



VIII. 2019-2020 Operations Plan

Area of Focus: **Leadership**

Objective	Key Tasks	Who	Completion Date	Estimated Budget	Status
Create a learning environment that emphasizes student engagement, discussion, higher level thinking skills, and collaborative learning 2.2, 3.3, 3.8	<ul style="list-style-type: none">• Incorporate technology into the classrooms• Provide teachers consistent and timely training on technology and other resources that will target student engagement and collaborative learning	IT Department Administration	Ongoing	Budget	



<p>Learning Capacity Domain 1.3 - The institution engages in a continuous improvement process that produces evidence, including measurable results of improving student learning and professional practice.</p>	<ul style="list-style-type: none"> • Faculty participate in conferences/professional learning focused on student data • PLCs provide time for professional dialogue and learning • Faculty use strategies in Differentiated Learning to meet the needs of learners • Use PSAT data to guide Department SMART goals 	<p>Department Chairs</p> <p>Department Chairs, Christine Higgins</p>	<p>September – May</p> <p>September - May</p>	<p>N/A</p>	
<p>Learning Capacity Domain 2.4 - The institution has a formal structure to ensure learners develop positive relationships with and have adults/peers who support their educational experiences.</p>	<ul style="list-style-type: none"> • Implement an Advisory Period for all students • Use Advisory Periods to provide an intentional focus on Study Skills and Social Emotional Learning (SEL) 	<p>Advisory Team and Focus PLC</p>	<p>September - May</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Completed



<p>Identify resources for the Guidance Department to assist students and families with college and career planning 3.6</p>	<ul style="list-style-type: none"> • Hire a part-time College Counselor • Investigate programs that may assist students with scholarships, college and career decisions • Increase opportunities for students and families - focused on preparations and information for college 	<p>Administration, Guidance, College Counselor</p>	<p>August</p>	<p>Salary for College Counselor</p>	<ul style="list-style-type: none"> • Completed
<p>Implement consistent leadership practices that will increase organizational effectiveness in support of teaching and learning 1.7</p>	<ul style="list-style-type: none"> • Require all teachers to use technology in a consistent and uniform manner – teachers will meet minimum requirements for Moodle and RenWeb 	<p>Administration and IT</p>	<p>Ongoing</p>	<p>N/A</p>	



<p>Continue increasing school safety and security 3.8</p>	<ul style="list-style-type: none">• Continue Faculty & Staff training• Continue safety drills and procedures with students, faculty, and staff• Crisis Response Team (CRT) trainings and meetings	<p>Administration, Facilities Director</p>	<p>Ongoing</p>	<p>Possible costs associated with implementing building safety features</p>	
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Area of Focus: Student Achievement

Objective	Key Tasks	Who	Completion Date	Estimated Budget	Status
Research best tablet/computer option for students. Are we providing students with the best technology preparation for their future?	<ul style="list-style-type: none"> • Cost comparison between Apple iPads and alternative options • Student surveys • Parent surveys 	IT Department, Administration, SGA	February 2020	TBD-Possibly a significant impact on budget	
Assist teachers with professional learning opportunities	<ul style="list-style-type: none"> • Teacher observations of each other • Weekly PLC meetings/ incorporate cross-curricular opportunities • PLC Training • Attend conferences in respective disciplines 	Department Chairs Department Chairs, IT, Christine Higgins Christel Reeves Faculty	September – May September – May September 19	N/A Title II Funds Individual Department Budgets	



Increase Academic Rigor	<ul style="list-style-type: none"> • Implement a writing workshop during pre-school for all English teachers 	Sally Gibson	August 2019	N/A	Completed
	<ul style="list-style-type: none"> • Develop writing standards for History and English 	English/History	September 2019	N/A	
	<ul style="list-style-type: none"> • Teach research skills across the curriculum; MLA expectations for each Department 	English/History/C. Kost	September - May		
	<ul style="list-style-type: none"> • Implement mind mapping and note-taking skills to improve critical thinking 	Department Chairs			
	<ul style="list-style-type: none"> • Implement cross-curricular projects that promote “Learning Everywhere” 	Department Chairs/Focus PLC	September - May		
	<ul style="list-style-type: none"> • Continue exploring academic competitions 	NHS – Dr. Sinha			



<p>Improve College-Board Composite Scores by 3.5%</p>	<ul style="list-style-type: none"> • Put an intentional focus on the PSAT test – October 16 • Align each student with Khan Academy free SAT prep • Use two Advisory Periods before the October 16th test date 	<p>Administration/Guidance</p> <p>Math Department</p> <p>Advisory Team</p>	<p>August – October</p> <p>August</p> <p>September-October</p>		
<p>Ensure that support is being provided for students who are struggling</p>	<ul style="list-style-type: none"> • Consistently review student grades • Provide support classes • Have a system in place for academic tutoring • Provide training for teachers – awareness of student sensibilities/disabilities 	<p>ESE, Learning Strategies, Administration</p>	<p>Ongoing</p>	<p>N/A</p>	



<p>Ensure Cardinal Newman’s curriculum offerings for students are current with the expectations of colleges, current trends, and future workplace</p>	<ul style="list-style-type: none">• Review course curriculum – make recommendations• Dialogue with university/community personnel for curricular recommendations	<p>Assistant Principal of Curriculum/Department Chairs</p> <p>Administration</p>	<p>September - December</p>		
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Area of Focus: **School Culture**

<p>Increase School Spirit</p>	<ul style="list-style-type: none"> • Involve SGA with more decision-making and leadership opportunities • Increase moral through positive feedback for faculty, staff, and students <ul style="list-style-type: none"> ○ Ice breakers ○ Positivity boards ○ Positive referrals for students • Research new Pep Rally ideas - more student involvement • Involve parents and alumni as guest speakers; career fair 	<p>SGA Moderators and Administration</p> <p>Christine Granados, Administration</p> <p>SGA, Pep Club, PLC Focus Group</p>	<p>Ongoing</p> <p>Advisory Periods, Ongoing</p> <p>October 2019</p> <p>Ongoing</p>	<p>NA</p> <p>Money for Supplies -\$200</p>	
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<p>Increase Marketing and Social Media – focused on student and faculty accomplishments across disciplines</p>	<ul style="list-style-type: none"> • Use the One Hundred Agency feedback in marketing the strengths of Cardinal Newman; Faith Community and Family Values • Use the Diocese of Palm Beach marketing campaign • Create videos for CNHS marketing purposes and use on social media and the CN website • Involve more students and parents to help with social media – Use the student club, “Social Media Society”, for help with Instagram, Twitter, and Facebook 	<p>SMS – student club, Administration</p> <p>Administration</p> <p>Administration</p> <p>SMS Club, Admissions, Mary Martens</p>	<p>Ongoing</p>		
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<p>Build faith and character in students</p>	<ul style="list-style-type: none">• Continue the SportsLeader Program with the athletic teams• Use the Virtue of the Week form SportsLeader for all students in daily prayers and classroom discussions when appropriate• Emphasize social justice more and address outside tragedies holistically	<p>Coaches, AD</p> <p>Ms. Hayden, Religion Teachers, Administration</p> <p>Religion Department</p>	<p>Ongoing</p>	<p>\$3000</p>	
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Area of Focus: **Facilities**

Objective	Key Tasks	Who	Completion Date	Estimated Budget	Status
Maintain top-notch athletic facilities	• Complete resurfacing of Gym Floor	Jay Lower	Summer/Fall	\$4,000	• Completed
	• Install new AC units in the Raich Building	Bob Savage	Summer/Fall	\$18,000	In the process
	• Install new windows in the exterior locker rooms			\$17,000	• Completed
	• Complete renovations in the exterior locker rooms			\$10,000	• Completed
	• Purchase and install new weight room equipment			\$115,000	• Completed
	• Renovate the Trainer's Room			\$27,000	• Completed
Continue to make Facility Improvements	Renovate classroom - New Robotics Hub	Bob Savage	Summer/Fall	\$10,000 - Donation	



	Upgrade classroom lighting to new LED				
Continue improvements on campus security	Work with Life Safety Solutions on Faculty & Staff trainings	Christine Higgins Life Safety Solutions	September - May	Diocese Funded	
	Install a new speaker system at the front door	Bob Savage	August		
	Install PA speakers in offices and other areas as needed	Bob Savage	August-September	TBD	
School Appeal	Replace the old marquee or remove it.	Bob Savage	TBD	\$30,000	
	Replace landscaping as needed	Bob Savage	Fall		
Classroom Buildings – Renovation Project	Work with team on final architectural drawings	Br. Thomas, Diocese of Palm Beach, Development and Administration	TBD		



Area of Focus: **Finance**

Objective	Key Tasks	Who	Completion Date	Estimated Budget	Status
Continue the process of starting a capital campaign for building renovations	<ul style="list-style-type: none"> Form a team Review and select an outside company to assist with the Capital Campaign 	Br. Thomas/ Diocese of Palm Beach/Mary Martens	Ongoing		<ul style="list-style-type: none"> Completed
Increase teachers' salaries so that Cardinal Newman High School remains competitive in today's job market.	<ul style="list-style-type: none"> The Finance Committee should review the Compensation Study of November 2016 Business Office proposes a salary plan 	Fr. Carr/Finance Committee Business Office	August 2019	\$122,002	<ul style="list-style-type: none"> Completed Completed
Continue developing the long- term management and operations plan for Cardinal Newman High School.	<ul style="list-style-type: none"> Identify measures of success – Use new Diocesan “Something Greater” templates Generate a plan 	Administration, Admissions, Development Br. Thomas Mary Martens,		N/A	



	<p>along with market tools to show future investors</p> <ul style="list-style-type: none"> Identify areas that will be needed to help Cardinal Newman continue to grow. 	<p>Administration,</p> <p>Administration, Advisory Board</p>			
Support student opportunities for academic competitions	<ul style="list-style-type: none"> Assist the Debate Team with fundraising and travels expenses in order to broaden their exposure on a national level. 	Fr. Carr	August 2019	\$10,000	Completed
Secure Diocesan support	<ul style="list-style-type: none"> Work with the Diocese on large-scale projects and improvements 	Br. Thomas/Mary Martens	Ongoing		