

Dual Language Expansion to Middle School Project Plan: Strategies and Action Steps

Strategy 1: Explore Feasibility <ul style="list-style-type: none"> ● Observe and Gather Information ● Discuss With Stakeholders ● Plan Structures and Logistics ● Decision Making (Location, Content Area, Staffing) 						
<u>Action Steps</u>	<u>Lead</u>	<u>Support</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
ACPS Superintendent Approves Exploration Dual Language Middle School Program	Nickerson	Samayoa Mayer-Harding	April 1, 2019	September 9, 2019	<ul style="list-style-type: none"> ● Approval 	Complete
Analysis of Student Population and Demographic Data	Fernandes	Nickerson Samayoa Mayer-Harding	April 1, 2019	September 30, 2019	<ul style="list-style-type: none"> ● Data Summary and Report 	Complete
Analysis of Available Family Survey Data and Student Needs	Samayoa	Nickerson Fernandes	April 1, 2019	September 30, 2019	<ul style="list-style-type: none"> ● Data Summary and Report 	Complete
MSDL Planning Meetings Begin	Samayoa	Nickerson Mayer-Harding	April 1, 2019	July 31, 2020	<ul style="list-style-type: none"> ● Meeting Agendas 	Ongoing
Meetings With Community Stakeholders	Samayoa	Nickerson Mayer-Harding	April 1, 2019	April 30, 2020	<ul style="list-style-type: none"> ● Email Communications ● Agendas from PTA Meetings 	Ongoing
Decision on Proposed Location of Middle School Dual Language Program	Superintendent	Mann Nickerson Samayoa	April 1, 2019	April 30, 2020	<ul style="list-style-type: none"> ● Decision from Superintendent 	Ongoing

<u>Action Steps</u>	<u>Lead</u>	<u>Support</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Decision on Proposed Spanish-Language Content Course	Nickerson	Mann Principals Samayoa	June 8, 2019	September 30, 2019	<ul style="list-style-type: none"> Program Proposal 	Complete
Identification of Proposed Additional Staffing Needs for SY 2021	Nickerson	Mann Principals Mayer-Harding	June 8, 2019	September 30, 2019	<ul style="list-style-type: none"> Budget Proposal 	Complete
Develop and Deliver Proposal and Implementation Plan to Dr. Hutchings	Nickerson	Samayoa Mayer-Harding	June 8, 2019	September 30, 2019	<ul style="list-style-type: none"> Implementation Plan 	Complete
Decision to Proceed With MSDL is Analyzed and Made Public by Dr. Hutchings	Superintendent	Mann Nickerson	June 8, 2019	November 29, 2019	<ul style="list-style-type: none"> Announcement from Dr. Hutchings 	Ongoing

Strategy 2: Develop communications plan						
<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Develop a Calendar for Communication With Staff, Parents, Students, and Community Members	Samayoa	Mozingo Mann Nickerson Building Principals Mayer-Harding	October 1, 2019	January 15, 2020	<ul style="list-style-type: none"> Completed and Approved Calendar 	Ongoing

<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Discussion and Development of Communication Materials <ul style="list-style-type: none"> ● Why MSDL? ● What are the core instructional principles of the MSDL Program? ● Who is eligible for enrolling in MSDL? ● What are the choices for students and their families? ● How will this impact each middle school? <ul style="list-style-type: none"> ○ Student Population and Staffing ○ Transportation ○ Accountability ○ Building Culture ○ Other Resources 	Samayoa	Mozingo Mann Nickerson Building Principals Mayer-Harding	October 1, 2019	January 15, 2020	<ul style="list-style-type: none"> ● Communication Materials 	Ongoing
Hold Small Rolling Questions and Answers Sessions With Staff Members to Introduce the MIDL, its Potential Impact on the School Community, and the Staffing Procedures	Samayoa	Mann Nickerson Building Principal Mayer-Harding	January 30 , 2020	February 28, 2020	<ul style="list-style-type: none"> ● Meeting Notes ● Sign-In Sheets ● One-Pager ● PowerPoint ● FAQ Page 	Not Started
Meet With Elementary School Counselors at JAES and MVCS Regarding MSDL	Samayoa	Mann Nickerson Building Principal Mayer-Harding	February 10, 2020	<ul style="list-style-type: none"> ● JAES -May 18, 2020 ● MVCS-May 18, 2020 	<ul style="list-style-type: none"> ● Finalized Rising 6th Grade Roster 	Ongoing

<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Send Letter Home to Families Enrolled in the MSDL, Their Child's Schedule, Transportation Plan and Send an Invitation to an Open House	Samayoa	Nickerson Building Principal Mayer-Harding Counselors	March 9, 2020	April 3, 2020	<ul style="list-style-type: none"> • Parent Letter • Translated Parent Letters (Spanish, Amharic, Arabic) 	Not Started
Update Middle School Website With Information Regarding MSDL	Samayoa	Diane Loomis	April 20, 2020	April 24, 2020	<ul style="list-style-type: none"> • Website 	Not Started

Strategy 3: Recruit, hire, and train a highly qualified staff of instructors who are dedicated to delivering strong instruction to Dual Language students						
<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Meet With Human Resources to Clarify Process for Hiring and Placing Staff	Principal Mann	Jim Loomis Nickerson	September 23, 2019	December 13, 2019	<ul style="list-style-type: none"> • Notes from Meeting 	Ongoing
Design Staff Recruitment Process	Samayoa	Principal Nickerson Mayer-Harding	September 23, 2019	December 13, 2019	<ul style="list-style-type: none"> • Documentation of Process 	Ongoing
Analyze Mid-Year Snapshot Data on Current Qualifying Enrollment at Middle Schools	Fernandes	Nickerson	January 13, 2020	January 27, 2020	<ul style="list-style-type: none"> • Data Sheet 	Not Started
Based Upon Enrollment Data, Work With Building and Division Personnel to Determine Official Number of Positions Available for the MSDL	Mann	Nickerson Mozingo Samayoa Mayer-Harding	February 3, 2020	February 17, 2020	<ul style="list-style-type: none"> • Listing of Available Positions • Staff Responsibilities Diagram 	Not Started

<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Post Positions	Principal	Human Resources	February 17, 2020	February 21, 2020	<ul style="list-style-type: none"> • Listing of Available Positions • Staff Responsibilities Diagram • Job Postings With Requirements 	Not Started
Begin Staff Interview Process	Principal	Samayoa Mann Nickerson Mayer-Harding	February 24, 2020	April 17, 2020	<ul style="list-style-type: none"> • Interview Notes 	Not Started
Finalize and Announce Staff for SY 2020/2021 Dual Middle School Staff	Principal	Samayoa Nickerson	May 4, 2020	May 18, 2020	<ul style="list-style-type: none"> • Staff Roster 	Not Started
Dual Language Training for Staff <ul style="list-style-type: none"> • Foundations of Dual Language Instruction • Dual Language Leadership Institute 	Samayoa	Mayer-Harding Principals	July 1, 2020	August 31, 2020	<ul style="list-style-type: none"> • Training Agenda 	Not Started

Strategy 4: Develop and Finalize Curriculum, Instruction and Assessment for Spanish Language Arts and One Core Content Area for Grades 6, 7 and 8.						
<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Analyze Best Practices for Middle School Dual Language Programs and Determine Best Fit for ACPS	Samayoa	Mayer-Harding	August 15, 2019	December 13, 2019	<ul style="list-style-type: none"> • Notes from Research and School Visit 	Ongoing

<u>Action Steps</u>	<u>Leader</u>	<u>Helpers</u>	<u>Start Date</u>	<u>Target End Date</u>	<u>Measurement/ Evidence</u>	<u>Status</u>
Administer Nationally Normed Spanish Proficiency Assessment to all 5th Grade Students in the Dual Language Program	Samayoa	Mayer-Harding Dual Language Teachers Principals	January 6, 2020	February 28, 2020	<ul style="list-style-type: none"> Assessment Data 	Not Started
Develop Curriculum Guide for Spanish Language Arts Grade 6	Samayoa	Mayer-Harding	August 12, 2019	July 31, 2020	<ul style="list-style-type: none"> Draft of Curriculum Guides in Canvas 	Ongoing
Develop Curriculum Guide for Core Content Area in Spanish Grade 6	Samayoa	Mayer-Harding	August 12, 2019	July 31, 2020	<ul style="list-style-type: none"> Draft of Curriculum Guides in Canvas 	Ongoing
Develop and Submit FY 2021 Budget for MSDL	Nickerson	Principal Samayoa	September 9, 2019	November 30, 2019	<ul style="list-style-type: none"> Draft Budget 	Ongoing
Finalize Curricular Program for Dual Language (Spanish Language Arts and Core Content Area) and Create Plan for any Changes that Need to be Made	Samayoa	Nickerson Mayer-Harding	October 1, 2019	April 6, 2020	<ul style="list-style-type: none"> Course Sequence Sample Student Schedules Sample Teacher Schedules 	Ongoing
Finish Master Schedule	Guidance Counselor Director of Guidance	Mann Nickerson Samayoa Mayer-Harding Building principal	April 13, 2020	June 12, 2020	<ul style="list-style-type: none"> Master Schedule 	Not Started
Procure MSDL Resources: Texts and Supplemental Curricular Materials	Samayoa	Principal Nickerson Mayer-Harding	April 6, 2020	April 27, 2020	<ul style="list-style-type: none"> RFP Resources 	Not Started
Determine Measures of Success of the Dual Language Middle School Program	Samayoa	Will Fernandes Clinton Page	April 6, 2020	June 5, 2020	<ul style="list-style-type: none"> School Performance Data 	Not Started