

**ANNUAL EDUCATION REPORT
OF
CONCORD ACADEMY - BOYNE
1998-99**

The annual Education Report is one of the six sections of Public Act 25 of 1990, an act intended to improve the educational programs and outcomes of all students in Michigan's schools. This Annual Education Report contains the following components:

1. Mission Statement
2. Date of Public Meeting to Discuss This Report
3. Academy Highlights of the Year
4. State Accreditation Standards
5. Curriculum
6. Contract Goals & Progress
7. Student Achievement
8. Number of Students with Disabilities
9. Parent Participation
10. Community Participation
11. School Improvement Process
12. National Goals Progress
13. 1999/00 Enrollment Report
14. Media Ads & Legal Notice of Enrollment

**CONCORD ACADEMY - BOYNE
CREED**

Concord means peace, harmony. Peace in the world begins with concord in my world, and that can happen only as I am honest, unselfish, generous, kind, forgiving considerate, respectful.

**1. Mission Statement
of
CONCORD ACADEMY - BOYNE**

Concord Academy - Boyne will provide an inspiring and challenging educational environment conducive to critical and creative thinking by integrating a strong fine arts program into the traditional academic curriculum.



2. Date of Public Meeting to Discuss the 1998-99 Annual Education Report

This Report was discussed at a Public Meeting on September 20, 1999.

3. Concord Academy - Boyne Highlights of the 1998-99 School Year

- a. Secured long-term, tax-exempt, fixed-rate financing for facility expansion.
- b. Began construction of building addition.
- c. Added 11th grade.
- d. Added position of Business Manager to administrative staff and positions of Language Arts/Social Studies teachers for Middle School & High School.
- e. High School class trip to New York City.
- f. Received charter for CAB chapter of National Honor Society, and inducted 3 members.
- g. Art class invited to paint mural for local business, The Jungle.
- h. Added 7 computers for students, networked with Internet access.
- i. Offered Sign Language as a class for High Schoolers.
- j. Competed in organized sports: soccer, track.
- h. Began lunchtime recess Chess club. Concluded year with tournament.

4. Accreditation Standards

During the 1998-99 School Year, CAB undertook the following activities to satisfy the following Ten State Accreditation Standards:

Standard #1: Educational Program. CAB uses a Curriculum Coordinator to plan, implement and evaluate its educational program. Efforts include regular staff meetings and continual research in educational topics.

Standard #2: Curriculum and assessment. State Board of Education content standards are the basis from which our curriculum is developed. We also consider our philosophy of education: "Tell me, I forget; show me, I remember; involve me, I understand." And we include our method of teaching social studies school-wide in a 3-year cycle.

Standard #3: Fiscal responsibility. CAB allocates resources in a fiscally responsible manner to teach the curriculum consistent with our Board policies. Such fiscal responsibility encompasses the selection of appropriate staff at appropriate pay levels and purchasing



affordable supplies.

Standard #4: Professional development. This year, CAB spent \$2,367.47 on teacher training to improve educator skills. This training was purchased from several sources - independent conferences, State of Michigan, CharEm ISD - and involved every staff member in some capacity.

Standard #5: Facilities and equipment. Our facility is considered by us to be top-rate, and we maintain it as such. It is an appropriate learning environment.

Standard #6: Community collaboration. To improve performance of students, we work closely with CharEm ISD for services such as speech therapy, emotional & learning disabilities. We also use parental involvement in all classrooms.

Standard #7: 3-5 Year Improvement Plan. There is a deep commitment among our staff to improve student performance. We prepare Progress Reports for each student at regular evaluation intervals. These reports are discussed with parents concerning the student's progress, and strategies for improvement are made and implemented.

Standard #8: Program changes in response to documented need. Achievement tests, MEAP tests and various forms of assessments [including portfolios] help the staff to identify areas of need on an ongoing basis.

Standard #9: Technology usage. Use of technology has increased year by year since CAB's founding. Our Technology Plan has stretched our limited funds as far as prudent. Curriculum has been developed and is expected to fully permeate the school in the next academic year.

Standard #10: Raising levels of performance. CAB continually seeks to allocate resources where improvement is most needed. Our most pressing need this year was to remedy reading problems of low achieving students in elementary grades. Our response to this need was the use of Reading Specialist who works with these students one-on-one throughout the week.

5. Curriculum

- a. Grades Served: Kindergarten through 11th Grade.
- b. Subjects Currently Offered: Math, Science, Language Arts, Social Studies, Dance, Drama, Music, Art, Outdoor Education.
- c. Additional Subjects Planned for 1999: Spanish, Chemistry, Technology, Building Trades, Consumer Math.
- d. New Teaching Techniques Used: Multiple Intelligences, Bloom's Taxonomy, Multi-age grouping in Math, Portfolio assessment, Cross-core-curriculum integration, Team-teaching,



Job-sharing.

e. Variances from State Core Curriculum: None.

f. Areas of Core Curriculum Reviewed: Foreign Language, Writing Instruction, Character Development, Technology.

g. Academy's Focus: Traditional academic curriculum with an emphasis on fine arts.

6. Contract Goals & Progress

a. Goal #1: Academic Achievement will increase annually in math, science, social studies and language arts for all students until at a minimum 85% of all students will score above the 50 percentile on the School-wide Standardized Achievement Test by June 2003.

*Progress toward Goal #1: We have selected the test and testing time. The first administration of the test will be Spring of 2000.

b. Goal #2: 75% of the students in grade 11 will score proficient in all areas of the HSPT by June 2002.

*Progress toward Goal #2: In February 1999, 10 CAB students from the 10th grade took the HSPT. All scored proficient in all areas. In May 1999, our first 11th grade class (consisting of 3 students) took the HSPT. Results have not yet been received.

c. Goal #3: All parents will attend the fall parent-teacher conference and the spring student-led conference each academic year by June 2002. Teachers will record conference participants and data will reported annually in the Annual Education Report.

*Progress toward Goal #3: This goal has been accomplished. Parents' comments are in each student's portfolio and CA60 file. The response from parents has been very favorable, and CAB responds to their suggestions to improve these conferences each year.

7. Student Achievement

a. Name of Standardized Tests Administered: MEAP and HSPT.

b. Test Results by Grade: [Numbers are % of students scoring satisfactory on the test.]

Grade	MEAP Science	MEAP Writing	MEAP Math	MEAP Reading	HSPT
4	-	-	88.2	70.6	-
5	58.3	70.8	-	-	-
7	-	-	77.3	72.7	-
8	33.3	87.5	-	-	-
9	Awaiting Results	Awaiting Results	Awaiting Results	-	-
10	Awaiting Results	Awaiting Results	Awaiting Results	-	All Proficient
11	Awaiting Results	Awaiting Results	Awaiting Results	-	Awaiting Results



It is important to mention that MEAP scores are just one small indication of a student's progress at Concord Academy Boyne School. While other assessment information gathered in our school does not receive the publicity of MEAP scores, this is often a more important indication of a student's progress. Also we must reemphasize that every objective on the MEAP is important to a student, so while we compare at or above other schools, we will continually strive to improve these scores regardless of the scores of others. We will seek to improve until every student achieves every objective.

c. Test to be Administered beginning the Fall of 1999: Iowa Standardized Achievement Test.

d. Discrepancies in MEAP scores Based on Gender or Race: Our students were not categorized by gender or race when they sat for the test.

e. Other Assessment Techniques Utilized by CAB: Student Portfolios, Individual tests and quizzes, graded assignments, Progress Reports, and Report Cards.

OTHER STUDENT ACHIEVEMENTS

Our students demonstrate high levels of achievement in many ways beyond standardized testing. Following are activities in which our students participate and give evidence of achievement:

1. Student Council Activities
 - a. Food drives
 - b. Christmas gifts.
2. Band Competitions
3. Student directed Dramatic Presentations
4. Pioneer Days Celebration
5. Civil War Days Celebration
6. McCune Arts Center Fair
7. Science Demonstration on Electricity
8. Science Day Trip, Big Rock Nuclear Plant
9. Student Sharing Assemblies
 - a. Music
 - b. Drama
 - c. Dance

8. Number of Students with Disabilities

During the 1998/99 School Year, Concord Academy - Boyne enrolled 10 students with various disabilities. Learning disabilities were accommodated by the creation of a 504 Plan for each student, created by CAB teachers, ISD Special Education Coordinator and the student's parents. Physical disabilities were accommodated by our barrier-free facility. One case of



emotional disability was accommodated by a combination of ISD services, a social worker, and an aide hired specifically by CAB to work with that student.

9. Parent Participation

Our Student Handbook clearly states our philosophy about parental involvement in the education of their children: "The parents are responsible for helping their children learn, are expected to participate and support the school by involvement in the Concord Boyne Association (a parents, teachers, and family group). Parents are also asked to volunteer 10 hours per year (classroom aide, special fund raising projects, committee assistance, et cetera). Communication with the school staff is strongly advised."

a. Methods of Measuring Present Participation: We conduct an annual survey, organized by a parent Volunteer Coordinator. For 1998/99 we enjoyed the benefit of over 740 volunteer hours delivered by 61 families. These hours were spent in many different ways: classroom aide, recess monitor, organizing & accompanying field trips and class trips, grounds maintenance, fund raisers, hot lunches, grant writing, book fair, philanthropy, etc.

b. Percent of Parent-Teacher Conferences Participation: 100%.

c. Number of Parent-Teacher Conferences: Two mandatory conferences per year, plus any others at the request of the teacher or parent of a student.

10. Community Participation

Karate
Dance Classes
Public Service Club (students)
Friends of the Boyne River
Memorial Day Parade
Cub Scouts Meetings
Release Time Bible Classes
Antique Flywheelers
American Legion
Salvation Army Bell Ringing (staff)
Wildlife Habitation Improvement Program
Fund raiser for local boy with cancer
Proceeds from School Play to SIDS
Fund raiser for Athletic Fields (staff)



11. School Improvement Process

School Improvement: Four areas of the core curriculum were identified for improvement, as follows:

- 1) Foreign Language.....Peg Faulman, Middle School Teacher
.....Nan Larabell, Teacher Aide
- 2) Writing Instruction.....Karen Kubovchick, Curriculum Co-ord.
- 3) Character Development.....All Staff
- 4) Technology.....Sara Renaud, High School Teacher

1. Foreign Language

- A. This year we will offer German to the sixth and seventh grade. They will each be given for two periods a week. The student will:
 1. Follow simple directions and commands,
 2. Demonstrate understanding of concrete words, simple phrases and sentences,
 3. Demonstrate understanding of simple questions,
 4. Listen to and comprehend simple stories,
 5. Ask questions, for permission and for information,
 6. Express feelings,
 7. Name items belonging to given categories,
 8. Read aloud simple texts containing familiar vocabulary,
 9. Copy written words, phrases and sentences,
 10. Write words and sentences from dictation.
- B. We will offer Italian to the ninth grade two periods a week. The student will:
 1. Follow simple directions and commands,
 2. Demonstrate understanding of concrete words, simple phrases and sentences,
 3. Demonstrate understanding of simple questions,
 4. Ask questions, for permission and for information,
 5. Name items belonging to given categories.
- C. We will introduce students to the written and spoken languages of the countries we are studying in depth. We will achieve this in the following ways:
 1. Guest speakers will share information on countries including the written and spoken language,
 2. Teachers will show students written languages and explain interesting components of the language (ex. The Hebrew alphabet contains numerical value as well as symbolic),
 3. Children will listen to tapes, CD's and records of various languages,



4. Students will learn songs containing these foreign languages,
 5. Students will dance to songs sung in various languages,
 6. Games will be played using foreign words.
2. Writing
Early this year we recognized through our assessment test scores a need for improved writing instruction. So, we undertook to review various writing curriculum. We researched resources on the Internet, and discussed them with peer schools. We even attended writing workshops. Our conclusion from all this was to select a curriculum to teach writing and a method to teach that curriculum. This plan is to be rolled out school-wide in the Fall of 1999. We expect the following outcomes:
- a. Writing levels will improve for each student, evaluated by individual writing assessments built in to the curriculum we've selected plus standardized tests.
 - b. Students will write better at a younger age.
 - c. Writing instruction will be uniform across all grades and subjects (including fine arts), leading to re-inforcement of the solid principles of writing.

3. Character Development
We have recognized the need to integrate the development of our students' character into every aspect of our school life. Staff agreed to examine different methods and ideas. We have taken the following initiatives:
- a. We have made character (behavior) a topic of focus in our school communications.
 - b. We use our school Creed as a basis for character development.
 - c. All teaching and discipline stem from agreement in the Creed.
 - d. We have selected a variety of commercial & educational materials to use in teaching character development.
 - e. We have shared our goals with parents, students and staff.
- We expect the following outcomes:
- i. Students have a clear understanding of the behavior expected of them.
 - ii. Students attitude and behavior will improve year by year, leading to a safer and more respectful school environment, conducive to better learning.

4. Technology

This year we purchased 7 new computers. They were placed throughout the building in various classrooms and the media center. They run Windows 98 software, with Office 98 and Netscape, as well as many educational CD-ROMs. 4 of these computers have Internet access through a local access provider. All the computers were networked for the sharing of files and printers, and were available for student use throughout the day.



We applied for various grants to help us augment our resources in the area of technology, without success. Hence, limited resources hampered our ability to fully integrate technology into our curriculum. We discovered that dispersed computers in a multi-user environment with limited supervision led to many problems. The equipment malfunctioned frequently, such that students were not able to rely on its use. Plans have already been made to address these issues and improve our technology use in the next academic year.

12. Progress Toward National Goals

Goal 1: All children in America will start school ready to learn.

- Progress:*
- a. We test all students entering Kindergarten to see if they are ready.
 - b. At our Kindergarten Round-Up we distribute to pre-school children materials with ideas for "getting ready to learn."
 - c. We schedule an evening in the summer to educate pre-school students on this topic.

Goal 2: The high school graduation rate will increase to at least 90%.

Progress: We have not had a 12th grade class, yet. However, we maintain a low student/teacher ratio, which we believe will help us achieve a high graduation rate.

Goal 3: All students will leave grades 4, 8, and 12 having demonstrated competency in challenging subject matter, including English, Math, Science, Social Studies. Every school in America will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our Nation's modern economy.

- Progress:*
- a. We train our teaching staff to cause students to use their minds well.
 - b. We measure this by our assessment and by standardized tests.
 - c. We quickly expose and remediate areas of low performance at every grade level.

Goal 4: Our teachers will have access to programs for improvement of their professional skills.

Progress: As stated elsewhere in this Annual Education Report, CAB spent \$2,367.47 in 1998/99 on teacher training to improve educator skills. This training was purchased from several sources - independent conferences, State of Michigan, CharEm ISD - and involved every staff member in some capacity.

Goal 5: United States students will be first in the world in Math and Science achievement.



Progress: a. As measured by MEAP scores, CAB students were 2nd in science and 3rd in math achievement in our ISD.

b. We offer a variety of science & math classes to meet each student's needs.

c. We offer after-school tutoring and small group instruction in these subject areas.

Goal 6: Every adult American will be literate, able to compete in a global economy and exercise the responsibilities of U.S. citizenship.

Progress: a. US citizenship is taught as part of our social studies curriculum.

b. Behavior / character is an integral part of our school life.

c. We have created a staff position of Reading Specialist to produce 100% literacy in our school.

Goal 7: Every school in the U.S. will be free of drugs and violence, and will offer a disciplined environment conducive to learning.

Progress: a. Our school is a drug-free, alcohol-free and tobacco-free campus.

b. We also prohibit weapons, violence and sexual harassment of any kind.

c. Teaching staff have been trained to watch for signs of such behavior.

Goal 8: Every school will promote partnerships that will increase parental involvement and participation.

Progress: As stated elsewhere in this Annual Report, our Student Handbook clearly states our philosophy about parental involvement in the education of their children: "The parents are responsible for helping their children learn, are expected to participate and support the school by involvement in the Concord Boyne Association (a parents, teachers, and family group). Parents are also asked to volunteer 10 hours per year (classroom aide, special fund raising projects, committee assistance, et cetera). Communication with the school staff is strongly advised." We conduct an annual survey, organized by a parent Volunteer Coordinator to measure the level of parent involvement. For 1998/99 we enjoyed the benefit of over 740 volunteer hours delivered by 61 families. These hours were spent in many different ways: classroom aide, recess monitor, organizing & accompanying field trips and class trips, grounds maintenance, fund raisers, hot lunches, grant writing, book fair, philanthropy, and others.



13. 1999/00 Enrollment Report

- a. CAB's Application Periods for the 99/00 academic year:
 - i. Re-enrollment period: 4/6/99 through 4/17/99.
 - ii. New Students period: 4/19/99 through 5/1/99.
- b. Media used to inform public of CAB's Application Period:
 - i. Newspapers: Petoskey News-Review, The Citizen[described below, item 14].
 - ii. Other: Posted on school doors, student newspaper, school newsletter.
- c. Sibling Random Selection drawing:
 - i. Date conducted: 5/4/99 Time: 3:00 p.m.
 - ii. Location: CAB Office, Computer-generated drawing
 - iii. Conducted by: Nick Baic, Annik Engineering, PO Box 25, Walloon Lake, MI 49796
- d. New Student Random Selection drawing:
 - i. Date conducted: 5/4/99 Time: 3:00 p.m.
 - ii. Location: CAB Office, Computer-generated drawing
 - iii. Conducted by: Nick Baic, Annik Engineering, PO Box 25, Walloon Lake, MI 49796
- e. Enrollment Profile Statistics:

Grade	Drawing?	# Spaces	# Re-enroll	# NewApp	# NewEnroll	Total Enroll	# Wait List
K	Yes	20 [+10%]	-	32	27	27	0
1	-	20 [+10%]	14	2	2	16	0
2	-	20 [+10%]	22	2	2	20	0
3	-	20 [+10%]	19	2	2	21	1
4	-	20 [+10%]	19	4	1	19	0
5	-	20 [+10%]	17	3	1	17	0
6	-	20 [+10%]	22	6	2	22	5
7	-	20 [+10%]	20	5	3	22	1
8	-	20 [+10%]	22	3	1	22	0
9	-	20 [+10%]	11	3	3	13	0
10	-	20 [+10%]	14	7	7	16	0
11	-	20 [+10%]	17	0	0	16	0
12	-	20 [+10%]	3	0	0	3	0
Other	-	-	-	-	-	-	-
Totals		260 [+10%]	200	69	51	233	7

- f. Total Number of students enrolled from:
 - i. private schools: 4
 - ii. home schools: 1
 - iii. public schools: 228
- g. Student Failure Rate: 1 student held back.



- h. Percentage of Pupil Retention: 97%.
- i. Did CAB deny any student enrollment for 1999/00? No.
- j. Comments:
 - i. Administrator has discretion to increase class size by 10% to accommodate siblings.
 - ii. School Board voted to accept all Kindergarten enrollees with stipulation that only the first 22 will be accepted into 1st Grade next year.

14. Media Ads & Legal Notice of Enrollment

Identical advertisements were run in the Petoskey News-Review on 4/16/99 and Boyne City's The Citizen on 4/13/99. They read:

Concord Academy Boyne

Open Enrollment

Grades K-12

April 19 - May 1, 1999

Kindergarten Round-Up

April 30, 1999

Call for an appointment.

Student Application forms
may be picked up daily
8am-4:00pm.

00401 East Dietz Road
Boyne City
616-582-0194

