

**DEPARTMENT OF SCHOOL  
ADMINISTRATION**

**PCI ACTION PLAN  
FORM 4 – 2**

Due annually October 31st to the Department of School Administration and  
a copy to the Department of Curriculum & Instruction



*VBCPS Plan for Continuous Improvement* Sheet # 1 of 13 School: Floyd E. Kellam High School DATE: 10/31/08

SOA Alignment: VAC 20-131-70 Program of Instruction and learning objectives

School Division Goal: Expanded Instructional Opportunities through Data-Driven Curriculum

School / Office / Department Measurable Objective: Integrate high expectations into classroom practices and strategies to increase student achievement

Focus: Communicate high expectations to students and recognize students for achievement and attendance

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Encourage classroom teachers to:  Communicate that not completing assignments is unacceptable  Require students with a D or below to revise or correct major projects and tests  Use rubrics for projects and major assignments  Encourage students to attend tutoring and extra-help sessions  Recognize students for academic achievements, ie. Honor roll, attendance, PSAT, SAT scores, SOL and AP scores.	Bruce Biehl Terri McCallister Debbie Jennison Ken Zecchini Diana Ferebee Kathy Sarosdy Dianne Shearin Pat Rowan Anne Faircloth Jennifer Felix Tammy Smith Melanie Baja Lisa Long Brooke Sheetz	Establish school-wide policy for communicating failure to complete assignments to parents  Provide rubric training for all classroom teachers  Establish school-wide program for providing extra help one day per week after school – transportation and supervision provided  Develop survey of best practices– administer to faculty for base-line data  Community Donations for awards given to students who make honor roll or principal's list	Pass Advanced Rate on SOL Tests  GPA – overall  Number of students attending after-school study sessions	Pass-Advanced Targets:  Algebra 1 24% Geometry 26% Algebra 2 25% English Reading 69% Biology 15% Chemistry 8% Earth Science 14% World Geography 19% World History 1 36% World History 2 25% VA/US History 34%  GPA – target 2.80

**DO**

Start Date: 11/1/08 Review Cycle:  Weekly  Bi-weekly  Monthly  Bi-monthly  Quarterly  Semi-annually

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*VBCPS Plan for Continuous Improvement* Sheet # 2 of 13 School: Floyd E. Kellam High School DATE: 10/31/08

SOA Alignment: VAC 20-131-30 Student Achievement Expectations

School Division Goal: Expanded Instructional Opportunities through Data-Driven Curriculum

School / Office / Department Measurable Objective: Use student assessment data to continuously improve instruction to advance student learning.

Focus: To increase the average SAT scores to the state average. To improve the pass advanced rate on the math and English SOL's.

**PLAN**

Strategies/Procedures (Describe briefly what will be done to accomplish the goal.)	Point Person or Action Team	Critical Resources Needed (What material needs, staff development, and resources will be needed to carry out the plan?)	Assessment (How will progress be measured?)	Targets / Projections
Areas of weakness will be correlated between the PSAT results and the SOL objectives.	Lynn Leccese, Amy Wellens, Angela Bertram	Summary of Answers information SOL Objectives for courses	Test results from SOL's and SAT's for 2008-09.	To increase the average SAT scores to the state average: verbal 511 and math 511. For 2006-07, Kellam's SAT average verbal was 485, math 493.
A chart showing the correlations will be shared with math and English departments to increase awareness about the areas of weakness.	Lynn Leccese, Kathy Sarosdy	Chart detailing the weak areas for students for the PSAT and SOL objectives.		
Teachers will discuss ways to address the weak areas.	Lynn Leccese	Curriculum materials, SAT Study Guide		To increase the pass/advanced scores on the math and English SOL's by 5%.
Each math subject will meet monthly to coordinate pacing, lesson plans, unit tests, and SOL and SAT strategies.	Math teachers			Algebra 1 24% Geometry 26% Algebra 2 25% English Reading 69%
The SAT Word of the Day will be shared during the morning announcements.	Student announcements	Word of the Day from College Board		
Juniors will receive practice PSAT books and will be encouraged to complete them for extra credit.	Victoria Lang, Test Coordinator	PSAT practice booklets	PSAT results	
SAT strategies will be publicized to students.	Amanda Hansen	Knightly News, Sharepoint		
SAT Online After-School Tutoring will be offered in Oct., Nov., Jan., and Feb.	Terri McCallister	1 math and 1 English teacher, Gifted Resource teacher	Number of students attending	

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*VBCPS Plan for Continuous Improvement* Sheet # 3 of 13 School: Floyd E. Kellam High School 10/31/08

SOA Alignment: VAC 20-131-70 Program of instruction and learning objectives

School Division Goal Expanded Instructional Opportunities through Data-Driven Curriculum

School / Office / Department Measurable Objective: Provide opportunities for students to complete an upgraded academic core and concentration

FOCUS: Increase Advanced Placement participation and pass rates, encouraging minority enrollment

**PLAN**

<b>Strategies/Procedures</b> (Describe briefly what will be done to accomplish the goal.)	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> (What material needs, staff development, and resources will be needed to carry out the plan?)	<b>Assessment</b> (How will progress be measured?)	<b>Targets / Projections</b>
<p>Encourage teachers to:</p> <p>Increase rigor in all content areas by incorporating 21<sup>st</sup> century learning skills.</p> <p>Encourage each student to complete an upgraded academic core with a concentration in mathematics, science, humanities, and/or a career and technical area.</p> <p>Develop strategies to increase enrollment of minority students in honors, advanced placement, dual enrollment and similar advanced courses.</p>	<p>Action team members: Margie Cole Janis Murphy Kelly Walker Mike DeWitt Bill Daley Jeff Christman Kirsti Cohn Cathy Baker Scott Boone Mike Brown BJ Morrisette</p> <p>Honors/AP Teachers</p> <p>Guidance Counselors</p>	<p>Staff Development training and collaboration of best practices through professional learning communities.</p> <p>A survey of online resources as a communication, training and teaching tool to establish a baseline.</p> <p>9<sup>th</sup> grade orientation which addresses 21<sup>st</sup> century themes and skills.</p> <p>Administrative support for release time, training, mentoring, presentations and reprographics.</p> <p>Presentations to the NHS club, student honors classes, parent meetings and other relevant student groups which target information on Virtual Virginia/Distance Learning, dual enrollment, online student AP orientation, AP Booklets, and classes offered by the Virginia Beach City Public Schools.</p> <p>College Board AP Potential Program and AP Potential Training for new AP teachers.</p> <p>List of 21<sup>st</sup> century skills and themes and definitions of rigor.</p> <p>Guidance for students which encourages the most rigorous course of study in course selections.</p>	<p>Analysis of Staff Development.</p> <p>Orientation for ninth grade students which includes the major components for 21<sup>st</sup> century skills and themes.</p> <p>Teachers will utilize UBD design for lessons.</p> <p>AP Data will be collected on the number of presentations made, booklets dispensed, workshops, conferences, and mentoring activities.</p> <p>Standardized test scores, GPA, AP pass rates and enrollment in advanced courses.</p> <p>Number of students taking higher concentrations in math, science, humanities and or career and technical studies.</p>	<p>At least five staff development opportunities addressing best practices or increased rigor in the curriculum will be offered.</p> <p>9<sup>th</sup> grade orientation will include at least one session related to 21<sup>st</sup> century themes and skills.</p> <p><b>Increase:</b> Enrollment in honors, advanced placement, and similar advanced courses.</p> <p>AP, PSAT, and SAT scores (and similar standardized test scores) and GPA.</p> <p>The number of minority students enrolled in advanced placement classes and advanced courses.</p> <p>The number of students taking math, science, humanities concentrations, or technical certifications.</p>

**DO**

Start Date: 11/1/07

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*VBCPS Plan for Continuous Improvement*

Sheet # 4 of 13

School: Floyd E. Kellam High School

DATE:  
10/31/08

SOA Alignment: VAC 20-131-70 Program of instruction and learning objectives

School Division Goal Effective, Efficient use of resources to Create quality Educational Opportunities

School / Office / Department Measurable Objective: To increase the number of students that are taught the essential concepts of the college-preparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects

Focus: Increase the writing and reading real-world activities across the curriculum

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Assign independent reading projects across the curriculum  Students report by writing: a research paper a PowerPoint presentation a resume  Organize a Science and Technology Exposition  Assignments to be incorporated into end-of-year English Writing Portfolios	Academic Studies Committee Members:  Alison Napier Mary McMurrin Chris Freeman Bruce Rowan Shana Remian Freda Pohrivchak Chris DeWitt Craig Powers Jeff Hudson Kerri Land Kim Eckert Abbie McGee Debbie Strausbaugh Roberta Peters	Common planning time for teachers involved in cross-curricular projects  Common room for planning time and for posting ideas for projects  Monetary support or donations for critical materials	Number of Pass Advanced SOL scores  2008 SAT scores  Number of science students recommended for District Science Fair	Increase reading and writing projects across the curriculum.  Increase projects integrated within the curriculum  Increase test scores with an emphasis on increasing pass advanced rates on the SOL

**DO**

Start Date: 11/1/08

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<i>VBCPS Plan for Continuous Improvement</i>	Sheet # 5	of 13	School: Floyd E. Kellam High School	DATE: 10/31/08
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SOA Alignment: VAC 20-131-70 Program of Instruction and Learning Objectives

School Division Goal: Technology Integrated into Our Curriculum and Instruction

School / Office / Department Measurable Objective: To engage additional students in academic and career and technical classrooms in rigorous and challenging assignments using research-based instructional strategies and technology.

Focus: Integrate technology into instruction

PLAN				
Strategies/Procedures <small>(Describe briefly what will be done to accomplish the goal.)</small>	Point Person or Action Team	Critical Resources Needed <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	Assessment <small>(How will progress be measured?)</small>	Targets / Projections
Require all teachers to use Sharepoint for student access to assignments and important information  Train Geometry teachers in Geometry Sketch Pad instructional software  Incorporate "Best Classroom Instructional Strategies" in daily curriculum as presented in the school-wide PDP day	Debbie Robertson Committee Members: Kath Brasington Matthew Gutt Pam Henry Jeannine Kinzel Dean Howard Grace Milo Justin San Augustin Amy Lyall Cindy Miller	On-going Sharepoint training  Common planning time for teachers within the same curriculum	Teacher survey of Technology and Cross Curricular Implementation in classroom practices  SAT, PSAT and SOL scores	Increase use of technology for instructional purposes to 95%  Daily use of Sharepoint for posting assignments

DO	
Start Date: 11/1/08	Review Cycle: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually

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*VBCPS Plan for Continuous Improvement*      Sheet # 6      of 13      School: Floyd E. Kellam High School      DATE 10/31/08

SOA Alignment: VAC 20-131-70 Program of Instruction and Learning Objectives  
 School Division Goal: Technology Integrated into Our Curriculum and Instruction  
 School / Office / Department Measurable Objective: To engage students in academic and career and technical classrooms in rigorous and challenging assignments using research-based instructional strategies and technology.

Focus: implement cross-curricular projects into instructional units

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Recommend all teachers complete at least one peer observation per semester.  Collect and Develop Cross-Curricular sample Activities/Units Resource Handbook for Teacher Use	Debbie Robertson Committee Members: Kath Brasington Matthew Gutt Pam Henry Jeannine Kinzel Dean Howard Grace Milo Justin San Augustin Amy Lyall Lorinda Deliz Cindy Miller	Peer observation forms and information for obtaining professional development points upon completion.  Reprographics for Resource Handbook per Department	Teacher survey of Technology and Cross Curricular Implementation in classroom practices	Increase peer observations in other curriculum areas to 10%  Increase number of cross-curricular projects from 32 to 35%

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*VBCPS Plan for Continuous Improvement* Sheet # 7 of 13 School: Floyd E. Kellam High School DATE: 10/31/08

SOA Alignment: VAC 20-131-70 Program of instruction and learning objectives  
 School Division Goal –. Expanded Instructional Opportunities through Data-Driven Curriculum  
 School / Office / Department Measurable Objective: Form teams of teachers from several disciplines the time and support to work together to help students succeed in challenging academic studies.

Focus: Subject level teachers will meet regularly to improve instruction

**PLAN**

Strategies/Procedures <small>(Describe briefly what will be done to accomplish the goal.)</small>	Point Person or Action Team	Critical Resources Needed <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	Assessment <small>(How will progress be measured?)</small>	Targets / Projections
Subject level folders will be created and maintained with teacher assignments.  A common midterm and final exam will be created and given to all subject level classes.  Subject teachers will be on pace within the department.  Guests will be invited into meetings to discuss various topics that relate to subject level.  Common Planning time.  Encourage teachers from Kellam to visit other schools to do conduct learning walks.	Action team:  Dawn Bradshaw Tina Bronk Matt Robbins Robin Sears Phyllis Butler Dotty Laverdiere Katie Staples Kelly Turner Shannon Ruby Reed Matthews Jason Copeland  AP in charge of master schedule	Folders in I drive Access to subject-level curriculum for inter-disciplinary teams         Administrative support	Teacher surveys   SOL results   Marks analysis for those classes involved	Increase in SOL scores.  Pacing and alignment of curriculum among same subject teachers  Common midterm exam and final exam.

**DO**

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*VBCPS Plan for Continuous Improvement* Sheet # 8 of 13 School: Floyd E. Kellam High School DATE: 10/31/08

SOA Alignment: VAC 20-131-70 Program of Instruction and learning objectives

School Division Goal – Expanded Instructional Opportunities through Data-Driven Curriculum

School / Office / Department Measurable Objective: Provide teams of teachers from several disciplines the time and support to work together to help students succeed in challenging academic studies.

Focus: Create assignment access for each teacher to include handouts/notes/projects/ and extra help information to the special education department via sharepoint, individual binders and/or websites.

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Maintain consistent communication between all general education teachers and special education teachers regarding class assignments, tests, papers, projects, etc.  Link resource assignments that address student deficit areas to general education subjects.	Shannon Ruby (contact person)  Team Members Reed Matthews Jason Copeland	Teacher Sharepoint sites Teacher websites Daily math warm ups linked to Algebra or Geometry SOLs Weekly current events Weekly essays with prior SOL writing prompts SOL practice provided when testing approaches	Teacher surveys SOL results Marks analysis	Increased number of special education students passing SOL tests as well as academic classes.

**DO**

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VBCPS Plan for Continuous Improvement Sheet # 9 of 13 School: Floyd E. Kellam High School DATE: 10/31/08

SOA Alignment: VAC 20-131-30 Student achievement expectations  
 School Division Goal: Expanded instructional opportunities through data-driven curriculum: Use different programs and methods of instruction responsive to different needs of children.  
 School / Office / Department Measurable Objective: Develop a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.

Focus: Increase the number of tutoring opportunities for students during the school day

**PLAN**

Strategies/Procedures <small>(Describe briefly what will be done to accomplish the goal.)</small>	Point Person or Action Team	Critical Resources Needed <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	Assessment <small>(How will progress be measured?)</small>	Targets / Projections
Core teachers will be relieved of their school-wide duty in order to tutor students in their subject areas	Lisa Long Mike O'Hara Steve Schmitter Maritza Howell John Swanson Nancy Farrell	Administrative support to revise the master schedule to accommodate tutoring sessions	Marks analysis and test scores of students who attend tutoring at least 10 times will be compared to school-wide results.	Help students to achieve a C or better in a class  Increase the number of students achieving pass advance on their SOL tests
Establish a math peer tutoring program	Anne Doman Jeannie Yarborough	Student volunteers		
Communicate tutoring opportunities to students, staff and parents	Angie Evans Eileen Walsh CRS	PTSA Newsletter Poster paper/laminating paper Update websites My School Mail (listserv) Email reminders to staff	Copies of newsletters and parent feedback	Decrease number of students failing a subject
Create a systematic referral and tracking process for students attending tutoring	Scott Hoffman Debra Ebert	Students will sign in to tutoring sessions and turn in bi-monthly to Lisa Long	Number of students attending tutoring sessions.	
Provide teachers with ideas about how to help students take advantage of tutoring opportunities	Jeannie Yarborough Linda Schwartz  Additional Action team members: Jamie Clougher Patrick Connolly	Allow time at staff meetings for sharing of ideas	Number of teachers using the no-zero philosophy	

**DO**

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<i>VBCPS Plan for Continuous Improvement</i>	Sheet # 10	of 13	School: Floyd E. Kellam High School	10/31/08
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SOA Alignment: 8VAC 20-131 Requirements of Graduation

School Division Goal: Dropout prevention/intervention and Retrieval

School / Office / Department Measurable Objective: Involve students and their parents in a guidance system that develops positive relationships and ensures completion of an accelerated program of study.

Focus: Identify characteristics of ninth grade retentions in order to predict at-risk ninth graders and to reduce number of future drop outs

### PLAN

Strategies/Procedures <small>(Describe briefly what will be done to accomplish the goal.)</small>	Point Person or Action Team	Critical Resources Needed <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	Assessment <small>(How will progress be measured?)</small>	Targets / Projections
<p>Review transcripts of retained students. Develop survey for parents and students. Interview students and phone interviews with parents to ask for their input about suggestions that would have helped them to be successful.</p> <p>Analyze results from interviews during first semester.</p> <p>Develop programs to meet the needs of the students and/or parents during second semester.</p> <p>Create an at-risk study block for students with failures</p>	<p>Committee members Bowen Beacham, chair Vicky Lang, counselor</p> <p>Other team members:</p> <p>Karen Johnston Allen Crute Dave Flores Mike Benzel Mario Hurdle Matt Clark Ken Warhola Kathleen Lambert Chantel Crayle Connie Drago St. Clair Jones</p>	<p>Transcripts, student records (discipline, attendance, special education status)</p> <p>Surveys</p>	<p>Compare the retention for ninth graders from 2008 to 2000.</p> <p>Drop out rate</p>	<p>Reduce the retention rate by 5%.</p>

### DO

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*VBCPS Plan for Continuous Improvement*      Sheet # 11      of   13      School: Floyd E. Kellam High School      10/31/08

SOA Alignment: VAC 20-131-70 Program of instruction and learning objectives  
 School Division Goal Quality Work Force: Trained and Accountable for Performance  
 School / Office / Department Measurable Objective: Provide more students access to intellectually challenging career/technical studies in high demand fields that emphasize higher level mathematics, science, literacy and problem-solving skills.

Focus: To fully prepare career/technical students for post secondary education and/or employment

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Clearly define procedures and processes for industry certifications in each related course.  Use Virginia Work Readiness Skills in all Career-Technical courses and to develop cross-curricular projects  Promote world of work experiences by establishing liaisons at corporations such as Stihl, NASA, TCC  Teach mini units between academics and electives	Scott Brown, Monte Bryant, Brian Neas  Paula Miller, Darcy Mahler, Edna Ferreebe  Tim Kennedy, Cameron Baker, Carl Copon, TJ Jones  Randy Rivers, Roger Crider, Tom Graham	Common planning time  Professional leave or release time for teachers	Number of industry certifications earned each year need to increase. 2007 Data totals – 181 passed out of 281 tests given	All students not on an Advanced Diploma tract should work toward Industry Certification  Apply school work to real-world experiences

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<i>VBCPS Plan for Continuous Improvement</i>	Sheet # 12 of 13	School: Floyd E. Kellam High School	DATE: 10/31/08
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SOA Alignment: VAC 20-131-70 Program of instruction and learning objectives

School Division Goal Quality Work Force: Trained and Accountable for Performance

School / Office / Department Measurable Objective: Provide more students access to intellectually challenging career/technical studies in high demand fields that emphasize higher level mathematics, science, literacy and problem-solving skills.

Focus: To create school-wide awareness of Technical /Career courses

### PLAN

Strategies/Procedures <small>(Describe briefly what will be done to accomplish the goal.)</small>	Point Person or Action Team	Critical Resources Needed <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	Assessment <small>(How will progress be measured?)</small>	Targets / Projections
Customize course descriptions to market to the Kellam community  Highlight existing Kellam CTE programs over Tech Center and ATC options	Action Team to include a representative from each dept area of TCE.	Color print capability for threefold brochures and small posters or placards.  Encourage students to attend Vo-tech and ATC open houses and informational meetings.	Compare 2007-08 CTE course enrollment to 2008-09 numbers	Increase in number of students enrolled in CTE courses  Increased awareness of Kellam community of the benefits of courses offered at Kellam

### DO

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*VBCPS Plan for Continuous Improvement*                      Sheet # 13      of    13      School: Floyd E. Kellam High School                      DATE: 10/31/08

SOA Alignment: VAC 20-131 Program of instruction and learning objectives.

School Division Goal Quality work Force: Trained and Accountable for Performance

School / Office / Department Measurable Objective: Integrate additional challenging high school studies and work-based learning

Focus: Inform staff and the community about Work Based Learning Opportunities available for students.

**PLAN**

<b>Strategies/Procedures</b> <small>(Describe briefly what will be done to accomplish the goal.)</small>	<b>Point Person or Action Team</b>	<b>Critical Resources Needed</b> <small>(What material needs, staff development, and resources will be needed to carry out the plan?)</small>	<b>Assessment</b> <small>(How will progress be measured?)</small>	<b>Targets / Projections</b>
Create and distribute a survey to all faculty members to obtain base-line data about current work based learning activities.  Implement strategies for staff development and information sharing based on survey results	Terry Harrington Scott Bradshaw Becky Hovorka Lynn Sykes Beulah Morgan Barbara Devnew John Merritt Christine Maloney Hope Caraballo Kathy Lahne Martha Vickers Kevin Fravel Chris Worst Veronica Shelton	Survey materials  Best practices related to work place learning across the curriculum	End-of-year survey of work-based learning activities	Increase faculty member and student participation in work-based learning experiences. by 10%.

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