

Olean City School District

District Coordinator of State and Federal Aid Programs

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2014 Summer Professional Development Proposals

TO: All Olean Instructional Staff

Attached is a copy of the application for the SUMMER PROFESSIONAL DEVELOPMENT PROPOSALS. Please read and fill out the application completely. The written proposal must be reviewed, recommended, and signed by your building principal. Return the completed forms and proposal to [REDACTED] at OHS as soon as possible. Complete proposals approved by your building principal that have been received by June 25th will have a response by June 27th. Proposals submitted after June 25th will be reviewed in the order they are received based on funding available.

The following criteria will be used to evaluate all proposals:

- Academic Merit** The project corresponds to a particular subject area and fosters change in instructional content or methodology.
- Effects Upon Students** The project indicates the effects upon students such as increased student achievement, attendance rates, interests, etc. Indicate how these effects will be measured.
- NYS Standards and Graduation Requirements Correlation** The project aligns to District goals, NYS Common Core Learning Standards and/or District Graduation Requirements. Clearly indicate this alignment in the description of your project.
- Aligned to one or more of the District's Priorities** The project aligns to at least one of the following District priorities in accordance with the NYS Race to the Top Initiative and Regents Reform Agenda.

District Professional Development Priorities:

- Common Core Learning Standards Implementation
- Instructional Shifts in ELA and Mathematics
- Interim Assessment Development / Data Driven Instruction
- P-12 Writing Initiative

One copy of your completed project needs to be submitted to [REDACTED] by August 22, 2014 for review by the Superintendent and appropriate administrators. Digital copies are preferred (CD-Rom, flash drive, emailed attachments) if this is appropriate for your project. Please feel free to contact [REDACTED] with any questions.

Following completion of the Summer Professional Development Projects, selected applicants may be required to give a brief presentation to the Board of Education. The guidelines for presentations of the final projects include (1) indication of the extent of use in the classroom and/or district, (2) documentation of the effects upon students (i.e. achievement, interests, attendance, etc.), (3) targeted population, and (4) an indication of how student achievement will be measured.

All applicants will be notified regarding approval and selection of the proposals.

Please make sure your proposal is complete and includes the following:

1. Application Form with Signatures
2. Written Proposal (see outline and criteria)
3. Cost Analysis/ Itemization Form (Excel file)

**OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street
Olean, NY 14760**

2014 SUMMER PROFESSIONAL DEVELOPMENT PROPOSAL

****APPLICATION FORM****

TITLE OF PROPOSAL: Student Led Conferences

NAME OF LEAD APPLICANT: ██████████

SCHOOL: OIMS

ESTIMATED COST: ██████████

PRINCIPAL'S SIGNATURE: _____

PARTICIPANTS ...

As a means of demonstrating commitment to the project and an agreement to fully participate in this project, please have all staff members who will be participating in this project sign below (use additional sheets, if necessary):

PRINT NAME

SIGNATURE

<u>██████████</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTACH THIS APPLICATION FORM TO YOUR PROPOSAL.

PLEASE USE THE CRITERIA AND OUTLINE BELOW TO DESCRIBE YOUR SUMMER PROFESSIONAL DEVELOPMENT PROPOSAL:

I. OBJECTIVES AND NEED FOR THIS PROJECT

1. Demonstrate the need for the project.

Highly effective schools often use student-directed parent conferences to increase family engagement. Having students lead conferences is a shift that reflects the belief that students are in charge of their education.

2. State the objectives of your project in terms of student population and/or your individual school building.

The 5th grade teachers working on this project will:

- Research student-led conferences in order to build back-ground knowledge on the most effective methods to use for planning and implementation
- Assemble materials/resources that will help students understand, show and explain their progress to families.
- Develop an implementation plan for student-led conferences for the Fall 2014 Parent Conferences that will be shared with all 4th and 5th grade teachers for Spring 2015 Parent Conferences
- Develop a student and family feedback form to measure the impact of this new initiative.

3. Indicate why this project cannot be completed during the regular school year.

The school year will not give the teachers extended time to research, collaborate, and plan for implementation of this new initiative.

4. Indicate which District priority aligns to your proposal.

The District priorities that align with this proposal are data-driven instruction and increasing family engagement.

II. RESULTS OR BENEFITS EXPECTED

1. Identify the results and benefits to be derived by the applicant, school and/or district.

The District will increase family engagement at OIMS through the implementation of student-led conferences. The District will also have four teachers as resources for those who want to increase family engagement through student-led conferences.

2. How many students will be directly affected by this project and at what grade levels?

Approximately 80 5th grade students and their families will benefit from this project.

3. How will students be affected by this project (i.e. achievement, interests, attendance, etc.)? How will you measure improvement?

Students will be impacted in several ways. There will be an increase in participation of family members in conferences and students will internalize that they are in charge of their education and that their choices impact learning.

III. APPROACH

Present a plan of action describing, in detail, the proposed professional development program and how it will be accomplished. Include:

1. Number of teachers and names of participants in the professional development.

Four 5th Grade teachers are participating in this professional development:

██████████
██████████
██████████
██████████

2. Dates of the program (be specific) and hours anticipated in completing the project.

The Student-led Conferences Team will meet the week of August 11th. They will work 15 hours each for a total of 60 hours.

3. Location where teachers will be completing the task. (Be specific.)

Olean Intermediate Middle School Library

4. Explain methodology.

- Research student-led conferences in order to build back-ground knowledge on the most effective methods to use for planning and implementation
- Assemble materials/resources that will help students understand, show and explain their progress to families
- Develop an implementation plan for student-led conferences for the Fall 2014 Conferences that will then be shared with all 4th and 5th grade teachers for Spring 2015 Parent Conferences
- Develop a student and family feedback form to measure the impact of this new initiative.

IV. PROJECTED COSTS OF THE PROJECT

Use the cost analysis sheet to itemize and list all costs for your project. Please be specific and include costs for salaries, materials, all clerical/printing costs, benefits, and any other expenses.

Return completed applications to ██████████

Return the completed forms and proposal to ██████████ at OHS as soon as possible. Complete proposals approved by your building principal that have been received by June 25th will have a response by June 27th. Proposals submitted after June 25th will be reviewed in the order they are received based on funding available.