

2013-2016 New York State Dissemination Program Joint Work Plan Template
July 1, 2013 –July 31, 2014

List the goals of your dissemination project:

1.	P.S.270 students in grades K-2 will improve their academic performance in English Language Arts (ELA). One year's worth of progress will be measured annually in student ELA skills by STEP (Strategic Teaching and Evaluation of Progress) assessment.
2.	P.S. 270 teachers will improve their data based decision making skills and improve the quality of their instruction. As a result, P.S. 270 students' ELA proficiency will improve and individual students will show growth in targeted areas.
3.	Targeted P.S. 270 teachers will become experts in conducting STEP and deliver turn-key training for their colleagues beginning six months after grant start date.
4.	Community Partnership Charter School (CPCS) will successfully share STEP expertise with P.S. 270 and disseminate expertise across the education community. Annually, CPCS, will issue a dissemination report, organize and host a conference and maintain a website to disseminate best practices knowledge and expertise to the education community.

The information in this work plan template should reflect the agreed-upon actions and activities of both grant partners. All activities must be directly aligned to the project goals listed above.

Activities to be Completed <i>These activities should be directly connected to the implementation of the best practice listed to the right.</i>	Pertaining Disseminated Best Practice <i>This information should be pulled directly from your application.</i>	Expected Date of Completion	Location of Activity	Lead(s) Responsible for Implementation of Activity	Evaluation Evidence <i>Identify the evidence that will be collected and analyzed to demonstrate activity completion and impact of the activity toward project goals.</i>
A Project Manager will be hired to manage the dissemination grant.	STEP	August 2014	Beginning with Children Foundation; CPCS	Natalie Bledman	<u>Evidence:</u> Signed agreement <u>Impact:</u> Supports deadline completion – NYSED and internal –throughout the funding year.
STEP assessment windows will be confirmed with principals of both schools. The same assessment windows will allow for shared resources and resource sharing.	STEP	August 2014 Testing Windows: October 27 – November 7, 2014; February 2 – 13, 2015; May 18 – 29, 2015	PS 270 CPCS	Adjowah Scott; Sylvia Wallace-Anderson	<u>Evidence:</u> School assessment calendar <u>Impact:</u> Simultaneous assessments allow for sharing of resources and best practices before, during and after each testing window.

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STEP materials will be inventoried and any necessary orders will be placed to administer assessments.	STEP	September 23, 2014	PS 270 CPCS	Anna Sathe; Sylvia Wallace-Anderson	<u>Evidence:</u> Order confirmation and packing slip <u>Impact:</u> Teachers have the materials they need to conduct STEP assessments
An evaluator will be selected to ensure of fidelity of the terms of the grant contract.	STEP	October 2014	Beginning with Children Foundation; CPCS	Natalie Bledman; Adjowah Scott	<u>Evidence:</u> Signed agreement <u>Impact:</u> Findings will be shared after two on-site visits and following each assessment cycle. Literacy Consultant, administrators and teacher leaders will utilize report to improve practice.
Literacy Consultant will be hired and assigned to 30 on-site days during SY14-15. He/she will mentor teacher leaders and provide administrators with feedback to increase student achievement.	STEP	Hire Date: October 2, 2014 On-Site Dates: October 15, 16, 22, 23, 27 and 30; November 12, 13, 19, 20; December 11; January 14, 15, 21, 22; February 11, 12, 25, 26; March 18, 19, 25, 26; May 6, 7, 27, 28; June 2, 3	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott; Anna Sathe	<u>Evidence:</u> Candidate spreadsheet and resumes; hiring committee notes; Literacy Consultant Agreement <u>Impact:</u> Literacy expert will work with teacher leaders to lead professional development throughout the academic year to model best practices, provide feedback and support data analysis.
STEP consultants nine on-site dates will be determined.	STEP	October 9, 2014 On-Site Dates: November 18, 19; January 7, 8; March 25, 25; May 13, 14; June 30	PS 270 CPCS	Cara Farber; Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott	<u>Evidence:</u> Calendar of dates <u>Impact:</u> Cara Farber will lead professional development throughout the academic year to model best practices, provide feedback and support data analysis.

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All student roster information will be uploaded to the Data Management Tool.	STEP	October 27, 2014 February 2, 2015 May 18, 2015	PS 270 CPCS	Anna Sathe; Sylvia Wallace-Anderson	<u>Evidence:</u> STEP Data Management Tool <u>Impact:</u> Teachers will access accurate data reports to create meaningful small group instruction.
Teacher leaders' responsibilities will be identified and the position will be posted for staff selection.	STEP	October 2014	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott	<u>Evidence:</u> Job description <u>Impact:</u> Teacher leaders will support co-planning lessons, model lessons and provide feedback in order to improve instructional practices throughout the building.
Offer letters will be issued for teacher leaders.	STEP	October 2014	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott	<u>Evidence:</u> Signed offer letters <u>Impact:</u> With clearly outlined responsibilities, teacher leaders will be held accountable in order to drive student achievement.
Materials orders will be placed to coincide with assessment cycles.	STEP	October 20, 2014 January 26, 2015 May 11, 2015	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson	<u>Evidence:</u> Purchase orders and packing slips <u>Impact:</u> Teachers have what they need to administer assessments.
Substitute planning will be arranged to allow for staff attendance in professional development sessions.	STEP	November 2014 – May 2015	PS 270 CPCS	Adjowah Scott; Sylvia Wallace-Anderson	<u>Evidence:</u> Coverage plans <u>Impact:</u> CPCS teachers and teacher leaders will be able to attend STEP and Literacy Consultant professional development sessions.

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All STEP data entered for each assessment cycle.	STEP	November 7, 2014 February 13, 2015 May 29, 2015	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott	<u>Evidence:</u> STEP Data Management Tool <u>Impact:</u> All instructional team members, literacy consultant, STEP consultant and administration will be able to analyze data in a timely way to impact student achievement.
STEP data analysis presented to school leaders.	STEP	November 13, 2014 February 26, 2015 June 30, 2015	PS 270 CPCS	Kanika Mobley	<u>Evidence:</u> Analysis Presentation <u>Impact:</u> All instructional team members, literacy consultant, STEP consultant and administration will be able to analyze data in a timely way to impact student achievement.
Draft tentative Dissemination Conference schedule. Issue press release for invited guests.	STEP	December 2014	PS 270 CPCS	Jamie Truman; Sylvia Wallace-Anderson; Adjowah Scott	<u>Evidence:</u> Draft schedule and press release <u>Impact:</u> Ensure strong turnout for conference to celebrate achievements and rally around shared event.
Dissemination website updates will be made.	STEP	November 2014 December 2014 February 2015 May 2015 June 2015	PS 270 CPCS	Jamie Truman	<u>Postings:</u> November – Pictures, staff bios and Round 1 data analysis December – Press Release February – Round 2 data analysis May – Conference Details June – Conference best practices

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Teacher leaders co-planning dates will be set.	STEP	November 2014	PS 270 CPCS	Kanika Mobley; Teacher Leaders	<u>Evidence:</u> Calendar and co-planning sheets <u>Impact:</u> Teacher leaders will regularly co-plan to ensure that best practices are shared between schools.
Evaluator, Metis, conducts fall site visit.	STEP	November 2014	PS 270 CPCS	Jamie Truman; Metis Associates	<u>Evidence:</u> Site visit report <u>Impact:</u> Literacy Consultant, administrators and teacher leaders will utilize report to improve practice.
Evaluator, Metis, conducts spring site visit.	STEP	March 2015	PS 270 CPCS	Jamie Truman; Metis Associates	<u>Evidence:</u> Site visit report <u>Impact:</u> Literacy Consultant, administrators and teacher leaders will utilize report to improve practice.
Evaluator, Metis, provides three rounds of assessment analysis.	STEP	December 2014, February 2015, June 2015	PS 270 CPCS	Jamie Truman; Metis Associates	<u>Evidence:</u> Analysis reports <u>Impact:</u> Literacy Consultant, administrators and teacher leaders will utilize report to improve practice.
STEP folder review will be conducted to ensure the fidelity of the assessments and increase the value of the data collected.	STEP	November 2014, February 2015, May 2015	PS 270 CPCS	Kanika Mobley; Adjowah Scott; Sylvia Wallace-Anderson	<u>Evidence:</u> Folder review tracking documents <u>Impact:</u> Through this process, we can ensure that all assessments are being conducted in a standardized way. Therefore, the data the assessments collect will be valid.

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Consultation and Collaboration Documentation Form

Project Leads who sign the form under their name/title are affirming that appropriate consultation and collaboration has occurred and that the work plan provided is agreed upon by both parties.

Charter School Project Lead	Date	Contact Information
	10/30/14	Community Partnership Charter School 241 Emerson Place Brooklyn, NY 11205 (718) 399-3824 (718) 399-2149 (fax)
Signature (in blue ink)		
<i>Adriana X. Scott</i>		
Type or print name		
District School Project Lead	Date	Contact Information
	10/30/14	Johann DeKalb School PS270 241 Emerson Place Brooklyn, NY 11205 718 622-2443 718-622-3370 fax
Signature (in blue ink)		
<i>Sylvia W. Anderson</i>		

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Type or print name

Sylvia U. Wallace - Anderson