

Priority: Planning and Preparation for Teaching

Captain: H. Fred Walker

Team Champions: Joe Tarasovitch, Jeff Smith, Lesa Scalise, Sandy Carr, PLC Group Leaders

Measurable/Observable Product

Year 1 (19-20): Updated Scope & Sequence, POS and Scope & Sequence Crosswalk, Curriculum Map, Updated Syllabi, CATS alignment with Scope and Sequence (Incomplete items are moved to Objective A.)
Year 2 (20-21): Finish Year 1 Items (Objective A), Remote Learning Plan, Unit Plans for each course and Standards Based Grade Book
Year 3 (21-22): Central Repository for Course Materials and Emergency Files

Completion Date:

Year 1 (19-20): May 1, 2020
Year 2 (20-21): June 18, 2021
Year 3 (21-22): TBD

Action Steps	Responsible Party	Timeframe	Resources
Objective A. – Follow-up from Year 1 (19-20)			
1. Create posters of each Curriculum Map for display in Major area.	PLC Groups, GRA Student Project	9/30/20	Curriculum Map
2. Update CATS information with new scope and sequence courses and hours	SC	11/15/20	
Objective B. – Develop Remote Learning Plan			
1. Collect and analyze information from instructors related to remote learning issues encountered during Q4 2020	LS, JS, JT, SC	June, 2020	
2. Develop remote learning plan for start of 2020-2021 school year	LS, JS, JT, SC	Summer, 2020	
3. Create PLC Teams and designate leaders	LS, JS, JT, SC	Summer, 2020	
4. Develop scope of work for summer and in-service	L. Scalise/J. Smith	July, 2020	
5. Communicate plan and scope of work with PLC leaders and instructors	LS	July, 2020	
6. Complete in-service training	LS	August, 2020	
Objective C. – Set up standards in Infinite Campus			
1. Prepare Infinite Campus for standards-based grade book	J. Smith/P. Lasher	Summer, 2020	
2. Curriculum changes integrated into each grade book	S. Carr/P. Lasher	July, 2020	Curric Map & IC
3. Update gradebooks in Infinite Campus	Instructors/LS	Ongoing	

Objective C. – Curriculum Documents Copied to OneDrive

1. Office 365 accounts set up	J Smith	7/18/20	
2. Transfer instructional materials to OneDrive	Instructors	Ongoing	

Objective D. – MS Teams Classroom

1. Develop Training Plan for Instructors/Instructional Aides	L. Scalise/S. Carr/PLC Leaders	7/8/2020	
2. Conduct remote sessions with students in MS Teams	PLC Groups	8/24/20	
3. Create, assign, and grade work through MS Teams	PLC Groups	Ongoing	
4. Utilize various tools in MS Teams environment	PLC Groups	Ongoing	

Objective E. – Support Remote Learning/MS Teams

1. Meet with PLC groups to identify training needs	PLC Groups	9/2/2020	
2. Support remote learning needs through PLC groups	PLC Groups	Through Semester 1	
3. MS Team assignments integrated with Infinite Campus	J. Smith/Instructors	Ongoing	

Objective F. – Development of Unit Plans

1. Identify format for unit plans	PLC Leader/S. Carr	Spring/Summer 2020	
2. Investigate systems for CTE unit plans (Guides4Learning/CTE360)	S. Carr/PLC Leaders	Summer 2020	
3. Purchase CTE360 system for unit planning, student portfolio, online forms, etc.	S. Carr	September, 2020	CTE360
4. Training for CTE360 and system set-up	S. Carr/M. Foulkrod/ R. Eggleston/PLC Leaders	Quarter 1 & 2, 2020	CTE360
5. Development of Unit Plans for Q3 & Q4 curriculum	PLC Groups	Quarter 3 & 4, 2021	CTE360

6. Development of Unit Plans for Q1 & Q2 curriculum	PLC Groups	June, 2021/Fall, 2021	CTE360
Objective G. – Review and Planning for Year 3			
1. Review of MS Team utilization	JT/JS/LS/SC	Ongoing	
2. Collect Feedback from students, parents, instructors	SC/LS	May, 2021	Survey
3. Develop plan to make necessary adjustments	Instructional Team	June, 2021	
4. Develop Priority Action Plan for Year 3	Admin Team	June, 2021	

Notes:

Completed items are in green. Due to pandemic, the first half of the year will focus on utilizing MS Team features to enhance remote learning.