



School Improvement Plan

2021-2022

Satellite Center
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 a unique educational experience that prepares Team Members for their futures.

(Revised June 25, 2019)

Mission

We will immerse all team members in a learning environment that fosters personal growth and future success.

(Revised June 15, 2020)

Values/Beliefs

- Provide real-world experiences for our Team Members throughout the year.
- 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 2021)

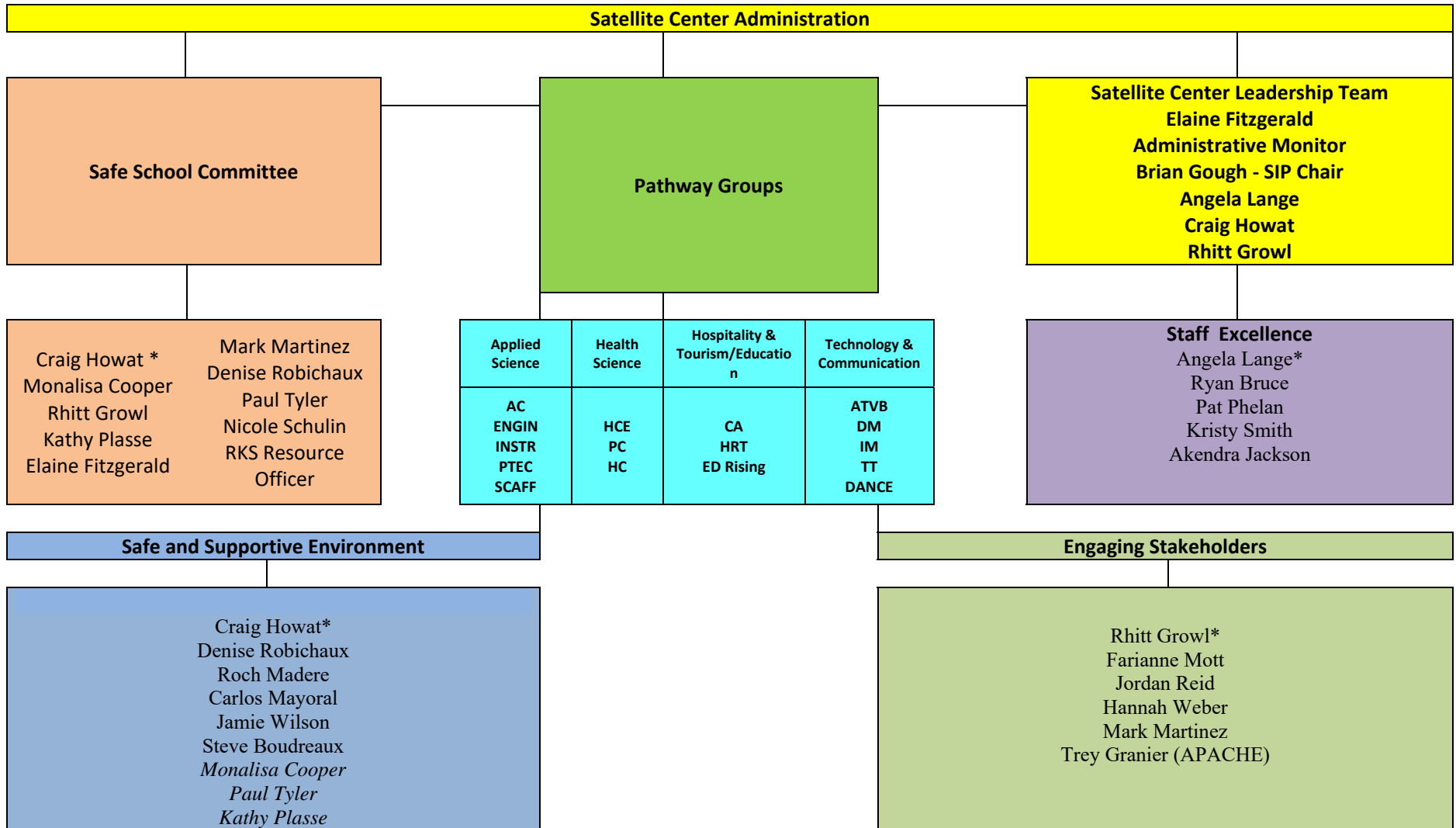
Part 2

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
Recruitment efforts and scheduling options provided opportunities for students to schedule Satellite Center classes	Numbers grew from 300 requesting to 600 requesting. Numbers grew across the board.
Dual Enrollment opportunities for team members	4 courses offered 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 - RPCC Workforce Development 1 course offered through Delgado: <ul style="list-style-type: none"> ● HRT 3 - credit hours 2 courses offered through UNO: <ul style="list-style-type: none"> ● Engineering I - 1 credit hour ● Engineering II - 1 credit hour
Diversity	Course requests show diversity that matches the diversity of the high school in most classes.

Challenges	Evidence
IBCs scores while holding steady - not all students attain in all courses/students don't come with prerequisite IBC to attempt the advanced IBC	IBC Data
Teach and assess communication, collaboration, agency and content/knowledge	Echo shows that students are assessed but instruction is not embedded into the curriculum

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. Increase the number of team members earning credentials by 3%
2. Increase the number of team members earning dual enrollment credits by 3%
3. 100% of team members will show an increase in personal growth

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?
Ensure curriculum is aligned with course credentials	August/January	Time	Facilitators Administrator	Agendas Course Maps
Facilitators will set individual measurable goals for attainment of credentials	August/January	Time	Facilitators Administrator	Goal Sheet SLTs
Explore and align dual enrollment opportunities with individual courses	August/January	Time	Facilitators Administrator	Course Map
Facilitators will set individual measurable goals for the attainment of dual enrollment	August/January	Time	Facilitators Administrator	Goal Sheet
Facilitators will teach and assess communication, collaboration, agency, and knowledge & thinking in their course curriculum	August-May	Time	Facilitators Administrator	Teachers will gather anecdotal notes to show personal growth Course Agenda/Stream
Enrich curriculum with industry professionals and field experiences 2 times a semester	August-May	Time	Facilitators Administrator	Visitor Log Course Agenda/Stream Calendar Invite
Seek out diverse industry professionals to foster our team members' social awareness	August-May	Time	Facilitators Administrator	Visitor Log Course Agenda/Stream Calendar Invite

Staff Excellence

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
Autonomy: What and how we teach	Upbeat Survey: Q8-92% of the teachers have appropriate discretion over what they teach in class. Upbeat Survey: Q9-92%...Employees at my school have appropriate discretion over how to teach their classes.
Teacher Evaluation	Upbeat Survey: Q35-37 - Evaluation 96% Q35 The teacher evaluation system used at my school is fair. 88% Q36 The administrators who evaluate me assess my instruction accurately. Q37 The evaluation feedback I receive helps me improve my instruction.
Teacher Voice & Leadership	Upbeat Survey: Q38-41 Q38 Administrators at my school actively seek input from employees when making important decisions. 81% Q39 Highly-skilled employees are given extra responsibilities at my school. 100% Q40 Employees at my school play an active role in shaping school policies. 75% Q41 There are opportunities for employees to take on leadership roles at this school. 94%

Challenges	Evidence
How do we meet the needs of all our facilitators with a personalized approach to professional learning?	Upbeat Survey: C2 - 67%
The addition of contract and post-secondary facilitators disrupts the ability for shared responsibilities for our overall success.	Upbeat Survey: Q67 - 67% Employees take shared responsibility for the overall success of my school.
A portion of our staff does not feel prepared to engage in conversations about racism and other forms of discrimination with team members.	Upbeat Survey: Q65 - 67% I feel prepared to engage in conversations about racism and other forms of discrimination with my students.

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. 100% of staff will participate in shared responsibilities for our overall success
2. 100% of facilitators will show an increase in personal professional growth

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?
In order to have a teaching force that reflects the demographics of the student population of the school, we will intentionally recruit, hire, induct, and retain a diverse teaching staff	Ongoing	Time	Facilitators Administrator	Mentor Log Recruitment
Ensure facilitators stay current with professional credentials	August-May	Time PL Budget	Facilitators Administrator	Meeting Notes Attending Conferences Professional Networking
Provide an onboarding process for all newly hired staff: <ul style="list-style-type: none"> ● Create an orientation process ● Provide an orientation for newly hired staff ● Provide a mentor for newly hired staff 	Ongoing as needed	Personnel	Facilitators Administrator	Agenda Handouts
Establish clear responsibilities and processes for sustained success of the Satellite Center <ul style="list-style-type: none"> ● Include in onboarding process 	Ongoing as needed	Time Personnel	Facilitators Administrator	Facilitator Handbook Team Member Handbook

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?
Consciously inclusive of ALL staff members (contract, RPCC, APACHE, etc): <ul style="list-style-type: none"> Professional Learning SEL Events Check-ins Course Events 	Ongoing	Time	Staff Administrator	emails invitations
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 regarding PowerSchool Performance Matters	Fall 2021	Time	TSC/Administration	Agenda Handouts
Establishing structures, systems, and expectations for PLCs throughout the school	August 2021	Time	Administrator/SIP Leadership Team	Agenda Handout
Provide opportunities for facilitators to participate in informal observations in other classes	August-May	Time to observe Coverage for observations	Administrator Facilitators Staff	Calendar notifications
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
Provide PL so our staff feels prepared to engage in conversations about racism and other forms of discrimination with team members	August-May	Time PD funds	SIP Leadership Team Staff Excellence	Agenda Handouts

Safe and Supportive Learning Environments

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
100% of faculty and staff completed their online school safety training	Safe school report
100% of staff feel the building is clean and well maintained	Q31 The school building is clean and well maintained. 100%
100% of team members say the facilities are clean and provide a healthy place for learning	Team Member Survey - At the Satellite Center, the buildings and grounds are clean and provide a healthy place for learning.
100% of staff said school provide instruction materials needed	Q29 My school provides the instructional materials I need (e.g., textbooks, supplies, technology, etc.).
Staff indicates that school is a welcoming community for newly hired teachers	Q42 My school is a welcoming community for newly hired employees. 94%
Staff and team members indicate they feel safe and supported at the Satellite Center	Q17 I feel physically safe at my school (92%), Q18 My school is a physically safe environment for students (100%), and Team Member Survey (97%)
100% of staff members feel that they can trust each other	Q23 Employees at my school trust each other.
40% of staff are certified in CPR and use of AED	Safe School Binder
97% of Satellite Center team members treat others with respect	Team Member Survey - At the Satellite Center, team members treat others with respect.

Challenges	Evidence
Team member virtual attendance	Attendance records
Team member tardies	Attendance records
Staff not knowing all contract, post-secondary and guest teachers on our campus	Anecdotal evidence
Many courses don't reflect the ethnic, gender and cultural diversity of our populations	Projected enrollment data by ethnicity and gender
Differences between procedures and processes between the two buildings of the Satellite Center	Anecdotal evidence

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 team member diversity to reflect the diversity of the high school populations
2. Reduce the number of team member tardies by 5%
3. Ensure safety for all stakeholders at all times
4. Improve the sense of belonging for all stakeholders 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?
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 	August-May	Executive Director of Equity Time	Facilitators Administrator	Data collection Event logs
Develop/implement a policy for logical consequences for team member tardies	August-May	Time	Facilitators Administrator	Tardy log Conference notes Contract
Process to do an in-house safety audit to identify and address concerns	August-May	Time	Safe School Team	Audit
Provide opportunities for stakeholders to feel like they belong to our center community: <ul style="list-style-type: none"> ● Team member events 	August-May	Time	Staff	Invitations Calendar Invites

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"> ● Highlight team members ● Facilitator events ● College/career/military pendants ● Highlight alumni ● Celebrations ● Team members greeting visitors/answering the phone ● Ambassadors ● Swag bags ● Satellite Center ID ● Magnet/Stickers ● Team Member Signs 				

Engaging Stakeholders

Assessment Summary of Strengths and Challenge Areas and Supporting Evidence

Strengths	Evidence
School Status allowed us to reach out to 100% of parents	School Status Report
70% of team members feel that the Satellite Center offers opportunities for their family to become involved in activities in their learning	Team Member Survey
Found unique ways to continue our partnerships with business, industry, technical schools and universities	Agendas, Calendar Invites, Guest Teachers, relationship with NOCCA for Dance program, HRT/PTEC mock interviews, business/industry involved with our recruiting events, virtual workshops from university professors/students, virtual panel discussions with industry, advisory boards
Numerous opportunities for community and stakeholders to be informed	Newspaper articles, Twitter, TikTok, community outreach, virtual open house, NYLC conference (profile article), When I grow up Wednesdays, STAR presented How To Survive High School, Hear Our Voices at Ed Rising Conference, Arts Fest Project, Student of the Year, Pink Links, Battle On The River, Commercials during live streaming events, Summer Dance Program, Ozanam Inn project, Health Screenings, Pink Links Carwash, drive up cafe days, WWII museum videos (ATVB), t-shirt for NYLC conference, Satellite Center promotional materials (stickers, magnets), Team Member SC yard signs, Satellite Center t-shirts, Teacher of the Year

Challenges	Evidence
We don't have parent perspective on parent teacher communication and partnerships	Lack of parent involvement on SIP
Lack of published news articles (local media)	Submitted 2-3 articles a month, but only 2 articles were published
Parent engagement at Satellite Center	Survey data (Q2 Parents and employees at my school work together as partners. 58%) indicates that teachers do not feel as if parents are an active partner. Lack of parent involvement on SIP.
Lack of Facebook posts vs other social media platforms	Number of posts to Facebook

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. Provide opportunities for parents to engage in the learning process
2. Increase Facebook posts by 10%
3. Increase partnerships with business, industry, technical schools and universities

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?
Add parent professional information to student information form to invite parent participation as industry professional	July-August	Time Postage	Administrator SOS	Completed Forms
Document parent communication/conferences	August - May	Time	Administrator Facilitators	Communication Logs/Conference sign Ins
Facilitators will identify potential parents to utilize in the learning process within their course	August-May	Time	Administrator Staff	Completed Form/Parent Contact/School Status/email
Encourage parents to follow the SC and courses on social media during parents meeting	August-May	Time	Administrator Facilitators	Agendas Followers on Social Media
Update web pages with current information and pictures	August-May	Time	Facilitators TSC Administrator	Agenda Webpage
Design/Host Parent Nights	August January	Time	Engaging Stakeholders Committee	Agenda

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 a team for promotion of the Satellite Center	Fall 2021	Time	Facilitators Administrator	Team List
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	Administrator Facilitators	Agendas
Ensure that posts are distributed across all social media platforms	August-May	Time	TSC Administrator	Posts
Host advisory board meetings three times a year	August-May	Time	Administrator PTEC/Instrumentation/ Engineering Facilitators Business/Industry	Agendas Minutes
Develop sister relationship with Dance program at NOCCA	August-May	Time	Facilitators	Emails/meetings
Administrator will participate in the faith based group with Ms. Green	August-May	Time	Administrator	Agendas

St. Charles Parish Public Schools – Staff Development Plans for 2021 - 2022

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.

Main Topic(s)	Participants
PL regarding PowerSchool Performance Matters	Facilitators
PL sessions on communication, collaboration, agency, and knowledge & thinking in our course curriculum with all stakeholders by pathway	Facilitators
Provide PL so our staff feels prepared to engage in conversations about racism and other forms of discrimination with team members	Facilitators
Each facilitator will create a plan for professional growth to impact student achievement (linked to PGP)	Facilitators
Relationship building and Culture practices (resources from culture cards, YouthForce NOLA, Ed Rising, etc.)	Facilitators