



**2007-2008
Administrative Priorities
Action Plans**

Priority 3: Procedural Literacy			
ACTION STEPS	ACCOUNTABILITY	TIMEFRAME	BUDGET
Objective A. Needs Assessment of Student Reading Levels			
1. Conduct a pre-test of first level student's reading levels using the Study Island Reading Preparation Program.	SISS/Reading	September 2007	\$3,500
Objective B. Cluster Leader and Administration Training			
1. Schedule a training of core group in Procedural Literacy	SISS/Reading Dr. Dan Perna	September 2007	\$1,200
2. Devise schedule on cluster meeting times and procedures.	SISS/Reading	October 2007	\$0
Objective C. Instructor Training			
1. Schedule a presentation of Procedural Literacy Program methods.	SISS/Reading Dr. Dan Perna Principal	January 18, 2008	\$1,200
2. Distribute Procedural Literacy Manuals to all twenty-three instructors and instructional aides.	SISS/Reading	August 2007	\$295
Objective D. Instructor Implementation of Procedural Literacy Methods			
1. Require instructors to develop and submit a minimum of one Procedural Literacy lesson plan per week.	SISS/ Reading Principal	Spring 2008	\$0
2. Schedule bi-weekly cluster meetings to allow instructors to share ideas and obtain feedback from each other.	SISS/Reading Principal	Spring 2008	\$0
Objective E. Monitoring of Instructor Progress			
1. Lesson plan review.	Principal	Spring 2008	\$0
2. Observation of lesson presentation. Schedule 2-3 week time period to observe each faculty meeting.	Principal	By mid-February 2008	\$0
3. Bi-weekly "group leader" meetings.	SISS/Reading		\$0



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Objective F. Reinforcement/Support of Instructors			
1. Individual observations and recommendations with instructors.	Dr. Dan Perna	Three day visit Spring 2008	\$3,600
2. Schedule bi-weekly cluster meetings to allow instructors to share ideas and obtain feedback from each other.	SISS/Reading	Spring 2008	\$0
Objective G. Reassessment of Student Reading Levels			
1. Conduct a post-test on reading levels using Study Island.	SISS/Reading	May 2008	\$0
Objective H. Program Evaluation			
1. Conduct in-house evaluation on program implementation.	SISS/Reading Dr. Dan Perna Principal	May 2008	\$0
2. Instructor debriefing (what worked, problems, future supports needed)	SISS/Reading Dr. Dan Perna Principal	May 20, 2008	\$1,200
Projected Cost			\$10,895