



**Springfield Public Schools
2020-2021 Student Calendar
Duggan Academy
1170 Carew Street, Springfield, MA 01104**



Student Hours Middle School: 7:29 AM - 3:00 PM (Mon-Fri); High School 7:29 AM - 2:20 PM (Mon-Fri)

Teacher Hours Middle & High School: 7:20 AM - 3:10 PM (Mon-Fri); *Special Tuesday (extended day) 7:20 AM - 4:15 PM

Aug 20 & 21: New Staff Orientation
Aug 24-28: Teacher PD
Aug 28: Convocation
Aug 31: School Begins

August 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb 12: Early Release at 1:00pm
Feb 15: Schools Closed - Presidents Day
Feb 16 - 19: Schools Closed - Mid-Winter Vacation

February 2021				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Sep 7: Schools Closed - Labor Day

September 2020				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Mar 12: Schools Closed - Teacher PD Day

March 2021				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 9: Early Release at 1:00pm
Oct 12: Schools Closed - Columbus Day

October 2020				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Apr 2: Schools Closed - Good Friday
Apr 16: Early Release at 1:00pm
Apr 19: Schools Closed - Patriots Day
Apr 20 -23: Schools Closed - Spring Vacation

April 2021				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 3: Schools Closed - Teacher PD Day (Election Day)
Nov 11: Schools Closed - Veterans Day
Nov 25 - 27: Schools Closed - Thanksgiving Vacation

November 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 28: Early Release at 1:00pm
May 31: Schools Closed - Memorial Day

May 2021				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
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Dec 23: Early Release at 11:35am (MS) / 11:05am (HS)
Dec 24 - 31: Schools Closed - Holiday Vacation

December 2020				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jun 24*: End of School Year - Early Release for Students & Staff

June 2021				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Jan 1: Schools Closed - New Years Day
Jan 6: Schools Closed - Teacher PD Day
Jan 13, 14 & 15 - Midterms / Early Release at 1:00pm
Jan 18: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2021				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*Calendar includes five (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

School Closed
 Student Early Release at 11:35am
 Student Early Release at 1:00pm



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- School Closed
- Early Release at 11:35am
- Early Release at 1:00pm
- Tuesday Extended Day until 4:15pm
- Student Early Release + PD until 3:10pm
- Full Day PD

This SY'20-21 school plan has been approved by the SEZP Board.

SEZP 2020-21 School Planning Process

Educator Working Conditions: Duggan Academy



1. Allocation of discretionary funds made available by the principal, including in areas such as wraparound services for students and families, after-school programs, and school supplies. Discretionary funds are those remaining after a school budget for district services, partner fees, staff salaries, and stipends.

For the 2020-21 school year, discretionary funds have been allocated in the following amounts:

- \$5,000 Classroom resources
- \$5,000 Professional Development
- \$5,000 Student Field Trips

Any transfer or use of additional funds received over the course of the school year will be determined by the principal. If additional funds are available in late fall after “true-ups” TLTs should discuss the possibility to increase discretionary funds in the current fiscal year.

2. School curriculum issues.

Duggan Academy will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

3. Professional development activities are applicable to the school as a body. This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week’s notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see the school calendar for additional details):

- Up to 7 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 18 hours of PD after the school day ends for students during the year (“extended day”);
- Up to 2 days after the last day of school for students, but before the end of the term of employment.

4. School calendar.

Please see the attached 2020-21 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month’s notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis.

The school calendar will include:

- The total number of school days and hours for students. Required total hours are a minimum of 1330 per year for Middle School students and 1200 for High School students.
- The total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

FINAL - APPROVED BY THE SEZP BOARD

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5. Schedule for staff and students provided that all teachers will continue to receive duty-free lunch and regular student-free preparatory time.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 7 hours and 50 minutes. For most educators, the required hours will be approximately 7:20am – 3:10pm.

Teachers will have approximately 4 planning hours per week not including planning meetings. These hours will be allocated as evenly across the school week as possible. This time can be used to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

Additionally, all staff members are expected to participate in professional development, collaboration activities and/or PLC meetings, expected to be held every day for one hour during schools, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Duggan Academy may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Attend the family BBQ event (up to 3 hours; date TBD)
- Open House in Fall 2020 (up to 4 hours; exact date TBD)
- Participate in parent meetings/conferences (up to 3 hours and when possible aligned during extend days)

6. Class coverage and substitutes.

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotating basis, including:

- Coverage will not exceed 64 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should not be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

7. Schedule of school-wide parent/teacher meetings. This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Duggan Academy will hold 2 parent-teacher conferences and an open house during the 2020-21 school year.

8. Work before and/or after the regular school year. Work before and/or after the regular school year.

Newly hired staff will be required to report to work August 20th and 21st, 2020, for a new teacher orientation. Returning teachers are expected to report to work on August 24th, 2020. The final workday for all teachers is June 28th, 2021. This date assumes five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

9. Notices and announcements.

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

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10. School health and safety issues.

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

11. Staff dress code.

Staff at Duggan Academy are asked to dress professionally for a school setting.

12. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Duggan Academy. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage will not exceed 64 minutes per day.
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day.
- Substitute coverage of classes and duties of others who are absent from school.
- Coverage of afterschool activities, not exceeding 30 minutes per week.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

13. Class size.

Duggan Academy commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

14. Bulletin boards.

Teachers may be asked to support in the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

15. Family-teacher communication.

Teachers may be required to make regular contact with families about the academic progress of students. This includes family inquiries via email, Unified Classrooms, Class Dojo, phone, or in-person meetings throughout the school year.

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The SEZP 2020-21 Roadmap Improvement Plan: Duggan Academy



Priority 1:

All Duggan students will demonstrate growth in their ability to attain grade-level literacy proficiency, specifically in reading and writing. This will be evident through the students' creation of high-quality work in all content areas. To accomplish this, Duggan will implement a social justice-themed, content-literacy-based curriculum along with relevant professional development for staff. Student tasks will be rigorous and include essential practice for students throughout the academic day, with a focus on differentiation and scaffolding where needed. Students' progress will be measured by the Massachusetts Comprehensive Assessment System (MCAS), data-driven standards-aligned created formative and summative assessments and other internal growth measures.

Rationale:

Current overall scores in ELA and Math are 10 points under the state target of 500 and the Student Growth Percentile scores are within the state range. Students are making growth at Duggan, however, a continuation to focus on rigor in the classroom will move the students closer to the state target of 500. The social justice theme supports student engagement, relevance, and authenticity of student work within content areas.

Grade and Subject	Avg. Scaled Score	Avg.SG
GRADE 06 - ENGLISH LANGUAGE ARTS		
GRADE 06 - MATHEMATICS	490.5	50.2
GRADE 07 - ENGLISH LANGUAGE ARTS	492.0	51.1
GRADE 07 - MATHEMATICS	489.2	50.4
GRADE 08 - ENGLISH LANGUAGE ARTS	487.1	52.5
GRADE 08 - MATHEMATICS	488.2	44.8
GRADE 08 - SCIENCE	491.3	53.9
GRADE 10 - ENGLISH LANGUAGE ARTS	481.9	N/A
GRADE 10 - MATHEMATICS	492.4	37.0
GRADES 03 - 08 - ENGLISH LANGUAGE ARTS	489.3	48.5
GRADES 03 - 08 - MATHEMATICS	490.1	52.5
GRADES 05 & 08 - SCIENCE	481.9	N/A

School Quality Review data showed improvement is needed in 2n indicator Rigorous tasks:

These are the ten indicators in the State/SEN Rubric	Your school's score in State/SEN Rubric	Your school's score in the SEZP rubric	Score
SEN Indicator 1: Curricula. Ensure engaging, rigorous, and coherent curricula in all subjects, accessible for a variety of learners, and aligned to appropriate grade level and/or content standards	Developing	2k: Targets for Planning	Established
		2l: Effective Planning	Established
		2m: Aligned Curriculum & Planning	Established
		2n: Rigorous Tasks	Developing

Key Objectives

- Deepening rigor in the classroom through the continuation of professional development

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- Closing of the ELL and Special Education Achievement Gap
- Continued implementation of peer observation and feedback
- Student work analysis to adjust instruction

Evaluation Plan

- During the school year, the data team will monitor student performance with the current curriculum, continuation of the implementation of peer feedback and professional development for staff through progress-monitoring and/or formative assessments from each department throughout the year; this data will include classroom observations, Iready, Writing on Demands, and Unit Assessments. Administrators will use mid-year and end-of-the-year MAP and MCAS data to measure progress as well. Support with peer observation to support feedback will be provided during professional development, lead coaches, and administration as needed. Student work protocol observations will be conducted during vertical team meetings to monitor teacher and student progress. Specific Measurable Outcomes:
- Increase the percentage of students mid year performance scores on ELA and Math on IReady by 10% (middle school)
- Increase the percentage of students mid year growth scores on ELA and Math on map by 10% (high school)
- Increase indicator 2 on the right path (practice for improving instruction from 1.3 to 2.5)
- Increase MCAS performance scores from 489 in ELA and Math to 491 or higher in both subjects

**some data may need to be pulled for baseline from spring 2019*

Action Plan

Action Step <i>What will you need to do in order to implement the key objectives?</i>	Owner + Resources <i>Who will be assigned to this task and what resources might be needed to complete each action step?</i>	Benchmark <i>How will you know that you are making progress along the way?</i>	Completion Date <i>When do you expect to complete this action step?</i>
Data Meetings - Where we are and where we need to go - focus special education and ELL subgroups	Administration and teacher leads	Tracking system and internal data (Iready, MAP, writing on demand, Access and Attendance)	August and ongoing
Staff identifies strength and challenges after reflecting on last years goals and feedback and review the common core shifts and practices	Teachers	Charting and personal reflection (exit tickets)	August and ongoing
August PD on Buddy system- teachers set goals aligned to common core shifts and chose a partner for support -	Administration and Teacher Leadership Team	Tracking system and internal data (Iready, MAP, writing on demand)	Ongoing
Educators review IEP, ELL needs and add supports to beginning lesson planning during August PD week	Administration and Teachers		September 1st initial and ongoing
Supporting high risk students - Special education/ELL needs and best practices	Administration and teacher teams		August PD and ongoing
Curriculum revisions made by educators in	Teachers and Dean of	Observation and post	July 1st

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ELA, Social Studies and Science during a two-day summer retreat. Staff will make curriculum adjustments based on peer and coaching feedback. (Web based)	Instruction	meetings	
Implementing social justice connections in current curriculum	Administration	Classroom observation and lesson plan review	Ongoing
IM math PD - phase 2 refresher for all middle school math educators	Administration	n/a	September 1st
Technology based PD to ensure we are all familiar with common technological platforms and have similar systems if there is another school shut down or interruption	Administration and technology department	Observation of classroom web pages	Currently and will be reset in August and then ongoing
Dual plan - Teacher lead at each grade level for Tier 1 instruction set to go Tier 2 students and teachers already identified for small group daily support Tier 3 staff to aggressively support non active students during school interruption SEL team identified with SEL supports	Administration and teacher teams		Schedule created for Tier 2 over summer - August PD align to tech PD and ongoing
Monitoring of vertical team meetings on student work analysis	Administration and teacher leads	Observation and post meetings - have been marking on the quality of meetings and work	September, December, March
Modeling of student work protocol groups	Administration and teacher teams		August and ongoing as needed
Adopt a shared database for aggregating observation data to review lessons and student work data for each teacher. Aggregate data will be reviewed in ILT meetings for action steps	ILT and Administration	Observation data	September and Ongoing
New teacher orientation	Teacher leadership		September and ongoing
Individualized Pd and coaching dependent on observational data	Administration	Internal data and observational data base	September and ongoing

Priority 2:

Duggan will focus on improving school culture through our Habits of Scholarship initiative of Respect, Responsibility, Quality, and Perseverance. There will be a specific emphasis on instilling a sense of academic achievement, personal fulfillment, leadership, and active global citizenship in all students. With amplified support from our faculty, students will increase their academic achievement by taking increased ownership of their work through strengthened character and independence. Professional development with a focus on restorative justice, social justice, and leaders of our own learning will provide faculty with additional tools to support students. We will measure our progress of this priority through suspension rates, student and staff survey data, analyzing student work, and Iready scores.

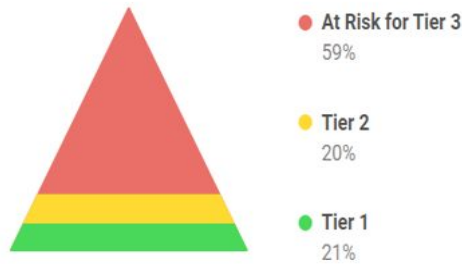
Rationale:

John J. Duggan Academy will work to improve student ownership of work by setting student and family goals. The recent school quality review (SQR) suggested room for improvement in this area, see below:

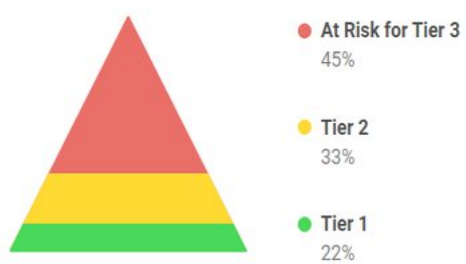
4i: Engaging Families in Student Goals	School leaders and teachers collaborate with families in the development, implementation, and ongoing support of student learning goals.	Developing
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Diagnostic data suggest that students need in-depth intervention and ownership of student work will help to improve student accountability and improve scores, see mid-year diagnostic data below:

English Language Arts:



Mathematics:



Tier 1- grade level
 Tier 2- one grade level behind
 Tier 3- two or more grade levels behind

School Quality review data for each indicator:

Collaboration	DUG
Staff Management	1.0
Instructional Systems	0.5
Leadership	0.6
School Culture	0.6
Student Expectations / Outcomes	0.7
Family Engagement	0.0
School Avg	0.6

Although Duggan was above national averages in student family engagement, according to the School Quality Review that category was showing a .5 and in comparison to other categories was lower. In addition, improvement in this category will support the 0.0 student expectation and outcomes category.

Key Objectives

- Increase teacher to parent communication on student learning targets and goals
- Increase student engagement and ownership
- Increase quality of student work
- Reduce student referrals and resets
- Ensure 100% of families are aware of technology plan if school faces interruption

Evaluation Plan

Observation of crew lessons to ensure that staff and students utilize that time to deepen goal setting and reflection through-out the school year. During the school year, the data team will monitor student performance through progress-monitoring and/or formative assessments from each department throughout the year; this data will include Iready, Writing on Demands, and Unit Assessments. Administrators will use mid-year and end-of-the-year Iready/MAP-highschool, and MCAS data to measure progress as well. Student and parent surveys will be reviewed to see the understanding of students current academic address and their students progress on goal setting and reflection.

Specific Measurable Outcomes:

- Increase the percentage of students mid year growth on ELA and Math MAP by 15%
- Increase the passing rates in math and ELA by 15%
- School Quality Review standards: Engaging families in student goals will improve from developing to established
- Increase MCAS performance scores from 489 in ELA and Math to 492 or higher in both subjects
- Reduce referral rates and resets by 15% in October, December, March

Action Plan

Action Step <i>What will you need to do in order to implement the key objectives?</i>	Owner + Resources <i>Who will be assigned to this task and what resources might be needed to complete each action step?</i>	Benchmark <i>How will you know that you are making progress along the way?</i>	Completion Date <i>When do you expect to complete this action step?</i>
Leaders of our own learning professional development	Administration and Teacher leadership team	Goal setting in August	August and ongoing
Schedule the crew(advisory) to small groups of 12 to 15 students per one teacher	Administration	Completing date June 1st	May 15th

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Launch crew with goal setting tightly tied in	Administration and Dean of Culture and Intervention	Ongoing observation and feedback	August PD and Ongoing
Develop a bi-monthly communication plan that focus on school wide and grade level, and content level (learning targets) using multiple communication platforms	Administration and Teacher Leaders	Parent Survey	December and May
Social Emotional Learning Professional development on best practices to in classroom procedures and school wide practices with focus on restorative justice	Administration - seek support from Dr. Bosworth district SEL support	reduce referral rates	October, December, March
Student's voice continues to increase by allowing student ambassadors to run school meetings and give suggestions for future student enrichment and intensive opportunities	Administration and Dean of Culture	Ongoing observation and feedback	August PD and ongoing
Increase of student internship and dual enrollment opportunities in 11th/12th grade	Administration	Internal tracking of numbers	May 2019 and ongoing
Refinement of goal setting template for school-wide use	Administration		July 2020