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Pinellas County Schools - Office of Advanced Studies & Academic Excellence 2015-16

The following is an action plan that identifies crucial next steps for effective use of the PSAT assessments as a tool for increasing college readiness, raising access to rigorous courses, and increasing post-secondary scholarship and/or credit articulation opportunities.

GOALS:

- 1) Administer the PSAT 8/9 to at least 90% of all 8th grade students and the PSAT/NMSQT to at least 90% of all 9th & 10th grade students to inform student course selection, curriculum revisions, and professional development offerings, and to increase student participation in courses of rigor.
- 2) Increase student access to college opportunities as measured by National Merit Semifinalist, National Achievement and National Hispanic scholarship recognitions; and Advanced Placement (AP) credit.
- 3) Increase achievement levels of minority students as measured by the PSAT 8/9 and PSAT/NMSQT.
- 4) Increase the percentage of minority students in advanced courses at the middle and high school levels by 10%

Action Plan Steps	Notes	Date for Implementation	Person(s) Responsible
Provide list for each school of 10th grade students who should be counseled to sit for PSAT at 11th grader next year	Student reports come back to PCS in December	February 2015	Director ASAE
Monitor the PSAT registration site to insure initial orders are submitted and an adequate number of fee waivers are requested	District orders the PSAT 8/9; schools order PSAT/NMSQT	May 2015	Director ASAE
Communicate the purpose for taking the PSAT 8/9 or NMSQT to students in grades 9-11.	Letter for students, FAQ, "Why Should 11th Graders take PSAT?", and suggested script for School Messenger call provided by J. Vigue 09.04.2015	September 2015	Principals
Provide Practice PSAT/NMSQT files to high schools for distribution	Taken from College Board website	September 2015	Director ASAE
Conduct PSAT/NMSQT presentation for 11th grade students	Powerpoint developed by ASAE, shared as requested, ASAE staff attends presentations as requested	September 2015	ASAE/AVID HS Staff Developer and/or school staff
Develop a public awareness campaign related to the revisions to the PSAT & SAT and its connection to Khan Academy SAT Prep	Collaborate with communications department	September 2015	Director ASAE & Director Communications
Launch public awareness campaign developed in conjunction with the Strategic Communications Department	Implementation will have multiple stages that are strategically timed based on the PSAT date, the return of PSAT data, and the launch of the new SAT	October 1, 2015	Director Communications

Conduct a meeting with each high school counseling team and their APC regarding dual enrollment opportunities for their students	Identify new courses that could be offered at the high school and assist counselors with the efficiency and understanding of processes	October 2015	Director ASAE & SPC Coordinator
Provide update on the registration status for targeted 11th grade students to take the PSAT/NMSQT		October 1, 2015	Principals
Establish and communicate current year participation rates by school for subgroups (low SES & black) of students who demonstrate potential for success in AP courses.	Pull report on FTE date certain, after the shuffle of schedule changes is complete	October 2015	Director ASAE
Administer the PSAT/NMSQT to all 9th & 10th graders and to 11th graders who registered for the test		October 14, 2015	HS Testing Coordinator
Report the number of students tested at each grade level on the PSAT/NMSQT to the Director ASAE		October 15, 2015	HS Testing Coordinators
Administer the PSAT 8/9 to all 8th graders	School selects one day to administer test - must be selected to submit test order to College Board	October 19-30, 2015	MS Testing Coordinator
Report the number of students tested on the PSAT 8/9 to the Director ASAE		Day after test	HS Testing Coordinators
Conduct school based assemblies with 10th grade students who have average to above average performance in their classes to articulate the advanced academic options available to them	AP Capstone, dual enrollment, etc.	December-January	Director ASAE, ASAE/AVID HS Staff Developer, School Counselors
Provide APC's with information related to the PSAT to include in their school curriculum guide	Director ASAE provides this to Exec Dir for HS & MS to include in their direction to schools	January 2016	Executive Directors for MS & HS
Distribute PSAT student score reports in a manner that makes them personal and meaningful	Director ASAE provides suggestions and requests from MS & HS Testing Coordinator a summary of how and when this will be done	January 2016	MS & HS Testing Coordinators
Share AP Potential data with high school administrators, counselors and AP teachers for the purpose of recruiting students for their course	Color coded report to show what a student has already taken or is currently taking	January 2016	Director ASAE
Analysis of PSAT summary reports by Content Specialists to determine content and PD needs with each content area developing a report to share with teachers in their level	PSAT Summary Reports provided to Specialists by Director ASAE. Specialists' reports will include curriculum adjustments, district trends, kudos and areas for future focus	January 2016	Executive Directors for MS & HS

Identify 9th and 10th grade students who have potential to be a future National Merit Semifinalist and communicate this information to schools		January 2016	Director ASAE
Plan and implement a Future Stars program that develops the skills of the previously identified future NMS's.		February 2016	Principals
PSAT results utilized in the course selection/registration process to schedule students to the most rigorous courses appropriate for the student		February-March 2016	Executive Directors for MS & HS and Director ASAE
Utilize the PSAT/NMSQT results to plan and implement an SAT Prep fee-based summer program for students using Khan Academy.	Director ASAE to work with schools to determine staffing needs	April 2016 (planning) and June 2016 (implementing)	Director ASAE & Principals
Evaluate the success of the summer program	Based on pre and post assessments	July 2016	AAR

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The following is an action plan that identifies crucial next steps for increased success in international diploma programs.

GOALS:

- 1) Increase the Advanced International Certificate of Education (AICE) Diploma success rate by 3% in 2016
- 2) Increase the International Baccalaureate Diploma success rate to 90%

Action Plan Steps	Notes	Date for Implementation	Person(s) Responsible
Embed breakout sessions led by experienced teachers for IB and AICE teachers to discuss their specific curriculum within the content area district wide training days	Director ASAE will provide guidance as needed to content specialists regarding who should facilitate and topics that should be included in the sessions	August 2015	Content Specialists
Conduct regularly scheduled program coordinator meetings to establish consistent processes for monitoring student success, providing professional development opportunities for teachers and establishing the highest levels of consistency possible across the three sister programs.	IB Coordinators meet monthly from October through April. AICE Coordinators meet once every six weeks through the end of the school year beginning at the end of September.	September 2015	Director ASAE
Send teachers to external training hosted by the parent organization (IBO or CIE) as needed		Ongoing	Director ASAE & Program Coordinators
Provide instructional materials for new or revised courses through the corresponding district budget		Ongoing	Director ASAE & Program Coordinators
Assist Coordinators with planning of assessment calendar as needed		December 2015	Director ASAE
Provide instructional feedback to teachers and program coordinators	ASAE HS Staff Developer will conduct walkthroughs and provide feedback to teachers when she is on-site and upon request	Ongoing	ASAE/AVID HS Staff Developer

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The following is an action plan that identifies crucial next steps for using Advanced Placement as a mechanism for high school students to earn recognition for excellence in academics.

GOALS:

- 1) Increase the number of Advanced Placement exam scores of 3 or above by 2%.
- 2) Increase the number of students earning AP Scholar distinctions by 1%.
- 3) Increase the percentage of graduates earning the PCS Advanced Scholar Diploma designation by 10% annually for the next three years using 2015 as the baseline year.

Action Plan Steps	Notes	Date for Implementation	Person(s) Responsible
Compile AP Scholar data for three years and communicate to principals, along with the district goal for increasing this number.		July 2015	Director ASAE
Conduct an AP Teacher fall meeting to communicate district goals, resources, reporting, support and expectations	Held during pre-school week on Friday before kids returned at PPHS	August 21, 2015	Director ASAE and ASAE/AVID HS Staff Developer
Provide resources for AP exam preparation to all students and teachers at all high schools.	Shmoop.com and Learnerator.com were purchased for 2015-16 with the intent to reduce this to one or the other in 2016-17. The decision will be based on usage reports, teacher feedback and student feedback.	August 2015	Director ASAE
Compile a comparative analysis of school based Instructional Planning Reports and District Instructional Planning Reports to determine specific strengths and areas in need of support		August 2015	Director ASAE and ASAE/AVID HS Staff Developer
Monitor the enrollment in AP courses by school	Checkpoints: 10 day count, October FTE date certain, Thanksgiving week, January 5, February FTE date certain	September 4, 2015	Director ASAE
Attend monthly Counselor Coordinator meetings to facilitate discussions around best practices in scheduling students to advanced classes		September 2015	Director ASAE
Conduct annual AP Data Chat with each school leadership team and use the IPR analysis during these meetings to recommend training and/or teacher changes	include training requirements, increased AP course offerings	September 2015	Director ASAE and ASAE/AVID HS Staff Developer
Use the IPR analysis to conduct AP Data Chats with content specialists for math, ELA, science, social studies, art, music and world languages		October 2015	Director ASAE and ASAE/AVID HS Staff Developer

Identify the intentional process for scheduling students with potential to be successful in AP courses into AP courses in 2016-17		January 2015	Principals & APC's
Run report of AP Potential/AP Enrollment and share the data with school staff (administration, counselors, AP teachers, AVID teachers)		January 2015	Director ASAE
Advanced Placement teachers attend College Board training in their subject area at least once every three years.	Save the date announcement and expectation for training announced at the beginning of the year and communicated via email to specific teachers in the fall. Also included as a discussion point in the AP data chats with principals. Funding provided through ASAE from AP Enhancement allocation	Annually in the summer	Teachers

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The following is an action plan that identifies crucial next steps for increasing the post-secondary readiness rates by five percentage points in reading and in mathematics as measured by college ready cut scores for ACT and SAT.

Action Plan Steps	Notes	Date for Implementation	Person(s) Responsible
Collaboration with SPC to align the FL Standards(focus in the MCR course) to the Intermediate and College Algebra courses.	This was completed May 31, 2015 using the FLDOE CAG grant.	The new curriculum guide is being implemented in MCR for the 2015-2016 school year.	HS Math Specialist
Planned follow up with SPC on the implementation of the new curriculum guide as well as the FL standards in Intermediate and College Algebra.	The same group will meet at the SPC College Day with structured follow up.	Tuesday, October 20, 2015	HS Math Specialist
Data chats with teachers regarding the PSAT data for their students.	Department chairs will be informed that this information will be forthcoming.	Starting in October, coaches will be sharing this data with teachers as they visit each school.	HS Math Specialist
Partner with SPC to train and implement the MOOC course within the MCR classes to improve student college readiness.	This will again be offered at the Spring DWT	Spring DWT	HS Math Specialist
Provide teachers with professional development on using Edge, Level C curriculum.		Ongoing beginning with summer 2015	HS Reading Specialist, Edge Consultant
Provide teachers with professional development on preparing students for success on ACT – and using new resource purchased for 12 th grade Reading for College Success		Ongoing beginning with summer 2015	HS Reading Specialist, Literacy Coaches
Communicate with cadre of Reading for College Success teachers regarding pacing, new resources, and progress monitoring		Ongoing August-May	HS Reading Specialist, Literacy Coaches
Conduct Instructional Support Visits (ISV) for all Reading for College Success teachers		Ongoing	HS Reading Specialist

Support teachers with analyzing student data to determine next steps for instruction using UDL Guidelines via Professional Learning Community (PLC) meetings		Ongoing	HS Reading Specialist, Literacy Coaches, Staff Developers
Literacy Coaches support teachers with using a protocol for conducting data chats/PLC's		Ongoing	Reading Specialists
Progress monitoring via practice tests and online resources		Ongoing	HS Reading Specialist, Literacy Coaches, RCS teachers
Literacy coaches and staff developers will support teachers to conduct data chats with student in order to develop individual student goals and action steps		October, December, February, March, April, May	HS Reading Specialist
ALL (100%) of our students who need concordant scores take the ACT examinations that remain without fail		All ACT Administrations	Executive Director & HS Principals