

**School & Contact Information**

Location #: 0741 School Name: Three Oaks Elementary Principal: Jody Moorhead  
 Main Contact Name: Tami LeMaster Main Contact Title: Assistant Principal Main Contact E-mail: tamiml@leeschools.net  
 Fiscal Contact Name: Lori Reichart Fiscal Contact Title: Bookkeeper Fiscal Contact E-mail: loriare@leeschools.net

**Needs Assessment**

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

1. Please enter the number of teachers of core academic subjects at your school who are NOT highly qualified: 00

2. What data was considered during the creation of your professional development plan?  
*Multiple selections allowed.*

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Teacher Certification Data                | <input checked="" type="checkbox"/> Inservice Records                           | <input type="checkbox"/> Performance Appraisals |
| <input checked="" type="checkbox"/> Professional Development Plans | <input type="checkbox"/> Audit or Evaluation Reports                            | <input type="checkbox"/> Faculty Surveys        |
| <input checked="" type="checkbox"/> Classroom Walk-through Data    | <input type="checkbox"/> Classroom-level Disaggregated Student Achievement Data |   |

3. Did your school make adequate yearly progress last year?  Yes  Yes (Provisionally)  No  Not Applicable

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

5. 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.*

|   |   |  |
|---|---|--|
| <input type="checkbox"/> 1. Support for non-Highly Qualified Teachers | <input checked="" type="checkbox"/> 5. Instructional Methods & Strategies | <input checked="" type="checkbox"/> 9. New Teacher Support |
| <input checked="" type="checkbox"/> 2. Differentiated Instruction     | <input type="checkbox"/> 6. Assessments and Data Analysis                 | <input type="checkbox"/> 10. Quality Practices             |
| <input type="checkbox"/> 3. Instructional Technology                  | <input checked="" type="checkbox"/> 7. Behavior Management                |  |
| <input type="checkbox"/> 4. Curriculum / Subject Area Content         | <input type="checkbox"/> 8. Parent Involvement Strategies                 |  |

6. Identify up to 3 school wide focus areas 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    | Brief Description of Data Analysis   | Brief Description of Plan for Improvement   |
|------------------------------|--|---|
| X Kagan Cooperative Learning | Kagan Cooperative Learning is the foundation of Three Oaks Elementary. Engaging students in the lesson is a priority for increasing student achievement. Our goal is to have a Kagan Coach come to TOE for 2 days. The coach will observe structures and give teachers immediate feedback. | The Kagan Coach will have a schedule to visit all classrooms to watch a structure of their choice. Immediately following the structure, the coach will give feedback. Each teacher will have the opportunity to work with the coach one-on-one; this will enhance teacher skills, and as result enhance student engagement. |

**Add Row**

# School Professional Development Plan for FY16: Assurances

Location 0741

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 & Title II-A funds are being used for professional development.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 3. All my non-highly qualified teachers have a plan to become HQ on file.   | <input type="radio"/> Yes <input type="radio"/> No            | <input checked="" type="radio"/> N/A: All my teachers of core subjects are HQ |
| 4. All activities listed identify a specific program or describe a specific activity.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 5. All Title II-A activities list an allowable activity code and core subject area.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 6. The selected training content is research based.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 7. All funded professional development activities align with the School Improvement Plan.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 8. All funded activities are appropriate for the awarding of inservice points.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 9. There is a school-wide focus for professional development.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 10. Professional development for all instructional staff is addressed.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 11. Professional development is sustained & includes sufficient follow up for implementation.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |   |
| 12. 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 |   |

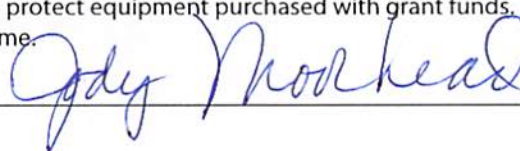
## Certification & Assurances

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: Jody Moorhead

Signature



Date 2016-02-08 10:15:22



## Title II-A (8659) 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 FY16 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="\$4,899"/> | \$4,899 |
| Training Stipends 6400-531100      | <input type="text"/>                 |         |
| Printing Services 6400-539000      | <input type="text"/>                 |         |
| Training Supplies 6400-551000      | <input type="text"/>                 |         |
| Out-of-County Travel 6400-533100   | <input type="text"/>                 |         |
| Out-of-State Travel 6400-533200    | <input type="text"/>                 |         |
| Registrations 6400-573200          | <input type="text"/>                 |         |
| Substitutes 6400-575000            | <input type="text"/>                 |         |
| Subs FICA/Medicare 6400-522000     |                                      | \$0     |
| Subs Workers Comp. 6400-524000     |                                      | \$0     |
| <b>Budget Line Total:</b>          |                                      | \$4,899 |
| <b>FY16 Title II-A Allocation:</b> |                                      | \$4,899 |
| <b>Unbudgeted Funds:</b>           |                                      | \$0     |

## 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**

Should you have any questions about this plan please check our FAQ at <http://grants.leeschools.net/pd/planhelp.htm>. If you still have questions please contact Sylvia Davis at 337-8358.