

Comprehensive Plan Report

A detailed report showing activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

11/30/2016

Mansfield High School NCES - 50933001036

MANSFIELD SCHOOL DISTRICT

School Success Indicators

Key Indicators are shown in RED.

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator	ID01 - A team structure is officially incorporated into the school governance policy.(36)		
Status	Objective Met 9/14/2016		
Assessment	Level of Development:	Initial: Limited Development 10/27/2015	
		Objective Met - 09/14/2016	
	Index:	3	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield School District is currently developing and preparing for authorization a new district policy that will establish team structures for individual schools.	
Plan	Assigned to:	Robert Ross	
	How it will look when fully met:	This indicator will be fully met when the district has incorporated into its policy formal teams to address building leadership, core academic teams, and intervention teams to improve student success. Evidence will be the adoption of a district policy establishing teams structures for individual schools in the district. The Personnel Policy Committee will review and adopt this policy.	
	Target Date:	05/25/2015	
	Tasks:		
		1. Mr. Ross will lead the Personnel Policy Committee to the development of a new policy to address this indicator.	
	Assigned to:	Robert Ross	
	Added date:	10/27/2015	
	Target Completion Date:	02/29/2016	
	Comments:	ASBA model policy to direct the development of the adoption of a district policy.	
	Task Completed:	02/29/2016	
Implement	Percent Task Complete:		
	Objective Met:	9/14/2016	
	Experience:	9/14/2016 The Personnel Policy Committee met and looked the Arkansas School Board policy. The PPC edited the policy to fit Mansfield School Districts needs and presented the policy to the school board. The Board completed two readings and approved the policy.	

	Sustain:	9/14/2016 No continued work is necessary because it is now a district policy.
	Evidence:	9/14/2016 The school board minutes will serve as documentation that this objective has been met.
Indicator	ID04 - All teams prepare agendas for their meetings.(39)	
Status	Objective Met 3/31/2016	
Assessment	Level of Development:	Initial: Limited Development 09/17/2015 Objective Met - 03/31/2016
	Index:	6 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Mansfield High School meets frequently and agendas are not always received by faculty and staff.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	This indicator will be fully met when Mansfield High School will have an agenda, minutes, and a sign in sheet of team members for every meeting. The evidence will be copies of the agenda, minutes, and sign in sheets.
	Target Date:	08/15/2016
	Tasks:	
	1. The building principal will prepare an agenda for faculty meetings. The principal will instruct all small group committee members to make agendas, minutes, and sign in sheets. They will then forward these to Tracey Barnette.	
	Assigned to:	Tracey Barnette
	Added date:	09/17/2015
	Target Completion Date:	10/30/2015
	Frequency:	monthly
	Comments:	At every meeting prepare an agenda, sign in sheet, and appoint someone to take minutes.
	Task Completed:	03/30/2016
	2. Every building meeting ran by faculty team members will provide an agenda, sign in sheet, and minutes.	
	Assigned to:	Jim Best
	Added date:	09/17/2015
	Target Completion Date:	10/30/2015
	Frequency:	four times a year
	Comments:	The principal will inform all team members to prepare an agenda, keep minutes, and have a sign in sheet.
	Task Completed:	03/30/2016
Implement	Percent Task Complete:	
	Objective Met:	3/31/2016

	Experience:	3/31/2016 To complete this objective the building began to distribute meeting agendas prior to each faculty meeting. He was conscientious in emailing each faculty meeting the rules of engagement in the meetings and an updated agenda.
	Sustain:	3/31/2016 Agendas and minutes will need to be continued at each faculty meeting.
	Evidence:	3/31/2016 Evidence provided is a scanned copy of agendas and minutes.
Indicator	ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)	
Status	Tasks completed: 0 of 2 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/28/2016
	Index:	4 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School currently holds meetings but does not have a formal Leadership Team. We, however, do not meet within departments or hold regular meetings for the recommended twice a month or more for an hour each.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	When fully implemented Mansfield High School will have an established Leadership Team who will meet the recommended twice monthly for an hour each meeting. The evidence to prove full implementation will be the agenda, minutes, and sign in sheets from each of these meetings.
	Target Date:	05/30/2017
	Tasks:	
	1. The principal will establish a leadership team consisting of a member of the staff from each core area or department, an activity member, a parent, and an administrator. Evidence the task is complete will be a current roster of team members.	
	Assigned to:	Jim Best
	Added date:	03/28/2016
	Target Completion Date:	05/30/2017
	Comments:	It is suggested that members of the leadership team should be staff from each department or core area, an activities member, a parent, and an administrator. Whenever appropriate the counselor of the school should also be included.
	2. The principal will develop a schedule to allow for twice a month meetings of the Leadership Team. The evidence will be a written schedule of the meeting times and dates. Further evidence will be the agendas, minutes, and sign-in sheets of each meeting.	
	Assigned to:	Jim Best
	Added date:	

	Added date:	03/28/2016
	Target Completion Date:	05/30/2017
	Comments:	Finding time for the meetings will be an issue. The district may require funding for substitutes.
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)

School Leadership and Decision Making

Aligning classroom observations with evaluation criteria and professional development

Indicator	IF02 - The Leadership Team reviews the principal's summary reports of classroom observations and takes them into account in planning professional development.(66)		
Status	Tasks completed: 0 of 2 (0%)		
Assessment	Level of Development:	Initial: Limited Development 03/28/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Mansfield High School principal currently evaluates teachers in Track 1 and 2 through the TESS system using Bloomboard as an assessing tool. Teachers being evaluated review comments from the principal before, during, and after evaluation through Bloomboard. All teachers must complete a Professional Growth Plan yearly through Bloomboard. These reviews are not currently being shared with the Leadership Team to develop professional development.	
Plan	Assigned to:	Jim Best	
	How it will look when fully met:	When fully implemented MHS will use a combination of Bloomboard assessments, Professional Growth Plans, and classroom observations to create a list of areas where professional development is needed. This list will be reviewed by the leadership team and then presented to the Professional Development Coordinator. The evidence will be the list sent to the PD Coordinator and the agenda, minutes, and sign-in sheet of the meeting.	
	Target Date:	08/31/2017	
	Tasks:		
	1. The building principal will generate a list of most needed professional development based upon Bloomboard assessments, Professional Growth Plans, and classroom observations. He will then present the list to the leadership team for discussion and develop a list with the leadership team of the professional development needed. He will then forward that list to the PD coordinator. The evidence will be the list of needed professional development, the agenda, minutes, and sign-in sheet of the required meeting.		
	Assigned to:	Jim Best	
	Added date:	03/28/2016	
	Target Completion Date:	08/31/2017	
	Frequency:	once a year	
	Comments:	This will require the building principal to keep track or establish a list of needed professional development.	
	2. The principal will require all teachers to use Bloomboard to develop Professional Growth Plans. Evidence will be a list of all teachers who have completed the task.		
	Assigned to:	Jim Best	
	Added date:		

	Added date:	03/28/2016
	Target Completion Date:	08/31/2017
	Frequency:	once a year
	Comments:	The principal will establish the importance of all teachers using Bloomboard as an assessing tool for PGP's.
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)
Indicator	IF06 - Teachers are required to make individual professional development plans based on classroom observations.(70)	
Status	Tasks completed: 0 of 1 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/28/2016
	Index:	4 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School staff are currently required to develop Professional Growth Plans using Bloomboard and are expected to select appropriate professional development aligned with their professional goals. The building principal uses Bloomboard to assess teachers formally and informally.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	When fully implemented all teachers will use Bloomboard to develop their Professional Growth Plans. Bloomboard will help teachers to create a list of needed professional development based on goals, classroom observations, and TESS evaluations. Evidence will be Professional Growth Plans. The building principal will make a list of all teachers who have completed their PGP's.
	Target Date:	05/31/2017
	Tasks:	
	1. The building principal will create a list of teachers who have completed their Professional Growth Plan. The evidence will be the list of teachers who have completed PGP's.	
	Assigned to:	Jim Best
	Added date:	03/28/2016
	Target Completion Date:	05/31/2017
	Frequency:	once a year
	Comments:	
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)
Indicator	IF11 - The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development.(3984)	
Status	Tasks completed: 0 of 2 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/28/2016
	Index:	4 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of	

	Describe current level of development:	Mansfield Public Schools District usually provides required professional development through established professional development days. Other professional development is provided by the Educational Cooperative for our district.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	Full implementation will be met when Mansfield High School provides high quality, differentiated instruction for high school teachers and staff members. Evidence of full implementation will be professional development documentation showing high quality, differentiated instruction for each teacher provided by the district. Evidence could be shown with professional development schedules, individual professional development forms, or sign-in sheets showing attendance for each workshop.
	Target Date:	06/01/2018
	Tasks:	
	1. The professional development coordinator will speak to the Leadership Team at each school and the building principal to plan high quality, ongoing, job-embedded, and differentiated professional development. Evidence will be the agenda, minutes, and sign-in sheet for the appropriate meeting. Evidence could also be a schedule of the planned professional development for the year.	
	Assigned to:	Tina Smith
	Added date:	03/28/2016
	Target Completion Date:	06/01/2018
	Frequency:	once a year
	Comments:	The professional development coordinator will meet with the Leadership Team and building principal to discuss the upcoming year's professional development plan.
	2. The Leadership Team will meet to discuss professional development needed or suggested based on Professional Growth Plan summaries. Evidence will be the agenda, minutes, and sign-in sheet of the appropriate meeting.	
	Assigned to:	Jim Best
	Added date:	03/28/2016
	Target Completion Date:	06/01/2018
	Frequency:	twice a year
	Comments:	
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)
School Leadership and Decision Making		
Expanded time for student learning and teacher collaboration		
Indicator	IH01 - The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)	
Status	Tasks completed: 0 of 2 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/29/2016
	Index:	4 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of	Mansfield High School currently uses several programs to help students

	development:	achieve success. Students who achieve academic success will increase school improvement. MHS currently offers after school tutoring in both Math and English. The school provides qualified teachers to students who stay after school for tutoring.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	When fully implemented Mansfield High School will use ACT Aspire or a like program to monitor and evaluate student progress. From this program each teacher can individualize an academic improvement plan for each student. Mansfield High School will continue to offer after school tutoring in all needed subjects. The teachers at MHS will discuss strategies to help students reach academic success at least 3 times during the school year. Evidence will be agendas, minutes, and sign-in sheets of the meetings. Further evidence will be student tutoring sign-in sheets.
	Target Date:	06/01/2018
	Tasks:	
	1. The principal will create a manageable system for identifying and tracking student achievement. Evidence will be a list of students attending after school extended learning programs.	
	Assigned to:	Jim Best
	Added date:	03/29/2016
	Target Completion Date:	06/01/2018
	Frequency:	three times a year
	Comments:	This indicator is dependent upon available funding in the district.
	2. The Leadership Team will evaluate the success of extended learning time programs at least twice per school year. Evidence will be the agendas, minutes, and sign-in sheets from each meeting.	
	Assigned to:	Jim Best
	Added date:	03/29/2016
	Target Completion Date:	06/01/2018
	Comments:	The Leadership Team will make recommendations on the continuance of the extended learning time programs.
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)

School Leadership and Decision Making

Ensuring High Quality Staff - Recruitment, Evaluation, and Retention

Indicator	II01 - The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)		
Status	Objective Met 9/14/2016		
Assessment	Level of Development:	Initial: Limited Development 10/27/2015	
		Objective Met - 09/14/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School currently follows district guidelines to recruit and retain highly qualified teachers to support school improvement.	
Plan	Assigned to:	Jim Best	

	How it will look when fully met:	When fully implemented Mansfield High School will work collaboratively with the district to recruit and retain highly qualified staff especially in the core subject areas and special education. When vacancies are open the district will work quickly to recruit and hire a highly qualified individual. The District will consistently provide salary increases and Christmas bonuses when funds are available. The Evidence will be a published list of highly qualified teachers with qualifications on our district website.
	Target Date:	05/30/2016
	Tasks:	
	0. Mr. Ross will offer salary increases and/or Christmas bonuses when funds are available.	
	Assigned to:	Robert Ross
	Added date:	10/27/2015
	Target Completion Date:	05/30/2018
	Comments:	
	Task Completed:	05/25/2016
	0. Administration will fill positions quickly when vacancies open.	
	Assigned to:	Robert Ross
	Added date:	10/27/2015
	Target Completion Date:	05/30/2018
	Comments:	
	Task Completed:	05/25/2016
	1. Review our current methods of recruitment and hiring of highly qualified teachers.	
	Assigned to:	Jim Best
	Added date:	10/27/2015
	Target Completion Date:	05/30/2016
	Comments:	
	Task Completed:	05/25/2016
Implement	Percent Task Complete:	
	Objective Met:	9/14/2016
	Experience:	9/14/2016 A team consisting of teachers, administrators, classified staff, and the school board president met multiple times reviewing the salary schedules of neighboring districts in order to discover salary differences for district employees. The district implemented a salary schedule which gave all employees a 2% increase.
	Sustain:	9/14/2016 The district will continue to address discrepancies in salary schedules.
	Evidence:	9/14/2016 The school board minutes will document the effort to address this objective.

Curriculum, Assessment, and Instructional Planning

Engaging teachers in aligning instruction with standards and benchmarks

Indicator IIA01 - Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)

Status

Status	Tasks completed: 0 of 2 (0%)		
Assessment	Level of Development:	Initial: Limited Development 03/29/2016	
	Index:	2	(Priority Score x Opportunity Score)
	Priority Score:	1	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School currently follows Common Core and Arkansas Frameworks, depending on subject area. We have not addressed the development of standard-aligned units of instruction for each subject and grade level.	
Plan	Assigned to:	Jim Best	
	How it will look when fully met:	Mansfield High School will be fully implemented when each core subject has a developed standard-aligned units of instruction for each subject and grade level. A common guide aligning standards by core subject and grade level will be developed for all teachers. Instructional Teams will use the common guide in subject area to teach content and align the standards. Evidence will be a fully developed curriculum guide by subject and grade level.	
	Target Date:	08/17/2020	
	Tasks:		
	1. Instructional Teams will meet and develop a common guide that is standard-aligned by units, subject, and grade level. Evidence will be a common guide in each subject and grade level.		
	Assigned to:	Jim Best	
	Added date:	03/29/2016	
	Target Completion Date:	08/17/2020	
	Comments:	Each Instructional Team will be by subject and grade level.	
	2. When a common guide is completed teachers will use the guide to develop detailed and differentiated unit plans to teach each standard. Evidence will be lesson plans based on subject and unit guidelines.		
	Assigned to:	Jim Best	
	Added date:	03/29/2016	
	Target Completion Date:	08/17/2020	
	Comments:		
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)	

Curriculum, Assessment, and Instructional Planning

Assessing student learning frequently with standards-based assessments

Indicator	IID02 - The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)		
Status	Tasks completed: 0 of 2 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/17/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of	Currently we have funded TLI and Classworks at Mansfield High	

	development:	School. We have scheduled interim assessments throughout the school year. TLI is scheduled by the English Department Chair and Classworks will be scheduled by the Math Department Chair.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	Mansfield High School will be fully implemented when interim assessments are completed in the areas of Math and Literacy 3 times a year. Evidence to prove full implementation will be a)Scores from TLI, and b)Scores from Classworks.
	Target Date:	03/30/2016
	Tasks:	
	1. Data from TLI will be reviewed and analyzed for student achievement by the English teachers.	
	Assigned to:	Nancy Clark
	Added date:	09/17/2015
	Target Completion Date:	03/30/2016
	Frequency:	three times a year
	Comments:	Nancy Clark will schedule and chair a committee meeting following each TLI testing assessment to analyze TLI student scores.
	2. Data from Classworks will be reviewed and analyzed for student achievement by the Math teachers.	
	Assigned to:	Jeremy Holland
	Added date:	09/17/2015
	Target Completion Date:	03/30/2016
	Frequency:	three times a year
	Comments:	Jeremy Holland will schedule and chair a committee meeting consisting of math teachers to analyze data from the Classworks scores to improve student achievement. The math department will meet following each Classworks testing period.
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)
Classroom Instruction		
Expecting and monitoring sound instruction in a variety of modes		
Indicator	IIIA01 - All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)	
Status	Tasks completed: 0 of 2 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/29/2016
	Index:	2 (Priority Score x Opportunity Score)
	Priority Score:	1 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently Mansfield High School uses Common Core, Arkansas State Frameworks, and required assessments by the Arkansas State Department of Education.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	When fully implemented Mansfield High School will be guided by our own created document that aligns standards, curriculum, instruction, and assessment for each subject area and grade level. Evidence of full implementation will be a document available that aligns standards,

		curriculum, instruction, and assessment for each subject area.
	Target Date:	08/20/2018
	Tasks:	
	1. Develop a document or Curriculum Guide aligning standards , curriculum, instruction, and assessment for each subject and grade level. Development of the guide will be based on local, state, and national standards of each subject area. Evidence will be the document or Curriculum Guide.	
	Assigned to:	Jim Best
	Added date:	03/29/2016
	Target Completion Date:	06/01/2018
	Comments:	
	2. Using the Curriculum Guide teachers will develop detailed and differentiated instruction in the subject area. Evidence will be lesson plans showing how they are aligned with the guide.	
	Assigned to:	Jim Best
	Added date:	03/29/2016
	Target Completion Date:	06/01/2018
	Comments:	
Implement	Percent Task Complete:	Tasks completed: 0 of 2 (0%)
Family Engagement in a School Community		
Explain and communicate the purpose and practices of the school community		
Indicator	FE04 - The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)	
Status	Tasks completed: 0 of 1 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/29/2016
	Index:	6 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School currently uses a variety of resources to support parents, including information on our website, student handbook, and through our use of electronic media.
Plan	Assigned to:	Jim Best
	How it will look when fully met:	Mansfield High School will reach full implementation when parents have ease of access to resources available to provide support for home instruction, student learning, and communication with the school. Adding a curriculum component in the student handbook will provide additional support to parents.
	Target Date:	09/28/2018
	Tasks:	
	1. The Handbook committee will develop a pocket or sample curriculum that can be included in the compact. Evidence will be our student handbook, electronic media resources, and yearly parent meetings prior to the beginning of the school year.	
	Assigned to:	Jim Best
	Added date:	03/29/2016

	Target Completion Date:	09/28/2018
	Comments:	
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)
High School: Opportunity to Learn		
Ensure content mastery and graduation		
Indicator	HS04 - The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career.(4541)	
Status	Tasks completed: 0 of 2 (0%)	
Assessment	Level of Development:	Initial: Limited Development 03/29/2016
	Index:	3 (Priority Score x Opportunity Score)
	Priority Score:	1 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Mansfield High School holds yearly conferences with each student to discuss career readiness. In addition, our school counselor visits with each student to discuss their career choices and options. The school counselor holds an annual Career Night and Financial Aid and Scholarship night.
Plan	Assigned to:	Tracey Sadoski
	How it will look when fully met:	When fully implemented a Career Night will be held twice a year beginning in Grade 9 for students who wish to make educated choices on their intended career path. The school counselor will continue to monitor students career choices and academic progress in their chosen career path. Mansfield High School will continue to hold yearly conferences for all students. Evidence will be sign-in sheets from each career night and a copy of the student conference form.
	Target Date:	05/08/2020
	Tasks:	
	1. The school counselor will plan a Career Night at lease twice a school year. The Career Night will be open to all students beginning in Grade 9. Evidence will be a sign-in sheet of students attending the event.	
	Assigned to:	Tracey Sadoski
	Added date:	03/29/2016
	Target Completion Date:	05/08/2020
	Frequency:	twice a year
	Comments:	We may want to break Career Night in two separate events by grade.
	2. Career Academic Planning(CAP)conferences will continue to be completed each year for each student returning to Mansfield High School. Evidence will be a copy of the CAP conference form used for each student.	
	Assigned to:	Tracey Sadoski
	Added date:	03/29/2016
	Target Completion Date:	05/05/2017
	Frequency:	once a year
	Comments:	Teachers will be involved in the planning and implementation of CAP Conferences. Teachers will be trained to help students pick appropriate classes for their chosen career path.

Implement

Percent Task Complete:

Tasks completed: 0 of 2 (0%)