SCHOOL NAME: Keystone Heights Elementary School
School Based Leadership Team

Response to Instruction/Intervention (RtI)

Identify the school-based RtI Leadership Team.

- Indicate who is on the team and their position. Also explain why they have been included on the team.

   Mary Mimbs, Principal; Angela Gentry, Assistant Principal; Jennifer Wilbur, RtI Coach; Kelly Miller, Guidance Counselor; Grade Level Representatives are Kelly Cunningham, Alison Shuford, Kristy Spradlin, Celena Julius, Carol Carson, Dee Strassberger, Elizabeth Knabb, Jeannie Dingman; ESE – Pam McLeod, Kim Mann, Holly Mallory, Leatha Davis

   Members were selected based on their grade levels and positions.

- Describe how the school-based RtI Leadership Team functions (e.g., meeting processes and roles/functions). How does it work with other school teams to organize/ coordinate RtI efforts?
   Monthly Meetings in conjunction with the School Based Leadership Team to review assessment data and advise on interventions.

- Describe the role of the school-based RtI Leadership Team in the development and implementation of the school improvement plan. Describe how the RtI Problem-solving process is used in developing and implementing the SIP?
   The RtI Leadership Team reviewed last year's data to evaluate and plan this year's goals for the school improvement plan in reading, writing, math, and science.

RtI Implementation

- Describe the data source(s) and the data management systems(s) used to summarize data at each tier for reading, mathematics, science writing, and behavior.
   Each grade level has determined appropriate data sources from assessments utilized by all teachers at that grade level. Review of this data occurs bi-weekly at Team Meetings and is presented to the School Based Leadership Team for review of core instruction. Such data sources are FAIR, FCAT Weekly Assessments, PM Math and Science.

Describe the plan to train staff on RtI.

Jennifer Wilbur is assigned to KHES two days a week to inservice faculty and staff on intervention process and the process of recording data to assess the success of those interventions. These training occur at Faculty Meetings, School Based Leadership Team Meetings, and with individual teachers and grade levels as students are assigned to be processed through RtI.

Literacy Leadership

- Identify the school-based Literacy Leadership Team (LLT).
   Mary Mimbs, Principal; Angela Gentry, Assistant Principal; Jennifer Wilbur, RtI Coach; Kelly Miller, Guidance Counselor; Grade Level Representatives are Kelly Cunningham, Alison Shuford, Kristy Spradlin, Celena Julius, Carol Carson, Dee Strassberger, Elizabeth Knabb, Jeannie Dingman; ESE – Pam McLeod, Kim Mann, Holly Mallory, Leatha Davis

- Describe how the school-based LLT functions (e.g., meeting processes and roles/functions).
  Monthly Meetings in conjunction with the School Based Leadership Team to review assessment data and advise on interventions.

- What will be the major initiatives of the LLT this year?

. Professional Development concentrating on effective techniques to use in the classroom.

NCLB Public School Choice (If Applicable)

Notification of School in Need of Improvement (SINI) Status
Attach a copy of the Notification of SINI Status to Parents
Public School Choice with Transportation (CWT) Notification
Attach a copy of the CWT Notification to Parents
Supplemental Educational Services (SES) Notification
Attach a copy of the SES Notification to Parents

Elementary Schools Only: Pre-School Transition

- Describe plans for assisting preschool children in transition from early childhood programs to local elementary school programs as applicable.

All incoming Kindergarten students are assessed prior to or upon entering Kindergarten in order to ascertain individual and group needs and to assist in the development of classes. The Florida Kindergarten Reading Screener (FLKRS) will be given within the first 30 days of school. ECHOS will serve as a screener for social/emotional development and overall school readiness. The FAIR will be administered one-on-one to all Kindergarten students to determine their initial success probability in reading. PM math will also be administered to Kindergarten classes to gain baseline data in math proficiency.

Grades 6-12 Only Sec. 1003.413(b) F.S.

- For schools with Grades 6-12, describe the plan to ensure that teaching reading strategies is the responsibility of every teacher.

Teachers will incorporate reading comprehension thru their centers with ed helper worksheets (Science, Social Studies) and word problems with math.

Extend the usage of word walls to create linear use of vocabulary words in all subject areas.

High Schools Only Note: Required for High School – Sec. 1008.37(4), F.S., Sec. 1003.413(g)(j) F.S.

- How does the school incorporate applied and integrated courses to help students see the relationships between subjects and relevance to their future?

Additional information: Dropout Prevention

- Provide a plan to address the 15 Strategies below to support the improvement of the dropout rate at your school. These strategies, although appearing to be independent, frequently overlap and are synergistic. They can be implemented as stand-alone programs (i.e. mentoring or family involvement projects) or integrated into other components of your SIP (please reference the goal and page number on the form below where in the SIP the strategy is utilized, if planning to integrate within your plan) When schools develop an improvement plan that encompasses most or all of these strategies, positive outcomes will result.

4 Elements/15 Strategies:
The Basic Core Strategies
- Mentoring/Tutoring

- ■ Service Learning
- ■ Alternative Schooling
- ■ After School Opportunities

Early Interventions

- ■ Early Childhood Education
- ■ Family Engagement
- ■ Early Literacy Development

Making the Most of Instruction

- ■ Professional Development
- ■ Active Learning
- ■ Educational Technology
- ■ Individualized Instruction

Making the Most of the Wider Community

- ■ Systemic Renewal
- ■ School-Community Collaboration
- ■ Career and Technical Education
- ■ Safe Schools

Postsecondary Transition Note: Required for High School – Sec. 1008.37(4), F.S.

- ● Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the High School Feedback Report.

School District of Clay County

Smart Goals Smart = Specific Measurable Attainable Realistic Timely					

Goal 1: Student Performance Content Area: Reading_ **Goal 2:** Student Performance Content Area:_ Math_ **Goal 3:** Student Performance: Content Area: Writing_ **Goal 4**: Student Performance Content Area: Science **Goal 5**:_ Parental Involvement_ **Goal 6:** Other: Ex. School Climate, Attendance, other_ measureable school-specific goal,					
Goal 1: the performance levels By 2013, K-2 students will increase the percentage of students meeting the JRF end-of-year recommended Reading goals by 5 percent. Students in grades 3-12 will decrease the number of non-proficient readers on FCAT 2.0 by 5 percent at each grade level and subgroup currently not meeting proficiency targets. Grades 3-12 will also increase the percentage of students scoring at or above proficient on FCAT 2.0, equal to or beyond of the highest-performing districts.					
Strategies, Indicators and Progress Measures					
I. **Strategy 1**: *Implement the research-based strategy of developing learning experiences utilizing a variety of instructional strategies and resources, including appropriate technology, that requires students to demonstrate a variety of relevant skills and competencies.*					
	Baseline Measure August 2011 ***Perceptual Data**	**Progress Measure** August **2012**	**Progress Measure** August 2013	**Progress Measure** August 2014	**Progress Measure** August 2015
II. **Adult Implementation Indicator (s): "Cause Data"** 100% of teachers will implement the research-based strategy of developing learning experiences utilizing a variety of instructional strategies and resources, including appropriate technology, that requires students to demonstrate a variety of relevant skills and competencies.	Grades PK-3 50% Grades 4-6 50%	Grades PK-3 60% Grades 4-6 60%	Grades PK-3 75% Grades 4-6 75%	Grades PK-3 85% Grades 4-6 85%	Grades PK-3 100% Grades 4-6 100%
	FCAT/EOC August 2012	FCAT/EOC August 2013	FCAT/EOC August 2014	FCAT/EOC August 2015	FCAT/EOC August 2016

III Student Performance indicator (s): "effect data" Students will consistently increase their FCAT REading scores until we reduce the % of students who are not-proficient by at least 50% by 2016.	3rd 64% (34) 4th 70% (30) 5th 60% (40) 6th 71% (29)	3rd 68.5% (31.5) 4th 73.75%(26.25) 5th 65% (35) 6th 75% (25)	3rd 73% (27) 4th 77.5% (22.5) 5th 70% (30) 6th 78% (22)	3rd 77.5% (22.5) 4th 81.25%(18.75) 5th 75% (25) 6th 82% (18)	3rd 82% (18) 4th 85% (15) 5th 80% (20) 6th 86% (14)

IMPLEMENTATION DETAILS

Action Steps	Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline	Resources Needed: Material/ Technology/ Trainer	Related PD	Funding/Funding Source

1.1							
Teachers utilize enhanced classroom technology **Task 1:** New teachers will receive training on using the smartboard/ projector and other enhanced technology in their classroom.	*Feedback*	*Administration*	*September – ongoing*	*Technology in all classrooms.*	*Smartboards*	*None*	
Task 2: During common planning time, teachers will plan consistent quarterly lessons in reading that integrate the use of the enhanced technology during the Reading Block	*Meeting minutes, lesson plans, observation*	*Teachers, grade level chairs, and administration.*	*Ongoing*	*Common planning time*	*None*	*None*	
Task 3: Common Core integration team meetings with administration using "Teach Like a Champion" as resource.	*Meeting minutes*	*Teachers and administration*	*Every Monday throughout the 2012-2013 school year.*	*Common planning time and purchase of book "Teach Like a Champion"*	*Common Core – Teach Like a Champion (Navigator Plus)*	*Inservice Funds*	

1.2 Teacher's utilizes appropriate intervention strategies in classroom.						
Task 1: Teachers will receive additional training if needed by coach of researched based strategies.	*SBLT meetings*	*Administration J. Wilbur*	*Ongoing*	*Common planning time*	*Wilbur – small groups*	*Inservice funds*
Task 2: Teacher resource room for intervention material.	*Setup of room*	*J. Wilbur*	*Ongoing*	*Materials deemed necessary to assist with interventions.*	*None*	*Textbook/ Instructional Funds*
Task 3: Second grade teachers will participate in reading lesson study.	*Dates established and lesson study completed.*	*Administration/ K. Seneca*	*September and March*	*Lesson study kits*	*None*	*Inservice Funds for subs.*
1.3Teachers will use motivational strategies to increase reading at home.						
Task 1: Teachers will implement AR in classrooms and reward those who meet their goals.	*Charts with number of books read and teacher reports.*	*Classroom teachers and media staff.*	*Ongoing*	*Accelerated Reading Program, Book-It Program. Book Summary in media.*	*None*	*None*
Task 2: Book Bus ran by two employees will visit areas in Keystone to hand out free material once a month.	*Book bus schedule*	*Sapp and Morford*	*Ongoing*	*Donated books*	*None*	*None*
Task 3: Parent to School Liason (K-3)	*Scheduled home visits*	*T. Sapp*	*Ongoing*	*None*	*None*	*None*

School District of Clay County

Smart Goals Smart = Specific Measurable Attainable Realistic Timely					

Goal 1: Student Performance Content Area: <u>Reading</u> **Goal 2:** Student Performance Content Area: <u>Math</u> **Goal 3:** Student Performance: Content Area: <u>Writing</u> **Goal 4**: Student Performance Content Area: <u>Science</u> **Goal 5**:<u> Parental Involvement</u> **Goal 6:** <u>Other: Ex. School Climate, Attendance, other measureable school-specific goal,</u>					
Goal 2. By 2013, 90 % of students (Emphasis on 4th and 5th grade students) will make learning gains as compared to the previous year FCAT data.					
Strategies, Indicators and Progress Measures					
I. Strategy 2: Implement the research-based strategy of using higher order questioning techniques in order to increase the higher order thinking of students in math.					
	Baseline Measure August 2011 ***Perceptual Data**	**Progress Measure** August 2012	**Progress Measure** August 2013	**Progress Measure** August 2014	**Progress Measure** August 2015
II. Adult Implementation Indicator (s): "Cause Data" 100% of teachers will implement the research-based strategy using higher order questioning techniques in order to increase the higher order thinking of students in Math.	Grades PK-3 50% Grades 4-6 50%	Grades PK-3 60% Grades 4-6 60%	Grades PK-3 75% Grades 4-6 75%	Grades PK-3 85% Grades 4-6 85%	Grades PK-3 100% Grades 4-6 100%
	FCAT/EOC August 2012	FCAT/EOC August 2013	FCAT/EOC August 2014	FCAT/EOC August 2015	FCAT/EOC August 2016
III. Student Performance Indicator (s): "effect data" Students will consistently increase their FCAT Math scores until we reduce the % of students who are not-proficient by at least 50% by 2016.	3rd 63% (37) 4th 68% (32) 5th 51% (49) 6th 48% (52)	3rd 68% (32) 4th 72% (28) 5th 57% (43) 6th 55% (45)	3rd 72% (28) 4th 76% (24) 5th 63% (37) 6th 61% (39)	3rd 77% (23) 4th 80% (20) 5th 69% (31) 6th 68% (32)	3rd 82% (18) 4th 84% (16) 5th 76% (24) 6th 74% (26)

Implementation Details

Action Steps	Evidence/ Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline	Resources Needed: Material / Technology / Trainer	Related PD	Funding/Funding Source

2.1 **Teachers utilize enhanced classroom technology** **Task 1:** New teachers will receive training on using the smartboard/ projector and other enhanced technology in their classroom.	*Feedback*	*Administration*	*September – ongoing*	*Technology in all classrooms.*	*Smartboards*	*None*
Task 2: During common planning time, teachers will plan consistent quarterly lessons in reading that integrate the use of the enhanced technology during Math.	*Meeting minutes, lesson plans, observations.*	*Teachers, grade level chairs, and administration.*	*On-going*	*Common planning time*	*None*	*None*
Task 3: Common Core integration team meetings with administration using "Teach Like a Champion" as resource.	*Meeting minutes*	*Teachers and administration*	*Every Monday throughout the 2012-2013 school year.*	*Common planning time and purchase of book "Teach Like a Champion."*	*Common Core- Teach Like a Champion (Navigator Plus)*	*Inservice Funds.*

2.2							
	Teacher's utilizes appropriate intervention strategies in classroom.						
	Task 1: Teachers will receive additional training if needed by coach of researched based strategies.	*SBLT meetings*	*Administration J. Wilbur*	*Ongoing*	*Common planning time*	*Wilbur – small groups*	*Inservice funds*
	Task 2: Teacher Resource Room	*Setup of room*	*J. Wilbur*	*Ongoing*	*Materials needed for interventions.*	*None*	*Textbook/ Instructional Funds*
	Task 3: K, 2, and 4 teachers will participate in math lesson study.	*Dates established and lesson study completed.*	*Administration/K. Seneca*	*September and March*	*Lesson Study kits*	*None*	*Inservice Funds for subs*

3. **Students in grades 4, 5, and 6 will be afforded the opportunity for enrichment activities after school.**						
Task 1: One teacher per grade level volunteered to be the math club leader.	*Teacher assessment of math concepts practiced in math club.*	*Selected grade level teacher*	*Ongoing*	*None*	*None*	*None*
2.4 Students in all grades will be afforded the opportunity for additional practice in math through various programs.						
Task 1: Teachers will have the opportunity to sign up their class to use the Math Facts program.	*Classes registered*	*Administration/ Teacher*	*Ongoing*	*Math Facts program*	*None*	*Technology Money*
5. **Instructional variable to allow for on grade level math instruction following curriculum maps.**						
Task 1: Create master schedule that allows instructional variable to exist.	*IEP/Lesson Plans*	*Administration/ Teacher*	*Ongoing*	*Interventions from resource room.*	*None*	*None*

School District of Clay County

Smart Goals **Smart** = **S**pecific **M**easurable **A**ttainable **R**ealistic **T**imely					
Goal 1: Student Performance Content Area: Reading___ **Goal 2:** Student Performance Content Area:_ Math_ **Goal 3:** Student Performance: Content Area: Writing **Goal 4**: Student Performance Content Area: Science___ **Goal 5**:_ Parental Involvement_ **Goal 6**: Other: Ex. School Climate, Attendance, other measureable school-specific goal,					
Goal 3: By 2013, all students in grade 4 will increase the number of students scoring a 4.0 or above on Writing FCAT by at least 7% over the previous year.					
Strategies, Indicators and Progress Measures					
I. **Strategy 3: Implement the research based strategy of relating and integrating the subject matter with other disciplines during instruction.**					
	Baseline Measure August 2011 ***Perceptual data**	**Progress Measure** August 2012	**Progress Measure** August 2013	**Progress Measure** August 2014	**Progress Measure** August 2015
II. **Adult Implementation Indicator (s): "Cause Data"** 100% of teachers will implement the research-based strategy of relating and integrating the subject matter with other disciplines during instructions.	**45%**	60%	75%	90%	100%

	FCAT/EOC August 2012	FCAT/EOC August 2013	FCAT/EOC August 2014	FCAT/EOC August 2015	FCAT/EOC August 2016
lll. **Student Performance Indicator(S):** **"effect Data"** Students will consistently increase their FCAT Writing scores until we reduce the % of students who are not-proficient by at least 50% by 2016.	4th 41% (59)	4th 48% (52)	4th 56% (44)	4th 63% (37)	4th 71% (29)

2012-2013 School Improvement Plan

Implementation Details

Action Steps	Evidence/ Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline	Resources Needed: Material / Technology / Trainer	Related PD	Funding/ Funding Source
3.1 **Teachers utilize enhanced classroom technology** **Task 1:** New teachers will receive training on using the smartboard/ projector and other enhanced technology in their classroom. **Task 2:** During common planning time, teachers will plan consistent quarterly lessons in reading that integrate the use of the enhanced technology during writing. **Task 3:** Common Core integration team meetings with administration using "Teach Like a Champion" as resource.	*Feedback* *Meeting minutes, lesson plans, observation* *Meeting Minutes*	*Administration* *Teachers, grade level chairs, and administration.* *Teachers and administration*	*September – ongoing* *On-going* *Every Monday throughout the 2012-2013 school year.*	*Technology in all classrooms.* *Common planning time* *Common planning time and purchase of book "Teach Like a Champion"*	*Smartboards* *None* *Common Core – Teach Like a Champion (Navigator Plus)*	*None* *None* *Inservice Funds*

2. **_Teachers will start as early as PRE-K modeling and teaching the writing process._** Task 1: Pre-K through 3rd grade teachers will model the steps of the writing process in classroom with an emphasis on conventions. Task 2: Fourth grade teacher will focus on developing a vocabulary to enhance the fourth grade students' writing. Task 3: 5th and 6th grade teachers will continue providing writing practice within their literacy curriculum.	_Lesson Plans_ _Lesson Plans_ _Lesson Plans_	_Administration / Teachers_ _Administration / Teachers_ _Administration / Teachers_	_Ongoing_ _Ongoing_ _Ongoing_	_None_ _None_ _None_	_None_ _None_ _None_	_None_ _None_ _None_

	Baseline Measure August 2011 *Perceptual data	Progress Measure August 2012	Progress Measure August 2013	Progress Measure August 2014	Progress Measure August 2015
Smart Goals **Smart = Specific Measurable Attainable Realistic Timely**					
Goal 1: Student Performance Content Area: Reading **Goal 2:** Student Performance Content Area: Math **Goal 3:** Student Performance: Content Area: Writing **Goal 4**: Student Performance Content Area: Science **Goal 5**: Parental Involvement　　**Goal 6:** Other: Ex. School Climate, Attendance, other measureable school-specific goal,					
Goal 4: By 2013, students' academic performance in science will improve by 6% in 5th grade over last years' results as measured by the FCAT science.					
Strategies, Indicators and Progress Measures					
I.　**Strategy 4: Implement the research-based strategy of designing and modifying instruction (with a focus on STEM opportunities) to deepen students' understanding of content area and advance student learning while addressing preconceptions or misconceptions.**					
II. **Adult Implementation Indicator (s): "Cause data:** 100% of teachers K-6 will implement the research-based strategy of designing and modifying instruction (with a focus on STEM opportunities) to deepen students' understanding of content area and advance student learning while addressing preconceptions or misconceptions.	**25%**	40%	50%	75%	100%

	FCAT/EOC August 2012	FCAT/EOC August 2013	FCAT/EOC August 2014	FCAT/EOC August 2015	FCAT/EOC August 2016
Ⅲ. **Student Performance Indicator (s): "effect Data"** Students will consistently increase FCAT Science scores until we reduce the % of students who are not-proficient by at least 50% by 2016..	5th 55% (45)	5th 61% (39)	5th 66% (34)	5th 72% (28)	5th 78% (22)

2012-2013 School Improvement Plan

Implementation Details

Action Steps	Evidence/Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline	Resources Needed: Material / Technology / Trainer	Related PD	Funding/ Funding Source
4.1 Teachers utilize enhanced classroom technology **Task 1:** New teachers will receive training on using the smartboard/ projector and other enhanced technology in their classroom.	*Feedback*	*Administration*	*September – ongoing*	*Technology in all classrooms.*	*Smartboards*	*None*
Task 2: During common planning time, teachers will plan consistent quarterly lessons in reading that integrate the use of the enhanced technology during Science.	*Meeting minutes, lesson plans, observation*	*Teachers, grade level chairs, and administration.*	*On-going*	*Common planning time* *None*		*None*
Task 3: Common Core integration team meetings with administration using "Teach Like a Champion" as resource.	*Meeting Minutes*	*Teachers and administration*	*Every Monday throughout the 2012-2013 school year.*	*Common planning time and purchase of book "Teach Like a Champion"*	*Common Core – Teach Like a Champion (Navigator Plus)*	*Inservice Funds*
2. **Students in grades 2-6 will be afforded the opportunity for enrichment activities after school.** **Task 1:** Two teachers and parents along with Robotics team will meet one day a week for 6 weeks to implement the program.	*Participation from students.*	*Robotics team.*	*October-May 2012-2013*	*None*	*None*	*School Improvement to pay for introductory fieldtrip.*

Smart Goals **Smart** = **S**pecific **M**easurable **A**ttainable **R**ealistic **T**imely					

Goal 1: Student Performance Content Area: <u>Reading</u> Goal 2: Student Performance Content Area: <u>Math</u> Goal 3: Student Performance: Content Area: <u>Writing</u> Goal 4: Student Performance Content Area: <u>Science</u> Goal 5: <u>Parental Involvement</u> Goal 6: Other: Ex. School Climate, Attendance, other measureable school-specific goal,					
Goal 5: By 2013, parental involvement will improve by 20% over the previous year as measured by attendance at after-school and community events.					
Strategies, Indicators and Progress Measures					
I. **Strategy 5: Implement the research-based strategy of fostering two-way home/school communication with all stakeholders to support student learning.**					
	Baseline Measure August 2011 ***Perceptual data**	**Progress Measure** August 2012	**Progress Measure** August 2013	**Progress Measure** August 2014	**Progress Measure** August 2015
II. **dult Implementation Indicator (s): "cause Data"** 100% of teachers will implement the research-based strategy of fostering two-way home/school communication with all stakeholders to support student learning.	**55%**	70%	80%	90%	100%
	August 2012	August 2013	August 2014	August 2015	August 2016
III. **Student Performance Indicator (s): "Effect Data"** Grade levels will consistently increase parental involvement until reaching 100% improvement in attendance at all events, which will also positively impact academic achievement in all tested grades and content area by 2015.	PK-3 74% (26) 4-6 59% (41)	PK-3 77% (23) 4-6 64% (36)	PK-3 80% (20) 4-6 69% (31)	PK-3 84% (16) 4-6 74% (26)	PK-3 87% (13) 4-6 79% (21)

Implementation Details

Action Steps	Evidence/ Data Sources	Person(s) Responsible/ Group(s)	Implementation Timeline	Resources Needed: Material / Technology / Trainer	Related PD	Funding/ Funding Source
5.1 Teachers will utilize available parents each week. **Task 1:** Daily volunteers in the classroom to help teachers where needed.	*Volunteer sign-in sheet.*	*P. Capos*	*Ongoing*	*None*	*None*	*None*
Task 2: Offer opportunities for parents to be involved outside of the classroom (take home activities to prep for next week, evening events, etc.)	*Volunteer log*	*P. Capos*	*Ongoing*	*None*	*None*	*None*
Task 3: Provide two buses for transportation to encourage parents to come to open house.	*Number of parent participants.*	*Administration*	*August 13, 2012*	*Buses*	*None*	*SIP*
Task 4: Parent's in Education meetings held at night to allow for more parents to participate.	*Monthly meeting logs.*	*PIE President*	*Once a month*	*None*	*None*	*None*

Resources Needed: Material / Technology / Trainer			
Goal Area and Action Step Number	Description of Resources	Funding Source Complete Budget Strip	Available Amount
Subtotal:			
Professional Development			
Goal Area and Action Step Number	Description of Resources	Funding Source Complete Budget Strip	Available Amount
Conference/Workshop/Seminar/Institute/Online PD Goal and Action Step #(s) Title : Location: Dates: Sponsoring Educational Institution:	Mileage Meals Room Registration Substitute(s)	Budget Strip	
Professional Learning Community Goal and Action Step #(s) Reading and Math Action 1-4 Navigator Plus Activity Title: KHE 2012-13 Teach Like a Champion	Materials List and Cost: Teach Like A Champion Book	Budget Strip 0100/6400/0090/0301	1012.46
Lesson Study Goal and Action Step #(s) Reading and Math 1-3 Navigator Plus Activity Title: KHE 2012-13 Lesson Study	Materials List & Cost: Subs	Budget Strip 0100/6400/0140/0301	657.94
School Workshop Goal and Action Step #(s) Navigator Plus Activity Title:	Materials List and Cost: Consultant Fee: Consultant Travel Expenses: Substitutes: Stipends:	Budget Strip	
Subtotal: 1670.40			
Other			
Goal Area and Action Step Number	Description of Resources	Budget Strip	Available Amount
Goal 5, AS 1	Buses for open house Planners	0100/5100/1182/0301 0100/5100/1182/0301	98.00 2534.00
Subtotal:2632.00			
Grand Total:4302.40			

Internal Checklist – Training Provided by School

P.D.Activity	Details	Y	N	Comments
IF IT IS A:				
School-wide Training	**Professional Development Details** **Goal the Activity is Supporting** _____			
	• Action Step # • Name of Activity • Dates of Activity • Name of Consultant or Facilitator (if applicable) • Consultant Services Agreement (if applicable) • Materials			
	Budget Items Required			
	• Action Step # • Name of Activity • Funding Source • Cost of Consultant • Cost of Materials • Cost of Substitutes (if applicable)			
Learning Community	**Professional Development Details** **Goal the Activity is Supporting Reading, Math, Writing, and Science**			
(collaborative teams that gathers research and studies new programs or topics and shares their findings-must use Learning Community form)	• Action Step #1.1, 2.1, 3.1, 4.1 • Name of Activity KHE 2012-2013 "Teach Like A Champion" • Dates of Activity August 2012-May 2013 • Title of Book or Focus Teach Like A Champion			
	Budget Items Required			
	• Action Step # 1.1, 2.1, 3.1, 4.1 • Cost of Book/Teacher Materials $1012.46			
Lesson Study/Action Research	**Professional Development Details** **Goal the Activity is Supporting Reading and Math**			

(a teacher-driven and student-focused team who does research and development by carefully studying what actually goes on in the classroom. - must use Lesson Study form)	• Action Step # 1.2, 2.2, 3.2 • Name of Activity Lesson Study (K, 2, and 4) • Dates of Activity September 2012 and March 2013 • Teaching strategy or method to be researched – Questioning and Feedback		
	Budget Items Required		
	• Action Step # 1.2, 2,2, 3.2 • Cost of Teacher Materials (If applicable) Cost of subs – estimate $657.94		
Timelines			
Start Date: August 2, 2012	September 2012		
End date: September 21, 2012	March 2013		
Budget			
Local FTE (function 6400-no project) Project - Project - Project -	$657.94 0100/6400/0140/0301		
Total Internal PD Budget (no project & project funds)			

Approvals: (Signature's required)

Principal: _____   Date: ___/___/____

SAC Chair: _____   Date: ___/___/____

Hilda Manning: _____   Date: ___/___/____

Shannah Kosek: _____   Date: ___/___/____

External Checklist
Training Not Provided by School/District

School Improvement Plan Supervisor: Shannah Kosek

Professional Development Assistant: Hilda Manning

Approval: ___ Yes ___ No (For office use only)

Background			

Background:	Professional Development is an integral part of the School Improvement Plan. Teachers need proven, cur		

	rent instructional strategies to improve the performance of the students assigned to them.		
Objectives			
	Yes	**No**	**Comments**

	Yes	No	Comments
How is the training aligned to a research-based strategy for the Goal? In the comments section, please provide Goal and source of research-based strategy.			
Training Details – Consultants			
Please use the comments section to provide the information requested.	**Yes**	**No**	**Comments**
Consultant Name and Organization – Please provide the trainers name and the organization with which they are affiliated.		X	
Who will be trained?		X	
Date(s), Time(s), Location		X	
Total Cost		X	
Needs School Board approval		X	
Complete budget line for expenses		X	
Name of facilitator/person responsible		X	
Training Details – Conferences, Workshops, Seminars, Institutes, Online PD			
Please use the comments section to provide the information requested.	**Yes**	**No**	**Comments**
Name of educational organization providing the training.	X		CARD Workshop
Who will be trained?	X		4 teachers
Date(s), Location	X		9/27/2012, Jacksonville
Total Cost	X		
Complete budget line for expenses		X	
Name of facilitator/person responsible		X	

	Yes	No	Comments
Timelines			
Start Date August 2, 2012		X	9/27/12
End Date September 21, 2012		X	9/27/12
Budget			
Local FTE (function 6400-no project)			$
Project -			
Project -			
Project -			
Total External PD Budget (no project & project funds)			

Approvals: (Signature's required)

Principal: _____ **Date:** ___/___/____

SAC Chair: _____ **Date:** ___/___/____

Hilda Manning: _____ **Date:** ___/___/____

Shannah Kosek: _____ **Date:** ___/___/____