

CCTC Six Standards Activity Log Sample Page

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning that shared and supported by the school.

Date(s) of Activity	Description of Activity	Total Time Completing Activity
Activity #1 Nov 2007 to March 2008	Preparation of Revision to update our schools Single Plan for Student Achievement. Met and collaborated with Administrative staff, teachers and parents to develop and finalize the contents of the SPSA. Communicated and monitored sub-committees as they accomplished and submitted the final product that they has been assigned.	17 hours
Activity #2 Fall, 2007	Responsible for the coordinating and scheduling of our schools Shared Decision Making Council. Prepared and submitted Parent and Teacher notices to the Principal for approval prior to distribution to all stakeholders. Contacted School District personnel for assistance with the parent representative elections. Once committee members were finalized I assumed the responsibility of developing a master schedule for all meetings, securing locations for meetings and posting announcements.	12 hours
Activity #3 May-June, 2007	Participated as a member of the committee at our school to develop a School-wide Discipline for implementation in Fall, 2007. Assisted with research by collecting existing Discipline plans from neighboring schools and communicating with the appropriate school district office personnel for direction. Our Discipline Plan was approved in June, 2007 and implemented with the beginning of the 2007-2008 school year.	8 hours