

Plan of Action – Year 1 (2006-2007)

Objective 2: To increase the CAPT scores at/above Proficient Level by 5% in the area of mathematics and the number of students scoring a 600 or more on the SAT by 10%.

Strategy 1: Develop a data team within the math department and establish procedures for collecting, disseminating, and using data to inform instruction.

Action Steps (Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)	Person (s) Responsible (Place in bold or underline the primary person responsible at the school level for each action step)	Timeline (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)	Resources & Budget (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)
1st Quarter			
Instruction Action Step 2.1a: Inform and solicit SMSA math department members' interest in serving on the SMSA Math Data Team.	Person Responsible: Principal Others Involved: Math Academic Team Leader, magnet theme coach	August / September 2006	Meeting Time / Data Collection Forms
Assessment Action Step 2.1b: Math department meetings minutes will reflect discussion of data collection and usage for instructional purposes. Data sheet developed.	Person Responsible: Math Academic Team Leader Others Involved: SMSA Learning Community Members	September 2006	Meeting Time / Data Collection Forms.
Parental Involvement Action Step 2.1c: Solicit SMSA Parents' input into the collection of math data from previous schools (if not available). Inform parents of this initiative via the Parent Information Breakfast, and through SMSA Web Page & Newsletter	Person Responsible: Principal Others Involved: Math Academic Team Leader, Director of Instructional Technology, Magnet Theme Coach	September / October 2006	Postage, Access to Internet, Breakfast monies
Professional Development Action Step 2.1d: Train staff on importance and use of data teams to help improve student outcomes	Person Responsible: Magnet Theme Coach Others Involved: Principal, Director of Instructional Technology, Math Academic Team Leader	August - September, 2006	Professional Development Time/Faculty Meeting Time - Guest Speakers from HBOE and CREC on the importance of Data Teams. TIME IS ABSOLUTELY NECESSARY IN ORDER TO ACHIEVE

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			THIS GOAL. Flipcharts, copies, funding, PD library materials. \$1000.00 for CREC (speaker fee) General funds
2nd Quarter			
Instruction Action Step 2.1e: Math Department Data Team begins to develop meeting procedures, create and administer CAPT and SAT like common assessments to grade collaboratively to gather additional data for instructional purposes.	Person Responsible: Math Academic Team Leader Others Involved: Magnet Theme Coach and math teachers	November 2006	Department Meeting Time / Supplies and materials for common assessments Teacher paid hours beyond school for collaboratively planning and grading assessments
Assessment Action Step 2.1f: Lessons plans, review of common assessments, and review of Dept. Meeting Minutes.	Person Responsible: Principal Others Involved: Magnet Theme Coach, Math Teachers	November 2006 – January 2007	Time for review of materials and meetings
Parental Involvement Action Step 2.1g: Parents are updated of progress of these common assessments and usage of data via Parent Breakfast, on the SMSA Web Page and in Newsletter. In addition, students receive weekly progress reports.	Person Responsible: Principal Others Involved: Magnet Theme Coach, Math Academic Team Leader, Director of Instructional Technology	November 2006 – January 2007	Time for meetings, Internet Access, Postage, Food for breakfast, Title I funds to pay teacher presenters.
Professional Development Action Step 2.1h: Math teachers strategize and share progress with the rest of the staff at faculty conferences.	Person Responsible: Math Academic Team Leader Others Involved: All SMSA Learning Community	November 2006 – January 2007	TIME IS ABSOLUTELY NECESSARY IN ORDER TO ACHIEVE THIS GOAL. Flipcharts, copies, funding, training, PD library materials. \$500.00 for a Professional Library on Data Driven Instruction (Title 1)

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3rd Quarter			
<p>Instruction Action Step 2.1i: Math teachers continue to create and administer CAPT and SAT like common assessments to grade collaboratively to gather additional data for instructional purposes.</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: Magnet Theme Coach and math teachers</p>	<p>January – March, 2007</p>	<p>Department Meeting Time / Supplies and materials for common assessments Teacher paid hours beyond school for collaboratively planning and grading assessments</p>
<p>Assessment Action Step 2.1f: Lessons plans, review of common assessments, and review of Dept. Meeting Minutes. Learning Walks are also implemented.</p>	<p>Person Responsible: Principal Others Involved: Magnet Theme Coach, Math Teachers</p>	<p>January – March, 2007</p>	<p>Time for review of materials and meetings</p>
<p>Parental Involvement Action Step 2.1g: Parents are updated of progress of these common assessments and usage of data via Parent Breakfast, on the SMSA Web Page and in Newsletter. In addition, students receive weekly progress reports.</p>	<p>Person Responsible: Principal Others Involved: Magnet Theme Coach, Math Academic Team Leader, Director of Instructional Technology</p>	<p>January – March, 2007</p>	<p>Time for meetings, Internet Access, Postage, Food for breakfast, Title I funds to pay teacher presenters.</p>
<p>Professional Development Action Step 2.1h: Math teachers strategize and share progress with the rest of the staff at faculty conferences.</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: All SMSA Learning Community</p>	<p>January – March, 2007</p>	<p>Time for meetings, flipcharts, copies, funding, training, PD library materials. \$1,000 – training and materials fee (Title 1)</p>
4th Quarter			
<p>Instruction Action Step 2.1m: Continue collecting and analyzing data from various sources based on common assessment results and student surveys on how they perceived they did on the CAPT examination.</p>	<p>Person Responsible: Math Teachers Others Involved: Magnet Theme Coach, Director of Instructional Technology</p>	<p>April – June, 2007</p>	<p>Meeting Time</p>
<p>Assessment Action Step 2.1n: Quantity and quality of achievement data collected and analyzed</p>	<p>Person Responsible: Magnet Theme Coach Others Involved: Math Teachers, Director of Instructional Technology</p>	<p>April – June, 2007</p>	<p>Meeting Time / Data Collection Forms / Internet Access</p>
<p>Parental Involvement Action Step 2.1o:</p>	<p>Person Responsible:</p>	<p>April – June, 2007</p>	<p>Time for meetings, Internet Access,</p>

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Parents are updated of progress of these common assessments and usage of data via Parent Breakfast, on the SMSA Web Page and in Newsletter. In addition, students receive weekly progress reports.	Principal Others Involved: Magnet Theme Coach, Math Academic Team Leader, Director of Instructional Technology		Postage, Food for breakfast, Title I funds to pay teacher presenters
Professional Development Action Step 2.1p: Professional Development Time for Training (How do we use achievement data to increase student outcomes), a discussion of the year in review.	Person Responsible: Math Academic Team Leader Others Involved: All SMSA Learning Community	April – June, 2007	Meeting time, flipcharts, copies, and funding, training, PD library materials.

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Objective 2: To increase the CAPT scores at/above Proficient Level by 5% in the area of mathematics and the number of students scoring a 600 or more on the SAT by 10%.

Strategy 2: Create and utilize a collection of websites, review books, old examinations, and other relevant materials and strategies that teachers can use to prepare students to succeed on the math portions of the CAPT and SAT examinations. This strategy will also include hiring the services of a consultant from Princeton Review or Kaplan Test Prep.

Action Steps	Person (s) Responsible	Timeline	Resources & Budget
(Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)	(Place in bold or underline the primary person responsible at the school level for each action step)	(Projected timeframe for completing action steps, as well as intermittent benchmark periods.)	(Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)
1st Quarter			
Instruction Action Step 2.2a: Identify and begin to collect samples of CAPT and SAT math preparation websites (both paid and free), review books, materials and strategies that teachers can use in their classrooms.	Person Responsible: Math Academic Team Leader Others Involved: Math Teachers, Director of Instructional Technology,	August – November, 2006	Time to do research and to share resources and information. \$5000 for websites and review materials (title 1)

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	Bookroom Facilitator, Magnet Theme Coach		
Assessment Action Step 2.2b: Review of lesson plans, student notebooks, and Learning Walks	Person Responsible: Principal Others Involved: Math Academic Team Leader, Magnet Theme Coach	August – November, 2006	Time for review and discussions
Parental Involvement Action Step 2.2c: Parents are informed of this initiative via correspondence, Parent Information Breakfast, SMSA Web Page & Newsletter. Parents' input is sought in case they know of relevant websites.	Person Responsible: Principal Others Involved: Math Academic Team Leader, Magnet Theme Coach, Director of Instructional Technology	August – November, 2006	Time, postage, monies for breakfasts, Internet Access, and monies for teachers who present at these Saturday breakfasts (approximately \$500.00) (Title 1)
Professional Development Action Step 2.2d: Staff, in particular math teachers, will be trained using the websites and materials identified. A consultant from Princeton Review or Kaplan will be hired.)	Person Responsible: Director of Instructional Technology Others Involved: Principal, other math teachers, consultant	August – November, 2006	Time for meetings. Flipcharts, copies, funding, training, PD library materials. \$10,000.00 for Princeton Review or Kaplan consultant (Magnet Grant)
2nd Quarter			
Instruction Action Step 2.2e: Math teachers will now begin to utilize the resources identified for classroom assessments, daily homework assignments, and extra-credit projects in their daily lessons. In addition, each lesson will begin with a CAPT or SAT problem of the day. Also, teachers will create CAPT and SAT corners in each classroom displaying exemplary student examinations and work utilizing the resources identified.	Person Responsible: Each math teacher Others Involved: Principal, Assistant Principal, Magnet Theme Coach, Director of Instructional Technology	November, 2006 – January, 2007	Planning time (both individual and common) \$1,000 – supplies, copies, materials (General Budget)
Assessment Action Step 2.2f: Review of lesson plans, examination of students' work, Learning Walks, discussions with teachers and students.	Person Responsible: Principal / Assistant Principal Others Involved: Math Teachers / Magnet Theme Coach	November, 2006 – January, 2007	Time for classroom visits, examination of documents, and conversations with students and teachers.

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<p>Parental Involvement Action Step 2.2c: Parents are kept abreast via correspondence, Parent Information Breakfast, SMSA Web Page & Newsletter. Parents sign off on students' weekly progress reports.</p>	<p>Person Responsible: Principal Others Involved: Math Academic Team Leader, Magnet Theme Coach, Director of Instructional Technology</p>	<p>November, 2006 – January, 2007</p>	<p>Time, postage, monies for breakfasts, Internet Access, and monies for teachers who present at these Saturday breakfasts (approximately \$500.00) (Title 1)</p>
<p>Professional Development Action Step 2.2h: Teachers are trained on utilizing these resources for creating classroom assessments, homework assignments, and extra-credit projects. Different teachers present best practices having utilized these resources in the past. Consultant's work and strategies are reviewed.</p>	<p>Person Responsible: Director of Instructional Technology Others Involved: All teachers, Magnet Theme Coach</p>	<p>November, 2006 – January, 2007</p>	<p>Time for meetings. Flipcharts, copies, funding, training, PD library materials.</p>
<p>3rd Quarter</p>			
<p>Instruction Action Step 2.2i: Math teachers continue to utilize the resources identified for classroom assessments, daily homework assignments, and extra-credit projects in their daily lessons. In addition, each lesson will begin with a CAPT or SAT problem of the day. Also, teachers will create CAPT and SAT corners in each classroom displaying exemplary student examinations and work utilizing the resources identified. Full time review for CAPT and SAT begins.</p>	<p>Person Responsible: Each math teacher Others Involved: Principal, Assistant Principal, Magnet Theme Coach, Director of Instructional Technology</p>	<p>February – April 2007</p>	<p>Planning time (both individual and common) \$1,000 – supplies, copies, materials (General Budget)</p>
<p>Assessment Action Step 2.2j: Review of lesson plans, examination of students' work, Learning Walks, discussions with teachers and students</p>	<p>Person Responsible: Principal / Assistant Principal Others Involved: Math Teachers / Magnet Theme Coach</p>	<p>February – April 2007</p>	<p>Time for classroom visits, examination of documents, and conversations with students and teachers.</p>
<p>Parental Involvement Action Step 2.2k: Parents are kept abreast via correspondence, Parent Information</p>	<p>Person Responsible: Principal Others Involved:</p>	<p>February – April 2007</p>	<p>Time, postage, monies for breakfasts, Internet Access, and monies for teachers who present at these Saturday breakfasts (approximately \$500.00) (Title 1)</p>

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Breakfast, SMSA Web Page & Newsletter. Parents sign off on students' weekly progress reports.	Math Academic Team Leader, Magnet Theme Coach, Director of Instructional Technology		
Professional Development Action Step 2.2i: At faculty meetings teachers will highlight which of the websites, review materials, and consultant strategies are working and which ones are not. These meetings will be held in classrooms to highlight the CAPT and SAT Walls.	Person Responsible: Math Teachers Others Involved: SMSA Learning Community Members	February – April 2007	Time for meetings. Flipcharts, copies, funding, training, PD library materials.
4th Quarter			
Instruction Action Step 2.2m: Math teachers continue to utilize the resources identified for classroom assessments, daily homework assignments, and extra-credit projects in their daily lessons. In addition, each lesson will begin with a CAPT (9 th grade at this point) or SAT (10 th , 11 th , and 12 th grades) problem of the day. Also, teachers will continue to add to the CAPT and SAT corners in each classroom displaying exemplary student examinations and work utilizing the resources identified. Full time review for the June SAT continues.	Person Responsible: Each math teacher Others Involved: Principal, Assistant Principal, Magnet Theme Coach, Director of Instructional Technology	May – June 2007	Planning time (both individual and common) \$1,000 – supplies, copies, materials (General Budget)
Assessment Action Step 2.2n: Review of lesson plans, examination of students' work, Learning Walks, discussions with teachers and students	Person Responsible: Principal / Assistant Principal Others Involved: Math Teachers / Magnet Theme Coach	May – June 2007	Time for classroom visits, examination of documents, and conversations with students and teachers.
Parental Involvement Action Step 2.2o: Parents are kept abreast via correspondence, Parent Information Breakfast, SMSA Web Page & Newsletter. Parents sign off on students' weekly progress reports. Seek parents' input via	Person Responsible: Principal Others Involved: Math Academic Team Leader, Magnet Theme Coach, Director of Instructional Technology	May – June 2007	Time, postage, monies for breakfasts, Internet Access, and monies for teachers who present at these Saturday breakfasts (approximately \$500.00). (Title 1)

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survey as to which resources they found most helpful for their children's progress in math.			
Professional Development Action Step 2.2p: Discuss/reflect, and adjust the implementation of these resources (websites, review books, consultant strategies for 2007-2008). Create a list of the resources that we all agree on should be utilized (purchased or free) the second year.	Person Responsible: Director of Instructional Technology Others Involved: SMSA Learning Community (Including students, parents, and staff)	May – June 2007	Time for meetings. flipcharts, copies, funding, training, PD library materials. Survey administered to students.

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Objective 2: To increase the CAPT scores at/above Proficient Level by 5% in the area of mathematics and the number of students scoring a 600 or more on the SAT by 10%.

Strategy 3: Create and utilize common homework and grading policies, as well as, CAPT and SAT like assessments and rubrics that teachers can collaboratively grade to inform instruction.

Action Steps <small>(Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)</small>	Person (s) Responsible <small>(Place in bold or underline the primary person responsible at the school level for each action step)</small>	Timeline <small>(Projected timeframe for completing action steps, as well as intermittent benchmark periods.)</small>	Resources & Budget <small>(Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)</small>
1st Quarter			
Instruction Action Step 2.3a: Identify, plan, and begin to implement basic/uniform math skills beginning in the 9 th and 10 th grade math classes, aligned with state standards to improve performance in math (including CAPT test taking skills).	Person Responsible: Math Academic Team Leader Others Involved: Math Teachers / Magnet Theme Coach	August – November, 2006	Planning time, Internet Access for communication, Online resources. \$500 for teacher planning time after school (title 1)

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<p>Assessment Action Step 2.3b: Lesson plans, CAPT-like common formative assessments and collaborative grading, CAPT walls, functional charts and displays of exemplary student work. Learning Walks.</p>	<p>Person Responsible: Math Classroom teachers Others Involved: Academic team leaders, administration, Director of Instructional Technology, students</p>	<p>September – November, 2006</p>	<p>Common planning time, time for discussion of work and for learning walks. Poster size paper and construction paper (\$1000.00) (General budget)</p>
<p>Parental Involvement Action Step 2.3c: Letter to parents from the math department informing them of this initiative. Information also offered at the parents' breakfasts, via the newsletter, and also via the school's website.</p>	<p>Person Responsible: Principal Others Involved: Academic Team Leader / Magnet Theme Coach</p>	<p>September – November, 2006</p>	<p>Time, postage, monies for teachers who present, monies for breakfasts (\$1000.00 from Title I)</p>
<p>Professional Development Action Step 2.3d: Training of staff to identify, plan, and implement basic/uniform math skills as they relate to the state standards and to the CAPT examination.</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: Math Teachers</p>	<p>September – November, 2006</p>	<p>Planning time, staff development time, and communication between meetings (email or other).</p>
2nd Quarter			
<p>Instruction Action Step 2.3e: Continue to plan and implement basic/uniform math skills in 9th grade math classes aligned with state standards, to improve math performance (including CAPT and SAT skills). Develop and implement CAPT-like formative assessments (10th grade).</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: Math teachers, Magnet Theme Coach, Director of Instructional Technology</p>	<p>November, 2006 – January, 2007</p>	<p>Planning time, Internet Access for communication, Online resources. \$500 for teacher planning time after school (Title 1)</p>
<p>Assessment Action Step 2.3f: Lesson plans, CAPT-like common formative assessments and collaborative grading, CAPT walls, functional charts and displays of exemplary student work. Learning Walks.</p>	<p>Person Responsible: Math Classroom teachers Others Involved: Academic team leaders, administration, Director of Instructional Technology, students</p>	<p>November, 2006 – January, 2007</p>	<p>Common planning time, time for discussion of work and for learning walks. Poster size paper and construction paper (\$1000.00) General Budget</p>

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<p>Parental Involvement Action Step 2.3g: Letter to parents from the math department informing them of this initiative. Information also offered at the parents' breakfasts, via the newsletter, and also via the school's website.</p>	<p>Person Responsible: Principal Others Involved: Academic Team Leader / Magnet Theme Coach</p>	<p>November, 2006 – January, 2007</p>	<p>Time, postage, monies for teachers who present, monies for breakfasts (\$1000.00 from Title I)</p>
<p>Professional Development Action Step 2.3h: Continue training of staff to identify, plan, and implement basic/uniform math skills as they relate to the state standards and to the CAPT examination.</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: Math Teachers</p>	<p>November, 2006 – January, 2007</p>	<p>Planning time, staff development time, and communication between meetings (email or other).</p>
<p>3rd Quarter</p>			
<p>Instruction Action Step 2.3i: Begin to fully implement basic/uniform math skills in 9th grade math classes aligned with state standards, to improve math performance (including CAPT and SAT skills). Develop and implement CAPT-like formative assessments (10th grade). Full time review for CAPT and SAT examinations begins during and after school, as well as on Saturdays.</p>	<p>Person Responsible: Math Academic Team Leader Others Involved: Math teachers, Magnet Theme Coach, Director of Instructional Technology</p>	<p>February, 2007 – April, 2007</p>	<p>Planning time, Internet Access for communication, Online resources. \$500 for teacher planning time after school \$3000 for teacher hours for Saturday CAPT Preparation Academy (Title 1)</p>
<p>Assessment Action Step 2.3j: Lesson plans, CAPT-like common formative assessments and collaborative grading, CAPT walls, functional charts and displays of exemplary student work. Learning Walks.</p>	<p>Person Responsible: Math Classroom teachers Others Involved: Academic team leaders, administration, Director of Instructional Technology, students</p>	<p>February, 2007 – April, 2007</p>	<p>Common planning time, time for discussion of work and for learning walks.</p>
<p>Parental Involvement Action Step 2.3k: Letter to parents from the math department informing them of this initiative. Information also offered at the parents' breakfasts, via</p>	<p>Person Responsible: Principal Others Involved: Academic Team Leader / Magnet</p>	<p>February, 2007 – April, 2007</p>	<p>Time, postage, monies for teachers who present, monies for breakfasts</p>

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the newsletter, and also via the school's website.	Theme Coach		
Professional Development Action Step 2.3i: Work with the staff on identifying resources on the state website (as well as district resources) for the administration of the Spring 2007 CAPT examination.	Person Responsible: Magnet Theme Coach Others Involved: Director of Instructional Technology, Math Academic Team Leader	February, 2007 – April, 2007	Time for meetings, Internet access, flipcharts, copies, funding, training, PD library materials.
4th Quarter			
Instruction Action Step 2.3m: Continue to fully implement basic/uniform math skills in 9 th grade math classes aligned with state standards, to improve math performance (including CAPT and SAT skills). Continue to develop and implement SAT-like formative assessments (10 th , 11 th , and 12 th grades). Full time review for June SAT examinations begins during and after school, as well as on Saturdays.	Person Responsible: Math Academic Team Leader Others Involved: Math teachers, Magnet Theme Coach, Director of Instructional Technology	May, 2007 – June 2007	Planning time, Internet Access for communication, Online resources. \$1000 for teacher time after school and on Saturdays (Title 1)
Assessment Action Step 2.3n: Lesson plans, CAPT-like common formative assessments and collaborative grading, CAPT walls, functional charts and displays of exemplary student work. Learning Walks.	Person Responsible: Math Classroom teachers Others Involved: Academic team leaders, administration, Director of Instructional Technology, students	May, 2007 – June 2007	Common planning time, time for discussion of work and for learning walks.
Parental Involvement Action Step 2.3o: Letter to parents from the math department informing them of this initiative. Information also offered at the parents' breakfasts, via the newsletter, and also via the school's website.	Person Responsible: Principal Others Involved: Academic Team Leader / Magnet Theme Coach	May, 2007 – June 2007	Time, postage, monies for teachers who present, monies for breakfasts

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<p>Professional Development Action Step 2.3p: Staff engages in a discussion of which strategies, ideas, and activities worked best and why. A list is compiled for implementation in 2007-2008.</p>	<p>Person Responsible: ELL Math Academic Team Leader Others Involved: All teachers</p>	<p>May, 2007 – June 2007</p>	<p>Time for meetings, Internet access, flipcharts, copies, funding, training, PD library materials.</p>
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