

# SAMPLE — Professional Development Action Plan

<b>Middle School:</b> Example Middle School	<b>District:</b> Example Unified School District	<b>Date</b> 10/08/2009
<b>PDAP Prepared by:</b> John Teacher & Betty AVID		<b>Phone</b> (123) 456-7890
<b>School's Vision:</b>		
<b>Leadership Team (Names &amp; Stakeholder position)</b> Jane Principal – Principal; Joe Counselor – Counselor; Betty AVID – AVID Teacher; Albert Math – Math Teacher; Newton English – English/Language Teacher; Joe Teacher – Assistant Principal		

CONDITION(S) / AREA OF FOCUS	Strategies to Improve Adult Learning & Practice	Outcomes	How Measured?	Who's Involved/ By When?	California GEAR UP Funding Allocated to this Activity	Matching Funds
<p><b>Development of a College-Going Culture</b></p> <p>GEAR UP Leadership Team Institute and Forum</p> <p>Site Based Facilitation</p>	<p>GEAR UP Principal &amp; Leadership Team Institute and Forum</p> <p>GEAR UP Site based facilitation for Leadership Team/Staff</p>	<p>Complete SSAR Whole Team Participation</p> <p>All staff has used SSAR and understands the GEAR UP college-going framework</p>	<p>100 % of leadership team participation at events, LT meetings for the school year</p> <p>Document the number of participants</p> <p>Survey participants on understanding college-going concepts</p>	<p>Principal &amp; Leadership Team: <i>October 2009 and February 2010</i></p> <p>Principal and Leadership Team <i>October 2009 - March 2010</i></p>	<p>Parent Stipend: <b>\$600.00</b></p> <p>1 school-site facilitation: <i>See Optional Facilitation last page(\$600)</i></p>	<p>Lodging/Travel Expenses: <b>\$700.00</b></p> <p>Purchase 300 Pocket Guides to add to the 100 free to distribute to students/families <b>\$225.00</b></p>
<p><b>Rigorous Academic Curriculum</b></p> <p>AVID &amp; College Board Workshops for Teacher Professional Development</p> <p>AVID &amp; College Board, CLMS, Math &amp; Reading Conferences</p> <p>Algebra</p>	<p>Devise Pre-Algebra &amp; Algebra Rubric based on state standards</p> <ul style="list-style-type: none"> <li>•Post rubric in classrooms</li> <li>•Examine student work</li> <li>•Revise student work based on rubric</li> </ul>	<p>Increase use of instructional strategies learned at workshops</p> <ul style="list-style-type: none"> <li>• Increase # of Pre-Algebra &amp; Algebra courses</li> <li>• Increase # of students taking these courses</li> </ul>	<p>Document usage through self reporting &amp; reflection, &amp; peer observation</p> <p>Document number of participating teachers.</p> <p>Document # of courses offered in class schedule.</p> <p>Document # of students completing courses and not completing. Goal is 90-100% of students successfully complete Algebra by 8<sup>th</sup> grade</p>	<p>Mathematics, Language Arts &amp; Social Studies Teachers <i>February 2010</i></p> <p>Math Department Leadership, teachers, Math Coach, Administrator, Principal &amp; Leadership Team</p> <ul style="list-style-type: none"> <li>• Develop rubrics for courses <i>March-June 2010</i></li> <li>• Increase course offerings <i>Jan. 2010</i></li> </ul>	<p>Teacher Stipends: <b>\$1,500.00</b></p> <p>Stipends for release time <b>\$1,000.00</b></p>	<p>Planning Time for Teachers: <b>\$1,000.00</b></p> <p>Conference registration: <b>\$4,000.00</b></p> <p>Planning time for teachers <b>\$2,000.00</b></p>

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<b>High Quality Teaching</b>	Devise comprehensive plan to coordinate and determine correlation between individual CST scores, grades, and quarterly content assessments.	Regular meetings (2/per week) with-in & across grade levels & disciplines to breakdown data & correlation, look at students work & determine implementation strategies that prepare students to successfully complete standards based tasks and project	Increase in # of students scoring proficient on CST  90-100% of students successfully complete higher level courses including Algebra  Less teacher turnover due to collaborative learning and teaching	Leadership Team & Department Chairs <i>October 2009 - March 2010</i>  Mathematics Teachers & Language Arts Teachers <i>November 2009 - April 2010</i>	Teacher Stipends: <b>\$1,000.00</b>	Planning Time for teachers: <b>\$10,000.00</b>
<b>Intensive Academic and College-Going Support</b>	USE EXPLORE test for assessment and career explorations & integrate into the classroom curriculum	Develop 6 year academic plans for all students	Document the number of written plans for all students  Document the number of parents/families that attend orientation to review plans	Counselor, Department Chairs, Parent Representatives  <i>April 2010</i>	Stipends for release time  <b>\$1,000.00</b>	Planning time for teachers  <b>\$1,600.00</b>
<b>College-Going Identity</b>	Leadership Team, Counselor & other staff will receive training on how to use <a href="http://www.cacolleges.edu">www.cacolleges.edu</a> then will strategize as to how to disseminate information & tools for greater usage	Teachers will conduct college planning in homeroom & Language Arts classes using <a href="http://www.cacolleges.edu">www.cacolleges.edu</a>  Establish a college corner for students, families & faculty  Plan college awareness activities during college awareness month emphasize 1 <sup>st</sup> generation college, diversity	Document number of teachers and number of students reached  Document number of users through sign-sheets  Document number of participants (students, families, college reps, professionals, teachers)	Counselor(s), Teachers & Administrators  <i>February – July 2010</i>  Leadership Team, counselors, teachers <i>November 2009 – May 2010</i>	Counselor Stipend: <b>\$400.00</b>  Staff stipends: <b>\$1,400.00</b>	Staff stipends: <b>\$2,000.00</b>
<b>Family-Neighborhood-School</b>	PIQE and FIP Workshops	Increase parents knowledge of college support	Document use of California GEAR UP resources by parents using:	Parents, principal, and GEAR UP Site Contact  <i>January 2010</i>		Refreshments and child care: <b>\$1,000.00</b>

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<b>Supports</b>	Math Department meeting with parents/families to communicate college going & math goals & how to assist at home	Target 80% of all parents per track per meeting	<ul style="list-style-type: none"> <li>▪ Sign-in sheets</li> <li>▪ Meeting Evaluations</li> <li>▪ Pre-Post Surveys</li> </ul> <p>Document number of parent participants &amp; check for understanding using:</p> <ul style="list-style-type: none"> <li>▪ Sign-in sheets</li> <li>▪ Meeting Evaluations</li> <li>▪ Pre-Post Surveys</li> </ul>	Math Department leadership, teachers, Math Coach, Administrator, Community Rep., Parent Council Officers/Reps.  <i>January – June 2010</i>		Plant Manager – <span style="float: right;"><b>\$400.00</b></span> Refreshments: <span style="float: right;"><b>\$500.00</b></span>
<b>SUB AGREEMENT TOTALS</b>					<b>\$6,900.00</b>	<b>\$23,425.00</b>
OPTIONAL FACILITATION @ \$600.00 PER DAY PAID DIRECTLY TO FACILITATOR FOR EXPENSES BY CALIF. GEAR UP OFFICE					<b>\$600.00</b>	
<b>GRAND TOTAL CANNOT EXCEED \$ 7,500</b>					<b>\$7,500.00</b>	

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_