

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Technology will be integrated into the curriculum and used as a tool to assist independent 21st Century Learning

ACTION PLAN TITLE: Expand the integration of technology skills into the core curriculum

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ▪ Establish a core curriculum interdisciplinary task group (teachers and community) <ul style="list-style-type: none"> ✓ Identify ways technology can be integrated into the curriculum ✓ Revise various curriculum and insert appropriate activities ✓ Establish needs for staff training and materials 	Barbara Novelli	11/02	Revised District curriculum with appropriate Technology activities	1/03	N/A	
	<ul style="list-style-type: none"> ▪ Contact Adult Ed or a Consultant to develop training <ul style="list-style-type: none"> ✓ Buy Back days 	B Novelli/ M Nunez	3/03		3/03		
	<ul style="list-style-type: none"> ▪ Develop staff training delivery calendar and process which will get all appropriate staff trained 	B Novelli/ M Nunez	3/03		3/03		

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Technology will be integrated into the curriculum and used as a tool to assist independent 21st Century Learning

ACTION PLAN TITLE: Establish technology as a Board approved curriculum

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE	
	<ul style="list-style-type: none"> ▪ Review K-12 curriculum with principals and appropriate staff <ul style="list-style-type: none"> ✓ Determine what is essential to be include instruction of the “curriculum” as part of the Elementary, Middle School, High School programs ✓ Establish a list of needs to be accomplished i.e., time allocations, staffing, equipment, staff development 	Pat Perry	11/02	List of needs	1/03	NA		
	<ul style="list-style-type: none"> ▪ Develop an implementation plan/timeline/budget 	P Perry/ B Cates	1/03			NA		
	<ul style="list-style-type: none"> ▪ Present plan, timeline and budget to Board of Education 	P Perry/ B Cates	1/03			1/03	NA	
	<ul style="list-style-type: none"> ▪ Establish request in 2003-04 budget 	P Perry or B Cates				2/03	TBA	

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE:

Basic Education will Include Critical Thinking* and Higher Order Thinking* skills in all Areas of the Curriculum

ACTION PLAN TITLE: Expand/Design critical thinking into the K-12 Curriculum and Assessment Program

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ◆ Gather information that will be used to inservice Curriculum Task Group <ul style="list-style-type: none"> ✓ What is critical thinking? ✓ How should it be designed into the curriculum? ✓ What does a critical thinking integrated curriculum look like as evidenced by grade level and class student work. ✓ Ideas will include: <ul style="list-style-type: none"> -- student ownership and direction of their work* -- cross curricular lesson/unit to link concept* -- challenging thought provoking content, concepts, projects and assignments* ◆ Establish curriculum review task groups <ul style="list-style-type: none"> ✓ all schools and grade levels ✓ all appropriate departments ◆ Review the purpose of the Task Group <ul style="list-style-type: none"> ✓ receive training ✓ revise curriculum ✓ revise class (subject areas) assessments ◆ Identify what we are doing in the District <ul style="list-style-type: none"> ✓ where can we expand/refine ◆ Identify model to be used in the District <ul style="list-style-type: none"> ✓ integrated curriculum with critical thinking activities ✓ cross curricular integrated events ✓ types of assessments 	B Novelli	8/02	Material presented to the task group	9/02	400. 00 materials	
	<ul style="list-style-type: none"> ◆ Establish curriculum review task groups <ul style="list-style-type: none"> ✓ all schools and grade levels ✓ all appropriate departments 	B Novelli	10/02	Minutes and agendas			
	<ul style="list-style-type: none"> ◆ Review the purpose of the Task Group <ul style="list-style-type: none"> ✓ receive training ✓ revise curriculum ✓ revise class (subject areas) assessments 	B Novelli	10/02			\$2,000 GATE consultant	
	<ul style="list-style-type: none"> ◆ Identify what we are doing in the District <ul style="list-style-type: none"> ✓ where can we expand/refine 	B Novelli	10/02		11/02		
	<ul style="list-style-type: none"> ◆ Identify model to be used in the District <ul style="list-style-type: none"> ✓ integrated curriculum with critical thinking activities ✓ cross curricular integrated events ✓ types of assessments 						

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE:

Basic Education will Include Critical Thinking and Higher Order Thinking skills in all Areas of the Curriculum

ACTION PLAN TITLE: Expand/Design critical thinking into the K-12 Curriculum and Assessment Program

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Revise curriculum <ul style="list-style-type: none"> ✓ review revisions to make sure articulated activities are included ✓ review assessments ♦ Develop draft curriculum <ul style="list-style-type: none"> ✓ pilot units/lessons ✓ revise 	B Novelli	11/02		1/03		
		B Novelli	11/02	Completed curriculum	1/03		

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE:

Basic Education will Include Critical Thinking and Higher Order Thinking skills in all Areas of the Curriculum

ACTION PLAN TITLE: Develop/revise assessments to measure student success in completing the critical thinking objectives

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Employ consultant and develop background information and skills base for assessment development <ul style="list-style-type: none"> ✓ Curriculum Task Group ♦ Identify appropriate critical thinking assessments that could be used to measure student success <ul style="list-style-type: none"> -- projects -- performances -- open end questions -- writing assignments -- debate ♦ Develop assessments that are part of the curriculum or unit of work <ul style="list-style-type: none"> ✓ evaluation rubric 	B Novelli	2/03		5/03	\$2,000.00	GATE
		B Novelli	2/03				
			3/03	Completed assessments	5/03		

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE:

Basic Education will Include Critical Thinking and Higher Order Thinking skills in all Areas of the Curriculum

ACTION PLAN TITLE: Enhance the instructional environment adapts to how students learn

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Meet and discuss the delivery of the differentiated staff development <ul style="list-style-type: none"> ✓ schedule if appropriate ♦ Offer a differentiated classroom training program which includes: <ul style="list-style-type: none"> -- classroom climates: ideas and strategies that can help teachers build a safe, nurturing learning community so vital for student success. - knowing the learner: learning-style theories, identifying multiple intelligences, and tools to help teachers identify students' learning styles and preferences. -- assessing the learner: suggestions and examples of effective pre-assessment tools, tools during and after the learning process, and ideas for grading. -- adjusting, compacting and grouping: examining the data and adjusting learning based on students' knowledge, skills, past experiences, preferences, and needs. Processes for grouping are explored. -- instructional strategies: best practices and pedagogy that make a difference in student achievement based on latest educational/brain research -- curriculum approaches: useful curriculum approaches for facilitating differentiated learning. ♦ Moving the control of the learning process to the student i.e., creating a self assessing learner 	<p>Staff Dev. Comm</p> <p>B Novelli</p>	<p>1/03</p>	<p>Differentiated training plan for District Staff</p>	<p>9/03</p>	<p>\$15,000</p> <p>\$5,000 Consultant</p>	<p>TBA</p> <p>GATE District</p>

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities

ACTION PLAN TITLE: Identify District Base Program offerings and support programs

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Establish a task group to define and identify what a comprehensive K-12 program is <ul style="list-style-type: none"> ✓ PGTA ✓ Parents ✓ Board Representative ✓ Administration ✓ Students ✓ Business community ✓ College UC/CSU 	P Perry	9/02	List of members	10/02		
	<ul style="list-style-type: none"> ♦ Gather background information for the group <ul style="list-style-type: none"> ✓ comparable programs from similar districts in California (API, SES, Size) ✓ Articles noting: <ul style="list-style-type: none"> -- course offerings -- class size -- support program -- size of school -- school configuration -- needs for students in the future -- equal access for all students * Honors classes 	P Perry	8-10/02	Information packet	10/02	\$400.00	
	<ul style="list-style-type: none"> ♦ Convene Task Group <ul style="list-style-type: none"> ✓ Review purpose of the group ✓ Establish ground rules ✓ Select chair ✓ Request additional information that may be needed 	P Perry	10/02				
	<ul style="list-style-type: none"> ♦ Validate/review scope of work <ul style="list-style-type: none"> ✓ develop timeline ✓ start with high school program 	P Perry	10/02				
	<ul style="list-style-type: none"> ♦ Report timeline and plan to the Board <p>NOTE: include as part of the review – Review of the midrange program and its rigor for students. How equal access to the comprehensive K-12 should/could occur?</p>	P Perry	10/02				

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities

ACTION PLAN TITLE: Identify suggested district basic course offerings and support programs

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Identify and list purposed course offerings in priority order and include rational for including each <ul style="list-style-type: none"> ✓ address rigor of program for midrange students and equal access for all students Access=schedule – add emphasis ve. Looking at other scheduling models, especially the Middle School (clumping of 504's etc.) <ul style="list-style-type: none"> ✓ review prerequisite qualification and enrollment procedures to allow all students equal opportunity to honor courses. ♦ Review special program that may be part of the comprehensive program <ul style="list-style-type: none"> ✓ PE ✓ Music ✓ Art ✓ GATE for all students ✓ Foreign Language ✓ Intervention services ✓ Vocational education ✓ AP Classes ✓ Home Arts ✓ Sports ✓ Technology ✓ Etc ♦ Identify and list special programs in priority order including rational for including each <ul style="list-style-type: none"> ✓ address midrange students and equal access for all students ♦ Present updates to Board of Education <ul style="list-style-type: none"> ✓ study session ♦ Based on Board action establish a timeline and budget for the phase in of suggested changes. Considered: <ul style="list-style-type: none"> ✓ Budget process ✓ school calendar for registration ✓ facility requirements ✓ staff training/credentials ✓ student awareness and sign up ✓ Board policy modification 	<p>Task Group</p> <p>Task Group</p> <p>Task Group</p> <p>P Perry Chair</p> <p>P Perry Admin Staff Chair</p>	<p>10/02</p> <p>Ongoing</p> <p>1/03</p>	<p>List of proposed course offerings</p> <p>List of special projects</p> <p>Report to Board including list of course offerings and special programs</p> <p>Timeline and budget</p>	<p>1/03</p> <p>1/03</p> <p>1/03</p> <p>2/03</p> <p>3/03</p>		

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities

ACTION PLAN TITLE: Review staff instructional background/credentials and expertise to deliver the suggested course offerings and special programs

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ♦ Based on information from the course offerings and special program findings <ul style="list-style-type: none"> ✓ review credentials ELD/CLAD ✓ survey staff as to ability to offer classes and program to students (examples) <ul style="list-style-type: none"> -- technology -- foreign language -- vocational ed -- etc ♦ As a result establish a training program which will assist staff teaching course/program ♦ Recruit and hire appropriate teachers to meet the course offering/special program needs. 	B Novelli C Saxon Staff Dev Committee	1/03	List of teachers and requirements needed	6/03		
		B Novelli	Ongoing	Training plan and classes offered	Ongoing		
		C Saxon					

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Establish a school environment, which is safe, clean and secure

ACTION PLAN TITLE: A complete student support service program will be offered to all students

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ▪ Establish task group to develop an outline noting the components of a Student Support Service Program: <ul style="list-style-type: none"> ✓ All school academic reps ✓ Coverage from each level ✓ Appropriate referral agencies ✓ Special Education ✓ (Others TBA) ▪ Secure research from Educational Research Service reg: <ul style="list-style-type: none"> ✓ Counseling ✓ Referrals ✓ Academic 	Gallo	10/02	Minutes of meetings	12/02		100.00
	<ul style="list-style-type: none"> ▪ Review research with task group and identify components for the program. 	Gallo	11/02	Research packets presented to task group	11/02		
	<ul style="list-style-type: none"> ▪ Identify changes in operation, which need to occur to align our current program with suggested program. <ul style="list-style-type: none"> ✓ Job duties ✓ Budget request ✓ Materials ✓ Staff training 	Gallo/Perry	11/02		12/02		
	<ul style="list-style-type: none"> ▪ Review and modify Bd. Policy & job descriptions where appropriate to establish Student Services Program 		1/03	Policies that were reviewed	1/03		
	<ul style="list-style-type: none"> ▪ Present plan to Superintendent & Board of Education <ul style="list-style-type: none"> ✓ Place appropriate requests in next year's budget 	Gallo	1/03	Board presentation			

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Establish a school environment, which is safe, clean and secure

ACTION PLAN TITLE: Students will attend a clean campus

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ▪ Using the FCMAT Report appropriate modifications will be made to improve our current Grounds, Maintenance and Custodial Services <ul style="list-style-type: none"> ✓ develop plan to implement modifications ▪ Schools will develop a Beautification Day program <ul style="list-style-type: none"> ✓ establish a student reward program for clean campuses. ▪ Create a yearly budget process that implements the facility maintenance program i.e., establish an account from David Avenue that links with Facility Report ▪ Develop a long term multi year plan to upgrade facilities <ul style="list-style-type: none"> ✓ using the consultant report for facility maintenance develop a timeline and budget ✓ develop appropriate budget from David Avenue 	<p>Maintenance Operation Supervisor/ Robin Blakley</p> <p>Principals</p> <p>Robin Blakley</p> <p>R Blakely</p>	<p>7/02</p> <p>9/02</p> <p>9/02</p> <p>9/02-12/02</p>	<p>Report developed into written goals for Custodians, Grounds, Maintenance along with:</p> <ul style="list-style-type: none"> ✓ Training schedule ✓ staff development, etc <p>Schedule of Beautification Days</p> <p>Budget process or program listing which link Facility Report to improvements</p>	<p>Ongoing</p>		<p>NA</p> <p>NA</p> <p>David Ave rents & differed maintenance funds</p>

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Establish a school environment which is safe, clean and secure

ACTION PLAN TITLE: Students on each campus will have a comprehensive Safe School Plan

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ▪ Request that each school develop/review and update a comprehensive Safe School Plan <ul style="list-style-type: none"> ✓ employ consultant to facilitate the process and supply resources ▪ Establish District task group with one representative from each school to work with consultant ▪ Develop draft plans <ul style="list-style-type: none"> ✓ use information from current plans then revise and edit into new plan ▪ Identify needs that must be in place for implementation of the plan i.e., material, staff development <ul style="list-style-type: none"> ✓ draft plan ▪ Develop timeline to field test various sections of the plan i.e., schedule walk throughs with PG Police 	P Perry	9/02		9/02		\$5000 Safe School Funds
		Consultant/ Principals		Bd. Item requesting consultant	9/02		
		Consultant/ Principal	10/02		12/02		
		Consultant/ Task Group	12/02	Draft plan	1/03		
		Consultant/ Principals	1/03	List of needs forwarded to Superintendent	2/03		
		K Terry		Completed walk throughs			

ACTION PLAN

SPECIFIC ACTION PLAN OBJECTIVE: Establish a professional development plan that will enable staff to implement the District Long Range Plan

ACTION PLAN TITLE: Identify ways to encourage all staff (certificated, classified and administration) attend

STEP NO.	ACTION PLAN	ASSIGNE D TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none"> ◆ Survey other districts to determine how they accomplish this objective. 	C Saxon	9/02	Survey results	10/02		
	<ul style="list-style-type: none"> ◆ Establish task group and conduct a brainstorming session to gather ideas that would get all appropriate staff to attend required staff development <ul style="list-style-type: none"> ✓ District certificated professional development committee i.e., PGRB, PAR ✓ CSEA Leadership 	Supt.	10/02	Brainstorm ideal list	11/02		
	<ul style="list-style-type: none"> ◆ If required, develop a proposal based upon recommendation for the Board of Education <ul style="list-style-type: none"> ✓ create new ideas for Board consideration 	Supt.	11/02	Proposal presented to the board	12/02		
	<ul style="list-style-type: none"> ◆ If agreement is reached, make appropriate revisions to district practices/policies regarding methods of payment i.e., policy, contract, schedules 	Supt.	TBA		TBA		
	<ul style="list-style-type: none"> ◆ Establish appropriate schedule and offer training 	B Novelli	TBA	Completed schedule	TBA	TBA	

SPECIFIC ACTION PLAN OBJECTIVE:

Publicize the Long Range Plan and increase public information regarding District Activities

ACTION PLAN TITLE: Review/publicize the Long Range Plan with Pacific Grove Community

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	DUE DATE	COST ESTIMATE	FUNDING SOURCE
	<ul style="list-style-type: none">♦ Schedule meetings with various school and community groups to review the Long Range Plan<ul style="list-style-type: none">✓ school faculty✓ PTA✓ School Site Council✓ community groups<ul style="list-style-type: none">-- chamber-- service clubs-- senior groups ♦ Place Long Range Plan on District Web Site	P Perry	9/02	List of presentations	11/02		
		B Cates	7/02	Long Range Plan on Web	8/02		

