

ITEC 7410: Action/Evaluation Plan

Name: Jonathan Sabo

Semester: Spring 2019

Goal: Skilled Teachers <i>During the 2019-2020 school year, teachers will become proficient with and use at least one new technology tool in their classroom.</i>			
Evaluation Method: Lesson Plans Administrative Walkthroughs End of Year Summative Conferences Professional Learning Community notes		Success Indicator: At least 90% of the staff have successfully incorporated one new tool into their classroom and provide a summary of its effectiveness.	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Teachers will be given one professional learning day in order to become familiar with technology tools.	The professional learning day will be broken into 2 half days. One should be taken at the end of August and the other should be taken in October. Teachers are encouraged to collaborate with fellow department members.	Subs will cost \$34 for each half day that is taken. Funds will come from school professional learning budget.	Individual teachers Blended Learning team members eLearning Specialists
Blended Learning team will publish newsletters that discuss digital tools that are provided by the district. Teachers are expected to read these newsletters and reflect on possible ways of incorporating these tools into their classroom.	Newsletter will be published every Sunday throughout the year.	No cost, teachers will work during their planning time for creating the newsletter and the newsletter will be digital.	Individual teachers Blended Learning team members eLearning Specialists
Teachers will observe the implementation of technology tools in other classes. Teachers are expected to observe teachers from within and outside of their academic department.	Teachers are expected to conduct one observation every month. These observations will be debriefed during monthly professional learning community meetings.	No cost, teachers will conduct observations during their planning period. If a teacher would like to observe during a different period either a sub with a free period or a member of the leadership team will	Individual teachers Leadership team Department heads and Professional Learning Community

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		assist in covering their class	
<p>Goal: Instructional Change <i>During the 2019-2020 school year, teachers will use technology to incorporate research based best practices for increasing student engagement, deeper understanding of content, and transfer of knowledge.</i></p>			
<p>Evaluation Method: Lesson Plans Administrative Walkthroughs End of Year Summative Conferences Professional Learning Community notes EOC Test Data</p>		<p>Success Indicator: At least 70% of the staff have utilized research-based tools in their classrooms. Their classrooms have seen a positive impact from these tools.</p>	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
<p>Blended Learning team members will attend the GaETC conference in order to learn about latest trends and strategies for implementing technology</p>	<p>Conference will take place November 5 – 8, 2019.</p> <p>Blended learning team members will return from conference and discuss how to share information with the rest of the school</p>	<p>The current registration fee for each attendee is \$200.</p> <p>The Blended learning team represents each department and currently has 8 members including the media specialist who serves as the team leader.</p>	<p>Blended Learning team leader</p> <p>Blended learning team members from each department</p>
<p>Blended Learning team will publish newsletters that discuss digital tools that are provided by the district. Teachers are expected to read these newsletters and reflect on possible ways of incorporating these tools into their classroom.</p>	<p>Newsletter will be published every Sunday throughout the year.</p>	<p>No cost, teachers will work during their planning time for creating the newsletter and the newsletter will be digital.</p>	<p>Individual teachers</p> <p>Blended Learning team members</p> <p>eLearning Specialists</p>
<p>During professional learning community meetings teachers will share technology strategies that they have used and how</p>	<p>Professional learning community meetings will take place every month. Individual teachers will</p>	<p>No cost, teachers are expected to serve on professional learning community as a part of their classroom duties. If extra time is needed</p>	<p>Individual teachers</p> <p>Department Heads</p>

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those strategies have increased engagement, given students a deeper understanding and helped them transfer knowledge.	collaborate in between meetings.	an occasional sub on planning period may be used to cover a class.	
<p>Goal: Student Focused <i>During the 2019-2020 school year, teachers will use technology to promote a student centered learning environment by providing students with opportunities to choose how they will master material and choices of how they will demonstrate mastery.</i></p>			
<p>Evaluation Method: Lesson Plans Administrative Walkthroughs End of Year Summative Conferences LMS reports</p>		<p>Success Indicator: At least 70% of the staff have utilized technology to provide one student centered learning experience during their course.</p>	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
<p>Teachers will familiarize themselves with all features of the learning management system.</p> <p>The blended learning team will serve as a go to resource for any questions of how to use resources such as discussions, quizzes, or assignment features.</p>	<p>Learning management system professional development has been taking place for several years. It is necessary for all staff to have a basic understanding early in the school year. They will continue to build their toolbox throughout the year</p>	<p>No cost, teachers will familiarize themselves with LMS resources as a part of their planning time. If additional time is needed, classes can be covered by subs on planning periods or members of the leadership team.</p>	<p>Individual teachers Blended Learning team Leadership team.</p>
<p>The district will offer additional training sessions on advanced features of the learning management system. Teachers will have the opportunity to go to the Instructional Support Center and attend targeted workshops on specific tools.</p>	<p>Workshops will be offered biweekly. It is the responsibility of the teacher to check the professional learning calendar for upcoming workshops. The Blended Learning team leader will occasionally recommend workshops for individual teachers.</p>	<p>Subs will cost \$34 for a half-day workshop and \$68 for a full day. The county professional learning budget will be used to cover subs while teachers attend workshops.</p>	<p>Individual Teachers District Level eLearning Specialists Blended Learning team leader</p>
<p>District Level eLearning specialist</p>	<p>The eLearning specialist will come at</p>	<p>Professional communities may</p>	<p>Individual Teachers</p>

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<p>are available to come to the school and work with individual teachers or professional learning communities. The eLearning Specialist are able to provide specialized training based of the needs of each group of teachers.</p>	<p>least once every month. They are available to come more often upon request.</p>	<p>choose to use their half-day subs in order to maximize the time that they can have with the eLearning Specialist.</p> <p>The half-day sub will cost \$34 and funds will come from the school professional learning budget.</p>	<p>eLearning Specialist</p> <p>Blended Learning team leader</p>
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Goal: Diversity Considerations

During the 2019-2020 school year, teachers will learn about the needs of students who come from low SES and gender groups. Plans will be made for providing equal access, while at home.

<p>Evaluation Method: School climate survey from students and parents. Technology usage data EOC Test Data</p>		<p>Success Indicator: At least 70% of students who are low SES and from certain gender groups will see an increase in their EOC Test Data.</p>	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
<p>Teachers may use a variety of methods to determine the needs of students in their classroom. They may collect data through student surveys, parent surveys, or informal conversations. It is essential for parents and students to be honest so teachers can gather reliable information</p>	<p>All initial work should be done within the first 2 weeks of school. This task should also be ongoing as the needs of individual students may change.</p> <p>It is important for the teacher to be aware of warning signs that a student's needs may have changed.</p>	<p>No cost, the teacher is just gathering information through this strategy.</p>	<p>Individual teacher</p> <p>Students</p> <p>Parents</p>
<p>In order to ensure equitable access within the walls of the classroom and outside the walls when students go home, it is necessary for the school to provide</p>	<p>This needs to take place within the first couple of weeks of school. This option should remain available throughout the year in order to</p>	<p>At most individual students will need a Chromebook and access to the internet. Chromebooks will cost around \$200 each. Mobile hot spots for students without</p>	<p>Individual teachers</p> <p>Administration</p> <p>Medial Specialist</p> <p>Students</p>

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devices and access to the internet to all students in need of this support.	support the changing needs of students.	internet access at home. Initial cost of \$80 - \$160 per device and a monthly charge between \$10 and \$20. It may difficult to fit these items in the budget and the school may need to seek a grant to support this initiative.	Parents
Provide ongoing support to students who need support using technology resources. This is intended to eliminate the digital divide that exists due to students not knowing how to use technology. Students will be identified based on a pretest at the beginning of the year.	The media specialist will conduct training sessions for these students once a month during homeroom. If it is determined that a student needs additional support, they will be pulled during homeroom for additional one on one help.	No cost, This will take place as part of the homeroom bell schedule.	Individual teachers Students Media Specialist
<p>Goal: School Related <i>During the 2019-2020 school year, stakeholders will collaborate and create a shared vision for the use of technology. This vision will be shared with all necessary stakeholders.</i></p>			
<p>Evaluation Method: LMS Data Professional Learning Community notes Administrative Walkthroughs Teacher Surveys</p>		<p>Success Indicator: At least 90% of staff members will express confidence in their understanding of the shared vision.</p>	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Meetings will take place between Administration, Blended Learning Team, Community	These meetings will take place monthly throughout the year in order to create a vision	Teachers may occasionally need a half-day sub in order to participate in these	Administration Blended Learning Team (Teachers)

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<p>Members, Students, and Parents.</p> <p>In these meetings, a shared vision for the use of technology will be created.</p>	<p>that will work for all stakeholders involved.</p>	<p>meetings. The cost of the sub is \$34.</p>	<p>Community Members</p> <p>Students</p> <p>Parents</p>
<p>When final product is created, it will be communicated to all essential stakeholders.</p> <p>Teachers will receive information from the blended learning team member in their professional learning community.</p> <p>Students will receive information from their teachers.</p> <p>Parents will receive information through flyers sent home, e-mail, social media, or school website.</p> <p>Community members will receive information through e-mail, social media, or school website.</p>	<p>After a shared vision is finalized, all stakeholders should receive information about the vision within one month.</p>	<p>No cost, All of these methods of communication are free.</p>	<p>Administration</p> <p>Blended Learning Team (Teachers)</p> <p>Community Members</p> <p>Students</p> <p>Parents</p>
<p>Ongoing feedback will be collected from ALL stakeholders after details about the plan are released.</p> <p>The team of stakeholders who originally created the vision will revisit and revise the plan in order</p>	<p>Stakeholders will continue to meet monthly in order to revise the plan until it is perfected.</p> <p>After all stakeholders are satisfied with the plan, team members will meet once each semester to discuss</p>	<p>Teachers may occasionally need a half-day sub in order to participate in these meetings. The cost of the sub is \$34.</p>	<p>Administration</p> <p>Blended Learning Team (Teachers)</p> <p>Community Members</p> <p>Students</p> <p>Parents</p>

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to ensure that it fits the needs of the community.	changing trends and how the plan should be adapted to fit those trends.		
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