

Three Year Goals for Mason Summit High School

- I. 1st year
 - a. Intakes and Referrals
 1. Introduce myself to Mason High School counseling staff, and meet quarterly with high school counselors for referral meetings
 2. Implement new 1st and 3rd term group intake sessions. Continue with individual intake sessions for 2nd and 4th terms
 3. Create a PowerPoint presentation that details the Mason Summit High School Program to be used at group intake sessions, and at other opportunities to discuss the program
 4. Produce a Mason Summit High School informational brochure
 5. Distribute brochures to Mason High School counselors, community organizations, and other contacts
 - b. Academics
 1. Research implementation of trimesters with Mason High School for the 2008 / 2009 school year. Also, discuss with Summit staff and leadership team what they want to do in regard to trimesters
 2. Continue to employ the Michigan Merit Curriculum (no plans to bring on 9th grades students this school year)
 3. Teachers must create final exams for relevant courses, so that we can begin giving exams next year (traditionally Summit has not given final exams) to meet new state requirements
 4. Start using part of the Personal Development class to prepare students for the Merit Exam and other assessments
 5. Revise the Personal Development portfolio and course rubric
 6. Pilot differentiated instruction math classes
 - c. Attendance
 1. Put into practice Summit's new attendance policy (six hours per block, and six make-up sessions per term)
 2. Research and discuss with staff starting the school day later to accommodate the different sleep patterns of teenage students (if research shows this is something valuable for students, and the district approves, this would begin if and when we transition to a new building)
 - d. School Culture
 1. As the new program coordinator set a positive tone for students, parents, and staff
 2. Inspire, motivate, and connect with students as the new program coordinator
 3. Ensure that both students and staff know that I have an open door policy, and that students and staff can come to me for advice and problem solving
 4. Organize whole building, overnight trip to Kimball Camp in October to promote relationships and community among students and staff (write Mason Foundation grant proposal)

5. Organize and promote special events at the start of both 1st and 3rd terms to initiate new Summit students into the Summit family
 6. Reinstate Student Council to help students take ownership over the future direction of Summit High School
 7. Continue with end-of-term auctions, birthday celebrations, Thanksgiving feast, Key Club, and Senior Celebration; however, I will need to take ownership over these activities and make them mine. Also, begin to look for new types of celebrations and activities to utilize. Create a school survey to look for student suggestions; also, have student council assist in this search
 8. Create end-of-term and end-of-year student surveys to assess courses, staff, and the program coordinator
 9. Work to organize both the office area, and computer lab. Also, create a culture of recycling to conserve both paper and toner use by students
 10. Implement Restorative Justice
- e. Promotion of Mason Summit High School
1. Attend Tuesday morning Kiwanis meetings
 2. Seek out speaking opportunities with various community organizations to explain Summit's program, and to introduce new staff (use PowerPoint presentation, and Brochure created for intakes)
 3. Attend a Mason High School In-Service to explain Summit's program (use PowerPoint presentation and Brochure), and to introduce new staff. Also, identify types of referrals that Summit is seeking
 4. Promote Summit's program using local media outlets
- f. Staff and Professional Development
1. Hire a new teacher who is dual certified in Social Studies and foreign language (if possible)
 2. If approved hire either a part-time or full-time teacher aide
 3. Work to build staff unity, and welcome new staff members. Sell staff on Summit goals, and build-up staff emotionally whenever possible. Also, discuss with Summit staff their future goals for the program
 4. Develop relationships with both Mason High School and CACC counseling staffs. Discuss with MHS counseling staff what thoughts and concerns that they have about Summit
 5. Obtain Non-violent crisis intervention and prevention recertification and certification for Summit staff
 6. Depending on circumstances, take part in some of Mason High School's professional development sessions this year
 7. Survey staff on future professional development activities
 8. Create a new Educational Development Plan (used in the green folder and for advising) that takes into consideration the Michigan Merit Curriculum

9. Reevaluate some of the contents of the Green Folder to take into consideration the changes at Summit
- g. Miscellaneous
 1. Foster relationships with leadership team members. Discuss with the leadership team what their goals, thoughts and concerns are for Summit's program
 2. Visit local alternative programs
 3. Compare and contrast attendance data to analyze new attendance program. Also, begin to implement new data collection procedures to evaluate program and student progress
 4. Research Middle School Alternative Programs

II. 2nd Year

- a. Intakes and referrals
 1. Continue to foster relationship with MHS counselors, teachers, and administration. Continue to meet quarterly with MHS counselors for referral meetings (depending on if we've gone to a trimester format)
 2. Assess new group intake format. If it was successful after the first year continue with this format for 1st and 3rd terms. Continue with individual intakes for 2nd and 3rd terms (depending on if we've gone to a trimester format)
 3. Tweak the PowerPoint presentation and brochure as needed. Work to implement a video of Summit students and staff into intake sessions. Also, recruit students from Key Club and student council to attend intakes to meet with new students and their families
 4. Distribute video to MHS counselors, community organizations, and other contacts
- b. Academics
 1. Depending on the outcome of previous year's research, either implement trimesters along with MHS or continue with the semester format that Summit currently uses
 2. Fully employ Michigan Merit Curriculum to meet state criterion (10th grade students will begin to arrive at Summit.) Work to ensure that the new curriculum is properly aligned to the Michigan Merit Exam, and that course assessments help prepare students for the Merit Exam
 3. Begin giving final exams for all relevant courses
 4. Fully implement differentiated instruction for math classes
 5. Consider implementing (maybe pilot) differentiated instruction into other content areas too depending on students' ability to meet state requirements
 6. If we hire a social studies / foreign language teacher, begin to add foreign language courses into Summit's curriculum. If we cannot hire a foreign language teacher, ways to implement this into the curriculum, for the future, must be researched and

discussed. Ideas that I have include utilizing some sort of online or teleconference format; have a teacher from MHS travel to our building; hire a foreign language teacher to teach one block of foreign language per year

7. After consultation with MSHS staff, shift Monday – Thursday Personal Development classes to the first 10 minutes of the school day to minimize the effect of tardiness on academic courses
8. Place student progress reports online if Jerome Brzezinski thinks this is feasible (GradeKeeper grading software allows for this by creating web pages that can be uploaded to the district's server)

c. Attendance

1. Assess, with staff, the previous year's new attendance policy, and see if further adjustments need to be made
2. Depending on the outcome of the previous year's research and if the district approves, start the school day later to accommodate different sleep patterns of teenage students. If a move to a new building is going to occur in the next year or two consider postponing the new start time until this move occurs

d. School Culture

1. Continue to strive to set a positive tone for students, parents and staff
2. Work to make myself visible in the school and to continue staying in touch with both students and staff now that I've been out of the classroom for a year
3. Continue to organize special events at the start of both 1st and 3rd terms to initiate new Summit students into the Summit family
4. Discuss with staff and the student council the possibility of starting a fundraiser (or fundraisers) to raise money for a trip (might need to be an overnight trip). Some possibilities for trips are Stratford, Ontario to supplement Mr. Mills' Shakespeare class; a trip to Chicago, IL to see a play and take a tour of the city; Mackinac Island to learn about Michigan and U.S. History. Depending on cost and timing, this trip may need to occur during the 2009 / 2010 school year.
5. Continue implementation of new types of celebrations and activities to promote a positive school culture
6. Implement "All hands on Fridays" (similar to what Google does with their staff) where students meet each Friday, and every student will say one positive thing that they saw another student do during the past week, or they can mention a positive characteristic about another student
7. Reevaluate with staff the way that students' assess themselves on the pointcard, and consider new ways for students to assess their behavior each block

8. Consider allowing students to assess staff (including the program coordinator) each week using a pointcard type format. This allows students to feel empowered, and that their voices are heard. In addition, students have long complained that staff should be assessed using a pointcard system too. This would be a way of alleviating this complaint; furthermore, provide a potentially useful tool for feedback on staff practices
9. Assess with staff and students Restorative Justice and make adjustments as needed
- e. Promotion of Mason Summit High School
 1. Continue attending Kiwanis meetings
 2. Seek out further speaking opportunities (utilize Summit video)
 3. Bring MSHS staff and members of the student council to present to MHS staff during an in-service about Summit
 4. Continue promoting Summit's program using local media outlets and invite the media to visit the school and discuss Key Club or another exciting aspect of the program
 5. Consider allowing student interns to work in the building so that the program is seen at the university level and to provide new and exciting opportunities for staff and students
- f. Staff and Professional Development
 1. Continue to foster relationships among MSHS staff
 2. Continue to build and foster relationships with both the MHS, and CACC counseling staffs
 3. Consider taking MSHS staff on a tour of other alternative education programs (or Magnet schools) in the area. I.e. Da Vinci institute in Jackson; or some of the Lansing Magnet programs
 4. Depending on the outcome of last year's staff survey on their needs for professional development, employ the relevant PD training
 5. Institute a book club that staff discusses during PD times and staff meetings
 6. Survey staff on further professional development activities
- g. Miscellaneous
 1. Continue to develop and foster relationships with leadership team members
 2. Continue visiting local alternative programs
 3. Continue researching Middle School alternative programs, and begin discussions with Middle School staff about the implementation of a middle school program

III. 3rd Year

- a. New Building and a new Middle School alternative education program???
1. Much of what happens during this school year will depend on if Summit's program stays in its current location or moves to a

former elementary building, and if a new middle school alternative education program begins

b. Intakes and referrals

1. Relationship with MHS counselors, teachers and administration will be developed now. As staffing adjustments occur, new relationships must be built. Continue with quarterly referral meetings unless we've gone to the trimester schedule
2. Consider having every other referral meeting at Summit so MHS counselors can see the program first hand more frequently
3. Modify intake orientations as needed. Work to integrate other Summit staff into the intake orientation presentation, so that they have more opportunities to put themselves on display
4. Continue to create new recruiting material to bring more out-of-district students into Mason. Consider some form of advertising in local media outlets and the modification of the district's Summit web site

c. Academics

1. If trimesters have been applied continue to adjust as needed
2. Continue to ensure that the Michigan Merit Curriculum is being applied correctly and that final exams are being given for all relevant courses
3. Look at data from student assessments to begin targeting areas for improvement
4. Work to develop more interdisciplinary units and more hands-on projects that align with the Michigan Merit Curriculum while continuing to implement differentiated instruction into relevant classes. In addition, have teachers work at developing self-paced modules for students who take advantage of the Merit Curriculum's non-traditional learning opportunities
5. Recruit Kiwanis and other community organization members to tutor students in after school or before school sessions
6. Continue utilizing personal development class to help prepare students for the Merit exam and other assessments

d. Attendance

1. Adjust the attendance policy as needed, depending on how year one's six hour policy works, and if Summit goes to a later start time
2. Research offering evening class opportunities that allows certain students (students who work, have children at home, attend LCC or the CACC) to take courses using self-paced modules, computers, and volunteer tutors while still earning a MHS diploma that is based on the Michigan Merit curriculum

e. School Culture

1. As always, work to set a positive tone for students, parents, and staff

2. Continue making classroom visits to make myself visible, and to stay in touch with what is going on in the classroom
 3. Maintain special events for 1st and 3rd terms to continue building community for students
 4. Depending on what happens with the fundraising from year two, continue raising money for a trip, and potentially take it this year if we didn't take it during year two (I would like to take some sort of larger trip every three years so that the majority of Summit students have an opportunity to experience the trip and to act as motivation for staying in school)
 5. Research the possibility of implementing a summer hiking experience for interested students that could become an annual activity for Summit students to take part in
 6. Continue to ask MSHS staff, student body, and student council for ways to improve Summit
 7. Continue to assess, with staff and students, Restorative Justice and make adjustments as needed
 8. Organize community organization members to serve as mentors to small groups of Summit students. Have these members meet regularly with their students, call their students when they aren't in attendance, and work to build relationships with students to help let them know that people in the community care
 9. Work to bring in more community members to speak to the student body
- f. Promotion of Mason Summit High School
1. Attend Kiwanis meetings
 2. Encourage MSHS staff to engage in speaking opportunities about the program, and what they are doing in their classes
 3. Encourage MHS staff and Mason board members to visit Summit to see what we are doing
 4. Take part in a presentation at a professional organization conference either individually, or with other Summit staff members
 5. Carry on promotion of Summit's program through local media outlets
 6. Allow student interns to work in the building if staff members want this
 7. Consider some type of advertising to recruit more students from outside the district
- g. Staff and Professional Development
1. Work to invite MHS staff to our building and encourage MHS and MSHS staff to observe each other teaching in the classroom
 2. Look at having MSHS staff visit the CACC to see the facility and the types of programs that are offered so that they can better advise their advisees during Personal Development class

3. Continue to implement staff suggestions for Personal Development
 4. Ask staff for feedback on year two's book club. If the feedback is positive continue with it during year three
 5. Again, survey staff on future professional development opportunities
- h. Miscellaneous
1. Depending on if Summit's program has moved to a new building, year three might look a lot different
 2. Implementation of a middle school alternative education program may occur this year depending on the district's decision. If this occurs staff would need to be hired, students referred and recruited, and a decision will need to be made on if Summit's program coordinator will supervise this program too
 3. At the end of the third year look at applying for various grants using the data collected from my first three years at Summit