

**2009-2010 SCHOOL YEAR
PROFESSIONAL DEVELOPMENT PLAN**



Principal: Charles Egan

School: Hanover Middle School

Date Submitted: _____

Signature of Superintendent of Schools: _____

2009 – 2010 PROFESSIONAL DEVELOPMENT PLAN

School: Hanover Middle School

Date of Submission: _____

Directions:

Identify no more than four (4) professional development goals for your building for the upcoming 2009 – 2010 school year. Each professional development goal should have a detailed rationale. Also, each goal should be written as a S.M.A.R.T. goal (specific, measurable, achievable, relevant, and timely) use “to” plus an action verb. Finally, all professional development goals should be aligned to your 2009-2010 School Improvement Plan.

GOAL #1

Working in horizontal and vertical teams, continue the development of standards based curriculum and assessments to provide a consistent, rigorous academic program to our students.

GOAL#1 – RATIONALE & CONNECTION to SCHOOL IMPROVEMENT PLAN

This is directly tied to Goal #1 of our SIP.

Hanover Middle School teachers have been doing ongoing work to develop a consistent, standards based curriculum for students. During the 2009-2010 school year, work will continue on specific goals identified by each content area as well as that come about as a result of district design team work and goal setting. Furthermore, teachers will work to integrate new curricular materials and technologies that are purchased with available funds.

This work will happen during grade level planning time, early release days, and additional meetings, as needed. It will also involve meetings with counterparts at the elementary and high schools.

Part II: Professional Development Activities

Please complete the template below for **each** goal. Professional Development activities are not limited to the early release days and may include on other days as well.

Goal #1: Working in horizontal and vertical teams, continue the development of standards based curriculum and assessments to provide a consistent, rigorous academic program to our students.

Date(s) List beginning & ending date & times	Title of Activity	Facilitator Indicate if a facilitator is necessary; if a consultant will provide work	Person Responsible Identify the person who will monitor the activity	Target Audience List by grade, content, and/or department	Outcomes List the product and/or outcomes expected	Indicators of Success Explain how you will measure the success of the PD activity	Costs/Funding Source (i.e., school PD funds, district funds, grants)
12/8/09 3/16/10	English teachers will develop curriculum and benchmark writing assessments		Principal and AP for Curriculum and Instruction		English curriculum and writing benchmark developed		
Ongoing on PD days and during	Teachers will use professional development time to meet content area curricular goals		Principal and AP for Curriculum and Instruction	All Staff	Curriculum revisions		

common planning time							
11/3/09 & 3/2/10	PD/Curriculum work with the high school and elementary schools		Principal and AP for Curriculum and Instruction				
Ongoing on PD days	Site Visits by Specialists to job-alike colleagues in other districts or buildings	Principal	Principal	Specialists			

GOAL #2

Hanover Middle will continue enhance its use of assessments (formative and summative) to improve student learning by:

- Developing or refining common assessments
- Working to analyze assessment data in efficient ways
- Adjusting instruction and student supports based on data
- Utilizing technology to enhance the collection, tabulation, and sharing of data
- Increasing staff knowledge of assessment design and instructional alignment

GOAL#2 - RATIONALE & CONNECTION to SCHOOL IMPROVEMENT PLAN This is tied to goals 1, 2, and 4 of the SIP as well as the district PD plan. It is a continuation of work begun in recent years to develop common, benchmark assessments (primarily in Math and Science) and to use assessment data to improve student achievement (MCAS Analysis, NRC Data Retreat, E-Instruction clickers).

This is also a multi year goal with work this year focusing on refining current assessments, enhancing our use of technology, and making adjustments to instruction based on assessment data.

Goal #2: Hanover Middle will continue enhance its use of assessments (formative and summative) to improve student learning

Date(s) List beginning & ending date & times	Title of Activity	Facilitator Indicate if a facilitator is necessary; if a consultant will provide work	Person Responsible Identify the person who will monitor the activity	Target Audience List by grade, content, and/or department	Outcomes List the product and/or outcomes expected	Indicators of Success Explain how you will measure the success of the PD activity	Costs/Funding Source (i.e., school PD funds, district funds, grants)
10/13/09 8:00-10:00	Technology Training on ways to gather and organize assessment data: - X2 - Clickers - Data Warehouse - Examview - Excel		Director of Technology and Principal		Training delivered		Cost of trainer approx. 1000
10/13/09 10:00-12:15	MCAS Analysis	AP for Curriculum and Instruction	Principal and AP for Curriculum and Instruction	Math, Science, ELA, and Special Education Teachers	Teachers will analyze the MCAS data to look for areas of strength and weakness. Teacher will use data to make informed decisions about	Changes made to instruction and curriculum based on the data.	

					curriculum and instructions.		
12/8/09, 3/16/10	Teachers will collect and analyze student performance data on common assessments Teachers will develop common assessments		Principal and AP for Curriculum and Instruction	Math, Science, and other content areas as common assessments are developed	Teachers will use assessment data to adjust instruction	Data collected.	
	Formative Assessment Workshop						

GOAL #3

To continue working on incorporating 21st century skills and content into the HMS curriculum and enhancing staff knowledge of these skills.

GOAL#3 - RATIONALE & CONNECTION to SCHOOL IMPROVEMENT PLAN

This is tied to the district PD plan for 2009-2010 and to Goal #1 of the SIP.

This work is a continuation of work begun last year with the Daggett presentation and staff training in technology. This will be a multi year goal, with the first year focused mainly on staff education about 21st century skills, staff training in technology, and goal setting.

HMS will use the following working definition of 21st century skills:

“According to the Partnership's definition¹, 21st century learners must learn the following subjects and complementary skills:

- **Core Academic Subjects** include English, reading or language arts, world languages, arts, math, economics, science, geography, history, government and civics.
- **Interdisciplinary Themes** to be woven into each subject include global awareness, financial, economic, business and entrepreneurial literacy, civic literacy and health literacy
- **Learning and Innovation Skills** to be woven into each subject include creativity, innovation, critical thinking, problem solving, communication and collaboration

¹ Framework for 21st Century Learning, Partnership for 21st Century Skills, http://www.21stcenturyskills.org/index.php?option=com_content&task=view&id=254&Itemid=120

- **Information, Media and Technology Skills** required of today's students include information literacy, media literacy, communications and technology literacy.
- **Life and Career Skills** are the so-called "soft-skills" needed to navigate in today's fast-paced, high-technology world. They include flexibility, adaptability, initiative and self direction, social and cross-cultural skills, productivity, accountability, leadership and responsibility."

(from White Paper: *School Reform in the New Millennium: Preparing All Children for 21st Century Success* by the Massachusetts Board of Elementary and Secondary Education's Task Force on 21st Century Skills, November 2008)

Goal #3: To continue working on incorporating 21st century skills and content into the HMS curriculum and enhancing staff knowledge of these skills.

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10/13/09, 12/8/09, 3/16/10	21 st Century Skills in Specialist Classes						
1/19/10	What are 21 st century skills?		Principal and AP for Curriculum and Instruction				

GOAL #4

To enhance communication and collaboration among staff in order to meet the common developmental and learning need of adolescent students and the needs of individual learners.

GOAL#4 - RATIONALE & CONNECTION to SCHOOL IMPROVEMENT PLAN

This is linked to Goals 1, 3, and 4 of the SIP.

HMS is a large 5-8 middle school with 4 different bell schedules. To meet the complex needs of adolescent learners and to create a positive school climate, effective communication and regular collaboration are key. This year we will continue work in these two areas so that we are maximizing our shared time and expertise.

Goal #4: To enhance communication and collaboration among staff in order to meet the common developmental and learning need of adolescent students and the needs of individual learners.

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9/22/09 12:30-2:30	Full Staff Meeting on mandatory policies/trainings (epipen, restraint, universal precautions, confidentiality)	Principal, School Nurse	Principal	All HMS Staff			
10/13/09 1:00-3:00	Co-Teaching Planning Time		Principal and AP for Curriculum and Instruction		Improvements in our coteaching model		

9/22/09	Workshop on Autism Spectrum Disorders		Principal, Pupil Personnel Services Administrator				
10/13/09 1:00-3:00	Specialists and Guidance Counselors joint meeting/collaboration around student needs		Assistant Principal (Ginny Berglund)				
3/16/10	MCAS Administration Procedures		Assistant Principal (Ginny Berglund)				