

Action Plans

Action Plan for: SAP Team

Activity Steps	Person/Group Responsible	Timelines for Completion	Resources Needed	Evaluation/ Indicators of Success	Date Completed
Meet with Mike Codori to discuss team goals/plans for the year.	Jeannie Joseph	11/15/04		Meeting held.	11/15/04
Selected classes to participate in MD Adolescent Survey	Jeannie Joseph	December 14, 2005	Surveys/classes identified to participate, parent letters, meetings set up with teachers and students identified	Successful completion of survey by identified classes	December 14, 2005
Set up training for our SAP team as a group	Jeannie Joseph	By the end of January 2005.	Off-site facility for all-day training, MSAP training facilitator and trainers from our trained SAP team members.	Training scheduled	By end of January 2005
All team members to attend group	Jeannie Joseph/ Suzanne	January 31, 2005	MSAP and school SAP trainers.	Training sessions completed.	January 31, 2005.

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Team Members to participate in annual MSAPPA conference.	Jeannie Joseph/ Suzanne Pykosh	February 7, 2005	Registration forms, information about transportation.	Members of SAP team attending conference.	February 7, 2005
Train staff members about the SAP process	SAP Team members	On-going	SAP paperwork, SAP data	Completion of staff training sessions	By end of school year.
Increase in number of interventions over previous year	SAP Team members	End of school year	Referrals	Intervention data for 2004/ 2005	End of school year

Describe how the action plan was developed. The action plan was developed as a team with the support of Michael Codori, Intervention Specialist at the Safe and Drug Free Schools Office of MCPS. Our team discussed the data from the previous school year and generated ideas about how our team could be more effective.

Describe how the action plan supports the mission and objectives. Our team members review the mission and objectives and determined that, by increasing the number of interventions as well as awareness of the staff of the purpose of our team, that we would be supporting both by identifying and supporting those students in need of assistance.

Describe how the necessary resources will be committed to ensure the success of the action plan. As with any plan, having the needed resources directly contributes to the ability to carry out the plan. The identified resources, including a fully trained team, will increase our ability as a team to reach our goals and, in turn, lead to the success of the action plan.