Mineola High School"Pathway To My Future Self" Project Plan

2023-24

PROJECT NAME	Mineola "Pathway to My Future Self" 🗉 Mineola Learner Portfolios: Rationale		PROJECT MANAGER	MHS Admin Team
PROJECT DELIVERABLES	Actualized 23-24 High School Roll out Plans for: ☐ Learner Portfolios ☐ "Future Self" 8-12 Courses			

GOALS and Success Criteria:	
What does success look like?	• Jenn: The portfolio becomes an organized living artifact in which a learner can use in real time to add "snapshots" of who they are and what they are doing at that moment in their academic lives, which they can look back on and use the evidence to reflect on how much they have grown and the process they went through to grow. • For teachers: The learner portfolio can become a place for teachers to learn more about the student as a learner over time (not just in as well as a talking point to build relationships and/or understand the learner
By JUNE 2025:	
By JUNE 2024:	
By September 2023	
By End Q1 2023	
By End q2 2023	
By End Q3 2023:	

Resource Cache: Needs to be Merged

🗉 **Portfolio Planning 22-23: Main Doc**
🗉 **2023-2024 High School Portfolio Plan**
🗉 **College/Career Readiness & Advisory & Portfolio Implementation Plan**
🗉 **Q3 Mentor Reflections**
🗉 **HS Counselors/SW/RISE/Library PD Spring 2023**

Common Docs:	When, Where, How?	Tasks/To Do Due Dates/Accountability/Status
TASK NAME		**STATUS**

Create Rationale/Overview Statement	Catherine held meetings with all building and district stakeholders/Wade interviewed HS students /Building leaders provided input on their current processes	Action Step:Create Statement of Purpose for 3-12 Learner Portfolios Responsibility: Catherine/Jenn To Be Completed By March 2023 Status: Completed ▾ 📄 **Mineola Learner Portfolios: Rationale**
HIGH SCHOOL ROLL OUT PROCESS		
Completed Flow Chart of 23-24 Roll Out Portfolio Process	HS Admin Team will create a visual one-pager for communication purposes of the 23-24 Roll out process	Draft: before Retreat July 9 HS Admin Team In Progress ▾ Final Process/Roll Out Plan (ask Catherine) HS Admin Team Not Started ▾

1. Create Prototype (Google Sites) for ADMIN/TEACHERS (each page will contain purpose, explanations and process with language directed to adults)
 	
☐ This is Me
☐ Who Am I Now
    ☐ Q1
    ☐ Q2
    ☐ Q3
	Audience is ADULTS.	May, 2023
		Jenn
		Completed ▾
		
		HS Portfolio Prototype

☐ Q4 ☐ Where Am I going ☐ How Will I get there ☐ My Best Work		
2. Align common inventories by grade to use for Q2 "Who am I Now?"	Steph/Jenn/Support Staff Spring PD	May, 2023 Jenn/Steph Completed ▾ [3-12 Common Inventories](#)

<table>
<tr><td colspan="3" style="background:#8B0000;color:white">3. Determine Roll out PROCESS for each section</td></tr>
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● Step 1:
Every learner in Mineola HS 8-12 will have a digital portfolio in the form of a Google Site (exception: Learners who have created an existing portfolio through a different site) which includes sub pages with the following titles:
☐ This is Me: 9th Grade
☐ Who Am I Now: *(9th)* Grade
    ☐ Q1
    ☐ Q2
    ☐ Q3
    ☐ Q4
☐ Where Am I going?: *(9th)* Grade
☐ How Will I get there?:*(9th)* Grade
☐ My Best Work:*(9th)* Grade
● If learners have existing site, they may add these sub pages to their existing portfolio. If they do not yet have a site created, they will make a forced copy of the MHS Portfolio Site template and personalize
	When: Tuesday 9/5-Thursday 9/7
	Where: All SS Classes
	How: All SS teachers will be responsible for making time for students to create and/or update current portfolio and submit completed google form
		Action Step: Create Hub where links to all digital portfolios will be kept
		Responsibility: Wade
		To Be Completed By: July6th
		Status and Notes:
		Completed ▾
		[Digital Portolio Links Submission Form](#)
		
		Action Step: Create Learner Directions
		    written
		    video
		Responsibility:
		To Be Completed By:
		Status:
		Not Started ▾
		
		Action Step: Communication to SS teachers
		Responsibility::

			To Be Completed By: Status: Not Started ▾
● Step 2: Follow up to ensure all learners have completed portfolios and links			Action Step: Monitor Progress/Follow Up with SS teachers to ensure completion Responsibility: Jenn Date to Be Completed By: Friday September 8 Not Started ▾
● Step 3: Roll out Plan for THIS IS ME page		When: Who : How:	Action Steps: Responsibility: Date To Be Completed By: Progress: Not Started ▾

● Step 4: Roll out Plan for WHO AM I NOW Process
  ☐ Q1: Hello Future Self
  ☐ Q2: When I Grow Up
  ☐ Q3: The Evolution of Me
  ☐ Q4: Letter To My Future Self
 	
		When: Quarterly
		Where: ALL ELA Classes
		Who : Collaboration between Guidance and ELA Department
		How: Portfolio Committee consisting of ELA teachers, Guidance and Admin (Steph, Wade, Georgia, Jenn) will actualize plan
		
		Who is responsible for seeing this through
			Action Steps: Create Written Roll Out and Communication Plan for Each Quarter and assign responsibilities
			Responsibility:
			Date To Be Completed By:
			Progress:
			In Progress ▾

• *Connections will be continued to be made throughout the year to align portfolios with all Future Ready Reflections/Skils etc.*			
• Step 5: Roll Out Plan to Communicate "How Will I Get There" Process			

• Communication to Stakeholders
   ○ **How will we onboard teachers and learners of Purpose and Process**
   ○ **How might we ensure shared ownership and accountability for roles and responsibilities**
	When: Superintendent's Conference Day
	Who:
	How:
			Not Started ▾

• Progress Monitoring and Continuous Improvement:
   ○ How will we know our plan is working?
   ○ What will we use to measure progress?
	When: Quarte		Not Started ▾

Pathway to My Future Self "Courses"			Not Started ▾
			Not Started ▾

Parking Lot

Year over Year Growth Reflection?
How often do learners do the Who am I now page?
Teach students how to be reflective on Who am I now?
Using for behavior reflection and conversation

8/9/2024

Meeting with Jennifer Gunn

the current platform follow the book structure. There will be a Mineola Platform customized for us.

What we want to include and the scope and resources

The order we want to flow in

Portfolio: MUG is a digital white board

Mineola: google site, workspace and showcase, and a way for teachers to look at and get to know learners. A dynamic working document

September: have Mineola platform ready

Assesment: MUG

set-up for portfolio: every kid shares link with the teacher

We could use MUG as a one stop shop for content, portfolio, assessment.

Course content on canvas: link to MUG website where the content lives along with the electronic white board (portfolio)

What will teachers need to learn? no PD needed. easier than google sites

College and Career readiness--23-24 goal pathway to future self

Currently, portfolio on google sites. Students see it as a showcase. Some students find it irrelevant

Advisory sessions: 4 cycles a year. Circle reflection format.

PE student leaders/mentors.

To do:
-   send Jennifer the Mineola videos and Jennifer will fit them in modules

Portfolio starter-look through first 3 chapters and decide what to include