



PROFESSIONAL DEVELOPMENT ACTION PLAN (PDAP) GUIDELINES 2009-2010

Frequently Asked Questions (FAQs)

Q: What is the deadline date for the Professional Development Action Plan (PDAP)?

A: October 30, 2009 is the final day to submit plans to your Regional Coordinator.

Q: What is the maximum amount of the award?

A: The maximum amount of the California GEAR UP PDAP is \$7,500.

Q: What must be submitted with the PDAP?

A: The completed PDAP and the Fiscal Agent Form (Attachment #2) must be submitted.

Q: Where must the PDAP be sent?

A: First, the PDAP must be sent via e-mail to the assigned California GEAR UP Regional Coordinator for approval. (Assigned GEAR UP Regional Coordinator contact information is Attachment #1, page 5).

Second, after approval, the final hardcopy version of the PDAP with the Principal's original signature must be sent via U.S. Mail to:

Tommy Lam, Budget Analyst
California GEAR UP
UC Office of the President
1111 Franklin Street
Oakland, CA 94607

Each Middle School is to develop a Professional Development Action Plan (PDAP) for the professional development of its staff. The school’s Leadership Team, composed of the Principal, Counselor(s), a Mathematics Teacher, and an English/Language Arts Teacher, is to use the results of a current School Self-Assessment Rubric (SSAR) to develop its plan. The site may identify other team members that may be included in the development of the PDAP, such as the Assistant Principal, Resource Teacher, Parent and School Partner(s). The PDAP must address all six conditions of the SSAR.

A PDAP is to be submitted to your California GEAR UP Regional Coordinator by October 30, 2009. The plan may be submitted prior to this deadline to receive approval for activities. The plan should be a dynamic tool in the planning process for middle school sites and can be amended with additions and/or deletions through the summer as long as the amendments are approved by the Regional Coordinator prior to implementation.

Once the PDAP is accepted, an approval letter will be sent to the Middle School Principal and the Fiscal Agent, along with a ***Sub-agreement**** that must be signed by the Fiscal Agent and returned to the California GEAR UP office. The Middle School Principal needs to determine the most expedient way for the staff to be compensated. In most instances, the school should set up a budget or fund with the school district budget office. Throughout the year, the school spends against this budget or fund. This may mean that the fiscal agent is the school district and NOT the school. The fiscal agent keeps track of all expenses related to California GEAR UP, tallies the total and submits a final invoice at the end of the program (August 31, 2010) to the California GEAR UP office for reimbursement by the University of California, GEAR UP fiscal agent. (Institute expenses can be invoiced separately anytime after both parties have signed the agreement.) Along with the final invoice, the school must submit the Report of Funding that outlines the outcomes accomplished by the professional development activities. Final reimbursement is also contingent on the receipt of all evaluation reports.

DATES TO REMEMBER

October 30, 2009	The final day to submit PDAP to your Regional Coordinator for approval.
August 31, 2010	ALL funds must be expended. <i>Activities can commence immediately upon approval of the plans or September 1, 2009, if approved by the Regional Coordinator.</i>
October 1, 2010	Final Invoice and Report of Funding are due.

* **Sub-agreement** is a contract between California GEAR UP/ University of California and your School District to ensure activities on PDAP are achieved. This mechanism allows California GEAR UP to reimburse the School District for the actual GEAR UP expenses.

California GEAR UP is supporting the Institutes, Forums, Conferences and Workshops by providing registration, meeting space, and food at no cost to the participating schools. The cost of transportation, lodging, substitutes, parent stipends can be reimbursed by California GEAR UP if they are included in the Professional Development Action Plan. California GEAR UP sponsors the following activities for schools:

- **PRINCIPAL & LEADERSHIP TEAM INSTITUTES** (*Two day sessions*)
 - Tuesday, October 6, and Wednesday, October 7, 2009 – Hilton Long Beach – Long Beach, CA
 - Tuesday, October 13, and Wednesday, October 14, 2009 – Embassy Suites Walnut Creek – Walnut Creek, CA
 - Tuesday, October 20 and Wednesday, October 21, 2009 – Embassy Suites Glendale – Glendale, CA(Stipends for staff and /or substitutes and parents, hotel, travel and transportation costs need to be included in PDAP in order to be reimbursed by California GEAR UP)

- **PRINCIPAL & LEADERSHIP TEAM FORUMS** (*One day sessions*)
 - Tentative date* Tuesday, February 2, 2010 –Los Angeles Area– CA
 - Tentative date* Wednesday, February 17, 2010 – Long Beach, CA
 - Tentative date* Tuesday, February 23, 2010 – Bay Area – CA(Stipends for staff, substitutes, and parents, hotel, travel and transportation costs need to be included in PDAP in order to be reimbursed by California GEAR UP)

- **COLLEGE BOARD WORKSHOPS**

School selects workshop from the following Pre-Advanced Placement (Pre-AP) menu and arranges the event.
GEAR UP schools in the same regional vicinity may collaborate to determine a mutually convenient workshop date and place.

 - Pre-AP: Strategies in English -- Writing Tactics Using SOAPStone
 - Pre-AP: Topics for AP Vertical Teams® in English
 - Pre-AP: Interdisciplinary Strategies for English and Social Studies
 - Pre-AP: Strategies in Mathematics -- Analyzing and Describing Data
 - Pre-AP: Topics for AP Vertical Teams® in Math(Stipends for staff, substitutes, registration, hotel, travel and transportation costs need to be included in PDAP in order to be reimbursed by California GEAR UP)

- **AVID "THE STUDENT SUCCESS PATH" WORKSHOP** (*for teachers of all subjects*)

School selects this workshop or a different, content-specific workshop and arranges the place.
GEAR UP schools in the same regional vicinity may collaborate to determine a mutually convenient workshop date and place.

(Stipends for staff, substitutes, registration, hotel, travel and transportation costs need to be included in PDAP in order to be reimbursed by California GEAR UP)

- **FACILITATION**

Facilitators may be requested to work with individual middle schools to promote the school change process by using GEAR UP tools. Contact your Regional Coordinator to schedule the facilitation.

(Funds for facilitation at the rate of \$600 per day need to be included in the Optional Section of the PDAP in order to be reimbursed by California GEAR UP)

- **COUNSELING INSTITUTE** (*See workshop dates and places at www.castategearup.org under the Calendar of Events*)
 - March X, 2010
 - March X, 2010
 - March X, 2010
 - March X, 2010(Stipends for staff, substitutes, hotel, travel and transportation costs need to be included in PDAP in order to be reimbursed by California GEAR UP)

The PDAP for California GEAR UP can provide support for the following additional activities for English/Language Arts and Mathematics Teachers at each middle school site. The following are examples of the additional activities for which expenses related to **stipends, substitutes, registration, travel/transportation** would be approved:

- Institutes for Mathematics, Reading and Writing, English Language Development including Subject Matter Projects
- AVID/College Board National State Conference
- AVID Training during the school year and summer
e.g., AVID Awareness training – National Schoolwide/Districtwide
(Non-AVID schools need to consult with local AVID office.)
- California League of Middle Schools Conference - February 26-28, 2010 Sacramento, CA
- State and Local Conferences
 - Reading
 - English Language Arts
 - Mathematics

The funds are primarily designated for release time (substitutes) and for stipends to pay middle school staff members and teachers to attend professional development activities, outside their normal workday, that promote a college-going culture at the school. Generally, funds are not used to purchase materials.

The Professional Development Action Plan needs to include the following components:

1. **Chart (Attachment #3)** that outlines the professional development that will be delivered to the middle school staff, by outcome, how measured, who’s involved, timeline, budgeted GEAR UP expenditures, and matching funds. Use the components that have been identified through the School Self-Assessment Rubric (SSAR) for your focus.
2. **Fiscal Agent Form.** The Fiscal Agent is the person authorized to make the payment of expenditures associated with California GEAR UP and invoicing for the expenditures. The fiscal agent is not the principal. (See Attachment #2)
3. **Matching Funds** for professional development that equal or exceed the requested California GEAR UP funding. These are funds other than California GEAR UP that the school expends for professional development. Conferences, workshops, professional development days, buy back days, pre/post school days, and coaching are some examples of matching funds. See Sample Chart for examples that meet the criteria.

Regional Coordinator Contact Sheet

Contact your assigned California GEAR UP Regional Coordinator if you have any questions or concerns:

Northern California	Southern California	
<p>Jill Campbell Ph. 916-996-2997 Fax: 916-551-1759 Email: jill.campbell@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Brannan ▪ Einstein ▪ Harris ▪ Hoover ▪ King ▪ Parks ▪ Rivera ▪ Tenaya ▪ Wood <p>Sandy Carpenter-Stevenson Ph. 510-368-4141 Fax: 510-562-7063 Email: sandy.carpenter-stevenson@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Everett ▪ Harden ▪ La Paz ▪ Robertson <p>Don Mar Ph. 510-845-4111 Fax: 510-848-4031 Email: donald.mar@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Cali Calmecac ▪ Davidson ▪ Edendale ▪ Franklin ▪ Solano 	<p>Sean Brennan Ph. 415-948-9262 Fax: 415-874-9975 Email: sean.brennan@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Henry ▪ Porter <p>Ann Carnes Ph. 818-884-1053 Email: ann.carnes@sbcglobal.net Middle Schools:</p> <ul style="list-style-type: none"> ▪ Burcham ▪ Butler ▪ Franklin Classical ▪ Jefferson ▪ Liechty ▪ Monroe ▪ Tincher ▪ Twain ▪ Wilmington <p>Frank Holmes Ph. 858-578-0528 Fax: 858-578-0528 Email: frank.holmes@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Dana ▪ Hill Classical ▪ Hoover ▪ Kucera ▪ La Cumbre ▪ Mesa Linda ▪ Upland 	<p>Gina Rodriguez Ph. 323-363-1757 Fax: 323-478-1662 Email: cynthia.rodriguez@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Pio Pico <p>Robert Van Zant Ph. 858-279-8456 Email: robert.vanzant@ucop.edu Middle Schools:</p> <ul style="list-style-type: none"> ▪ Cactus ▪ Chavez ▪ Mesa Intermediate ▪ Pixley ▪ Pleasant View ▪ Stratford ▪ Yermo

FISCAL AGENT FORM

The fiscal agent for the Professional Development Action Plan may be the school, the school district, or a higher education institution. The fiscal agent must have the authority to make expenditures prior to reimbursement and the ability to send appropriate invoices based on actual expenditures.

Name:	
Title:	
Institution:	
Address:	
City/State/Zip	
Telephone:	
Fax:	
Email:	
Federal Tax ID #	

This is the authorized fiscal agent for our Professional Development Action Plan for the school year 2009-2010.

Middle School Name	
Principal Signature:	
Date:	

REPORT OF FUNDING Format

The signed Professional Development Action Plan (PDAP) Report of Funding must include the Principal's name, middle school and date of the report. USE QUESTIONS BELOW AS A GUIDE TO COMPLETE YOUR REPORT OF FUNDING.

- 1) Vision Statement: What is the Vision of your school as it relates to the development of a College-Going Culture?
- 2) Needs Assessment: Identify the components, identified by the School Self-Assessment Rubric (SSAR), that are the focus of the Professional Development Action Plan (PDAP) at your school.
- 3) Objectives: What were the Objectives for the activities in the PDAP?
- 4) Outcomes: How did you measure the effectiveness of the activities in the PDAP?
 - a) **SHORT-TERM**
How did you implement the activities? (Dates; content; hours; attendance; pre/post assessments of knowledge gained; evaluation of activities).
 - b) **INTERMEDIATE-TERM**
What were the results after the activity? (Actions taken; changes in schedules and programs; dissemination of information; changes in staff, student and parent attitudes and behaviors; evaluation of the follow-up and implementation).
 - c) **LONG-TERM**
What long-term outcomes are evident? (Improved grades and test scores; successful enrollment in advanced classes; progress toward meeting A-G requirements; changes in staff, student and parent attitudes and behaviors; changes in policies and organization).
- 5) What lessons were learned from the outcomes, and what plans does the Leadership Team have for next steps in professional development.
- 6) Description of how the administrators, teachers, counselors, and parents were involved with the Leadership Team in the development, implementation, monitoring, and evaluation of the PDAP.
- 7) Capacity building: How did the PDAP contribute to building leadership and professional development capacity within the school?
- 8) Financial report detailing project expenditures, and cost sharing contributions for the reporting period.

--- SAMPLE OF FINANCIAL REPORT---

FINANCIAL REPORT (details of project expenditures)

PDAP Activities	CA GEAR UP	Matching Funds
Professional Dev. Days		\$10,000.00
Personnel		\$20,000.00
Supplies		\$900.00
Teacher Stipends	\$6,300.00	\$3,000.00
Registration, Hotel/Travel	\$1,000.00	\$4,600.00
Parent Stipend	\$200.00	
TOTAL	\$7,500.00	\$38,500.00

Submit Report To: Tommy Lam, Budget Analyst
 California GEAR UP
 UC Office of the President
 1111 Franklin Street
 Oakland, CA 94607

Due Date: October 1, 2010