-style-type: none"> ● Actively recruit parents for our SIP Committees 	August	Time	Administration Facilitators	Email
<ul style="list-style-type: none"> ● Actively Seek out parents for parent/teacher conferences. Personal invite to parents in addition to School Status and Blackboard Connect ● Research student led conferences/project/product showcase 	October/February	Time Invitations Email	Administration Facilitators School Status	Blackboard Connect School Status Messaging Emails Student Led Conferences/project - product showcase
Encourage word of mouth publicity <ul style="list-style-type: none"> ● TikTok Challenges ● Service Learning with promotional materials ● Visibility at feeder system events 	August-May August-May August - May	Time, Videos Time, planning Time, planning	Administration Facilitators	

St. Charles Parish Public Schools – Staff Development Plans for 2022-2023

All schools must develop plans for professional development on days other than August workshops (i.e., early dismissal, collaborative time). Plans should include main topics and participants.

[illegible]