



Southern Gila County College Preparatory Academy at Globe Schools

Project Plan

<u>CPA TASK</u>	<u>ASSIGNED TO</u>	<u>DUE DATE</u>
1. Filling Dean Position resigned effective 11/7/08	Adv Comm with Dr. Trent	2/15/09
a. Post position	Dr. Trent	11/14/08
b. Interim Dean - is there staff available, necessary during transition, if lengthy Dean search	Dr. Trent	11/12/08
i. If appointed	Dr. Trent	11/12/08
ii. If not appointed, person responsible for oversight of task	Dr. Trent	11/14/08
Hiring Dean	Dr. Trent	
Staff Supervision	Rob Thompson	
Location/Travel	Dr. Trent	
Curriculum	Jennifer Kinnard	
Summer Enrichment	Beata Tarasuik	
Monday Night Meetings	Sherrill Stephens	
Parent University	Rob Thompson	
Advisory Committee	Daisy Flores	
Study abroad	Jennifer Kinnard	
Communication MUSD, SUSD, Holy Angels	Dr. Trent	
ACT/SAT Testing	Tim Miholich	
PSAT	Tim Miholich	
Student Achievement Review	Rob Thompson	
Senior Thesis/Internships	Rob Thompson	
Inter-session Programs	Connie Callaway	
Student Government	CPA Student Rep	
Close-up Program	Rob Thompson	
Bridge Program	Tom Leach	
Budget	Carol Dalmolin	
Fundraising	TBD	
Graduation	Sherrill Stephens	
College Preparation	Connie Callaway	
China Exchange	Jennifer Kinnard	
Enrollment	Rob Thompson	
Summer Math Camp	Connie Callaway	
Partnerships Universities/Colleges	Dr. Trent	
Individualized Academic Plans	New Dean	
AP Testing	Tim Miholich	

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c. Finalize Hiring process – who involved, role of Adv Comm, staff participation, security of position, comply with GUSD hiring practices, outline candidate necessities (K-12 background, Administrative certification)	Adv Comm with Dr. Trent	11/19/08
d. Review of job duties (as outlined in Project Plan) and mechanics of regional cooperative project to outline expectations for Dean	Adv Comm with Dr. Trent	11/19/08
2. CPA Staff review and Teachers – Evaluations (prior staff lacked administrative cert. and all are probationary)	Rob Thompson	Due 12/1/08
a. Secretary		
i. Review of duties	Jennifer Kinnard Rob Thompson	12/3/08
ii. Duty Assignments	Jennifer Kinnard Rob Thompson	12/3/08
b. Teachers		
i. Evaluations	Rob Thompson, Jennifer Kinnard with Principals	12/3/08
ii. Duty Assignments	Rob Thompson, Jennifer Kinnard with Principals	12/10/08
iii. Professional Development	Rob Thompson, Jennifer Kinnard with Principals	On-going
iv. Gifted Endorsement or Highly Qualified	Tom Leach	August 2009
3. CPA location and travel to MAC	Dr. Trent	
a. Analysis of expense for bussing, reduction of costs	John Marquez, Dr. Trent, Principals and Adv Comm	12/10/08
b. Location of Block program – movement to HS review and decision	John Marquez, Dr. Trent, Adv Comm, Johnna Lash, Sherrill Stephens	12/10/08
c. Magnet program – Building C relocation (notification to ROTC and Boy Scouts)	John Marquez, Dr. Trent, Ms. Mora, Johnna Stenner, Rob Thompson	12/3/08
d. Review of CPA model (5-8 Magnet and 9-12) is this preferred model, brainstorm pros cons, expansion of grades 3 and 4 gifted	Dr. Trent, Adv Comm, Principals, CPA	Spring Summit March 2009

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	Teachers, New Dean	
4. CPA Curriculum Review by outside person – Nov 20 th	Jennifer Kinnard	Start 11/20/08 Finish 12/19/08
a. Assess alignment with core education and standards and to add rigor	Dr. Coker, CPA teachers, GenEd Teachers	SAA
b. Assess AP course (GHS and MHS) and dual enrollment alignment	Dr. Coker, Sherrill Stephens, Curtis Clough, Dr. Cullen, AP teachers	SAA
c. Home district interviews and assessments – to assist in a) and b)	Dr. Coker, home district staff	SAA
d. Recommendation of resource and text materials	Dr. Coker	12/19/08
5. Decisions Based on Curriculum Review	Jennifer Kinnard	
a. Alignment with core education/standards and adding rigor	GUSD, MUSD, SCUD, Holy Angels Administrators	1/7/09
b. AP course and dual enrollment alignment – currently only MHS and GHS offer	Dr. Cullen, GHS & MHS Principals, Counselors Cullen to chair	1/14/09
c. Adopt resources and text materials	Dr. Cullen, Jennifer Kinnard New Dean	3/1/09
6. Summer Enrichment program	Beata Tarasuik	
a. Survey results and analysis	Lorraine Cannon, Rachel Hensler, Dr. Trent and Adv Comm	11/19/08
b. Provide to Signal Peak	Daisy Flores	11/13/08
c. Provide to Sophomore class and develop summer courses	Rob Thompson	2/15/09
d. Approval of classes and inclusion in summer rec program	Rob Thompson, New Dean, SPCF	3/1/09
e. Advertisement	SPCF	4/1/09
f. Value, payment, in-kind donation for students	Dr. Trent, Adv Board, SPCF	3/1/09
7. Monday Night meetings	Sherrill Stephens	
a. Schedule and lesson plans	Rachel Hensler, Misty Cisneros	11/19/08
b. Assess value, rigor, attendance	Dr. Trent and Adv	11/19/08

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	Comm, Misty Cisneros	
8. Parent University	Rob Thompson Anthony Reyes	
a. Review documentation	Dr. Trent and Adv Comm	11/19/08
b. Assessment of value	Anthony Reyes, Dr. Trent and Adv Comm	11/19/08
c. Prepare for next group	Anthony Reyes	1/7/09
d. Provide Parent University to non-CPA parents	Dr. Trent and Adv Comm, Anthony Reyes	8/15/09
9. Advisory Committee	Daisy Flores	
a. Review composition	SPCF Mtg	11/11/08
b. Role of advisory board – clarified and duties	SPCF Mtg	11/11/08
c. Selection of parent members	CPA Parents	11/19/08
10. Study Abroad	Jennifer Kinnard	
a. Contracts with students/parents	Misty Cisneros, Dr. Trent and Adv Comm	11/19/08
b. Time-line of events	Misty Cisneros, Dr. Trent and Adv Comm	11/19/08
c. Funding issues – procurement	Carol Dalmolin, Dr. Trent and Misty Cisneros	11/12/08
d. College approval of syllabus	Dr. Cullen	11/19/08
e. Identify Study Abroad Professor	Dr. Cullen, Dr. Trent and Adv Comm, New Dean	3/1/09
11. Communication for Dean and CPA	Dr. Trent	
a. With GUSD Superintendent and supervisor	New Dean	Continuous
b. With home districts	Dr. Trent until New Dean	SAA
i. Regular Meetings	SAA	MUSD 11/12/08 SCUSD 11/25/08 Holy Angels 11/25/08 All 3 dist 1/7/09, 2/11/09, 3/25/09, 4/29/09

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ii. Reports to classroom teacher, building administrator, and parent	CPA teachers, Rob Thompson, New Dean	8 a school year as set by GUSD schedule
iii. Recommendation to revise reports	Jennifer Kinnard, New Dean, Rob Thompson, Adv Comm, CPA Teachers	4/29/09
c. With Advisory Board	Daisy Flores	
i. Weekly meetings	Daisy Flores	Each Wed
ii. Helios report	Dr. Trent and Adv Comm until New Dean	24 th of each month to Adv Comm
d. With Signal Peak attend monthly meetings	Dr. Trent and Adv Comm	2 nd Thurs of month
e. Meetings with Parents	Dr. Trent and Adv Comm	1/8/09 @ 5
i. Progress reports to parents	CPA Teachers, Rob Thompson and New Dean	8 a year as set by GUSD schedule
f. GUSD Board meetings	Rob Thompson until New Dean	Every other week
g. MUSD, SCUSD, Holy Angels	Dr. Trent, Rob Thompson until New Dean	March 2009
h. Newspaper press releases, newsletter	Rob Thompson	Monthly
12. ACT/SAT Testing	Tim Miholich	12/10/08
a. report plan to Dr. Trent and Adv Comm	Rachel Hensler, Johnna Lash, Rob Thompson, Sherrill Stephens, GHS Counselors	12/3/08
b. Survey of CPA Juniors and Seniors as to sign-up, tests taken	Tim Miholich	12/3/09
c. Prep Course for ACT – open to non-CPA	GHS Counselor, Rob Thompson, Sherrill Stephens	1/5/09
d. Scheduling and coordination with other districts ACT (GUSD all juniors) spring 2009 SAT	SAA	1/5/09
e. Payment For ACT by GUSD for juniors For SAT	SAA	Completed
f. Retesting – proposal for level CPA should retest	SAA	Based on results

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g. Assessment of results ACT SAT	SAA	Based on timing of results
13. PSAT	Tim Miholich	Taken 10/18/08
a. Who took – 29 CPA students	SAA	12/3/09
b. Assessment of results	SAA	Based on timing of results
14. CPA Student review of achievement and continued participation	Rob Thompson	
a. Attendance (94% on-time attendance) compiled and assessed, list of non-compliant students prepared	Rachel Hensler, Debbie Thompson	Quarterly, first 11/19/08
b. Grades (2.5 GPA and no less than a C in any one class) – compiled and assessed, list of non-compliant students prepared	Rachel Hensler, Debbie Thompson	SAA
c. Parent investment	Rachel Hensler	12/10/08
d. Parent university attendance	Rachel Hensler, Anthony Reyes	12/10/08
e. Removal/probation for non-compliant students	Dr. Trent and Adv Comm, Rob Thompson	12/31/08
15. Senior Thesis – 3000 Word due May 1, 2009	Rob Thompson	
a. Written thesis: finalize format, requirements, approval from Dr. Trent and Adv Comm	Johnna Lash, GHS Counselors , Rob Thompson	12/17/08
b. Student internship: finalize format, requirements, student interest list, list of potential entity participants approval from Dr. Trent and Adv Comm	SAA	12/17/08
c. Thesis review	Johnna Lash, Rob Thompson, New Dean	4/15 – 4/29/09
d. Thesis Presentation	CPA Seniors	4/30 – 5/15/09
16. Inter-session programs assessment	Connie Calloway	
a. Review Monday night program is developing 21 st Century Skills and college preparation courses, make recommendations to Dr. Trent and Adv Comm	Johnna Lash, Rob Thompson, Rachel Hensler	12/10/08
b. If intersession courses needed and approved on 12/10/08 – host	Johnna Lash, Rob Thompson, Rachel Hensler	Christmas Break Spring Break
17. Student Government	Roddy Garcia	
a. Proposal from Senior Class	Johnna Lash, Rob Thompson	12/1/08

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b. How organize and implement – proposal to Dr. Trent and Adv Comm	SAA	12/3/08
18. Close-up Program	Rob Thompson	
a. Student preparation, cancellation, fundraising report to Dr. Trent and Adv Comm	Johnna Lash, Rob Thompson	11/19/08
b. Final Report on participation, fundraising	SAA	12/10/08
c. GUSD Approval	SAA	12/17/08
d. College credit	Dr. Cullen, Johnna Lash, Rob Thompson	11/20/08
e. Review of continued participation	Johnna Lash, Rob Thompson	2/11/09
19. Bridge Program – goal 3 week on-site college experience for Sophomores	Tom Leach	
a. University/College partnership explored	Dr. Trent, Rob Thompson, Sherrill Stephens	12/17/08
b. GUSD Approval (any other host district involved)	SAA	1/21/09
c. Students/parents prep	New Dean, Rob Thompson, Sherrill Stephens	May 2009
d. Student return presentation	CPA Students	August 2009
20. Budget	Carol Dalmolin	
a. Procurement laws reviewed with staff/consultants	Carol Dalmolin	12/1/08
b. Review of budget limits	Dr. Trent and Adv Comm	11/19/08
c. Review of agreement with Signal Peak	Dr. Trent and Adv Comm and Helios	11/19/08
d. Budget Tracking System	Dr. Trent and Adv Comm	11/19/08
21. Fundraising	TBD	
a. Discussion with Helios	Helios, Dr. Trent and Adv Comm, Rob Thompson	1/7/09
b. CPA club	Rob Thompson	1/5/09
c. Class project/fundraiser per each class	CPA Teachers, Rob Thompson	2/4/09
d. Endowment fund		
i. SPCF Meeting, discussion, plan	SPCF, Dr. Trent, Adv Comm, Rob Thompson	12/10/08
22. Graduation	Sherrill Stephens	5/20/09
a. Diploma and CPA endorsement	Dr. Trent and Adv	3/25/09

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	Comm, Rob Thompson, Sherrill Stephens, New Dean	
b. GUSD Board Approval	SAA	4/1/09
c. How recognize high achiever	SAA	4/25/09
d. Speaker	SAA	4/25/09
23. College preparation	Connie Calloway	
a. Life plan development	Johnna Lash, Rachel Hensler, Rob Thompson	1/15/09
b. Application preparation	GHS Counselors	1/15/09
c. Scholarship application/interview preparation	GHS Counselors	1/15/09
d. Campus visits	Rob Thompson, Sherrill Stephens	1/15/09
e. Survey of graduates and proposal for continued support	New Dean	5/15/09
i. Present information to GUSD, SPCF, Helios	New Dean	6/15/09
ii. Plan for continued College support	New Dean	6/15/09
iii. Mentor returns	New Dean	8/15/09
24. China Exchange	Jennifer Kinnard	
a. Debrief – initial debrief 11/3/08	Dr. Trent and Adv Comm, Misty Cisneros	12/3/08
b. Assess value to continue, what group, timing – costs analysis	Dr. Trent and Adv Comm, New Dean, Misty Cisneros	4/15/09
c. Student return projects, presentations Rotary GUSD Board SPCF	Rob Thompson, Rachel Hensler	Scheduled for December, set by 12/3/08
25. Enrollment	Rob Thompson	
a. Application process incoming 2009	Rob Thompson, Rachel Hensler	3/1/09
b. Placement testing (CoGat) for new CPA	Lorraine Cannon, Jennifer Kinnard	2/1/09
c. Current enrollment analysis and assessment	Rachel Hensler, New Dean, Rob Thompson, Adv Comm, Dr. Trent	2/15/09
d. Review of drop-outs – recommended modifications to reduce drop-outs	SAA	3/15/09

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26. Summer Math Camp	Connie Calloway	
a. Collaboration with High School and Middle School Principals, Gear-Up Coordinators.	Jennifer Kinnard, Principals, Connie Calloway	3/15/09
b. Development of math content	SAA	SAA
c. Scheduling of CPA students	GHS Counselors	SAA
27. Review to extend down to 1 st grade	Dr. Trent, New Dean, Rob Thompson, Adv Comm	3/15/09
28. Partnerships with Universities/Colleges recognition of CPA endorsement	Dr. Trent , Sherrill Stephens, Rob Thompson	On-going
29. Individualized Academic plans	New Dean	4/1/09
a. Design	SAA	4/1/09
b. Implementation and tracking	SAA	4/1/09
c. Implemented for August 2009	SAA	8/1/09
30. AP testing	Tim Miholich	
a. Scheduling	GHS Counselors	Per AP Schedule
b. Payment	SAA	SAA
c. Review of results	SAA	Upon receipt

Participants:

Adv Comm = CPA Advisory Committee: Chair Daisy Flores, members Mickie Nye, Jennifer Kinnard, Rob Thompson, 1 Student Representative, 2 Parents GUSD, 1 Parent other district

Jennifer Kinnard, Executive Director of Teaching and Learning
 Sherrill Stephens, Globe High School Principal
 Rob Thompson, Globe High School Vice-Principal and Assistant Dean
 Misty Cisneros, Consultant to CPA for Study Abroad
 Tom Leach, GUSD Consultant
 John Marquez, GUSD Supervisor of Facilities
 Dr. Coker, NAU Regional Coordinator
 Lorraine Cannon, Copper Rim Principal
 Connie Calloway, GUSD Gear-Up Coordinator
 Carol Dalmolin, GUSD Procurement Specialist
 Dr. Cullen, Senior Dean Gila Community College
 Johnna Lash, CPA Humanities Block Teacher
 Curtis Clough, Miami High School Principal
 Anthony Reyes, High Desert Middle School Teacher
 Tim Miholich, Globe High School Counselor
 Beata Tarasuik, Globe High School Counselor
 Debbie Thompson, GUSD Registrar
 Rachel Hensler, Secretary CPA