

Professional Development Plan for *Get Focused...Stay Focused!*™ Schools Chosen for the Phase 2 Evaluation

One of the benefits of being part of the *Get Focused...Stay Focused!*™ (GFSF) Evaluation is the high quality, consistent professional development and technical assistance provided. This document outlines the commitment **made to** these schools by the GFSF team and the commitment **required by** schools in order to be an evaluation site.

Planning and Implementation Professional Development – Year 1 *Getting Started with the GFSF Program and the Freshman Course*

Overview of Start-up Professional Development Commitment

1. **January 7 and 8, 2016:** Principal, Lead Teacher, and School Site Executive (SSE) attend GFSF conference in Santa Barbara
2. **January 27 (3 PM):** Webex meeting for principals
3. **February 1 to March 15:** GFSF Program and Curriculum Specialist (PCS)/TAP works with Lead Teacher to conduct “buy-in” meetings on each campus that is part of the GFSF evaluation
4. **Late February:** School leaders attend 2 different orientation webinars
5. **March:** For freshman course instructors, complete the *Self-Study Quick Start* process (8 to 12 hours of individualized work) under the direction of the regional GFSF PCS
6. **Mid-April:** Webinar series for School Site Executives (SSE) – Overview and management of My10yearPlan.com®
7. **April:** For freshman course instructors, attend advanced 2-day implementation workshops
8. **July 17-19, 2016:** A school-site team (noted below) for each school attends the Focus on Freshmen (FOF) conference for in-depth, advanced professional development (with a pre-conference meeting the evening of July 16 and a post-conference meeting immediately following the closing conference luncheon)
9. **August/September:** School-wide meeting for all personnel at which school team presents an overview of their *Get Focused...Stay Focused!*™ program plans

Building the Capacity of the Freshman Course Instructors

GFSF Program and Curriculum Specialists will provide the professional development and technical assistance for the schools that have been chosen to implement the GFSF program beginning in Fall 2016.

With all the resources provided in the workshops, webinars, and conferences outlined here, along with the *Get Focused...Stay Focused!*™ Program and Instructional Manual, participants will be equipped to go back to their schools to launch a GFSF program that promotes student success and high school/college completion for ALL students.

DETAILS: PROFESSIONAL DEVELOPMENT PLAN FOR SCHOOLS

NOTE: The GFSF PCS will publicize the following webinars, workshops, and meetings outlined here and arrange for the appropriate administrators and instructors to attend. This requires getting principals to make Lead Teacher and Freshman Course Instructor assignments ASAP.

It is important that all are oriented to the use of WebEx and have downloaded the WebEx program prior to their first meeting.

February 1 to March 15

Site visits by the TAPS and GFSF PCS with their individual GFSF schools

Agenda for these site visit days:

The 1-hour buy-in presentation with the school committee assigned to the project. After this presentation the school reports out where they are in the process.

Following this presentation, the GFSF PCS meets with the principal to review the *Administrator's Checklist (Get Focused...Stay Focused!™ Program and Instructional Manual, page 3/34)* and review the *10-Step Plan for Implementing a Get Focused...Stay Focused!™ Initiative (Get Focused...Stay Focused!™ Program and Instructional Manual, page 3/2)*.

At this point, if they haven't already done so, the principal should choose a Lead Teacher. Review the Lead Teacher Job Description with the principal (*Get Focused...Stay Focused!™ Program and Instructional Manual, pages 3/39 to 3/40*).

February 15 to March 1

WEBINAR - Wednesday, February 17, 3:00 PM (*email invitations will be sent*)

For Principals and Lead Teachers: (presented by Dr. Diane Hollems, GFSF Co-founder)

A one-hour webinar to:

- Review the *10-Step Plan for Implementing a Get Focused...Stay Focused!™ Initiative (Get Focused...Stay Focused!™ Program and Instructional Manual, page 3/2)*
- Review the *Administrator's Checklist (Get Focused...Stay Focused!™ Program and Instructional Manual, page 3/34)*
- Review this professional development plan in detail
- Answer questions

WEBINAR – Wednesday, February 24, 3:00 PM (*email invitations will be sent*)

For Lead Teachers and instructors chosen to implement the course beginning in Fall 2016 (presented by Mindy Bingham, Author)

A 90-minute webinar to:

- Review the *Quick Start Checklist for Success for Instructors (Get Focused...Stay Focused!™ Program and Instructional Manual, pages 3/35 to 3/37)*
- Review the process for completing the *Self-Study Quick Start Guide* with online assessments (*Get Focused...Stay Focused!™ Program and Instructional Manual, pages 3/42 to 3/44*) prior to the advanced implementation workshop in their area

March

Online Implementation Assignment

Freshman course instructors and the School Site Executive for My10yearPlan.com®, complete the *Self-Study Quick Start Guide*. This will require 8 to 12 hours of individualized work (reading assignments and watching short online videos). The online assessments will be completed to demonstrate mastery and completion. Assessments documents are due no later than April 1, 2016.

2-day Advanced Implementation Workshops

Regional 2-day workshops will be held in:

- Santa Barbara – April 5 - 6
- Sacramento – April 18 - 19

RSVP by March 25 to indicate which workshop your school plans to attend.

The freshman course instructors (once they have completed the *Self-Study Quick Start Guide* assignment above) will meet with a certified trainer for a 2-day advanced implementation workshop to finalize their lesson plans and course strategies so they are ready to launch an effective course that is implemented with fidelity from the first day of class. This will include time for planning and for role-modeling delivery of the course content. Also participants should have time to explore My10yearPlan.com®.

Agenda for this face-to-face workshop

- Review the *Quick Start Checklist for Success for Instructors (Get Focused...Stay Focused!™ Program and Instructional Manual*, pages 3/35 to 3/37), and strategize and plan for implementation of the course
- Lesson planning session will result in a first draft of the instructor's hour-by-hour lesson plan for the school (built from existing EXCEL templates to make the job easier)
- Hands-on introduction to My10yearPlan.com®, how to register your students, and getting started (computer laboratory)
- Role playing and practicing the delivery of a comprehensive guidance course using the Socratic method of instruction

April 11, 12, and 14, 3:00 PM – School Site Executive Online Workshop Series

A series of three one-hour webinars with the School Site Executives (SSE) to review their roles and responsibilities along with the management strategies for My10yearPlan.com®. Over the course of these consecutive webinar sessions, participants will learn how to set up the program, how to manage student accounts and how to use the reporting functions for assessment and evaluation of students and programs. Lead Teachers will be invited to attend as well.

July 17 – 19, 2016

Focus on Freshmen Conference

Los Angeles Airport Marriott - www.focusonfreshmen.com

To go in-depth on a number of important advanced topics, the most time- and cost-efficient way is to have a team attend the different institutes noted below at the FOF conference. Combine this with the other opportunities noted in the document, and you'll have your school ready to launch a GFSF program that will get the results desired.

Registrations due no later than April 1.

Call Laurel Ortez at (800) 967-8016 and advise her that you are a Phase 2 Evaluation School.

School team for Focus on Freshmen (FOF) conference:

- Principal – Team-Building Institute presented by Rudy Ramirez
- Head Guidance Counselor – GFSF Institute presented by Dr. Diane Hollems
- Lead Teacher – *Career Choices* Lead Teacher Institute

In addition, if there is funding through the district or region, we suggest:

- English Department Chair – Stay Focused Institute presented by Erin Hansen
- My10yearPlan.com® School Site Executive (if not one of the course instructors) – My10yearPlan.com® Institute

Meetings for All Evaluation School Teams Attending FOF (LAX Marriott)

- **Pre-conference:** July 16, 7:00 PM to 8:30 PM
- **Post-conference:** July 19, 2:00 PM to 3:00 PM (immediately following the FOF awards luncheon)

August 2016

- Just prior to the start of the 2016 -2017 school year, a checking-in webinar meeting with each school's implementation team to report on their plans for the launch of their freshman course. Communication strategies for the coming year, such as monthly webinars and intranet options, are finalized. *Dates and times to be arranged.*
- Our technical support personnel will work remotely with each School Site Executive to assure that My10yearPlan.com® account is ready from the first day of class.

Preliminary Planning and Implementation Professional Development – Year Two *Implementing the School-wide Initiative with the Follow-up Modules and Counseling/Academic Coaching Strategies*

Overview of Follow-up Module and School-wide Initiative Professional Development Commitment (2017)

1. **January 2017:** Principal, Lead Teacher, and English Department Chair attend GFSF conference in Santa Barbara
2. **February 1 to March 15:** Regional GFSF Program and Curriculum Specialist works with Lead Teacher and English Department Chair to finalize strategies for Fall 2017 rollout of the follow-up modules
3. **Late March:** Follow-up course instructors attend 2 different orientation webinars
4. **March/April:** Follow-up course instructors complete a *Self-Study Quick Start Guide* (8 to 12 hours of individualized work) under the direction of the regional GFSF Program and Curriculum Specialist

5. **April/May:** Follow-up course instructors, under the direction of the Regional GFSF Curriculum and Program Specialist, attend an advanced implementation workshop.
6. **July:** A school-site team for each school attends the Focus on Freshmen (FOF) conference for more in-depth, advanced professional development
7. **August/September 2017:** 1-day school-wide meeting for all personnel – computer lab-based breakout sessions to introduce the online 10-year Plan and how to use it for advisory and academic coaching functions.

Between January 2017 and December 2018

1. GFSF Program and Curriculum Specialist will be available for phone consultations, hosting webinars as well as site visits.
2. Monthly webinar meetings will continue for all freshman course instructors for the purpose of capacity building, to touch base, and to share experiences.
3. Quarterly webinar meetings of Lead Teachers from all evaluation sites to share experiences and brainstorm next steps.
4. Principal retreat: During the summer of 2017 and the summer of 2018, a one-day meeting in Santa Barbara at UCSB for all principals to discuss research findings (both quantitative and qualitative) and brainstorm program enhancement strategies. (Superintendents will be invited but their attendance is not mandatory).

Cost Sharing

The lion's share of the cost of the above PD will be borne by the GFSF nonprofit and their public partner, Academic Innovations, until such time that supplemental funding can be found. This includes the technical assistance services by a GFSF program and curriculum specialist, the cost of trainers and the registration fees for any workshops or conference are carried by any grant supporting this evaluation.

Substitutes for personnel involved in the require professional development, along with transportation, hotels, per diems for required travel costs by school site personnel will be borne by the school district.