Annual School Development Report
2019-2020

Cottrell's Cove Academy
400-405

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Our Vision: Cottrell's Cove Academy is committed to providing a learning environment that is supportive, challenging and rewarding where students are encouraged to reach their full potential in all curricular and extra-curricular programs.

Home of the Cougars.

The 2018 -2019 school year see's Cottrell's Cove Academy working with results from the Internal Review Process and using the performance measure framework to continuing working on our new school development plan based on facts, data and results. This process proved to be a valuable and rewarding experience for everyone involved, all stake-holders in our educational family. We had much success with our 2018-2019 plan, and have a new plan in place for the fall. In the new plan, our goals include continuing to work on enhancing student learning in the areas of core literacy and numeracy in a multi-grade classroom setting. We will accomplish this through increased professional learning communities and collaboration with similar schools which will lead to enhanced instructional strategies and practices for our staff in both literacy and numeracy. This will also allow us to have school-wide structures in place enhancing our ability to respond to academically at-rick students.

We also are continuing to work on fostering a safe and caring school environment for all within our building, focusing on mutual respect and well-being. Our objectives are promoting collaborative cultures with all stakeholders including families, students, staff, and the community, enhancing our school climate to promote mutual respect, and an increased involvement in activities that enhance social, emotional, physical, and mental wellness for all.

We currently have 2 full teaching positions, 0.75 instructional resource teaching position, no administration allotment, and 4.5 hours of student assistant time for the 2019-2020 academic year. Consequently, we have added even more CDLI courses to our students' course loads and combined more grades in non-core subjects that cross keystone grades. Our homerooms consist of K-5, and 7-LI grade levels. We will have both a new primary/elementary teacher and new instructional resource teacher this fall.

We are a small school but still have many programs ongoing. There is a school council, although it is getting smaller and more challenging to maintain. We have an after school activities program in cooperation with the Seventh Day Adventist Church. Last year we had a breakfast program five days a week, but as of right now have no coordinator for next year. I see our school as a vital part of the communities we serve, Cottrell's Cove, Moore's Cove, and Fortune Harbour. As we continue to get smaller we need to create more and more connections to the community and people within. My vision for our school is to continue to build on the great work that has been going on here, and provide the greatest amount of opportunities possible for our students, both inside and outside of the academic realm.

Thank you,

Chad Horne
Administrator
Cottrell's Cove Academy

Overview of School

Our School Community 2019-2020

Cottrell's Cove Academy is a small K-12 school with a population of 10 students and 2.75 teaching units complemented by 1 student assistant 4.5 hrs/day, secretarial services for 3 hrs/day and 1 bus driver/ custodian for 6 hrs/day. We receive students from Cottrell's Cove, Fortune Harbour and Moore's Cove. All of our students are bussed and stay for lunch.

We have two grade configurations for instruction that being K-5, and 6-Level III. The enrollment by grade is as follows:

Enrollment by grades 2017 -18

Grade	KS	K	1	2	3	4	5	6	7	8	9	L1	L2	L3	L4
Enrollment	0	0	1	1	0	0	2	0	1	1	3	1	0	0	0
Male	0	0	0	0	0	0	2	0	1	1	3	0	0	0	0
Female	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0

Report on School Development Plan for Previous Year (2018-2019)

Goal 1: To improve and foster student learning to facilitate individual student success in a multi-grade setting		
Objective 1.1: Enhance teacher collaboration and build communicative structures within school and community	**Objective 1.2: Enhance instructional strategies and practices to improve teaching and learning**	**Objective 1.3: Enhance utilization and analysis of Internal and External Achievement Data to identify and respond to at risk students and increase student achievement**
Strategy 1.1.1: Create more structured collaborative practices	**Strategy 1.2.1: Expand teachers knowledge of the Service Delivery Model – ensuring suitable programming for students**	**Strategy 1.3.1: Write subject/grade action plans to address identified instructional/learning needs gathered from the data - Increase reading levels of students in primary and elementary grades - Increase writing proficiency in K-9 students - Develop a stronger foundation of core skills in numeracy grade 5-9.**
Evaluation 1.1.1: Ongoing challenge	**Evaluation 1.2.1: Full day PL in Fall 2018 completed with Patti Winsor**	**Evaluation 1.3.1: Completed online template for tracking reading levels**
Data sources & analysis used for evaluation:	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation: Online tracking form to track student growth**
Strategy 1.1.2: Allow for reflective and directive work on yearly plans and PLP's for teachers	**Strategy 1.2.2:**	**Strategy 1.3.2: Enhance the data processes occurring school wide to identify struggling students each term**
Evaluation 1.1.2: ½ day (twice) PL to work on this	**Evaluation 1.2.2:**	**Evaluation 1.3.2: Utilizing BEV more effectively**
Data sources & analysis used for evaluation: Completed yearly plans and PLP's	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation:BEV**
Strategy 1.1.3: Create more reflective Professional Learning opportunities to suit the needs of staff in a multigrade setting	**Strategy 1.2.3:**	**Strategy 1.3.3:**
Evaluation 1.1.3: Still work to be done in this area	**Evaluation 1.2.3:**	**Evaluation 1.3.3:**
Data sources & analysis used for evaluation:	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation:**

Goal 2: Cottrell's Cove Academy will foster a safe, caring, and healthy school environment.		
Objective 2.1: Build collaborative cultures with all stakeholders	**Objective 2.2: Promote an inclusive and caring environment at Cottrell's Cove Academy**	**Objective 2.3: Promote an environment that fosters the Physical and Mental Well-Being of students at Cottrell's Cove Academy**
Strategy 2.1.1: Increase communication with all stakeholders –home/families, students and staff outlining family responsibilities in education	**Strategy 2.2.1: Become familiar with and implement student code of conduct**	**Strategy 2.3.1: Create a culture of physically/mentally well students by raising awareness of Healthy Eating habits**
Evaluation 2.1.1: Communication is happening but we need to develop and implement a newsletter (monthly)	**Evaluation 2.2.1: Teachers model daily the matrix, behavior expectations as well as new classroom matrices were purchased and installed.**	**Evaluation 2.3.1: Continue to communicate and our healthy choices for breakfast and also the Month of Munch Healthy Eating but it is an ongoing challenge.**
Data sources & analysis used for evaluation:	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation:**
Strategy 2.1.2: Support the development of socially responsible citizenship (PBIS)	**Strategy 2.2.2: Create opportunities for collaboration and team building among students to create a climate of respect for all**	**Strategy 2.3.2:**
Evaluation 2.1.2: Two new huge signs a s well as new one's for every room in the school.	**Evaluation 2.2.2: Reviewed during staff meetings**	**Evaluation 2.3.2:**
Data sources & analysis used for evaluation:	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation:**
Strategy 2.1.3:	**Strategy 2.2.3:**	**Strategy 2.3.3:**
Evaluation 2.1.3:	**Evaluation 2.2.3:**	**Evaluation 2.3.3:**
Data sources & analysis used for evaluation:	**Data sources & analysis used for evaluation:**	**Data sources & analysis used for evaluation:**

Operational Issues Report 2019-20

Year	Issue	Action	Evaluation
2019	New P/A System	SIEMS, need it ASAP, Safe and Caring Schools issue	Applied in SIEMS
2019	Combine Labs	Make one Computer Lab in Resource Room	Applied in SIEMS
2019	Witch Classrooms	Teamboard moved	Making Progress
2019	Extreme Heat	Heat Pump	Applied but no response SIEMS/OHS/Safe and Caring

Actions for Change

Goal 1. To enhance student learning in the areas of core literacy and numeracy in a multi-grade setting		
Objective 1.1 Enhance teacher collaboration and build communicative structures within school and community, instructional strategies and practices in the areas of numeracy and literacy, and school-wide structures to respond to academically at-risk students	Objective 1.2 Enhance teacher collaboration and build communicative structures within school and community, instructional strategies and practices in the areas of numeracy and literacy, and school-wide structures to respond to academically at-risk students	Objective 1.3 Enhance teacher collaboration and build communicative structures within school and community, instructional strategies and practices in the areas of numeracy and literacy, and school-wide structures to respond to academically at-risk students
Actions for Change 1.1 Schedule time in staff meeting Schedule meeting with DOS SIEMS requested	Actions for Change 1.2 Schedule PD	Actions for Change 1.3 IRT SSS BEV

Goal 2. To foster a safe and caring school environment for all with a focus on mutual respect and wellbeing		
Objective 2.1 Promote collaborative cultures, enhance our school climate to promote mutual respect, and increased involvement in activities that enhance social, physical, and mental wellness for all	Objective 2.2 Promote collaborative cultures, enhance our school climate to promote mutual respect, and increased involvement in activities that enhance social, physical, and mental wellness for all	Objective 2.3 Promote collaborative cultures, enhance our school climate to promote mutual respect, and increased involvement in activities that enhance social, physical, and mental wellness for all
Actions for Change 2.1 To post multiple times weekly to our facebook page	Actions for Change 2.2 To recognize student achievements weekly via announcements or assemblies	Actions for Change 2.3 Hold student meetings monthly to plan activities to engage students Order and Install Swing

Cottrell's Cove
School Development Plan
2019-2020

Goal 1: To enhance student learning in the areas of core literacy and numeracy in a multi-grade setting		
PLC Perspective – *Increase learning and understanding about PLCs and establish PLC Structures*	*PLC Perspective -* *What do we want students to learn?* *How will we know when students have acquired the essential knowledge/skills?*	*PLC Perspective –* *How will we respond when some students do not acquire the essential knowledge/skills?*
Objective 1.1 Enhance teacher collaboration and build communicative structures within school and community	**Objective 1.2** Enhance instructional strategies and practices in the areas of numeracy and literacy	**Objective 1.3** Enhance school-wide structures to respond to academically at-risk students
Strategies 1.　　　　　Create more structured collaborative practices 2.　　　　　Allow for reflective and directive work on yearly plans and PLP's for teachers 3.　　　　　Create more reflective Professional Learning opportunities to suit the needs of all staff in this multi-grade school setting	**Strategies** 1.2.1 K-6 - Combine multiple computer labs to one computer lab in the resource/library room 1.2.2 7-12 - Improve literacy portfolios and increase teacher knowledge of digital portfolios 1.2.3 K-6 - identify common pieces of assessments and time frames according to the Provincial Literacy Framework	**Strategies** 1.3.1. Update and monitor the SSS BEV of students of Cottrell's Cove Academy 1.3.2 Continue with use of current data analysis practices to identify academically at risk students 1.3.3 Enhance teacher understanding of effective intervention strategies.

Indicators of Success:	**Indicators of Success:**	**Indicators of Success:**
1.1.1 Time allotted at each staff meeting to collaborate 1.1.2 Teachers collaboratively created and uploaded professional growth plans into member services 1.1.3 Meeting with director of schools to discuss relevant PD opportunities for literacy and numeracy in multigrade settings, and relevant PD created	1.2.1 New computer lab has been successfully set up 1.2.2 All students will monitor and maintain an active digital literacy portfolio shared with the teacher 1.2.3 K-6 common pieces for assessment according to the Provincial Literacy Framework are created and ready to be implemented	1.3.1 IRT has SSS BEV updated and maintained, kept current with any changes, and shared with staff 1.3.2 Continue to use BEV and internal/external data to identify at-risk students early and intervene 1.3.3 Teachers have increased knowledge of different intervention strategies.

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Goal 1. Support Plan –		

Strategy	Financial	Professional Development/Time Required
Objective 1.1		
Strategy	**Financial**	**Professional Development/Time Required**
1.1.1	N/A	Staff Meeting and some time at PD day to discuss and review structures for planned PLC time
1.1.2	N/A	½ day to create yearly plans for multi-grade schools – as a PLC – see connections between each grade – conversations and planning Also some time given during PD day or staff meeting to review PLP's/enter Member Services
1.1.3	N/A	Consult with program staff and DOS to create suitable PL opportunities for staff relevant to multi-grade classrooms
Objective 1.2:		
Strategy	**Financial**	**Professional Development/Time Required**
1.2.1	$1000	Maintenance and Technology staff to make the necessary changes to our building and computer labs
1.2.2	N/A	Ongoing
1.2.3	N/A	PD Opportunity to collaborate and create
Objective 1.3:		
Strategy	**Financial**	**Professional Development/Time Required**
1.3.1	N/A	Contact with SSS for assistance and converse with staff
1.3.2	N/A	½ day - 1 day required to continue to review data and intervene with at-risk students at the earliest possible time
1.3.3	N/A	Reflection and Research

Goal 2: To foster a safe and caring school environment for all with a focus on mutual respect and wellbeing		
Objective 2.1: Promote collaborative cultures with all stakeholders	**Objective 2.2:** Enhance our school climate to promote mutual respect	**Objective 2.3**: Increase involvement in activities that enhance social, physical, and mental wellness for all
Strategies 2.1.1. Continue communication with all stakeholders –home/families, students and staff outlining family responsibilities in education 2.1.2 Support the development of socially responsible citizenship (PBIS)	**Strategies** 2.2.1. Continue to provide opportunities for celebrations: student successes, school success, Cougar of the week, Cougar of the month 2.2.2 Continue with programs to promote respect in conjunction with PBS program 2.2.3 Utilize district developed resources to further support digital citizenship and online safety	**Strategies** 2.3.1 Re-establish Student Council 2.3.2 Continue K-12 lunch time activities 2.3.3 Weekly QDPA/Active learning for all students 2.3.4 Increase resources to meet the sensory needs for students

Indicators of Success:	Indicators of Success:	Indicators of Success:
2.1.1 Increased utilization of Facebook and social media, including greater traffic to our website, FB page, and more interactions with parents and community through social media. 2.1.2 Review changes made to our COUGAR PBS program to maintain enthusiasm and consistent expectations for all students and staff	2.2.1 Student successes are celebrated 2.2.2 Respect enhanced through PBS Program 2.2.3 Digital Citizenship resources used to support online safety	2.3.1 Student Council re-established and effective 2.3.2 Continued activities for all students at lunch 2.3.3 Weekly activities for all students 2.3.4 Sensory swing purchased and installed in the Instructional Resource classroom

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Goal 2. Support Plan		
Objective 2.1:		
Strategy	**Financial**	**Professional Development/Time Required**
2.1.1	N/A	Consistent effort on updating social media
2.1.2	$500	Staff meeting (review, revise if necessary, including spirit week)
Objective 2.2:		
Strategy	**Financial**	**Professional Development/Time Required**
2.2.1	N/A	Weekly meeting, possibly daily depending on a PA system
2.2.2	$500	Pick up prizes and also creating and writing COUGARS
2.2.3	N/A	Digital Citizenship lessons
Objective 2.3:		
Strategy	**Financial**	**Professional Development/Time Required**
2.3.1	N/A	Staff volunteer to work with student council and coordinate
2.3.2	N/A	Staff volunteer to run programs
2.3.3	N/A	Classroom teachers will run
2.3.4	$200	Sensory swing purchased and installed via maintenance

Operational Issues for 2019-2020

Operational Issue	Intended Action
New P/A System	P/A system has been apparently purchased, but cannot be installed, we need this done, it directly relate to safe schools, and is a liability
Review technology services at Cottrell's Cove Academy	Review existing computers to determine which ones work/require service
	Move all suitable computers to one main computer lab for staff/students to use creating an effective computer lab
Switch classroom/CDLI class regarding Safe and Caring Schools	Right now the first point of contact is a student, the students should be in between the staff. We need to have these rooms changed for safety.

Action Plan

GOAL #1 : To enhance student learning in the areas of core literacy and numeracy in a multi-grade setting
OBJECTIVE # : 1.1, 1.2, and 1.3 Enhance teacher collaboration and build communicative structures within school and community, instructional strategies and practices in the areas of numeracy and literacy, and school-wide structures to respond to academically at-risk students
STRATEGY # : 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3, 1.3.1
INDICATOR OF SUCCESS: 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3, 1.3.1

Actions	Individual Responsible	Target Dates		Status *(completed, ongoing)*
		Start	**Finish**	
1.1.1 Schedule time in staff meeting	Admin	Sept 2019	June 2020	Ongoing
1.1.2 Develop yearly PGP's	Teachers	May 2019	Oct 2019	
1.1.3 Schedule meeting with D.O.S.	Admin	Sept 2019		
1.2.1 SIEMS requested	Maintenance, IT, Admin	May 2019	Aug 2019	
1.2.3 Schedule PD	Admin	Oct 2019		Ongoing
1.3.1 IRT SSS BEV	IRT	Sept 2019		Ongoing

Support Plan

Financial (Budget)	Professional Development	Communication	Time Allocation
$1000	1.5 - 2 days	Admin, teachers, maintenance, DOS	

Action Plan

GOAL #2 : To foster a safe and caring school environment for all with a focus on mutual respect and wellbeing				
OBJECTIVE # : Promote collaborative cultures, enhance our school climate to promote mutual respect, and increased involvement in activities that enhance social, physical, and mental wellness for all				
STRATEGY # : 2.1.1, 2.2.2, 2.3.1, 2.3.4				
INDICATOR OF SUCCESS: 2.1.1, 2.2.2, 2.3.1, 2.3.4				
Actions	**Individual Responsible**	**Target Dates**		**Status** *(completed, ongoing)*
		Start	**Finish**	
2.1.1 To post multiple times weekly to our facebook page	Staff	Sept 2019	June 2020	ongoing
2.2.2 To recognize student achievements weekly via announcements or assemblies	Staff	Sept 2019	June 2020	ongoing
2.3.1 Hold student meetings monthly to plan activities to engage students	Staff/Students	June 2019	June 2020	ongoing
2.3.4 Order and install swing	Admin/Maintenance	June 2019	Sept 2019	

Support Plan

Financial (Budget)	Professional Development	Communication	Time Allocation
$200 (Swing) $300 (prizes)		Social Media, Facebook page Meetings, events	