

Project 1. Establish a District Inclusion Council to provide targeted support to schools through all phases of transition planning.

Scope of Work: This project encompasses the following work: forming a District Inclusion Council to provide close support, coaching and monitoring to all schools in preparation for the districtwide transition to more inclusive settings for students with disabilities and English language learners; and creating and implementing its annual work plan for SY 2014–15. This project is based on the district’s past success with the PZ Council model of providing close oversight and dedicated district-level support to targeted schools.

Tasks	Deliverables	Duration	Budget	Owner
1. Define the council’s roles, responsibilities, scope of work and priority deliverables for SY 2014–15, clearly delineating its function from that of the existing Level 1–3 System Implementation Teams.	<ul style="list-style-type: none"> Updated organizational chart of the tiered implementation structure with descriptions of each group’s responsibilities Draft of team charter 	Oct 08, 2014—Nov 06, 2014	\$0	Broomall
2. Identify departments to be represented on the council and select council members (including special services, ELL, school operations, curriculum and instruction, and professional development).	<ul style="list-style-type: none"> Council members named and notified 	Oct 09, 2014	\$0	Broomall
3. Create yearlong meeting schedule and monthly priorities/deliverables.	<ul style="list-style-type: none"> Calendar of monthly meetings and agenda topics (Nov 2014 through Jun 2015, to follow monthly PZ Council meetings) 	Oct 06, 2014—Oct 10, 2014	\$0	Broomall
4. Priorities for Nov 2014: Organizational meeting: the big picture (the council’s role in the plan for transitioning to inclusion, and the year at a glance/monthly priorities). Review the current status of campus action plans/student-centered planning, across all schools. Determine support needed, prioritize schools to be targeted this month, and assign tasks/school liaisons.	<ul style="list-style-type: none"> Monthly meeting on Nov 06, 2014 Team charter formally adopted Status report on campus action plans and student-centered planning List of targeted schools and assigned liaisons Progress update to the superintendent 	Nov 03, 2014—Nov 28, 2014	\$0	District Inclusion Council
5. Priorities for Dec 2014: Quality review of campus action plans and determination of support needed (which schools are on-track, which require additional guidance, which require additional support).	<ul style="list-style-type: none"> Monthly meeting on Dec 04, 2014 Feedback and coaching for targeted schools Updated status report on campus action plans and student-centered planning Progress update to the superintendent 	Dec 01, 2014—Dec 22, 2014	\$0	District Inclusion Council
6. Priorities for Jan 2015: Priorities TBD based on status of campus action planning. (Note: There is no PZ Council meeting scheduled for Jan 2015).	<ul style="list-style-type: none"> Monthly meeting (TBD) Progress update to the superintendent 	Jan 05, 2015—Jan 30, 2015	\$0	District Inclusion Council

Tasks	Deliverables	Duration	Budget	Owner
7. Priorities for Feb 2015: Review schools' resource needs for the transition including staff, facility/equipment needs, PD; review enrollment data; address needs in the district's staffing process and the FY 2016 budget process.	<ul style="list-style-type: none"> ▪ Monthly meeting on Feb 5, 2015 ▪ Specific resource needs of all schools identified based on school plans and projected enrollment ▪ Progress update to the superintendent 	Feb 02, 2015—Feb 27, 2015	\$0	District Inclusion Council
8. Priorities for Mar 2015: Ensure that all schools have resources and supports needed to meet the needs of their students in SY 2015–16.	<ul style="list-style-type: none"> ▪ Monthly meeting on Mar 5, 2015 ▪ Specific resource needs of all schools identified based on school plans and projected enrollment ▪ Progress update to the superintendent 	Mar 02, 2015—Mar 31, 2015	\$0	District Inclusion Council
9. Priorities for Apr 2015: Review building needs addressed vs. outstanding issues and assign tasks to ensure that all schools have resources and support needed for SY 2015–16.	<ul style="list-style-type: none"> ▪ Monthly meeting on Apr 2, 2015 ▪ Resource needs addressed ▪ Progress update to the superintendent 	Apr 01, 2015—Apr 30, 2015	\$0	District Inclusion Council
10. Priorities for May 2015: Wrap up any outstanding tasks or remaining issues at targeted schools.	<ul style="list-style-type: none"> ▪ Monthly meeting on May 7, 2015 ▪ All schools on track for the student transition coming SY 2015–16 ▪ Progress update to the superintendent 	May 01, 2015—May 29, 2015	\$0	District Inclusion Council
11. Priorities for Jun 2015: Close out all council work, document lessons learned, decide recommendations for next year including redefining the council's roles and responsibilities to support the student transition in SY 2015–16.	<ul style="list-style-type: none"> ▪ Monthly meeting on Jun 4, 2015 ▪ Documented lessons learned and recommendations for SY 2015–16 ▪ Progress update to the superintendent 	Jun 01, 2015—Jun 30, 2015	\$0	District Inclusion Council

Related Documents:

Team charter
Organizational chart of the implementation and monitoring structure for the transition plan
Monthly progress updates to the superintendent