

DOINGWHATWORKS



SAMPLE MATERIAL

School Implementation Plan

Young Scholars' Academy for Discovery and Exploration, New York

Topic: Turning Around Chronically Low-Performing Schools

Practice: Quick Wins

When preparing to open a new or restructured school it is vital to identify and implement the supports that will empower teachers and allow them to effect real change for students. Young Scholars' Academy for Discovery and Exploration (YSADE) used this Implementation Plan to assist in the process. The purpose of the Plan is to help school leaders determine the transactional structures (professional development, curriculum, teacher recruitment, family relations, operations/logistics, community outreach, etc.) that need to be in place in order to develop the school into an institution that transforms the lives of students and teachers. The planner allows the director to identify major categories of action and detail the underlying tasks, the person responsible, and the timeline for completion. Tasks should be assigned to those who can have the greatest impact in carrying them out. This may be administrators, teachers and staff, parents, or other community members.

This sample material includes the completed planner from YSADE (pages 1-6), which administrators can use as a model to determine key structures of support, followed by a blank template for schools to adapt and expand upon as they work through their own turnaround process.

IMPLEMENTATION PLAN – SEPTEMBER 08**SCHOOL:** Young Scholars' Academy for Discovery and Exploration**PROJECT DIRECTOR:** Danika LaCroix

The following is by no means a complete list of tasks that go into school implementation. It does not include many of the operational tasks, but does try to determine the transactional structures that will need to be in place to build an institution that transforms the lives of students and teachers. As you develop this plan, continue to reference the New School Operational Calendar and the New School Intensive Scope & Sequence.

MONTH	CATEGORY	TASK	Who will assist and support with this?	Time Frame End of June? July? August?
March/April	Teacher Recruitment	<ul style="list-style-type: none"> Continue work on interview guidelines, questions, and rubrics 	Danika	April 1 st
		<ul style="list-style-type: none"> Edit hiring criteria after the UFT reviews them. 	Danika, ES Director	As soon as I get edits
		<ul style="list-style-type: none"> Create a new recruitment brochure 	Danika, Webmaster	March 15 th
		<ul style="list-style-type: none"> Respond to all emails/letters from staff members at PS 304. 	Danika	On-going
		<ul style="list-style-type: none"> Create a recruitment plan for non-DOE 	Danika, Dave	April 15 th
		<ul style="list-style-type: none"> Meet with Dr. Castro at LIU to begin conversation about hiring graduate students 	Danika, Dr. Zinar Danika	March On-going
		<ul style="list-style-type: none"> Contact mentors/principal colleagues to "put word out" that I will be hiring 	Danika, Friends, Colleagues	On-going
		<ul style="list-style-type: none"> Spread word! 		April 1 st
		<ul style="list-style-type: none"> Update the school web site 	Webmaster	April 1 st
		<ul style="list-style-type: none"> Continue work on branding 	Webmaster	On-going
		<ul style="list-style-type: none"> Get information about upcoming Job Fairs and Informational Meetings 	NSI, Friends, Colleagues	April 1 st On-going
	Community Outreach	<ul style="list-style-type: none"> Identify community stakeholders and plan to meet with them 	Danika	April 15 th
		<ul style="list-style-type: none"> Attend community events, functions and meetings 	Danika	On-going
		<ul style="list-style-type: none"> Get more information about CBOs 	Danika, Community, Friends	On-going

	Outreach (Cont)	<ul style="list-style-type: none"> ▪ Begin conversations with local colleges/universities and businesses ▪ Create a NEW outreach brochure ▪ Schedule meetings with Elected Officials ▪ Schedule meetings with neighboring shelters ▪ Schedule meetings with faith based organization leaders 	Danika Danika Danika Danika	On-going March 5 th March 15 th
	Curriculum Development	<ul style="list-style-type: none"> ▪ Get information about what curriculum is currently being used at P.S. 304 ▪ Attend core curriculum showcase ▪ Include a tab in the staff handbook for expectations , non-negotiables and philosophy ▪ Get samples of intervention programs ▪ Meet with OIT to create a technology plan ▪ Set up meetings with content area departments and specialists ▪ Begin working on scheduling ▪ Survey staff for professional learning needs to help create a comprehensive summer PD plan ▪ Attend various Professional Development sessions offered by DOE and LSO ▪ Assessment and Evaluation practices (SQR focus) 	PS 304 staff, Danika Danika, Literacy and Math Coach Danika Danika, Literacy and Math Coach Danika, Julet (OIT) Danika, Danika Danika, LSO Support Danika Danika, LSO Support	March 26 th May 1 st March – April Mid April On-going May 1 st May 1 st On-going On-going
	Budget	<ul style="list-style-type: none"> ✓ Get information about number of classes and students YSADE will have in September (Register Projections) 	OSEPO, OPD, NSI, Rochel	DONE

	Space Planning	<ul style="list-style-type: none"> ▪ Instructional priorities and non-negotiables ▪ Create a Table of Organization including support staff which is aligned with YSADE vision 	Danika, Literacy and Math Coach Danika	ASAP MARCH 15 th
	Leadership	<ul style="list-style-type: none"> ▪ Set standing time to meet with other building principal/team building ▪ Begin conversations about how we will support each other ▪ Building walk through ▪ Schedule small school/neighboring school visits ▪ Attend workshop and meetings on the Accountability tools ▪ Complete a reflective practice ▪ Attend PD for administrators ▪ Schedule time to meet with my mentors ▪ Based on information from the Leadership Dimensions framework-identify what areas I will need support in. 	Danika, Fabayo Danika, Fabayo Danika, Fabayo, LSO, OPD Danika, NSI Colleagues Danika, LSO Danika Danika Danika, Rock, Young, LSO Support Danika	On-going Wednesday's On-going ASAP On-going On-going 3/15, 6/16 On-going On-going May 1 st
May/June	Teacher Recruitment	<ul style="list-style-type: none"> ▪ Respond to all emails/letters from staff members at PS 304 ▪ Spread word! ▪ Update the school web site ▪ Continue work on branding ▪ Get information about upcoming Job Fairs and Informational Meetings ▪ Attend panel discussion at LIU re: Hiring New Teachers ▪ Advertise teaching positions ▪ New college grads from local colleges and universities 	Danika Danika, Friends, Family, Colleagues Danika, Webmaster Jim Danika, NSI Danika, Dr. Castro, Dr. Zinar, Dean Walker (LIU, MEC, St. Joseph) Danika Danika	On-going On-going Weekly Complete April 1 st On-going

	Community Outreach	<ul style="list-style-type: none"> ▪ Keep community stakeholders abreast to what's happening with the planning via electronic newsletter 	Danika	On-going
		<ul style="list-style-type: none"> ▪ Continue to meet with community stakeholders, CBOs and other organizations that will partner with YSADE 	Danika, New hires	On-going
		<ul style="list-style-type: none"> ▪ Continue to attend community events and celebrations 	Danika	On-going
		<ul style="list-style-type: none"> ▪ Mail school brochure to local business and organizations 	Danika	On-going
	Curriculum Development	<ul style="list-style-type: none"> ▪ Finalize selection of curricular materials for all content areas and including Character Education Program 	Danika, Planning Team	May 1 st
		<ul style="list-style-type: none"> ▪ Revisit instructional priorities ▪ Meet with staff and parents to begin discussing curriculum choices 	Danika, Administrative Team Danika	On-going May 15 th
	Professional Development	<ul style="list-style-type: none"> ▪ Secure location for RETREAT 	Danika	May 1 st
		<ul style="list-style-type: none"> ▪ Have one-on-one meetings with teachers before the end of the year 	Danika	ASAP
		<ul style="list-style-type: none"> ▪ Post PD articles on website 	Webmaster	June 15 th
		<ul style="list-style-type: none"> ▪ Contract and secure staff developers 	Danika, Fabayo	May 15 th
		<ul style="list-style-type: none"> ▪ Create a survey to identify staff strengths and areas for learning 	Danika, NSI Colleagues	June 1 st
		<ul style="list-style-type: none"> ▪ Schedule summer PD and distribute information to teaching staff 	Danika, Fabayo	June 1 st
		<ul style="list-style-type: none"> ▪ Deliver the "PD Pitch" 	Danika	June 27 th
		<ul style="list-style-type: none"> ▪ Get more information on Critical Friends Groups 	Danika	On-going
		<ul style="list-style-type: none"> ▪ Create schedule that will support back to back PD one day a week 	Danika, New Hires	On-going
		<ul style="list-style-type: none"> ▪ Get more information about SBO for extended PD sessions 	Danika, Legal Department	Before July 31st

	Budget	<ul style="list-style-type: none"> Acquire 2008-09 budget Attend Galaxy and Open Hire trainings/workshop Meet with Liz to discuss budget Begin aligning vision with the budget 	Danika Danika Danika, Liz Danika	
	Space Planning	<ul style="list-style-type: none"> Continue meeting with other building principal/team building Continue conversations about how we will support each other Continue conversations about space utilization-common area 	Danika, Fabayo Danika, Fabayo Danika, Fabayo	
	Leadership	<ul style="list-style-type: none"> Identify long term goal for year one with benchmarks Continue visiting schools Attend PD sessions for Administrators Review and reflect on Reflective Practice Continue communicating with mentors/facilitators 	Danika, Planning Team, Admin Team Danika Danika Danika Danika	
	Student/Parent Relations	<ul style="list-style-type: none"> Set up meet and greet for families by grade level Set up community meetings for students Create calendar for public meetings Create Parent Handbook and Student Handbook—Discipline Code 	OPD, Superintendent Santiago, Danika Danika Danika, Planning Team	
July/August	Teacher Recruitment	<ul style="list-style-type: none"> Finalize hiring Continue efforts to fill vacancies 	Danika Danika, Planning Team	July 1 st Until ALL positions are filled

	Community Outreach	<ul style="list-style-type: none"> ▪ Meet and Greet for staff members ▪ Continue meeting with community stakeholders 	Danika, Planning Team Danika, Planning Team	Friday, June 27 th On-going
	Curriculum Development	<ul style="list-style-type: none"> ▪ Ensure that we have all material 	Planning Team, Danika	July 1 st
	Professional Development	<ul style="list-style-type: none"> ▪ Analyze data gathered from PD survey ▪ Location secure ▪ Staff developers secured ▪ PD Calendar distributed ▪ Create log to keep track of PD sessions teachers attend 	Danika, Planning Team, New Hires Danika Danika Danika Danika	July 1 st End of June July 1 st July 1 st July 1 st
	Space Planning	<ul style="list-style-type: none"> ▪ Finalize space utilization ▪ Common areas ▪ Continue standing meeting time 	Danika, Fabayo, LSO Danika, Fabayo, LSO Danika, Fabayo, LSO	July 15 th July 15 th On-going
	Leadership	<ul style="list-style-type: none"> ▪ Schedule vacation 	Danika, Troy	OPEN
	Student/Parent Relations	<ul style="list-style-type: none"> ▪ Schedule Student Orientation ▪ Schedule Parent Orientation ▪ Teachers must send home letter of introduction to students and families ▪ Principal letter to families 	Danika, Planning Team Danika, Planning Team Danika, All teachers Danika	1 st week of August 2 nd week of August 3 rd week of August 4 th week of August
	Operations/Logistics:	<ul style="list-style-type: none"> ▪ Develop a Staff Schedule ▪ Communicate with SSO Network Leader/Intermediary/CBO Partners ▪ Develop a Student Schedule ▪ Order Books/Materials/Furniture/Technology (Hardware & Software) ▪ Budgeting, Open Hire, Galaxy 	Danika Danika Danika, Planning Team Danika Danika, OIT Danika	August On-going August August August August

SCHOOL _____ PROJECT DIRECTOR: _____

Transactional structure	Who plans?	Priorities Specific work that gets done	What do you need from others?	Time Frame End of June? July? August?
Summer Professional Development				
Fall & Ongoing Professional Development				

Transactional structure	Who plans?	Priorities Specific work that gets done	What do you need from others?	Time Frame End of June? July? August?
Curriculum: <ul style="list-style-type: none"> ○ Create a framework that presents an approach to curriculum design and pedagogy ○ Create the first unit, including lesson plans ○ Long-term goals for first year including assessment practices ○ Assessment and procedures for evaluating students 				

Transactional structure	Who plans?	Priorities Specific work that gets done	What do you need from others?	Time Frame End of June? July? August?
Student/Parent Relations: <ul style="list-style-type: none"> ○ Create a student handbook: includes policy regarding school tone, dress code, discipline, etc. ○ Student Orientation ○ Parent/Family Orientation ○ Advisory Curriculum 				

Transactional structure	Who plans?	Priorities Specific work that gets done	What do you need from others?	Time Frame End of June? July? August?
Operations/Logistics: <ul style="list-style-type: none"> ○ Develop a Staff Schedule ○ Develop a Student Schedule ○ Order Books/Materials/Furniture/Technology ○ Communicate with SSO Network Leader/Intermediary/CBO Partners 				

Transactional structure	Who plans?	Priorities Specific work that gets done	What do you need from others?	Time Frame End of June? July? August?
Other: _____				