

**School & Contact Information**

Location #: 4151 School Name: Christa McAuliffe Charter Elementary Principal: Jacquelin Collins  
 Main Contact Name: Jacquelin Collins Main Contact Title: Principal Main Contact E-mail: Jacquelin.Collins@capecharterschools.or  
 Fiscal Contact Name: Penny Faulkner Fiscal Contact Title: Book Keeper Fiscal Contact E-mail: Penny.Faulkner@capecharterschools.or

**Needs Assessment**

Need Help? Click on this link: <http://grants.leeschools.net/pd/planhelp.htm>

1. Please enter the number of teachers of well rounded education at your school who are NOT in-field: 15

2. What data was considered during the creation of your professional development plan?  
*Multiple selections allowed.*  Teacher Certification Data  Inservice Records  Performance Appraisals  
 Professional Development Plans  Audit or Evaluation Reports  Faculty Surveys  
 Classroom Walk-through Data  Classroom-level Disaggregated Student Achievement Data

3. What was the school's grade from the A+ Accountability Plan for last year?  A  B  C  D  F  Not Applicable

4. Based on the review of teacher and student data, what professional development needs are most urgent?  
*The choices are ranked to indicate the preferred use of Title II-A federal funds. Multiple selections allowed.*  1. Support for Teachers not In-Field  5. Instructional Methods & Strategies  9. New Teacher Support  
 2. Differentiated Instruction  6. Assessments and Data Analysis  10. Quality Practices  
 3. Instructional Technology  7. Behavior Management  
 4. Curriculum / Subject Area Content  8. Parent Involvement Strategies

5. Identify up to 3-5 school wide focus areas/goals for professional development, describe the data analysis that lead to the choice of focus, and briefly outline your plan for improvement.

	Area of School Wide Focus/SIP Goal	Brief Description of Data Analysis and How Will You Measure Progress?	Brief Description of Plan for Improvement?	Alignment to Strategic Plan
X	Problem Based Learning	Principal will evaluate lesson plans for appropriate lessons	All grade levels will design one PBL learning project	Goal # 1 and Goal #3
X	Differentiating of curriculum	All grade levels will progress monitor in reading and math	grade levels will develop a systemic plan to address	Goal #1 and Goal #4
X	Prof. Develop - Use of Technology in the classroom	Observations of use in every classroom	System Wide Google Summit workshop	Goal #1, goal #7 and Goal #8
<b>Add row</b>				

# School Professional Development Plan for FY17: Assurances

This page *must* be signed by the principal and the *original signed version* sent to the Department of Grants & Program Development. The signed page may NOT be faxed.

## Criteria Checklist

Need Help? Click on this link: <http://grants.leeschools.net/pd/planhelp.htm>

	Criteria met?	Explanation for criteria <i>not</i> met (180 char. limit):
1. All available professional development funds have been accounted for in this plan.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. All professional development funds are being used for professional development.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. All activities listed identify a specific program or describe a specific activity.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
4. All Title II-A activities list an allowable activity code and core subject area.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
5. The selected training content is research based.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
6. All funded professional development activities align with the School Improvement Plan.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7. All funded activities are appropriate for the awarding of inservice points.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
8. There is a school-wide focus for professional development.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9. Professional development for all instructional staff is addressed.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10. Professional development is sustained & includes sufficient follow up for implementation.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
11. Less than 25% of the total professional development budget is allocated to conferences and/or individual professional development activities.	<input checked="" type="radio"/> Yes <input type="radio"/> No	

## Certification & Assurances

With my signature below, I hereby certify that:

- (1) all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project;
- (2) all activities described in this proposal are intended to promote challenging academic achievement standards; designed to improve student academic achievement; and are a part of an overall education reform strategy;
- (3) all activities described in this proposal are aligned with the school's current school improvement plan, and with other grant funds that may be available to the school;
- (4) all activities described in this proposal are based on scientific research, have been shown to be effective, or can be shown to be highly promising;
- (5) all materials and activities funded by this grant project will be secular, neutral, and non-ideological in nature;
- (6) I will provide timely information as may be necessary for the District to complete its annual evaluation of this project.
- (7) I will maintain accurate inventory and security procedures to protect equipment purchased with grant funds.
- (8) all pages of this document have been read and reviewed by me.

Principal: Jacquelin Collins

Signature \_\_\_\_\_

Date 2017-04-28 12:40:19

# School Professional Development Plan for FY17: Activities

1.  Yes  No All of the below activities are Evidence Based, have been shown to be effective, or can be shown to be highly promising and verification of this will be kept at the school for a period of 5 years.

## Professional Development

Need Help? Click on this link: <http://grants.teeschools.net/rd/planhelp.htm>

Please enter your FY17 Title II-A School Allocation Amount:  Title II-A Total Estimated Costs:  Amount remaining for activities:

1.  Yes  No All of the below activities meet the Title II-A requirements of being multi-day training activities. Verification of this, including sign-in sheets and agendas, will be kept at the school for a period of 5 years.

2.  Yes  No All of the below activities meet the Title II-A requirements of training only instructional staff (including paraprofessionals) or administrators. Note: Support staff may NOT be trained using Title II-A funds.

**Add Additional Activity (Title II-A 8759)**

	Activity Title and Number of Participants	Allowable Activity Code	SIP Goal	Strategic Plan Alignment	Subject Area	Primary Delivery Method	Primary Follow-up Method	Description of Follow-up Method	Primary Evaluation Method	Vendor	Estimated Cost	Funding Source
<input checked="" type="checkbox"/>	PBL	C-2 Inst Practices	Reading	Focus Area 1	Well Roun	Conference or External Wo	Structured mentoring	classroom observa	final performance evaluati	N/A	\$2,000	<input type="checkbox"/> Title 1 <input checked="" type="checkbox"/> Title II <input type="checkbox"/> SAI Other
<input checked="" type="checkbox"/>	Differentiated Instructio	C-3 Learning Styl	Math	Focus Area 1	Well Roun	School Workshop	Action research	bi-weekly conferer	FSA		\$2,000	<input type="checkbox"/> Title 1 <input checked="" type="checkbox"/> Title II <input type="checkbox"/> SAI Other
<input checked="" type="checkbox"/>	Technology in Classroom	C-1 Core/Standar	Reading	Focus Area 1	Well Roun	Conference or External Wo	Study group particip	lesson plan implem	individualized observation		\$4,357	<input type="checkbox"/> Title 1 <input checked="" type="checkbox"/> Title II <input type="checkbox"/> SAI Other

Title II-A Total Estimated Costs

## Materials/Resources

Need Help? Click on this link: <http://grants.teeschools.net/rd/planhelp.htm>

Other funding source Total Estimated Costs:

**Add Additional Activity (Other Funding Source)**

	Item	Allowable Activity Code	SIP Goal	Strategic Plan Alignment	Subject Area	Primary Delivery Method	Primary Follow-up Method	Description of Follow-up Method	Primary Evaluation Method	Vendor	Estimated Cost	Funding Source
<input checked="" type="checkbox"/>	N/A											<input type="checkbox"/> Title 1 <input type="checkbox"/> Title II <input type="checkbox"/> SAI Other

Other funding sources Total Estimated Costs:

## Personnel (Title I Only)

Need Help? Click on this link: <http://grants.teeschools.net/rd/planhelp.htm>

**Add Additional Activity (No Cost)**

	Position	SIP Goal	Strategic Plan Alignment	Subject Area	Unit Value <small>No unit value less than .5 do not "count heads;" list actual unit value for position</small>	New or Continuing	Name	Have Paid in Previous Year with Title I?	Estimated Cost
<input checked="" type="checkbox"/>	N/A							<input type="radio"/> Yes <input type="radio"/> No	

## Parent Involvement (Title I Only)

Need Help? Click on this link: <http://grants.teeschools.net/rd/planhelp.htm>

**Add Additional Activity (No Cost)**

	Position/Supply/Activity Title	SIP Goal	Strategic Plan Alignment	Purpose/Description	Estimated Cost
<input checked="" type="checkbox"/>	N/A				

## Title II-A (8759) Requested Budget Lines

Please enter the initial amounts you would like to allocate for each type of expense (e.g. stipends, subs, travel, etc...)

The goal is for your budget line total to equal your FY17 Allocation. As you enter amounts *Unbudgeted Funds*, at the bottom, will reflect how much is left to be allocated.

When your project plan is approved Title II-A funds will be moved to your location based on the budget information you provide below. Any moving of funds needed after the initial set-up is the responsibility of the bookkeeper.

**These lines are for initial budgeting purposes only & should not be updated if you submit plan revisions.**

Training Consultants 6400-531000	<input type="text" value="\$4,000"/>	\$4,000
Training Stipends 6400-531100	<input type="text" value="\$0"/>	\$0
Printing Services 6400-539000	<input type="text" value="\$0"/>	\$0
Training Supplies 6400-551000	<input type="text" value="\$0"/>	\$0
Out-of-County Travel 6400-533100	<input type="text" value="\$1,000"/>	\$1,000
Out-of-State Travel 6400-533200	<input type="text" value="\$1,000"/>	\$1,000
Registrations 6400-573200	<input type="text" value="\$1,357"/>	\$1,357
Substitutes 6400-575000	<input type="text" value="\$974"/>	\$974
Subs FICA/Medicare 6400-522000		\$14
Subs Workers Comp. 6400-524000		\$12
<b>Budget Line Total:</b>		<b>\$8,357</b>
<b>FY17 Title II-A Allocation:</b>		<b>\$8,357</b>
<b>Unbudgeted Funds:</b>		<b>\$0</b>

## Submitting your school professional development plan...

This plan must be submitted electronically. Once you have finished entering your information please:

1. Save a copy of the plan to your hard drive replacing XXXX with your location number.
2. Click the submit by e-mail button at the bottom of this page.

When your plan has been successfully submitted you will receive notification via e-mail. You can also check your Outlook sent mailbox for confirmation.

Your entire professional development plan will be reviewed by Curriculum and Staff Development. The Title II-A portion will also be reviewed by Grants and Program Development.

In the event that changes are requested you will receive an e-mail with instructions for making revisions. To submit your updated plan please follow steps one and two as described at the beginning of this section.

If you have any questions or technical difficulties please contact Sylvia Davis at (239) 337-8353 or at Sylviadd@leeschools.net

## Making changes to your activities...

If, as the school year progresses, your needs change, please feel free to update your project plan. Updates must be submitted electronically. Once you have finished entering your changes please:

1. Save a copy of the revised plan to your hard drive.
2. Click the submit by e-mail button at the bottom of this page.
3. Please note what sections you have changed in the submission e-mail.

Once your updates have been successfully submitted you will receive notification via e-mail.

Revisions will be reviewed by Curriculum and Staff Development and, if the changes to are Title II-A, by Grants and Program Development. You will receive an e-mail regarding the approval of the changes once the review process is complete.

If you have any technical difficulties please contact Sylvia Davis at 337-8358 or via e-mail: Sylviadd@leeschools.net

**Submit by E-mail**