

| | Weekly Meetings to Schedule: | Time Needed: | Meeting Objectives: | Attendees |
|--------------------------|--|------------------------------------|---|--|
| <input type="checkbox"/> | Weekly Educational Leadership Team (ELT) Collaborative Coaching Video Review | 1 hr/wk Thurs 11:30-12:30 | Calibrate around coaching best practices through collaborative LT coaching and video review | All academic coaches |
| <input type="checkbox"/> | Weekly ELT Data Meeting | 1 hr/wk Thurs 9:30-10:30 | dashboard review: school-wide action step check-in, coaching proficiency, weekly academic data, LT action step | All academic coaches |
| <input type="checkbox"/> | Weekly Logistics Meeting | 1 hr/wk Tues 11:30-1 | Time to discuss/plan all non-academic items (Back to School Night, etc.) | All site leadership team members (include those involved in operations-eg office manager if appropriate) |
| <input type="checkbox"/> | Weekly Principal 1:1 with principal coach | 1 hr/wk Tues 10:30-11:30 | Action plan for site leadership development: 1:1 LT meetings, arc of the year PD, ELT planning | principal and principal supervisor |
| <input type="checkbox"/> | Weekly 1:1 with academic coaches | 1 hr/wk per coach | Develop coaches through 1:1 action planning, goal setting | academic coach and the coach's manager (usually the principal) |
| <input type="checkbox"/> | Weekly 1:1 with all instructional staff | 30 m/wk/ per T | Use coaching process to provide feedback/assign action steps in form of: Obs/Feedback, IP, data meetings | academic coach and instructional staff member |
| <input type="checkbox"/> | Weekly walkthrough with ELT | 1 hr/2X per wk | Walkthrough site classrooms to calibrate action step writing and assess specific teacher and school-wide needs | All academic coaches |
| <input type="checkbox"/> | Daily Staff Huddle | 10 min/day | Daily check in to build culture, school-wide coaching opportunities, a communications | All staff |
| <input type="checkbox"/> | Daily Leadership Team Huddle | 10 min/day | Daily check in with leadership team to clarify daily priorities | All leadership team members |
| <input type="checkbox"/> | Weekly data meetings | 30 min- 1 hr per week | Instructional staff partner with academic coaches to analyze student assessment data and plan for next steps in instruction | Academic coaches and instructional staff |
| <input type="checkbox"/> | Weekly professional learning | 30 min- 1 hr per week | Learn and refine Core 3 instructional techniques in "See It, Name It, Do It" PL modules | All instructional staff |
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| | BOY Tasks: | When: | Objectives: | |
| <input type="checkbox"/> | Develop year-long site priorities with leadership team | By end of August | ELT team meets to plan year-long site priorities that will drive Arc of the Year planning | ELT |
| <input type="checkbox"/> | Calendar all reoccurring meetings and ensure teammates have too | At least 1 wk before school starts | Schedule "we do" calendaring time with ELT for above "Weekly Meetings to Schedule" meetings | ELT |
| <input type="checkbox"/> | Complete Teacher Proficiency tab on Dashboard | By end of September | All instructional staff complete Core 3 "pre-assessment" and discuss at first coaching meeting with coach Coaches complete teacher proficiency scores on dashboard | ELT |
| <input type="checkbox"/> | Complete Leadership Development tab on Dashboard | By end of September | Coaches complete Core 3 coaching "pre-assessment" and discuss with principal at 1:1... coaches and principal agree on dashboard scores to input on Leadership Development tab on Dashboard | ELT |
| <input type="checkbox"/> | Complete Arc of the Year Professional Learning plan for the first four weeks of school | recurring | ELT team meets to plan first four weeks using Arc of the Year priorities (site goal, PDs, ELTs) | ELT |
| <input type="checkbox"/> | Develop site school-wide focus | Weekly | Use Wk 1 walkthrough data to develop site action step: add to the the Arc of the Year | ELT |
| <input type="checkbox"/> | Align leadership goals with site action step | Weekly | ELT members align leadership action steps with site action step | ELT |