Goal: The library media specialist and the program will support the implementation of the Common Core State Standards

School Name: Beltsville Academy

School Year: 2012-2013

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| **Section** | **Planned Action** | **Resources and Strategies** | **Persons Responsible** | **Performance Measure** | **Completion Date** |
| School-Based Organizational/Administrative Practices (administrators, teachers, parents)   * School Progress Team * Scheduling * Department Meetings * Grade Level Meetings * Planning Time * Before and After School Time * Clubs * Parent Teacher Association * School Communications * Other | 1.The LMS will promote the use of Common Core State Standards during department meetings or grade level meetings  2.The LMS will attend School Improvement Team Meetings and serve the team bringing new materials from the library which support common core initiatives  3. The LMS will provide parents/guardians with general information about Common Core Standards in the library during the two annual Back to School Nights (elementary and middle).  4.The LMS will create a club where students can volunteer to advance their literacy and technology skills beyond the classroom.  5. The LMS will offer before or after school hours in the media center.  6. The LMS will work with administration in order to create a schedule that allows one day a week for flexible scheduling.  7. The LMS will provide materials for parents who attend PTA meetings. | 1.LMS will provide print-outs of various resources that teachers could use in the classrooms that give strategies for implementing CCSS (e.g. Live Binder site on CCSS)  The LMS will bring materials to meeting which meet common core standards.  3. The LMS will create a brochure type of handout to distribute to parents and include a link to a blog or wiki that has been set up to provide on-going information.  4.The LMS will facilitate a club where students can get together to practice and explore technology and literacy. The LMS can provide guidance to students with any new technology they wish to explore with.  5. The LMS will provide before and after school hours for students that need to use the library facilities for educational and/ or recreational purposes. The LMS can be there for guidance if anyone needs it.  6. This will allow middle school teachers and elementary school teachers greater opportunities to facilitate research and utilize resources while collaborating with the LMS.  7. At PTA meetings, the LMS will provide parents with a grade appropriate list of “great reads.” The LMS could also create a generic set of questions for each grade to work on comprehension. | 1. School library media specialist  2. School library media specialist  3. School library media specialist  4. SLM  5.SLM  6. LMS, administration  7. LMS | 1. LMS could find out if teachers are using these resources by asking themselves: Are they asking me questions? Are they coming to me to get more ideas? Or the SCLM and ask teachers if they found the print-out useful and if not, how can the SCLM improve it.  2. Using School Improvement Team Meeting Time, there could be evaluations twice a year. Other teachers can fill out a short questionnaire as to if the materials being provided by the LMS are helpful in their classrooms.  3. LMS could monitor the number of website visitors or comments  4. The LMS can evaluate and observe the students work in the club. The LMS can get feedback from the club members to find out what they think about the new technology they learned about and if they thought it was beneficial.  5. The LMS will observe how many students are taking advantage of the extra hours to use the library. If students are not using the library, then the LMS should advertise the extra hours and even send a letter home to parents to make them aware.  6. The LMS will track media center usage on flexible scheduling day and report to administration quarterly.  7. Parents may offer suggestions at the end of the year to their opinion of the usefulness of the materials the LMS provided. | 1. On-going  2. on-going  3. on-going  4. On-going; monthly meetings  5.At least once or twice a week or if requested by a student  6. Flexible schedule weekly, report quarterly  7. End of the school year |
| Program Administrator Effectiveness and Accountability   * Library Policies and Procedures * Collection Development * Access to Facility * Access to Digital Content * Destiny * Safari Montage Creation Station * LMC Environment * Access to Technologies * Marketing the LMC * Other | 1. The LMS could have a monthly newsletter (both print and online on the school website) for teachers about the many ways the SCLM could collaborate or assist them with their curriculum.  2. In order to further Collection Development, SLM should poll teachers at the beginning and the end of the school year and specifically ask what materials teachers need to support the Common Core through the library. When teachers come to the library looking for certain materials that the library does not carry, the LMS should keep a running list of materials to order when there is money available.  3. LMS will create a marketing campaign to address students and teachers and inform them of new or helpful resources available in the media center.  4.The LMS will advertise the policies and procedures of the media center for students and faculty to abide by them  5. The LMS will keep their principal up-to-date on their importance and progress with their media center and students' academic achievement  6. The LMS will organize an annual book fair in order to raise funds to be used to enhance the appearance of the library and make it a more student friendly environment.  7. The LMS will determine what things teachers and students like and dislike about the Library environment. | 1.This newsletter could include reasons why teachers should collaborate with LMS, resources for teachers to use, what the LMS will be focusing on this month, etc. There could also be a newsletter for students providing resources and news about what is new in the media center.  2. The librarian must make teachers aware of the fact that he/she will want to know about materials needed in the library. A brief sheet can be filled out by teacher at the beginning and end of the year stating what materials they need or wish they had.  3. The LMS will need to make the school community aware of resources and how they can be utilized. The LMS will create exciting commercial style videos promoting both resources, collaboration, and contests using Common Core standards to base themes and skills off of.  4. The LMS will provide a hand-out for students and their parents/ guardians to keep them aware of the policies and procedures that should be abided by in the media center. The LMS will also post these policies on the website as well as post them on the bulletin board or the walls so students and faculty can refer to them if necessary.  5.The LMS will keep an updated list and artifacts to keep the principal involved in the importance of the media center and the role of the library media specialist. They could set-up a conference/ meeting quarterly to discuss the progress of students by showing student work, for example  6. Scholastic book fairs, volunteers, county approved distributers for furniture and materials.  7. At the beginning of the school year, the LMS should use a paper survey at a faculty meeting to ask teachers what things they like and dislike about the library environment. Students can be polled in class. | 6.  1.School Library Media Specialist  2. School Library Media Specialist and classroom teachers  3. School Library Media Specialist, technology coordinator, reading specialist, math specialist  4.LMS  5.LMS & Principal  6. LMS  7. LMS and teachers | 1.For the online newsletter, the LMS could see how many people have viewed it or have a survey about the usefulness of the newsletter  2. The LMS should keep track on a spreadsheet of the requests made for materials and the number of requests filled. The spreadsheet should also contain grade level and teacher specifications.  3. Interest or participation in resources/events, increased interest in collaborative projects  4. The LMS will observe how the faculty and students are using the media center and if they are abiding by the policies and procedures. If not, they should be advertised again so everyone is made aware of them  5.The LMS can evaluate their own work by reflecting on their progress and students' progress. The principal can also evaluate and give feedback to the LMS and the progress of the media center.  6. Increase in circulation/visitors  7. At the end of the year, teachers can be engaged in a discussion or survey to determine how well the LMS made improvements to the library environment. | 1.Every month  2. At the beginning of the year, end of the year and during the year (as needed)  3. Bi-weekly videos, collaboration as needed  4.On-going; as needed  5.Quarterly meetings  6. annual  7. Beginning and the end of the year |
| Instructional Effectiveness and Accountability   * Collaboration with Teachers * Instructional Scheduling * Library Media Curriculum, K-5 * ORMs and Slam Dunks (Secondary) * Digital Content * Web 2.0 Resources * Other | 1.The LMS will have a Wiki Site where teachers can post the curriculum their team will be focusing on during a certain time period as well as the LMS curriculum. This will allow teachers and the LMS to collaborate even if they do not have time to meet face-to-face.  2. LMS will share Web 2.0 tools with teachers once a month at faculty meetings.  3. The LMS will attend 1 collaborative planning or data utilization meeting per month.  4.The LMS will have a form that teachers can fill-out to request materials.  5. The LMS will collaborate with middle school teachers quarterly to create a Slam Dunk/research based model to align with curriculum.  6. The LMS will introduce a five-minute resource talk (digital, books, etc) to promote materials to middle school students and teachers.  7. The LMS will visit various classrooms in order to view the ways in which teachers are using technology. | 1.The LMS will promote the use of the Wiki and remind teachers to update the site with upcoming curriculum lessons, etc. There can be discussion between the LMS and the teachers to collaborate on ideas and if extra library visits or lesson may be useful for the lessons (e.g. visit to the library to research animals for a research paper how to evaluate websites for usefulness, bibliography help, etc.)  2. The LMS will ask for time once a month at faculty meetings to demonstrate how to use Web 2.0 tools. Next the LMS should connect with other teachers to see which tools they would like to know how to use better. The LMS will demonstrate how the tool is used and demonstrate how it can be used within the objective of a grade specific Common Core lesson.  3. The LMS will attend and provide additional strategies as well as ideas for collaboration or opportunities to reteach skills as they fit into the library curriculum and common core.  4.The LMS will promote the use of the form so that they can complete the requests in the order they were filled and ensure that the requests are fulfilled by the time asked by the classroom teachers.  5. Various curriculum documents, databases  6. New or appropriate content based upon CCS and need based.  7. While visiting classrooms, the LMS will note ways and lessons teachers are teaching using technology tools. These teachers will then be asked to share their lessons and ideas at the faculty meetings. The LMS will aid in planning the presentation. | 1. School Library Media Specialist and Classroom Teachers  2. School Library Media Specialist and Classroom Teachers and Principal  3. School Library Media Specialist, classroom teachers, math specialist, reading specialist, administration, substitute coverage  4. The LMS & classroom teachers  5. LMS, middle school staff  6. LMS, middle school staff  7. LMS and classroom teachers | 1. LMS would ensure that teachers are using the Wiki Site and updating it. If not the LMS could send out reminders and continue to use the wiki to promote collaboration.  2. Teachers can fill out an exit slip after the session. The slip can explain if teachers thought the session was helpful and if they think they can now use the Web 2.0 tool in their classrooms. At the end of the school year, teachers can be given a questionnaire to evaluate the LSM’s help with Web 2.0 tools.  3. Collaboration can be added to the minutes from the meeting, feedback form for teachers after re-teaching or collaboration takes place.  4.The LMS can determine if teachers are using the forms effectively and if they are using them at all. If not, the LMS can promote the use of them at a monthly staff meeting. She should also evaluate herself on if she is fulfilling requests in a timely fashion and if the teachers are pleased with the fulfilled requests  5. Feed back form from teachers  6. Track any increase in collaboration requests or circulation.  7. Classroom teachers will evaluate this practice through verbal or written feedback. | 1. On-going  2. Once a month at faculty meetings  3. Monthly, as needed for collaboration  4. On-going  5. Quarterly  6. Monthly  7. On-going |
| Faculty and Staff Professional Development   * Digital Content * Technologies * Destiny * Safari Montage * Curation Tools * ORMs and Slam Dunks * Differentiation by Lexile * Other | 1.The LMS will provide Professional Development Presentations at meetings or set-up other times to promote the use of digital technologies in the classroom  2. LSM can make a list of Core Curriculum specific goals which align with Safari Montage videos.  3. Promote the use of Destiny to faculty and students as a way to streamline research.  4. The LMS will have a page on the media center website with resources for teachers to use in the classroom.  5. The LMS will create or search for tutorials that teachers would find helpful for digital resources, Safari Montage, and Destiny.  6. The LMS will begin adding stickers to spine labels in order to show lexile level visually for students and teachers.  7. The LMS will provide a hand out to teachers which will explain how to make and use curation tools. | 1.The LMS could provide on-going Professional Development Presentations for the staff and focus on one or two new technologies to use for each session. For example one session could focus on the use of Destiny and a session the next month could focus on Safari Montage. If a staff member could not attend offer times where a brief overview of the session could be found online. Teachers who attended could use the online references to refresh their memories and refer to at a later time.  2. The LMS will need to look closely at each grade curriculum. Then she will need to examine the Safari Montage database and see where the curriculum and videos overlap. The LMS can then make a list of such videos to hang in a library work room. Grade specific lists can be given to each grade level.  3. Promote and demonstrate resources available through Destiny to assist in research skills. Distribute handouts in paper form and online for teachers to utilize.  4. The LMS will frequently up-date the resources and new technologies that teachers can use for their professional development. The LMS will also make sure the teachers know to go to her for guidance if they need assistance with any of the resources or new technologies  5. The LMS will post these tutorials on the library media website and demonstrate quarterly at staff meetings.  6. Stickers for spine labels, create bookmark that describes levels in friendly language.  7. The LMS will briefly explain the purpose of curation tools to teachers at a faculty meeting. Teachers will leave the meeting with a handout that will provide teachers with step by step directions for making and using curation tools. | 1.School Library Media Specialist  2. School Library Media Specialist in conjunction with classroom teachers.  3. School Library Media Specialist, classroom teachers  4. LMS  5. LMS  6. LMS  7. LMS | 1. LMS would determine how many staff members how up for the sessions and determine if more promotion of the sessions are necessary. The LMS could also conduct a survey to see what technologies the teachers would like to focus on in a session and if the sessions are useful to the development. The LMS would make changes accordingly.  2. The LMS will know which materials are being used based on circulation statistics.  3. View circulation statistics  4. The LMS will remind the teachers to visit the webpage to see the latest news on technology and resources they can use. At monthly staff meetings the LMS can ask faculty if they have any questions about any of the resources or if they have used any of them successfully.  5. Quarterly staff survey  6. Circulation statistics  7. Teachers can be survey as to if they think a handout on curation tools are helpful at a future meeting. | 1.On-going; Monthly  2. Monthly  3. Monthly  4.On-going; at monthly staff meetings  5. Quarterly  6. On-going  7. At one chosen faculty meeting and then a follow up meeting. |
| LMS Professional Growth   * Professional Associations * Professional Reading * Conferences * Webinars * Tutorials, Social Media, and Learning Communities * Courses (f2f and Online * Workshop and Inservice * Other | 1. The LMS will stay up-to-date on her own professional learning communities (e.g. webinars, readings, blogs, AASL website, etc.) The LMS share news on the library website for staff, parents, and teachers.  2. The LMS will read one professional text/article/magazine a quarter. The LMS will then summarize and post on blog/wiki/website for teachers use.  3. The LMS will attend Powering Up for Technology Conference.  4. The LMS will have at least one to two fellow librarians from around the area that she can communicate with to stay up-to-date and share ideas.  5. The LMS will join or become active in Maryland Association of School Librarians and attend conferences.  6. The LMS should attend professional courses in children’s literature or young adult literature.  7. The LMS will look for literature seminars to attend. | 1.The LMS could use a variety of resources to stay current on new library resources. Weekly, the LMS should post on blogs, read professional articles, attend webinars, etc. Provide opportunities for the community to stay up-to-date by updating on the school library website, providing after-school information sessions, or in a monthly newsletter.  2. The LMS will promote reading professional materials in the school. After choosing the material, the LMS will read and summarize the text. He/she will then collect copies of the resource and set them in a common workroom. A summary of the material should also be placed with the materials. Teachers and other faculty should be emailed of the material and its availability in the media center. Lastly, the LMS can hold a “book club” format to discuss the material with staff.  3. The LMS will learn about new resources and teaching ideas. These will be reported back to the school community through blog/wiki/website. The LMS will be available for collaboration or further explanation.  4. The LMS will set-up time to meet with fellow librarians from the area to discuss ideas and new resources they have found out about their profession. They could skype, email, meet face to face, etc. to communicate and advance their professional development together.  5. Attend conferences and join committees to increase knowledge and gain valuable information from fellow LMS.  6. The LMS should attend a course every 3-4 years.  7. The LMS will attend one seminar (online or in person) twice a year. | 1.School Library Media Specialist and Community  2. School Library Media Specialist, teachers, leadership members and support staff.  3. County technology conference presenters, LMS, school community  4.LMS & other LMSs from around the area  5. LMS & other LMSs from around the state  6. LMS  7. LMS | 1.The LMS could set-up a specific time each week in his/ her schedule for their own professional growth. They will evaluate themselves in order to ensure that they are continuously keeping up-to-date on the latest news in the school library community.  2. At the end of the school year, teachers, leadership members as well as support staff will have the opportunity to evaluate the “professional reading book club.” Teachers will complete a quick survey answers questions to determine if teachers found the professional readings helpful or valuable and how they implemented their new learning in the classroom.  3. Monitor comments and emails in reference to the conference. Encourage others to attend or present.  4. The LMS will ensure that they stay up-to-date so that they can bring new information and contribute to the meetings, as well as actively participate  5. Share knowledge with others and eventually present at conferences. Increase in circulation and material usage.  6.The LMS will submit a transcript after each course to the board of education.  7. The LMS will obtain verification that she/he attended or viewed the seminar. | 1.Weekly; on-going  2. Quarterly  3. Conference is held annually, monitor interest monthly.  4.Quarterly; as needed  5. On-going  6. Every 3-4 years  7. Twice a year. |