Are You Ready to be a CPC?

<u>Basic Steps to Implement CPC P-3</u>

1. Review CPC-P3 Requirements (by each element) and identify areas that are either 'met' or 'not met'.

<u>Physical infrastructure</u>

1. Identify Parent Resource Room (physical space for parent involvement activities)
2. Review existing processes that promote continuity of programming across P through 3rd grade. If undeveloped, identify leadership team members
   a. For independent PK sites, identify elementary sites for continuity of CPC P3 services and programming
   b. For P-3 schools, identify current P-3 strategies (communication, professional development, curricula, collaboration, parent involvement).

<u>Staffing</u>

1. Identify (recruit, hire) CPC P3 team members, including:
   - Parent Resource Teacher (PRT)
   - School-Community Representative (SCR)
   - Parent Involvement Liaison
   - Head Teacher
   - Curriculum Alignment Liaison
   - Grade-level teachers and/ or support staff
2. Identify instructional coach to deliver online PD content and follow-up activities
3. Examine student/ teacher ratios and if needed, hire required additional staff as necessary to meet 17:2 (PK)/ 25:2 (K-3) ratios.

<u>Funding</u>

1. Examine student/ teacher ratios and if needed, identify funding sources to meet the 17:2 (PK)/ 25:2 (K-3) ratios.
2. Identify funding sources for additional needed Leadership Team personnel

<u>Planning for implementation</u>

1. Set professional development dates for PK (or all teaching teams for calendar year.
2. Set monthly: 1) grade- level, 2) joint grade, and 3) across school meetings for calendar year