

MSAD #37
Comprehensive P–3 Action Planning Template
Initiative Summary Page

Family Engagement and Curriculum Alignment Team members: Mindy Reynolds, Becky Libby, Suzen Polk-Hoffses, Brenda Catheron & Erica Thompson			
Which community and/or district goal(s) does this initiative align to?			
We share a common goal to provide easily accessible, ongoing family engagement opportunities designed to increase the frequency and quality of interactions between caregivers and children. We also strive to provide educators with a document that details curriculum standards for children ages birth through grade three in a continuum format for ease of use when planning instruction, particularly around transition time frames.			
Early Evidence of Impact (monthly):	Short Term Evidence of Impact (quarterly):	Long-term Impact (Annual):	
Collect relevant contacts and artifacts from outside sources. Determine associated costs.	Artifacts that show evidence of training plans and curriculum materials B-3 rd .	Artifacts are evident and dates are decided for family engagement opportunities. Interactions observed between caregivers and children are reflective of increased quality and frequency. Classroom lessons are designed and delivered as to reflect the scope and sequence of the standards across grade levels.	
Strategies	Lead	Resource Requirements	Completion Date
1. Research, identify, collect and share Maine DOE curriculum guidelines for children birth through grade three.	Becky Libby	Internet, contacts with Downeast Community Partners	April, 2019
2. Align Birth through 3 rd by creating a professionally printed, working document that ease of use, as a tool to examine standards and curricula for lesson planning across ages birth through third grade. PLC groups will meet and plan transitional, remedial and enrichment activities across grade levels.	Mindy Reynolds	Birth-toddler DOE standards, COR/Highscope standards, standards for grades K-3 rd , template for curriculum alignment, DownEast Graphics Inc.	November, 2019
3. Arrange and host a series of family engagement opportunities throughout the year, including a May Pre-K & K registration event, playgroups and evening training for caregivers.	Brenda Catheron	Interview Pre-K through grade three teachers to determine family needs of enrolled students	October-December, 2019
4. Expand offerings that promote family engagement through our Family Resource Libraries including literature recommendations and family activities that are easily accessible and improve the quality of interactions between caregivers and children.	Suzen Polk-Hoffses & Erica Thompson	Determine relevant documents and family engagement materials that are appropriate, and costs associated.	November, 2019

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Strategy #1: Research, identify, collect and share Maine DOE curriculum guidelines for children birth through grade three.					
Quarter	Actions	Who Will Lead?	When Will It Start?	When Will It Be Complete?	What Resources Are Needed?
1-3	Research Maine DOE guidelines for children Birth through 36 months	Becky Libby	September, 2018	April, 2019	Internet & Head start contacts
1-3	Research Maine DOE guidelines for children 36 months through grade three	Mindy Reynolds	September, 2018	April, 2019	Internet and resources collected from colleagues
1-4	Assemble all documentation for curriculum alignment B-3rd	Mindy Reynolds	September, 2018	June, 2019	Research previously collected by Becky and Mindy

Strategy #2: Align Pre-K through 3 rd by creating a professionally printed, working document that is easy to use as a tool to examine standards and curricula across ages birth through third grade.					
Quarter	Actions	Who Will Lead?	When Will It Start?	When Will It Be Complete?	What Resources Are Needed?
1-3	Collect previously prepared documentation of curriculum alignment and dissect with colleagues in teams	Mindy Reynolds	September, 2018	March, 2019	COR-High Scope Curriculum Alignment document
1-4	Collect relevant DOE curriculum standards from 36 months through 3 rd grade and sort according to standards	Mindy Reynolds	September, 2018	June, 2019	Maine DOE website, MSAD #37 Common Core standards document
1-4	Assemble teams and plan for summer of 2019 workshops to create a working copy of final curriculum alignment document	Mindy Reynolds	October, 2018	June, 2019	Contact information for team members, internet and software planning template

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Summer 2019	Sort and record relevant data into curriculum planning document along a continuum and submit to professional printing company. Utilize planning document to inform transitional, remedial and enrichment activities across grade levels to be discussed in PLC meetings.	Mindy Reynolds	June, 2019	August, 2019	Internet, software planning template, COR-HighScope Curriculum Alignment document, MSAD #37 Common Core standards document, DownEast Graphics Inc.
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Strategy #3: Arrange and host a series of family engagement opportunities throughout the year, including an April Pre-K & K registration event and evening trainings for caregivers					
Quarter	Actions	Who Will Lead?	When Will It Start?	When Will It Be Complete?	What Resources Are Needed?
1-4	Make contacts with agencies that work specifically with families and seek information about programs	Mindy Reynolds	September, 2018	August, 2019	Island Readers and Writers contact, MRTQ contacts, DCP contacts and others
1-4	Meet with said agency representatives and determine offerings that are relevant to our goals to increase the quality and frequency of caregiver and child interactions.	Mindy Reynolds	September, 2018	August, 2019	Contact information of agencies
3-4 1	'18-'19 '19-'20 Plan relevant Family Engagement activities for play groups, that are designed for caregivers and children, and collect and store training materials.	Mindy Reynolds	April, 2019	October, 2019	Island Readers and Writers contact, MRTQ contacts, DCP contacts and ongoing consultation with local community agencies, training materials
4 1-2	'18-'19 '19-'20 Schedule, promote, host and monitor Family Engagement activities in the form of play groups, designed to increase quality and frequency of interactions between caregivers and children.	Brenda Catheron	June, 2019	December, 2019	Island Readers and Writers contact, MRTQ contacts, DCP contact and relevant community agencies, 081 Certified Teacher

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Strategy #4: Expand offerings that promote family engagement through our Family Resource Libraries including literature and family activities that are easily accessible.					
Quarter	Actions	Who Will Lead?	When Will It Start?	When Will It Be Complete?	What Resources Are Needed?
1-4	Research relevant needs of families within our schools and make suggestions for continuous project improvement	Suzen Polk-Hoffses & Erica Thompson	September, 2018	December, 2019	Contacts for MSAD #37 staff and families of enrolled students
1-4	Determine specific materials needed to meet the ongoing needs of families and document associated costs	Mindy Reynolds	September, 2018	December, 2019	Contacts with Island Readers and Writers, MSAD #37 staff and families, internet
Summer '19 1 '19-'20	Gather materials needed to promote family engagement activities and store for ease of accessibility. Share materials with caregivers at conferences and encourage participation.	Mindy Reynolds	June, 2019	November, 2019	Internet and Family Resource Libraries, materials for engagement activities
1-4	Monitor ongoing needs of families and provide materials through use of our Family Resource Libraries	Mindy Reynolds	September, 2018	December, 2019	Contacts with MSAD #37 staff, internet and community resources

Costs Associated with B-3 Plan

Strategies	Lead	Materials/Products	Associated Costs
Strategy # 1 Research, identify, collect and share Maine DOE curriculum guidelines for children birth through grade three.	Becky Libby	COR-HighScope standards document, MELDS document, Guidelines for Learning and Development: Supporting Maine’s Infants and Toddlers, Head Start Early Learning Outcomes, Common Core Standards	Hammerhill 8.5 x 11.5 white copy paper, 500 sheets: \$6.40

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<p style="text-align: center;">Strategy # 2</p> <p>Align Pre-K through 3rd by creating a professionally printed, working document that is easy to use as a tool to examine standards and curricula across ages birth through third grade.</p>	<p style="text-align: center;">Mindy Reynolds</p>	<p>COR-HighScope standards document, MELDS document, Guidelines for Learning and Development: Supporting Maine’s Infants and Toddlers, Head Start Early Learning Outcomes, Common Core Standards, DownEast Graphics</p>	<p>Time and Attendance: 4 Teachers x 12 hours @ rate of \$35 per hour= \$1,680.00 DownEast Graphics printing: 30 final documents x \$25.00 each= \$750.00</p>
<p style="text-align: center;">Strategy # 3</p> <p>Arrange and host a series of family engagement opportunities throughout the year, including a Pre-K & K registration event, playgroups and evening training for caregivers.</p>	<p style="text-align: center;">Brenda Catheron</p>	<p>Island Readers and Writers contact, MRTQ contacts, DCP contacts and ongoing consultation with local community agencies, training materials</p>	<p>Literature Materials for Trainings: “Reading Picture Books” \$19.76 \$19.76 x 33=\$652.08 tax and shipping not included (11 of each per school/trainings x 3 schools) 081 Teacher/Facilitator x 16 hours @ \$35.00 per hour =\$560.00</p>
<p style="text-align: center;">Strategy # 4</p> <p>Expand offerings that promote family engagement through our Family Resource Libraries including literature and family activities that are easily accessible.</p>	<p style="text-align: center;">Suzen Polk-Hoffses & Erica Thompson</p>	<p>Internet, consultation with stakeholders</p>	<p>“My Daddy is a Pretzel” \$9.99 “Yoga Pretzels” \$13.85 “Visual Thinking Strategies” \$29.00 “Children at the Center” \$32.00 “Helping Children Succeed” \$13.49 (1 each per school x 3 schools) \$98.33 x 3=\$294.99 tax and shipping not included Variety of Children’s Games/Puzzles and activities: \$1,500.00 Total cost: \$1,794.99</p>
<p style="text-align: center;">Total costs:</p>			<p>Total cost of all B-3 Strategies: \$5,443.47</p>