

# Galena Park Independent School District Galena Park ISD: Staff Development District Improvement Plan

2008 - 2009

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## Section 1 - Introduction

1. **District:** Galena Park ISD: Staff Development
2. **Location:** 14705 Woodforst Blvd.  
Houston, TX 77015
3. **Budget Manager:** Marsha Masi & Karen Sutera, Director of Staff Development
4. **District Advisory Team:**  
Marsha Masi  
Karent Sutera  
  
Janie Flores  
Cassie Fade
5. **District Mission/Vision Statement:**

**Mission:** The mission of Galena park Independent School District is to prepare students to become productive citizens and lifelong learners.

Purpose of the Department of Staff Development is to support district initiatives through staff development in away that allows district employees to positively effect student success.

## Section 2 - Needs Assessment

### 1. Where We Have Been:

Historically Staff Development has served district employees through a variety of sessions. Most sessions provided were content-driven with an emphasis on new teachers. In the past the system of tracking and logging staff development credit was outdated and was not accessible to the employees.

We have as a district moved from Delta, the old system of tracking staff development credit to Eduphoria, allowing employees to handle all staff development registrations, requests, ect. on-line. We initiated the development of different models of professional development delivery models such as Learning Labs and Black Board.

### 2. Where We Are Now:

In the staff development department we have moved from Delta into Eduphoria for tracking professional development credit. We initiated a move from district level driven to campus based staff development delivery model. We trained all new teachers on dealing with students of poverty and initiated training for para professionals. All teachers and administrators have been trained to use SIOP strategies. Most schools are trained and have incorporated Project Read and have put an emphasis addressing science and math. Our different delivery models, such as learning labs, blackboard and video conferencing are in place. We have also added on-line courses as well as GPTV. The Leadership Academy is a successful piece utilized to train future administrators with a focus on bilingual administrators.

### 3. Where We Are Going:

The staff development office is now operating in two strands. The first strand will address campus and district needs while the second strand will be specific to leadership development. Another aspect of staff development will be more focused approach including Elementary and Secondary. The staff development office will continue to work on campus-driven staff development training based on needs of campuses and PLC's. We will continue to work on the initiatives started and will train new teachers with Ruby Payne-Working with Students of Poverty training. An area of focus will be high school redesign, therefore training to facilitate this will take place across the district across grade levels. Training for substitutes will continue to be done at district level. Proficiencies for administrators will be continue to be implemented, with a stronger focus on assistant principals. We will also continue to groom our own administrators through a leadership academy. An initiative to train all employees in effective customer service will continue from a central office with a focus this year on service delivery to the campuses. We will continue with Eduphoria, adding pieces of the program as we go along. Training will continue in this area until everyone is proficient on its use. The delivery of staff development will be increased by continuing to utilize Blackboard, Learning Labs, video, teleconferencing and online courses to train staff.

## Section 3 - Overview of Goals and Objectives

The goals for Galena Park ISD: Staff Development for the 2008 - 2009 school year are as follows:

### **Goal 1: Instruction**

To improve instruction and assist campuses in achieving 95% mastery on State Assessments.

**Objective 1.1:** Provide exemplary customer service.

**Objective 1.2:** Effectively coordinate District wide Staff Development, Leadership Development and Initiatives.

**Objective 1.3:** Plan, develop and coordinate Principals/Asst. Principals Retreat.

**Objective 1.4:** Plan and coordinate PDAS TRAINING for (New Teachers).

**Objective 1.5:** Oversee New Teacher Mentor Program

**Objective 1.6:** Conduct campus visits to ensure delivery of district curriculum/staff development and FYT progress.

**Objective 1.7:** Monitor Eduphoria staff development software that facilitates and streamlines the staff development process and record keeping.

**Objective 1.8:** Plan, develop and coordinate clerical and paraprofessional staff development

**Objective 1.9:** Increase Parental/School by developing the student Course Guide and Student Handbook.

### **Goal 2: Leadership Development**

To improve instruction and assist District and Campuses in achieving 95% mastery on State Assessments.

**Objective 2.1:** Assist campuses with Leadership Development needs

**Objective 2.2:** Plan and coordinate Leadership Academy

**Objective 2.3:** Coordinate Administrative Leadership Training for Campus/District Administrators

**Objective 2.4:** Coordinate the 9th grade Teaming and High School Redesign Training

## Section 4 - Action Plan

### Goal 1: Instruction

To improve instruction and assist campuses in achieving 95% mastery on State Assessments.  
*Projected Date of Completion of Goal: 06/2009*

#### Rationale/Correlation

*Graduate Profile(s):* 01, 02, 03, 04, 05

*District Goal(s):* 02, 03, 06

*Superintendent Goal(s):* 02, 03, 06

### Objective 1.1: Provide exemplary customer service.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
1.1.1	July Customer Service Training for campuses and on-line Customer Service courses.  <i>Start:</i> 07/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2008	<i>Responsibility:</i> Marsha Masi & Karen Sutera  <i>Target Population:</i> District Employees, Campus Secretary's	<i>Resources:</i> Phone,parents,staff,paper form  <i>Budget amount:</i> \$2,000.00  <i>Source:</i> Other (999-9) :	<i>Indicators of Success:</i> Customer Service Questionnaire  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 1.2:** Effectively coordinate District wide Staff Development, Leadership Development and Initiatives.

<b>Action ID</b>	<b>Action Statement Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person) and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts) Budget Amount &amp; Source</b>	<b>Indicators of Success Priority &amp; Progress</b>
1.2.1	Meet with Staff Development Committee and Executive Directors to schedule Staff Development  <i>Start:</i> 07/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Marsha Masi Karen Sutera  <i>Target Population:</i> All Personnel	<i>Resources:</i> supplies,materials,technology,software  <i>Budget amount:</i> \$50,000.00  <i>Source:</i> Other (999-9) : Staff Development & Title I Budget	<i>Indicators of Success:</i> Catalogs,sign-in sheets,evaluations  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 1.3:** Plan, develop and coordinate Principals/Asst. Principals Retreat.

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.3.1	Schedule retreat and development agenda to facilitate retreat.  <i>Start:</i> 02/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Marsha Masi & Karen Sutura  <i>Target Population:</i> Principals/Asst Principals	<i>Resources:</i> Materials, room and board, principals, assistant principals  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : Local and Title I Budget	<i>Indicators of Success:</i> Retreat Scheduled, Evaluation sheets  <i>Priority:</i> Medium  <i>Progress:</i> In progress

**Objective 1.4:** Plan and coordinate PDAS TRAINING for (New Teachers).

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.4.1	Meet with Committee to make an agenda  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 08/2009	<i>Responsibility:</i> Marsha Masi  <i>Target Population:</i> New Teachers	<i>Resources:</i> supplies, materials, refreshments  <i>Budget amount:</i> \$300.00  <i>Source:</i> Other (999-9) : Staff Development Budget	<i>Indicators of Success:</i> Sign-In Sheets, Evaluation Sheets  <i>Priority:</i> High  <i>Progress:</i> Planned

**Objective 1.5: Oversee New Teacher Mentor Program**

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.5.1	Meet with Lead Mentors to Assess and review documentation  <i>Start:</i> 06/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2009	<i>Responsibility:</i> Marsha Masi & Karen Sutera  <i>Target Population:</i> New Teachers & Mentors	<i>Resources:</i> Supplies, materials, refreshments, stipends  <i>Budget amount:</i> \$50,000.00  <i>Source:</i> Other (999-9) : Grant	<i>Indicators of Success:</i> Evaluation Sheets  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 1.6:** Conduct campus visits to ensure delivery of district curriculum/staff development and FYT progress.

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.6.1	Schedule Campus Visits  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Marsha Masi & Karen Sutera  <i>Target Population:</i> Principals, Teachers, & Students	<i>Resources:</i> car and mileage  <i>Budget amount:</i> \$500.00  <i>Source:</i> Other (999-9) : Local Budget	<i>Indicators of Success:</i> Improve scores on State Test.  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 1.7:** Monitor Eduphoria staff development software that facilitates and streamlines the staff development process and record keeping.

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.7.1	1. approve CPE's 2. Monitor GPISD policy.  <i>Start:</i> 07/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2009	<i>Responsibility:</i> Marsha Masi & Karen Sutera  <i>Target Population:</i> All District Employees	<i>Resources:</i> Software, clerk, technology  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : District lease	<i>Indicators of Success:</i> New system operational as by log-in to computer  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 1.8:** Plan, develop and coordinate clerical and paraprofessional staff development

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
1.8.1	Schedule on-line Customer Service training.  Start: 07/2008 Frequency: ongoing Finish: 12/2008	<i>Responsibility:</i> Marsha Masi  <i>Target Population:</i> Para-Professionals	<i>Resources:</i> materials, supplies  <i>Budget amount:</i> \$200.00  <i>Source:</i> Other (999-9) : Staff Development Budget	<i>Indicators of Success:</i> Evaluation forms  <i>Priority:</i> Medium  <i>Progress:</i> Planned

**Objective 1.9:** Increase Parental/School by developing the student Course Guide and Student Handbook.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
1.9.1	1.Meet with committee 2. Develop draft of revisions 3. Convert to Re-Design 4. Send to publisher  <i>Start:</i> 07/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2009	<i>Responsibility:</i> Marsha Masi & Student Handbook Committee  <i>Target Population:</i> Students, Parents	<i>Resources:</i> Printing  <i>Budget amount:</i> \$60,000.00  <i>Source:</i> Other (999-9) : Local Funds	<i>Indicators of Success:</i> Parental communication documents  <i>Priority:</i> High  <i>Progress:</i> In progress

**Goal 2: Leadership Development**

To improve instruction and assist District and Campuses in achieving 95% mastery on State Assessments.

*Projected Date of Completion of Goal: 06/2009*

Rationale/Correlation

*Graduate Profile(s):* 01, 02, 03, 04, 05

*District Goal(s):* 02, 03

*Superintendent Goal(s):* 03

**Objective 2.1:** Assist campuses with Leadership Development needs

<b>Action ID</b>	<b>Action Statement Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person) and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts) Budget Amount &amp; Source</b>	<b>Indicators of Success Priority &amp; Progress</b>
2.1.1	Facilitate Team Leader Training  <i>Start:</i> 07/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2009	<i>Responsibility:</i> Marsha Masi & Karen Sutera  <i>Target Population:</i> Administrators	<i>Resources:</i> Materials, supplies, software, administrators  <i>Budget amount:</i> \$10,000.00  <i>Source:</i> Other (999-9) : Local and Title Funds	<i>Indicators of Success:</i> Staff Development Assistance with subs  <i>Priority:</i> High  <i>Progress:</i> Planned

**Objective 2.2:** Plan and coordinate Leadership Academy

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
2.2.1	1. Develop guidelines and application process 2. Conduct and facilitate meetings  <i>Start:</i> 10/2008 <i>Frequency:</i> Monthly <i>Finish:</i> 05/2009	<i>Responsibility:</i> Marsha Masi, Karen Sutura and District Admin.  <i>Target Population:</i> 10 designated teacher leaders	<i>Resources:</i> Supplies, materials, refreshments, software, administrators  <i>Budget amount:</i> \$5,000.00  <i>Source:</i> Other (999-9) : Staff Development Budget/Title II Grant	<i>Indicators of Success:</i> All Campuses participate & Evaluation sheets  <i>Priority:</i> High  <i>Progress:</i> Planned

**Objective 2.3:** Coordinate Administrative Leadership Training for Campus/District Administrators

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
2.3.1	Facilitate Instructional Leadership Framework training  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2009	<i>Responsibility:</i> Marsha Masi, Karen Sutura & Crystal Murray  <i>Target Population:</i> Campus/District Administrators	<i>Resources:</i> Supplies, Materials, Refreshments, Conference dues  <i>Budget amount:</i> \$4,000.00  <i>Source:</i> Other (999-9) : Staff Development Budget	<i>Indicators of Success:</i> Certificates of Completion  <i>Priority:</i> High  <i>Progress:</i> In progress

**Objective 2.4:** Coordinate the 9th grade Teaming and High School Redesign Training

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b> <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b> <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b> <b>Priority &amp; Progress</b>
2.4.1	1.Schedule training for teams 2. Meet with campuses to develop action plan.  <i>Start:</i> 06/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 07/2009	<i>Responsibility:</i> C.Dubose, M.Masi, O.Bazan, E.Hopkins  <i>Target Population:</i> 9th grade Faculty	<i>Resources:</i> supplies, materials refreshments, staff  <i>Budget amount:</i> \$10,000.00  <i>Source:</i> Other (999-9) : Staff.Development	<i>Indicators of Success:</i> Training completed 9th grade PLC teams  <i>Priority:</i> High  <i>Progress:</i> In progress