

# DRAFT

## JEFFERSON HOUSTON ELEMENTARY SCHOOL

### Tentative Action plan for Implementation of IB-PYP and K-8 Model

Timeframe	Description of Task	Notes	Next Steps	Person Responsible
Spring and Fall 2008	Attended presentation from PYP Coordinator, conducted visit of IB-PYP school in Arlington, attended an IBO Mid-Atlantic Regional Coalition Orientation Workshop, submitted a Schools Interested Form		Actively expressed interest in pursuing IB-PYP as an exemplary program for Jefferson Houston Elementary School.	School based administration, Kris Clark
Ongoing during 2008-2009 School Year. <i>IB-PYP Exploration Phase</i>	Held monthly parent/community meetings, and faculty meetings to build staff and community support as required by IBO	Scheduled meetings were held monthly from November 2008 to May 2009. Many of the parent meetings were poorly attended and largely included the same parents. Principal presentations were provided at monthly PTA meetings. Specific	Provide additional informational meetings with community, possibly at the community recreation center, and local churches; invite John Cafagna, principal of Bret Harte Elementary School to speak to staff and parents; schedule a	School based administrators, Kris Clark

# DRAFT

		planning and discussion took place with leadership team in addition to IB-PYP updates to staff during monthly faculty meetings. Initial staff interest surveys were distributed.	teleconference with staff members from Bret Harte Elementary School.	
	Conduct feasibility study, explore strategic planning, identify resource needs	Provide professional development for staff, build professional library, work closely with stakeholders to create strategic plan and identify resource needs	Collaborate with principal from Mount Vernon Elementary School and Kris Clark	School based administrators
April 2009	Held faculty meeting to discuss K-8 model	Discussion included updates on superintendent's action plan for implementing the division strategic plan.	Continue to provide staff with opportunities to research, reflect and participate in K-8/IB-PYP implementation and decision-making progress.	School based administrators
	Held community meeting with parents to discuss K-8 model	Approximately 35 parents in attendance, phone calls were made to the parents of students in grades K-5 to personally invite them to attend the meeting.	Provide additional informational meetings with community, possibly at the community recreation center, and local churches; invite John Cafagna, principal of	School based administrators, and Kris Clark

# DRAFT

			Bret Harte Elementary School to speak to staff and parents; schedule a teleconference with staff members from Bret Harte Elementary School.	
May 2009	Establish School wide K-8 Committee	Committee comprised of administration, primary and intermediate grade level teachers, special education teacher, literacy coach, science specialist and librarian. PTA parent will be invited to join the committee. Subsequent meeting dates have been scheduled for the remainder of the school year.	Invite parent participation on committee, assign tasks to members, have members communicate with staff all issues and progress via faculty meetings, email, blackboard,etc.	Committee members
	Conduct School Visits	Plan trips to schools who have successfully implemented the K-8 model, anticipated visits include schools in Baltimore and Philadelphia, immediate visits to schools in Fairfax County that serve as K-6 models. Establish partnerships with schools	Schedule visits by the end of the month	School based administrators, and Committee members

# DRAFT

June –July 2009		in neighboring districts that are currently exploring and implementing PYP, Anticipated visits include 8 elementary schools in Prince Williams County.		
	Explore curriculum mapping/unit planners grades 6-8— offering IB-MYP	Join division-wide Middle school curriculum planning committee, and provide 5th grade teachers with current 6th grade curriculum.	Order 6th grade textbooks, supplementary math and reading materials, leveled books, content specific non-fiction, etc.	School based administrators, Literacy Coach, Librarian, Register
	Interview and hire two upper intermediate teachers with an interest in looping, thematic unit writing, departmentalization, and IB focus.	The goal is to create a collaborative and flexible team of 5th and 6th grade teachers that will plan and deliver instruction that will provide individual support to all learners with an emphasis on flexible grouping, interdisciplinary units of study, departmentalization, etc.	Begin interviewing new candidates, determine internal placement for next year.	School based administrators, Human Resources, Kris Clark
	Develop facility plans for supporting the addition of 6th-8th grade students	Immediate plans include consolidation intermediate grade levels to provide additional space. Questions to be	K-8 planning committee meets with Mark Krause and Kris Clark to plan facility support for expansion of K-8.	School based administrators, Mark Krause and Kris Clark

# DRAFT

		answered include lockers, reconfiguration of bathrooms.		
	Review rising 6th grade course selections to build academic programming for 2009-2010 school year.	6th graders only choose band, orchestra and chorus as a preferred elective.	Meet with music instructors to determine how best to meet the course selection requests.	Gary Thomas, JH Music Department, school based administrators
	Build master schedule to support departmentalization at grades 5 and 6	Master schedule will allow for teachers to provide cross grade level support.	Establish a scheduling team to create master schedule with consultant Mike Rettig.	School based administrators
Summer of 2009	Provide a professional development opportunity to develop PYP/MYP units, partner with GMU to explore IBO teacher certification and training programs.	5th and 6th grade teachers would use this time to collaboratively review student data, form instructional and flexible groups for deliver of instruction, and plan multi-disciplinary units of study. Additional support will include assistance from IBO consultant, IB coordinator, literacy and math coaches and division-level curriculum specialists.	Schedule summer planning times, secure stipend funds, and collect resources. Special note to Dr. Grymes to place JH summer school teachers at their home school to facilitate afternoon professional development sessions.	School based administrators
	Purchase IBO Publications, begin vertical teaming and development of units.	Continue to develop IB-PYP units	Schedule summer planning times, secure stipend funds, and collect resources.	School based administrators

# DRAFT

	creation of strategic plan, continue curriculum development		Special note to Dr. Grymes to place JH summer school teachers at their home school to facilitate afternoon professional development sessions	
Fall 2009	Submit Part A of application, appoint PYP Coordinator, continue professional development	Officially move towards to the implementation phase by submitting part A of the PYP Application. New dates for submission of application have not been posted on the website, tentatively scheduled in the Fall. Teachers will continue to receive professional development while developing units of inquiry. A PYP coordinator will be appointed.		
Fall 2009	Create plan with Gregory Jones, Curriculum Specialist for World Languages to select Global Language	Continue researching and reviewing trends in global education and collaborating with curriculum specialist to select world language	Determine staffing and language acquisition and integration into program.	School based administrators
Spring 2010 <i>Consideration Phase</i>	Submit Part B of Application, continue professional development			