

YEAR ONE PRIORITY

STRATEGY NUMBER: 4

PLAN NUMBER: 3

DATE: June 2002

VCS STRATEGY:

Design and implement an articulated curriculum to support our mission and objectives.

SPECIFIC RESULT:

Establish a new teacher mentor program.

#	ACTION STEPS	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Create a document that describes the responsibilities of mentor teachers.	Donna Harris	Fall 2001	ASAP	June 2002
2.	Create a document that outlines targeted competencies for new teachers who are involved in the mentoring program.	Donna Harris	Fall 2001	ASAP	June 2002
3.	Develop an application that lists qualification requirements for mentor teachers.	Donna Harris	Fall 2001	ASAP	June 2002
4.	Develop a system by which veteran teachers receive stipend compensation for time spent mentoring new teachers.	Donna Harris	Fall 2001	ASAP	June 2002 Proposed 2002-2003 Budget
5.	Create evaluation documents for use during the mentoring program by both mentors and new teachers.	Donna Harris	Fall 2001	ASAP	June 2002
6.	Set aside time in the mentoring program schedule during which new teachers and mentors can co-teach.	Donna Harris	Fall 2001	ASAP	Ongoing

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YEAR ONE PRIORITY

STRATEGY NUMBER: 4

PLAN NUMBER: 4

DATE: June 2002

VCS STRATEGY:

Design and implement an articulated curriculum to support our mission and objectives.

SPECIFIC RESULT:

Establish a training program for paraprofessionals (teacher aides).

#	ACTION STEPS	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Designate a representative to become familiar with, and be trained in, programs for paraprofessionals.	Kathy Keleshian	September 2001	ASAP	Fall 2002
2.	Determine school and staff needs for paraprofessionals.	Kathy Keleshian	September 2001	ASAP	January 2002; November 2002
3.	Develop a training plan for paraprofessional training.	Kathy Keleshian	August 2001	ASAP	November 2001
4.	Develop a training calendar and post resources available to paraprofessionals for professional growth.	Kathy Keleshian	September 2001	ASAP	Pending
5.	Secure funding for training paraprofessionals.	Kathy Keleshian	September 2001	ASAP	September 2001
6.	Provide stipends or other incentives for paraprofessionals to encourage professional growth training.	Kathy Keleshian	September 2001	ASAP	Pending
7.	Create a web site for paraprofessionals to include evaluations of courses taken by other VCS paraprofessionals with links to professional growth resources.	Kathy Keleshian	September 2001	ASAP	Pending
8.	Investigate career path incentives for paraprofessionals.	Kathy Keleshian	September 2001	ASAP	Ongoing
9.	Evaluate the effectiveness of the paraprofessional professional growth training annually to ensure return of investment.	Kathy Keleshian	September 2001	ASAP	November 2002

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YEAR ONE PRIORITY

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STRATEGY NUMBER: 4

PLAN NUMBER: 5

DATE: June 2002

VCS STRATEGY:

Design and put in place an articulated curriculum to support our mission and objectives.

SPECIFIC RESULT:

Develop a document that identifies the VCS K-12 standards and benchmarks as compared with California standards, one subject per year until complete.

#	ACTION STEPS	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Establish regular grade level meetings to develop the VCS standards and benchmark curriculum document.	Donna Harris	Fall 2001	ASAP	Fall 2001; Ongoing
2.	Obtain California standards and framework for the language arts.	Donna Harris	Fall 2000	ASAP	Fall 2001
3.	Examine California standards and framework for the language arts (composition, grammar, oral language, reading, spelling and vocabulary).	Donna Harris; Teachers	Fall 2000	ASAP	June 2002
4.	Compare current VCS curriculum to California standards and framework during staff development meetings.	Donna Harris; Teachers	Fall 2001	ASAP	June 2001
5.	Gather documents from other districts to examine format and layout for VCS document.	Donna Harris	Fall 2001	ASAP	Fall 2001; Ongoing
6.	Write VCS standards, incorporating information from comparisons to California standards and framework.	Donna Harris; Teachers	Fall 2001	ASAP	June 2002; November 2002
7.	Choose the subject area to be reviewed during the 2002-2003 school year.	Donna Harris	Fall 2001	ASAP	June 2002

YEAR TWO PRIORITY

STRATEGY NUMBER: 4

PLAN NUMBER: 6

DATE: March 2003

VCS STRATEGY:

Design and put in place an articulated curriculum to support our mission and objectives.

SPECIFIC RESULT:

Develop proficiency assessments aligned with VCS standards and benchmarks one subject per year until complete.

#	ACTION STEPS	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Assemble a team of teachers from each campus (elementary, junior high and high school) to serve on the proficiency assessment committee.	Donna Harris	Fall 2002	ASAP	Fall 2002; Ongoing
2.	Identify the subjects that require a proficiency assessment.	Donna Harris	Fall 2002	ASAP	Fall 2002
3.	Select teachers who have expertise in each of the subjects identified in step #2 of this action plan.	Donna Harris	Fall 2002	ASAP	In Process
4.	Develop an appropriate test using California standards as a guide.	Donna Harris	Fall 2002	ASAP	In Process
5.	Administer each test late in the spring semester.	Teachers	Spring 2003	ASAP	In Process
6.	Define a pass/fail standard for each relevant class.	Teacher committee	Fall 2002	ASAP	In Process
7.	Present results of proficiency exam, teacher recommendation and class grade at a year-end department/grade level meeting for a final promotion/recommendation. <ul style="list-style-type: none"> • *Accept step #7 with the stipulation that the results of the proficiency exam will determine the next level, not the next grade. 	Donna Harris; Teachers; Principals	June 2002	June 2003	In Process

YEAR ONE PRIORITY

STRATEGY NUMBER: 4

PLAN NUMBER: 7

DATE: June 2002

VCS STRATEGY:

Design and implement an articulated curriculum to support our mission and objectives.

SPECIFIC RESULT:

Establish systematic teacher training, enabling instructors to incorporate best practice strategies, such as integration of technology, multi-sensory teaching approaches, experiential learning methods and differentiated instruction, into the curriculum.

#	ACTION STEPS	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Designate a professional development team of teachers to become familiar with, and be trained in, the strategies of the above result.	Donna Harris	Fall 2001	ASAP	Fall 2001
2.	Evaluate current professional development opportunities and determine faculty needs that relate to the above result.	Donna Harris	Fall 2000	ASAP	Spring 2001; Ongoing
3.	Develop stipends or incentives for teachers that receive and/or provide training, and incorporate the strategies of the above specific result.	Donna Harris	Fall 2001	ASAP	Fall 2002
4.	Develop a professional staff development plan in coordination with the Director of Curriculum.	Donna Harris	Fall 2001	ASAP	Fall 2001
5.	Create an online calendar resource page and professional development web site.	Donna Harris; Jim Wiebe	Fall 2001	ASAP	Fall 2001; Ongoing
6.	Develop a long-term plan to establish teacher proficiencies.	Donna Harris	Fall 2001	ASAP	June 2001
7.	Evaluate the teacher-training program annually to ensure return on investment.	Donna Harris	Fall 2001	ASAP	June 2001; Ongoing