

2013-2016 New York State Dissemination Program Joint Work Plan Contract Template July 1, 2015 –July 31, 2016

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 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 Coordinator will be hired to manage the dissemination grant.	STEP	August 2015	Beginning with Children Foundation; CPCS	Jubilee Mosley	<u>Evidence:</u> Signed agreement Impact: Supports deadline completion – NYSED and internal –throughout the funding year.

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Finalize agreement with Metis for evaluation services and STEP for support services.	STEP	September 2015	C/CS	J. Truman, J. Mosley; S. Wallace-Anderson	<u>Evidence:</u> Signed agreement <u>Impact:</u> Metis' evaluation will provide us with the information needed to ensure we are working toward achievement of the grant goals and can adjust course, as needed. STEP's services will provide the professional development P.S. 270 teachers need to improve their data-based decision making skills while becoming experts at administering this tool.
Drafting of November and January Professional Development Schedule including session topics and objectives, staff attending each session and substitute coverage (as needed).	STEP	November visit: September 2015 January visit: December 2015	P.S. 270	J. Truman; C. Farber; S. Wallace-Anderson	<u>Evidence:</u> PD Schedule <u>Impact:</u> By drafting the schedule well in advance of the visit, we can ensure that we are maximizing the day and putting the supports and resources in place to ensure all staff can participate fully in targeted professional development. The content of these sessions are integral in our work to "improve [P.S. 270 teachers'] data based decision making skills and improve the quality of their instruction" while ensuring they become experts in STEP

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STEP assessment windows will be confirmed with principals of both schools. Overlapping assessment windows will allow for shared resources and resource sharing.	STEP	August 2015 P.S. 270 Testing Windows: Baseline: Sept 9 – 30 Round 1: Nov 2 – 20 Round 2: Jan 25 – Feb 12 Round 3: May 9 – 27	P.S. 270 CPCS	J. Mosley, S. Wallace-Anderson	administration. <u>Evidence:</u> School assessment calendar Impact: Simultaneous assessments allow for sharing of resources and best practices before, during and after each testing window.
		CPCS Testing Windows: Baseline (K Only): Sept 28 – 30 Round 1: Oct 26 – Nov 6 Round 2: Feb 2 – 12 Round 3: May 16 - 26			
All P.S. 270 student roster information will be uploaded to the Data Management Tool.	STEP	November 1, 2015	P.S. 270 CPCS	S. Wallace-Anderson	<u>Evidence:</u> STEP Data Management Tool Impact: Teachers will access accurate data reports to create meaningful small group instruction.
All P.S. 270 STEP data entered for each assessment cycle. Project Coordinator will send	STEP	September 30, 2015 November 20, 2015 February 12, 2016	P.S. 270 CPCS	S. Wallace-Anderson; J. Truman	<u>Evidence:</u> STEP Data Management Tool

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data to Metis for analysis.		May 27, 2016			<u>Impact:</u> All instructional team members and administration will be able to analyze data and modify student groups in a timely way to drive student achievement.
Dissemination website updates will be made.	STEP	September 2015 December 2014 February 2015 May 2015 June 2015	P.S. 270 CPCS	J. Truman	<u>Postings:</u> September 2015 – Joint Work Plan November 2015 – PD Day Schedule January 2016 –Interim Report and PD Day Schedule February 2016 – Posting of highlights from Interschool Visitations June 2016 – Posting of End of Year Report
Design and implementation of inter-school visitation schedule/protocol.	STEP	September 2015	CPCS; P.S. 270	J. Truman; J. Mosley; S. Wallace-Anderson	<u>Evidence:</u> Inter-school visitation schedule parameters and protocol document(s). <u>Impact:</u> In our work towards the grant goal of disseminating expertise, teachers from both schools will be able to observe their building colleagues to

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Data shared with Metis following each assessment round for evaluation.	STEP	Baseline: October 7 (Data cycle ends Sept 30) Round 1: November 25 (Data cycle ends November 20) Round 2: February 17 (Data cycle ends February 12) Round 3: June 1 (Data cycle ends May 27)	Project Coordinator	J. Truman	enhance their knowledge and bring best practices into their classrooms. <u>Evidence:</u> Aggregate reports from STEP Data Management Tool and Metis' evaluation reports. <u>Impact:</u> All grant team and school administration will be able to analyze data and ensure progress toward our goal of one year of progress for each P.S. 270 student in Grades K – 2.
Professional Development feedback forms shared with Metis following each on-site visit.	STEP	November 2015 January 2016	Project Coordinator	J. Truman	<u>Evidence:</u> Completed feedback forms from each participant. <u>Impact:</u> This feedback is integral to ensure that our staff is given the training they need to propel student literacy growth and utilize data to improve their instruction.

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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
Signature (in blue ink)		8/27/15
Type or print name		
Jubilee Masley		
District School Project Lead		Date
Signature (in blue ink)		
Sylvia Wallace-Anderson		
Type or print name		
Sylvia Wallace-Anderson		
Contact Information for Project Lead		
Community Partnership Charter School 241 Emerson Place, Bklyn, NY 11206 718 399-3824		
Contact Information for Project Lead		
Johann Detkath School - PS 270 241 Emerson Place, Brooklyn, NY 11205 718-622-2443		