Planning/Design and Professional Development Planning Tool

Key:

Categories (Assessments, Progress Reporting, Curriculum, Instruction, School Culture)
Sub-categories (i.e. Benchmark assessments, CSAP, formative assessments)
Individual "products" or "activities"

Item	Deliverable	Planning/Design Process	Associated PD
Assessments			
Benchmark assessments			
	Product: TBD Owner: Craig Due date: TBD Resources: Company	Step 1: Step 2: Step 3:	Activity: Train staff Date(s): Aug
CSAP			
	Product: Schedule of assessments Owner: Craig Due date: Fall Resources: Craig/Mimi	Step 1: prepare assessment schedule Step 2: Step 3:	Activity: staff training Date(s): January Activity: Date(s):
Formative assessments			
	Product: DRA2 schedule Owner: Mimi Due date: Complete in RtI plan Resources: RtI plan	Step 1: Order Step 2: assess PD need Step 3:	Activity: Training overview Date(s): TBD Activity: Date(s):
	Product: Aimsweb schedule Owner: Mimi Due date: Complete in RtI plan	Step 1: Order Step 2: Assess need for PD Schedule Step 3: Prepare materials	Activity: Training Date(s): aug/oct

Item	Deliverable	Planning/Design Process	Associated PD
	Resources: RtI plan		
	Product: Unit testing Owner: Mimi Due date: TBD Resources: Curricular resources	Step 1. Step 2. Step 3.	Activity: How to create unit assessments (backwards design) Date(s): April 1.2.3 and June
	Product: RtI Plan Owner: Mimi Due date: 4/11/10 Resources:	Step 1: Review with partners Step 2: Review with RtI team Step 3: prepare "RtI Book"	Activity: Present to staff Date(s): August 13
Progress reporting			
Report cards			
	Product: DPS report card for year one Owner: Craig/Mimi Due date: Resources:	Step 1: Step 2: Step 3:	Activity: Review with staff Date(s): August 13
Progress reports			
	Product: TBD Owner: Mimi/Craig Due date: June Resources: Teacher tools	Step 1: create draft expectations for progress reporting Step 2: Step 3:	Activity: Whole staff PD Date(s): August 11
Portfolios			
	Product: Staff/6th grade Portfolio system Owner: Jose/Craig Due date: Resources: Chalk and Wire	Step 1: Plan PD with contact Step 2: Step 3:	Activity: Training Date(s): June 17
Individual Learning Plans			
	Product: ILP's Owner: Mimi	Step 1: Choose and design Step 2: Schedule	Activity: PD Date(s): June 18

Item	Deliverable	Planning/Design Process	Associated PD
	Due date: April 11 Resources: CDE ILP	Step 3: Plan PD	
Curriculum			
Scope and sequence			
Scope and sequence – Literacy	Product: Curriculum map template Owner: Mimi Due date: March 30 Resources: Purchased curriculum scope and sequence, CO standards, DPS Indicators	Step 1: Create template Step 2: Develop protocol Step 3: gather materials- Template, curriculum scope and sequence, Co. st. standards, DPS indicators	Activity: Vertical team planning Date(s):March 21, 22
Scope and sequence - Math	Product: Curriculum Map template Owner: Due date: March 30 Resources: Purchased curriculum scope and sequence, CO standards, DPS Indicators	Step 1: Create template Step 2: Develop protocol Step 3: gather materials- Template, curriculum scope and sequence, Co. st. standards, DPS indicators	Activity: Vertical team planning Date(s):March 21, 22
Scope and sequence - science	Product: Tracks Template Owner: Due date: March 30 Resources: DPS curriculum	Step 1: Create template Step 2: Develop protocol Step 3: gather materials- Template, curriculum scope and sequence, Co. st. standards, DPS indicators	Activity: Vertical Team planning Date(s): March 21, 22
Scope and sequence – social studies	Product: Curriculum Map Template Owner: Due date: Resources: DPS curriculum	Step 1: Create template Step 2: Develop protocol Step 3: gather materials- Template, curriculum scope and sequence, Co. st. standards, DPS indicators	Activity: Vertical team planning Date(s): March 21, 22
Map of thematic units	Product: Curriculum map Owner: Mimi	Step 1: Step 2:	Activity: Curriculum mapping

Item	Deliverable	Planning/Design Process	Associated PD
	Due date: August Resources: PBL Handbook, Cloud Institute	Step 3:	Date(s): April 1-3
Instruction			
Interventions			
	Product: My Sidewalks Owner: Mimi Due date: May 15 Resources: Pearson	Step 1: Purchase Step 2: Observe at current school Step 3: plan PD/trainer	Activity: Para/staff training Date(s): Summer and beginning of school year
	Product:Fundations/Wilson Owner: Mimi Due date: June Resources:	Step 1: Assess training needs Step 2: Step 3:	Activity: MM teacher NB Date(s): Summer
Unit planning – general			
	Product: UBD/PBL handbook Owner: Mimi Due date: March 20 Resources: Cloud Inst.	Step 1: purchase books Step 2: Touch every page PD with staff Step 3:	Activity: teacher PD Date(s): April and ongoing
Lesson planning – general			
	Product: UBD templates Owner: Mimi Due date: Resources:	Step 1: develop expectations with teachers Step 2: Step 3:	Activity: Cloud Inst. Date(s): April 1-3
Constructivist Math			
	Product: TBD Owner: Mimi/Jeff Due date: March 20 Resources:	Step 1: Contact and schedule CU prof. Step 2: Step 3: Observations	Activity: June 14 Date(s):
Writer's Workshop			
	Product: Step up to Writing Owner: Mimi Due date: May 15	Step 1: purchase Step 2: assess PD need Step 3:	Activity: Training/Overview Date(s): June 15

Item	Deliverable	Planning/Design Process	Associated PD
	Resources:		
	Product: Best practices document Owner: Mimi Due date: May 15 Resources: DPS	Step 1: create document Step 2: Step 3:	Activity: Best Practices Date(s): June
Reader's Workshop			
	Product: Guided Reading at DGS Owner: Mimi Due date: May 15 Resources: Reading Street/best practice doc	Step 1: Design best practices documents Step 2: plan/materials for PD Step 3: date?	Activity: PD- Date(s): June 15/Fall
	Product: Shared Reading at DGS Owner: Mimi Due date: May 15 Resources: Reading Street/best practice doc	Step 1: Design best practices documents Step 2: plan/materials for PD Step 3: date?	Activity: PD Date(s): June 15/Fall
	Product: Literacy stations Owner: Due date: May 15 Resources: Spaces and Places book/Reading street/best practice doc	Step 1: purchase books Step 2: Design best practices doc. Step 3: Plan/materials for PD	Activity: PD Date(s): June 15/Fall
	Product: Word work Owner: Mimi Due date: May 15 Resources: Reading Street/best practice doc	Step 1: choose resource Step 2: Plan/materials for PD Step 3: date	Activity: PD Date(s): June 15/Fall
Teacher Portfolio			
	Product: Chalk and Wire Owner: Craig/Jose	Step 1: Create format/expectations	Activity: Training Date(s): June/August

Item	Deliverable	Planning/Design Process	Associated PD
	Due date: April 15 Resources: Chalk and Wire	Step 2: schedule Step 3:	
School culture			
Classroom management			
	Product: Peaceful Person Owner: Mimi Due date: Resources: Namaste Charter curriculum	Step 1: Get curriculum/training Step 2: Plan PD Step 3:	Activity: Teacher training Date(s): August 9-11
	Product: Habits of Mind Owner: Mimi/Craig Due date: Resources:	Step 1: order books Step 2: Partner PD 2/10 Step 3: plan teacher PD	Activity: Teacher PD Date(s): April 1-3, August 9-11
School-wide systems			
	Product: The Book Owner: Mimi Due date: 3/10 Resources:	Step 1: finish Step 2: Print Step 3: plan PD	Activity: Teacher training Date(s): August 9-11
	Product: Peer Review/data teams Owner: Craig/Mimi Due date: Resources: Compelling Conversations	Step 1: develop system Step 2: Review w/partners Step 3: prepare documents	Activity: Whole school PD Date(s): August 9-11