

**ANNUAL SCHOOL EVALUATION**  
Career and Technical Centers  
2010-2011

Mr. Brian Johnson, Principal, presented the annual evaluation of the Comprehensive Plan for the Career and Technical Centers. The information was presented to the evaluation committee and related the accomplishments for the 2010-2011 school year as well as the goals for the 2011-2012 school year.

The Career and Technical Centers goals for the 2010-2011 school year were: (1) to introduce a technical writing model across the curriculum, (2) to improve student attendance, and (3) to provide professional development for staff to facilitate student understanding through 4-mat learning while focusing on note-taking procedures.

The staff and students successfully met the goals identified in the Comprehensive Plan. Staff and students are to be commended for their efforts and dedication to continue the tradition of excellence at Washington county Career Centers. During the 2010-2011 school year, the staff worked with students to improve attendance and focus on more proficient with the technical writing process. The staff also made efforts to enhance student engagement using the 4-mat process.

The Career and Technical Centers need to be commended for their accomplishments of the 2010-2011 school improvement goals. The goals that the Career and Technical Centers have set for the 2011-2012 school year are as follows:

- To provide Professional Development opportunities for teachers to collaborate with teachers across the region,
- To develop classroom activities to improve the whole child, and
- To expand the implementation of the 4-mat process.

**CURRICULUM & INSTRUCTION**  
Career and Technical Centers  
2010-2011

OBJECTIVE: To introduce a Technical Writing model across the curriculum at the Career & Technical Centers.

Strategies

- Provide the instructors with an in-service on Technical Writing.  
This was accomplished by bringing in a Technical Writing Professor from the Community College who conducted a writing class across the curriculum in-service with CTE teachers. This in-service presented more of a means of writing across the curriculum through journal entries rather than interactive note taking. However, it was proven successful, as every CTE teacher incorporated some type of writing activities into their classroom.

Indicators

- Perform a baseline writing test at the beginning of the year and another writing test at the end of the year to measure skills/comprehension.  
No test was applicable for this type of measurement.

**DATA ASSESSMENT**  
Career and Technical Centers  
2010-2011

OBJECTIVE: Improve student attendance.

Strategies

- Instruct teachers to track their students' attendance.  
Teachers were given students' information and instructed to assist in keeping up with their students' class attendances.
  
- Request teachers send letters and make phone calls when absences become an issue.  
Teachers were provided with three different generic attendance letters to use when students accrued a certain number of absences. The attendance letters represented:
  1. Three-day unexcused absences
  2. Six-day unexcused absences
  3. One the teacher can use when they feel poor attendance is affecting a student's grades.  
This letter allows the teacher to provide the grade, the number of days missed, and personal comments.Teachers were also encouraged to make phone calls to parents and report poor attendance to the administration as well.
  
- Develop a plan to improve attendance including making up time lost and loss of extra-curricular privileges.  
A plan was implemented to allow only the students with good attendance to compete in SkillsUSA and HOSA competitions and loss of driving and riding privileges were implemented for those with poor attendance.

Indicators

- Student attendances improve throughout the school year.  
Students' attendance seemed to improve when making contact with parents until the student reached the age of 18. The loss of driving to work for some students showed improvement but not in all cases. Overall, we feel that the attendance improved from last year.

**PROFESSIONAL DEVELOPMENT**  
Career and Technical Centers  
2010-2011

OBJECTIVE: Provide professional development for staff to facilitate student understanding, through 4-Mat Learning while focusing on note-taking procedures.

Strategies

- Continue to provide staff development in the above areas when available.  
In-service was again presented by the administration on 4-Mat Learning and other additional methods to ensure student engagement.

Indicators

- Classroom visits and observations.  
Classroom visits and observations were conducted throughout the year to determine if teachers were using the procedures learned during in-service.
- Require teachers to include 4-Mat Learning in lesson plans.  
Lesson plans were reviewed to determine who was using the 4-Mat strategies.