



Summer Institute Region 9 Site Team Plan

State	CA
School Year	2009-2010
County/Region	San Diego/9
District	ABC District
Site	A-Z High School
Principal	Dan Smith
Date	July 30, 2010
1 st Draft Date	September 21, 2010

Place cursor in a gray field and enter information—field expands as you type.

School	ABC School		
Address	123 Alphabet St		
City	Alphabet City	State	CA
		ZIP	92999
AVID Coord.	Cathy Brown		
Phone	858-555-5555	E-mail	cbrown@abc.net
Principal	Dan Smith		
Phone	858-555-5555	E-mail	dsmith@abc.net
Number of AVID Elective Sections	<u>4</u>		

Support Needs

Our needs for immediate or ongoing support include _____

AVID Site Team Members Presently Preparing Site Plan

Name	Title/Subject Taught	Email
Cathy Brown	Lead AVID Coordinator	cbrown@abc.net
Dan Smith	Principal	dsmith@abc.net
Juan Ruiz	Counselor	mruiz@abc.net
John Williams	Math Teacher	jwilliams@abc.net
Susan Johnson	English Teacher	sjohnson@abc.net
Mary Davis	Science Teacher	mdavis@abc.net
Kim Anderson	Social Science	kanderson@abc.net
David Miller	Student	dmiller@abc.net
Laura Wilson	Parent	lwilson@abc.net

Signature of Coordinator

Signature of Administrator/Designee

Signature of Regional Coordinator

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Essential # 8 Indicator # 3 [For experienced sites, is this recommended from your previous years CSS? X YES NO]

Current AVID CSS Level of Use X Not AVID (Level 0) Meets Certification (Level 1) Routine Use (Level 2) Institutionalization (Level 3)

What CSS level would you like to achieve? X Meets Certification (Level 1) Routine Use (Level 2) Institutionalization (Level 3)

Critical Question: Are a sufficient number of tutors available in AVID elective classes to facilitate student access to rigorous curriculum?

Objective: Level 1: The student/tutor ratio in the AVID elective class is no higher than 7:1 to support collaboration and mentoring. Whenever possible, college tutors are hired as AVID tutors.

Action Items	Topics to Address (please answer all questions)	Responsibilities	Timeline	Articulation	Evaluation
A. Utilize online job portals at local area universities to hire college tutors.	1. What expenditures are necessary for us to achieve the action? 2. What individuals/committees need to be involved? 3. What obstacles might exist we face?	Who will take responsibility to see that this Action Item is accomplished? A. AVID Coordinator and AVID Administrator	When will this Action Item be completed? A. Begin ongoing process late August. Hiring completed by October. Training completed by December.	1. What is the relationship of the objective to our school and/or district plans and goals? 2. How does our objective support vertical alignment elementary – postsecondary? 1. Fosters increased academic achievement by providing student support for AVID students to meet a-g requirements. 2. Ensures consistency of student experience with AVID 10 step tutorials between middle school & high school AVID Programs.	Using the AVID “ <i>Certification Evidence Document</i> ” as a guide, what documentable evidence will we provide to demonstrate our success on this objective? <input type="checkbox"/> Class list of student/tutor groups reflecting the 7:1 ratio or <input type="checkbox"/> Classroom observations by Regional Coordinator to determine student/tutor ratio or <input type="checkbox"/> AVID Site Data Collection Form verifying number of tutor hours using calculation below: Calculating 7:1 student tutor ratio: # of Students x 2 / 7 <i>(Total number of students x 2 hours of tutorials per week / 7 [7:1 student tutor ratio])</i>

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<p>B. To identify and train potential AVID juniors and seniors to serve as cross-age peer tutors for the Soph. & Frosh. AVID elective classes.</p>	<ol style="list-style-type: none"> 1. Cross-age peer tutors may earn community service hours. 2. AVID Coordinator & AVID Elective Teachers 3. Master schedule 	<p>B. Selected AVID Elective Teacher</p>	<p>B. Identification completed by September. Training completed by December.</p>		
<p>C. To develop a plan to identify and train possible community volunteers as AVID tutors.</p>	<ol style="list-style-type: none"> 1. None 2. AVID Coordinator, AVID Administrator and AVID Site Team members. 3. Finding volunteers who can make a commitment for the entire school year. 	<p>C. AVID Coordinator and a selected AVID Site Team member</p>	<p>C. Site Team to develop plan in September. Soliciting volunteers completed by October. Training completed by December.</p>		

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Long Term Planning Resource – Sample

Goal	Action	Timeline	Assessment
YEAR 2 FOCUS AREA • ESSENTIAL 8.2 – MOVING TO LEVEL 2	Develop a plan for trained site personnel to provide on-going coaching and debriefing to support tutors in the AVID tutorial process. There is evidence that teachers coach the tutors in this collaborative inquiry-based process as modeled in the 2008 AVID Tutorial video and materials.	Ongoing process for AVID site team – starting in September 2011-2012 school year and completes by April 2012	<input type="checkbox"/> Evidence of implementation of <i>Tutorial Support Curriculum Resource Guide</i> Unit 5: Debriefing <input type="checkbox"/> Tutor sign in sheets, agendas and content (2008 AVID tutorial video and materials) from on-going coaching by trained district/site personnel
YEAR 2 FOCUS AREA • ESSENTIAL 11	Developing an active interdisciplinary AVID site team	End of school year 2012	<input type="checkbox"/> Site list of Site Team members' names (including interdisciplinary teachers, administrators, counselors, coordinators, AVID elective teachers, tutors, and students)
YEAR 3 FOCUS AREA • ESSENTIAL 4.6 – MOVING TO LEVEL 2	AVID site team will ensure that at least 70% of current AVID students have completed a high school credit-bearing Algebra I course, or higher, upon completion of 8 th grade and are eligible to enroll in Geometry and/or Algebra 2 in 9 th grade.	End of school year 2012-13	<input type="checkbox"/> Report cards/transcripts demonstrating that at least 70% of students have completed Algebra I by end of 8 th grade <input type="checkbox"/> Roster of AVID class w/highlighted names of students who have completed Algebra I by the end of 8 th grade
YEAR 3 FOCUS AREA • ESSENTIAL 10	The school or district has identified resources to increase participation in AVID staff development.	End of school year 2012-2013	<input type="checkbox"/> List printed from “My AVID” event registration search indicating that site team teachers attended Summer Institute or AVID Path training participant list
YEAR 4 FOCUS AREA • ESSENTIAL 4.6 – MOVING TO LEVEL 3	AVID site team will ensure that at least 90% of current AVID students have completed a high school credit-bearing Algebra I course, or higher, upon completion of 8 th grade and are eligible to enroll in Geometry and/or Algebra 2 in 9 th grade.	End of school year 2013-14	<input type="checkbox"/> Report cards/transcripts demonstrating that at least 90% of students have completed Algebra I by end of 8 th grade <input type="checkbox"/> Roster of AVID class w/highlighted names of students who have completed Algebra I by the end of 8 th grade
YEAR 4 FOCUS AREA • ESSENTIAL 11	The interdisciplinary AVID site team assumes responsibility for professional development.	Ongoing from the 2013-2014 school year	<input type="checkbox"/> Schedule of meetings, agendas, and sign in sheets from AVID presentations methodologies/WICR <input type="checkbox"/> AVID training sign-in sheets