



# PARKS AS CLASSROOMS EDUCATION PROGRAM

## 5-Year Action Plan 2006-2012

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**This action plan is to be reviewed on a yearly basis and yearly action plans added as an addendum.**

## 5 Year Goals

By year 5 (June 2012) the park will have implemented major development of the four topics of education programs: Fur Trade and David Thompson, Geology: the Ice Age Floods, Natural Systems: the Reservoir, and Fort Spokane.

By year 5 the minimum level of programming will be completed on the Fur Trade/David Thompson Education Program.

By year 5 the minimum level of programming will be completed on the Natural Systems: Reservoir. The River Mile will be available for at least the high school level.

By year 5 the minimum level of programming will be completed on the Fort Spokane Education Programs.

By year 5 development will have begun on Geology: Ice Age Floods Education Program.

By Year 5 the park will have identified additional materials and programs through the assistance of educators.

By Year 5 the park will have a comprehensive marketing and reservation system for all programs.

By Year 5 the park's Education Program will be a viable entity with its own management.

~~By year 5 the park has a formal Education Advisory Board.~~  
(Removed by J. Elvidge;)

## **MILESTONES - ANNUAL GOALS**

Note: Years are presented by school year.

### **During the planning year (2006-2007):**

- 1) Complete Education Plan and 5-Year Action Plan
- 2) Management
  - a) SOPS
    - i) Begin development of draft Education Program Standard Operating Procedures.
  - b) logistics
    - i) Determine Education Program Logistics for existing programs for existing programs
    - ii) Work with staff to develop/formalize in-park programs for different grades and market them. (these are the ones we already have/are doing)
  - c) Reservations
  - d) Marketing
    - i) Park Website—enter existing program
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
- 3) The River Mile
  - a) Begin planning and initial development of “The River Mile.”
- 4) Fur Trade and David Thompson
  - a) Create initial program plan for Fur Trade and David Thompson
- 5) Fort Spokane
  - a) Continue work on major development and testing of Fort Spokane materials
- 6) Geology
  - a) Ice Age Floods
- 7) Crescent Bay Lake Education Center
  - a) Begin conceptualizing Crescent Bay Lake Education Center

### **During the First year (2007-2008):**

- 1) Complete 5-Year Action Plan
- 2) Write SY08 Action Plan
- 3) Implement Education Plan
  - a) SOPS
  - b) Logistics
    - i) Refine Education Program logistics and organization

- c) Reservations
- d) Marketing
- e) Stats
- f) Funding
- g) Staff
- h) Education Advisory Board
- i) Evaluation
- 4) Begin creation of “The River Mile”
- 5) Begin creation of Fur Trade program (pending funding)
- 6) Fort Spokane program
  - a) Testing materials and programs
- 7) Geology
  - a) Traveling Trunk (pending funding)
  - b) Create ranger-conducted classroom program(s) for Ice Age Floods (may postpone)
- 8) Crescent Bay Lake Education Center

**During the second year (2008-2009):**

- 1) Create SY09 of 5-Year Action Plan
- 2) Continue Implementation of Education Plan
  - a) SOPS
  - b) logistics
  - c) Reservations
    - i) reservation system initialized
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
- 3) The River Mile
  - a) Next grade level
- 4) Fur Trade and David Thompson
  - a) initial year of offerings
- 5) Fort Spokane
  - a) self-guided program in place for at least one grade
  - b) test an additional grade for self-guided program
- 6) Geology
  - a) Ice Age Floods
    - i) Concerted effort at shipping and marketing the trunk
    - ii) Pilot test ranger-conducted classroom program(s)
- 7) Crescent Bay Lake Education Center

**During the third year (2009-2010):**

- 1) Create SY10 of 5-Year Action Plan
- 2) Well into implementation of Education Plan
  - a) SOPS
  - b) logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
- 3) The River Mile
- 4) Fur Trade and David Thompson
- 5) Fort Spokane
- 6) Geology
  - a) Ice Age Floods
- 7) Crescent Bay Lake Education Center

**During the fourth year (2010-2011):**

- 1) Create SY11 of 5-Year Action Plan
- 2) Majority of Education Plan accomplished
- 3) Education Program is near the minimum Education Program level for the park
- 4) Next 5-Year Plan begun
  - a) SOPS
  - b) logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
- 5) The River Mile
- 6) Fur Trade and David Thompson
- 7) Fort Spokane
- 8) Geology
  - a) Ice Age Floods
- 9) Crescent Bay Lake Education Center

**During the fifth year (2011-2012):**

- 1) Create SY 12 of 5-Year Action Plan

- 2) Next 5-Year Action Plan
- 3) Minimum Education Program in place
  - a) SOPS
  - b) Logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
- 4) The River Mile
- 5) Fur Trade and David Thompson
- 6) Fort Spokane
- 7) Geology
  - a) Ice Age Floods
- 8) Crescent Bay Lake Education Center

# **ANNUAL EDUCATION PLANS**

## **Planning Year through Year 5**

### **Preface: Planning Year 2006-2007**

- 1) Complete Initial 5-Year Action Plan Draft
- 2) Complete and begin implementation of Education Plan
- 3) Management
  - a) SOPs
    - i) Begin development of draft Education Program Standard Operating Procedures.
  - b) Logistics
    - i) Determine Education Program Logistics for existing programs
    - ii) Work with staff to develop/formalize in-park programs for different grades and market them. Draft level for existing programming
      - (1) Invasive Species
      - (2) Fur Trade
      - (3) Landforms in the Sand
      - (4) Avian Mystery
      - (5) Fort Spokane
      - (6)
  - c) Reservations
    - i) Create forms
    - ii) Instructions
    - iii) Confirmation letters
    - iv) Trunk shipping instructions
    - v) Trunk tracking forms
  - d) Marketing
    - i) Begin Marketing
    - ii) Park newspaper
    - iii) Park website
    - iv) Flyer
  - e) Stats
  - f) Funding
    - i) Initial fundraising efforts
    - ii) Update Parks As Classrooms Grant applications.
  - g) Staff
    - i) Hire SCA intern to do Fort Spokane program
  - h) Education Advisory Board
    - i) Work with Education Advisory Board to form focus groups
    - ii) Form alternative communication methods for education advisory board (e.g., email)
  - i) Evaluation



- i) Monitor what was created this year and adjust as needed
- 4) Complete major development and testing of Fort Spokane materials
  - a) Conduct 1 teacher workshop
    - i) In park planning workshop
      - (1) Accreditation???
      - (2) Purchase supplies
      - (3) Purchase replicas
      - (4) Recruit educators
      - (5) Develop and produce :
        - (a) In-park program lessons
        - (b) Self-guided activities
        - (c) Traveling trunk outline and lessons
    - b) Attend conferences with Fort Spokane information
    - c) Distribute teacher guides
    - d) Complete virtual tour(s)
      - i) Obtain or create graphics
      - ii) Pilot program completed by December 2007
    - e) Traveling Trunk
      - i) Collect replicas
      - ii) Purchase some supplies
      - iii) Assemble
    - f) Exhibit
      - i) Photos
      - ii) Purchase banner
- 9) The River Mile
  - a) Initial planning and development of “The River Mile.”
  - b) HS program development
    - i) Letter to teachers spring 2007 for pilot program
    - ii) Focus group or discussions with individual teachers: email, phone or other
- 10) Fur Trade and David Thompson
  - a) Create draft Program Plan for Fur Trade and David Thompson for grant purposes
  - b) Enter/create Parks As Classrooms grant application for the Fur Trade and David Thompson
  - c) Look for funding
- 11) Crescent Bay Lake Education Center
  - a) Initial PMIS statement
  - b) Draft ideas
  - c) Talk to partners
  - d) Funding options

## **I. Year One 2007-2008**

### A. Year's issues and concerns

Time and money. Seed money is needed to move forward on projects. This year we will need to have initial program plans in place in order to seek funding for those projects. Time. The Education Specialist's time will still be split between interpretation and education. Due to the potential for the large projects to begin during this year, some way needs to be found to begin reducing the Education Specialist's commitments in interpretation.

### B. Annual goals and objectives

- 1) Create this year's Yearly portion of the 5-Year Action Plan
- 2) Begin true implementation of Education Plan
- 3) Management
  - a) SOPS
    - i) Existing and newly developed programs and materials are well coordinated
      - (1) Finalize Education Program SOPs
  - b) Logistics
  - c) Refine Education Program logistics and organization
  - d) Reservations
    - (1) Establish reservation system for in-park, outreach and traveling trunks
    - (2) Establish SOP for reservations
    - (3) Create set times, how to make reservations, standardize group arrival procedures, evaluations, create confirmation letters, etc...'
  - e) Marketing
    - i) The park has an established presence in the education community in order to communicate the park as a viable education entity.
      - (1) Create education program flyer
      - (2) Create education mailing list.
        - (a) Create form teachers can fill out to be on our mailing list
      - (3) Attend education meetings and conferences
      - (4) Education program has a presence on the park's website
      - (5) Continue utilizing park newspaper for marketing
      - (6) Other web sites
  - f) Stats
    - (1) Statistics forms and database
  - g) Funding
    - (1) Seek grant funds for programs
      - (a) The park shall apply for the 2009 Parks As Classrooms Grant for "The River Mile"
      - (b) Fort Spokane is funded through 2007 PaC grant.
    - (2) Seek funding for planning and program creation

- h) Staff
  - (1) Continue familiarization with EALRS and GLEs
  - (2) Increase staff level.
    - (a) Extend the season of one seasonal to assist with programs and development
    - (b) SCA intern
  - (3) Recruit VIPs
- i) Education Advisory Board
  - (1) Test alternative methods of communication with education advisory board
  - (2) The Education Advisory Board supports the park's efforts to develop the education program
    - (a) Has focus groups
    - (b) Partnerships begin to develop
    - (c) formalize board
    - (d) meet 3 times per year
    - (e) compensation options
- j) Evaluation
  - (1) Ongoing, review what was accomplished and created during the year
  - (2) Create evaluation forms for all programs and materials
  - (3) Monitor what was created this year and adjust as needed
- 4) Begin creation of "The River Mile"
  - a) Start with High School Program/revise/incorporate Floating Classroom
    - i) Determine what to do about houseboats and floating classroom
      - (1) focus group
    - ii) Inventory sites and assign to schools
    - iii) Set protocol for science data collected
    - iv) Move boat trips to March (for adequate planning time)
    - v) Work with scientists who can go on the boats and work with students
    - vi) Create outline for pilot monitoring and test
    - vii) Workshop in April or February for teachers in the pilot program
  - b) Determine other grades
  - c) Seek funding
  - d) Write program plan
  - e) Standards
  - f) Grants
  - g) Partners
- 5) Begin creation of Fur Trade program
  - a) Write program plan
  - b) Implement the program plan
    - i) Traveling trunk
    - ii) Teacher guide
    - iii) Workshop(s)
    - iv) Ranger program (in park and/or in classroom)
  - c) Seek funding

- d) Materials are ready for testing in 2008
- 6) Fort Spokane program
  - a) Review work from summer 2007 with in-park program in conjunction with subject expert (e.g., District Interpreter), assemble or organize in-park program
  - b) Finalize pre-visit packets for Fort Spokane
  - c) Finalize teacher packet
  - d) Develop self-guided programs (developed summer 2007)
  - e) Spring 2008 have self-guided testing and advertised—at least one grade level
  - f) Offer a teacher workshop if needed.
  - g) Develop Ranger-conducted classroom program(s) based on summer 2007 work]
  - h) Obtain additional living history items for Fort Spokane program
  - i) Begin video loan service
    - i) Obtain videos
  - j) Distribute educators guide printed in 2006
  - k) Complete any web sections not completed
  - l) Traveling Trunk
    - i) Complete assembly
    - ii) Market
    - iii) Distribute
    - iv) evaluate
- 7) Geology
  - a) Traveling Trunk
    - i) Seek funding
    - ii) Upgrade and revise
    - iii) Different shipping trunk
    - iv) Different packing materials
    - v) Additional trunk
    - vi) Better advertising
    - vii) Organize reservations and shipping
  - b) Ice Age Floods--pending funding
    - i) Create ranger-conducted classroom program(s)
    - ii) Traveling Trunk
- 8) Crescent Bay Lake Education Center
  - a) Work with partners
  - b) Funding

## **II. Year Two 2008-2009**

### **A. Year's issues and concerns**

This year is marked with implementation of the planning accomplished in the 2006-2007 school year. David Thompson Commemoration continues; testing of David Thompson materials need to occur in 2008. Continue generation of funding support for new programs. Should begin planning Geology: Ice Age Floods program.

### **B. Annual goals and objectives**

- 1) Create Yearly 5-Year Action Plan
- 2) Continue Implementation of Education Plan
- 3) Management
  - a) SOPS
  - b) Logistics
  - c) logistics continue to be refined and revised as needed
  - d) Reservations
    - i) Reservation System, on-line and printed
    - ii) Design and print reservation information.
    - iii) Create Reservation System for on-line use. Work with WASO
  - e) Marketing
    - i) Design and publish annual program flyer
    - ii) Continued conference presence
      - (1) Conduct concurrent sessions at at least 1 professional conference
    - iii) Web information up to date
  - f) Stats
  - g) Funding
  - h) Continue seeking funding through grants
    - i) Seek out at least 3 grants(NPF, Challenge Cost Share Program, NSTA/EPA)
    - ii) Partner ideas
  - i) Staff
  - j) Education Advisory Board
  - k) Maintain an education advisory board with regular planning meetings.
    - i) Conduct at least 3 Education Advisory Board meetings.
  - l) Evaluation
    - i) Monitor what was created this year and adjust as needed
- 4) The River Mile
  - a) Continue expanding program
  - b) Develop Pre-visit materials
  - c) Create teacher workshops—offer at least 1 workshop
  - d) Work with appropriate grade level educators to develop grade specific materials
- 5) Fur Trade and David Thompson

- a) Continue Implementation of the program plan
  - i) Traveling trunk
  - ii) Teacher guide
  - iii) Workshop(s), offer one
  - iv) Ranger program (in park and/or in classroom, test)
- b) Seek funding
- 6) Fort Spokane
  - a) Present a teacher workshop
  - b) Review and revise in-park program
  - c) Create additional self-guided program and test
  - d) Pre-visit materials for new programs
- 7) Geology
  - a) Concerted effort at shipping and marketing the trunk
  - b) Ice Age Floods
    - i) Pilot test ranger-conducted classroom program(s)
- 8) Crescent Bay Lake Education Center

### **III. Year Three 2009-2010**

#### **A. Year's issues and concerns**

Three themes are fully functional. Develop Geology: Ice Age Floods

#### **B. Annual goals and objectives**

- 1) 5-Year Action Plan
- 2) Implement Education Plan
- 3) Management
  - a) SOPS
  - b) Logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
    - i) Continue seeking funding through grants
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
    - i) Monitor what was created this year and adjust as needed
- 4) Logistics
- 5) The River Mile
- 6) Fur Trade and David Thompson
  - a) Complete Fur Trade program materials
  - b) Test Fur Trade and David Thompson
- 7) Fort Spokane
- 8) Geology
  - a) Seek funding for Geology: Ice Age Floods
  - b) Ice Age Floods
- 9) Crescent Bay Lake Education Center

## **IV. Year Four 2010-2011**

### A. Year's issues and concerns

Three themes well underway. Revise programs as needed. Test and Implement Geology program.

### B. Annual goals and objectives

- 1) 5-Year Action Plan
- 2) Implement Education Plan
- 3) Management
  - a) SOPS
  - b) Logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
    - i) Monitor what was created this year and adjust as needed
    - ii) Begin discussion of next "5-Years"
- 4) Logistics
- 5) The River Mile
- 6) Fur Trade and David Thompson
- 7) Fort Spokane
- 8) Geology
  - a) Ice Age Floods
- 9) Crescent Bay Lake Education Center



## **V. Year Five 2011-2012**

### A. Year's issues and concerns

All 4 theme programs are functional.

### C. Annual goals and objectives

- 1) 5-Year Action Plan
- 2) Implement Education Plan
- 3) Management
  - a) SOPS
  - b) Logistics
  - c) Reservations
  - d) Marketing
  - e) Stats
  - f) Funding
  - g) Staff
  - h) Education Advisory Board
  - i) Evaluation
    - i) Monitor what was created this year and adjust as needed
    - ii) Complete 2<sup>nd</sup> 5-Year Plan.
- 4) Logistics
- 5) The River Mile
- 6) Fur Trade and David Thompson
- 7) Fort Spokane
- 8) Geology
  - a) Ice Age Floods
- 9) Crescent Bay Lake Education Center
- 10) Evaluation