| **PLC Action Plan for the 2019-2020 School Year** |
| --- |
| **ROOT BELIEFS/ MISSION STATEMENT/ KEY VALUES:**  |
| **NORMS:** |
| **PLC Work to Meet Accreditation Goals- 4 Critical Questions** | **5D Framework and Professional Growth Goals** | **MAP Data Analysis** | **School Operations/ Coordination** | **Catholic Identity/ Spiritual Development** |
| **Week of . .**  | **Academic Excellence Focus***PLC Activities Related to Student Learning* | **Information Type(s)***Communicate-Collaborate-Coordinate- Collective Capacity Building* | **Purpose/ Objective***What are the desired outcomes related to student learning?* | **Prayer Leader***Indicate staff member who will lead prayer this week* | **Notes***Lead for this Meeting-Materials Needed- Grouping (whole group, grade band, etc.)-Other* | **Diary***Take Aways-Action Items-etc.* |
| 8/19 and/or 8/26 (Opening Summer Inservice) | Review of staff norms and mission statement  | Collaborate | Establish norms for effective collaboration and create a common vision/ purpose for our work. Identify protocol for addressing violation of norms. |  |  |  |
| Vision & goals for academic excellence collaboration | Collaborate | Review PLC continuum, PLC action plan, and accreditation action plan to create a shared vision for teacher collaboration this year. Determine organization of collaborative teams and focus for each collaborative team. Each team begins to set a SMART goal that flows from the school learning goals/ accreditation action plan.  |  |  |  |
| CEL 5D Framework | Collective Capacity Building | Frame the purpose of the implementation of the 5D framework.Clarify how/why principal observations will change. Define the role of the teacher leader(s) in helping staff unpack the framework. Identify dimension(s) the school will focus on this year.  |  |  |  |
| \*Post ACRE Data Review | Collaborate | Analyze last year’s ACRE data to note school-wide trends and create an instructional action plan  |  |  |  |
| *August Faculty Retreat (CiC Resources available)* |
| 9/2 | Prepare for Curriculum Night | Coordinate | Review expectations for curriculum night and identify what to communicate to parents |  |  |  |
|  | SMART Goals | Collaborate | Teams continue to develop SMART goals |  |  |  |
| 9/9 | Prepare for MAP testing | Coordinate | Review testing scheduleReview best practices for testing and accommodations proceduresIdentify procedure for troubleshooting |  |  |  |
| Introduce 2 Catholic Identity standards for 19-20 accreditation focus | Collective Capacity Building | Unpack the two focus standardsCreate an action plan for standard implementationDevelop a plan to monitor progress  |  |  |  |
| Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 9/16 | CEL 5D Framework | Collaborate | Calibrate staff vision of one dimension of the 5D framework (student engagement or purpose) |  |  |  |
| 9/23 | Professional Growth Plans (CEL 5D Framework) | Collective Capacity Building | Set individual goals for instructional growth using the 5D framework (3-5 indicators from two dimensions based on reflection on student learning and teacher practice) |  |  |  |
| 9/30 | Collaborative teams  | Collaborate | PLC teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| CiC Fall Retreat Preparation | Coordinate | Coordinate logistics for fall retreat (location, materials, food, supplies) |  |  |  |
| 10/7 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 10/11 | *Christ in the Classroom Fall Retreat* |  |
| 10/14 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| Post CiC Retreat | Collaborate | Complete surveymonkey evaluation of the retreatShare takeaways for classroom building-wide implementation |  |  |  |
| 10/21 | Post MAP Data Review | Collaborate | Analyze MAP data and create instructional action plans |  |  |  |
| 10/28 | Post MAP Data Review | Collaborate | Analyze MAP data and create instructional action plans |  |  |  |
| 11/4 | Fall Conference Preparation | Coordinate | Review conference scheduleIdentify MAP reports to share with parents and review key talking points for MAP data Spend individual work time preparing report cards |  |  |  |
| 11/11 | NO MEETING: Individual Work Time to Prepare for Conferences |  | Finalize report cards in preparation for parent conferences |  |  |  |
| 11/18 | NO MEETING: Thanksgiving Week |  |  |  |  |  |
| 11/25 | CEL 5D Framework | Collective Capacity Building | Analyze a video to calibrate on the 5D framework. Staff meet in small groups based on their instructional goals to share learnings related to goals/ focus areas. |  |  |  |
| 12/2 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 12/9 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 12/16 | Advent Gathering | Collaborate | Celebrate the season of Advent in fellowship with one another |  |  |  |
| 1/6 | Prepare for MAP testing | Coordinate | Review testing scheduleReview best practices for testing and accommodations proceduresIdentify procedure for troubleshooting |  |  |  |
| Prepare for Catholic Schools Week | Coordinate | Coordinate our school activities in preparation for Catholic Schools Week |  |  |  |
| 1/13 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 1/20\* | Professional Growth Plans (CEL 5D Framework) | Collective Capacity Building | Engage in a guided self-reflection process on progress towards professional growth goals. Staff meet in small groups based on their instructional goals to share learnings related to goals/ focus areas. |  |  |  |
| 1/27 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 2/3 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| CiC Spring Retreat Preparation | Coordinate | Coordinate logistics for spring retreat (location, materials, food, supplies) |  |  |  |
| 2/10 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 2/14 | *Christ in the Classroom Winter Retreat* |  |
| 2/17 | Post MAP Data Review | Collaborate | Analyze MAP data and create instructional action plans |  |  |  |
| 2/24 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| Post CiC Retreat | Collaborate | Complete surveymonkey evaluation of the retreatShare takeaways for classroom/ building-wide implementation |  |  |  |
| 3/2 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 3/9 | NO MEETING: Individual Work Time to Prepare for Conferences |  | Finalize report cards in preparation for parent conferences |  |  |  |
| 3/14 | *Regional Curriculum Day* |  |
| 3/16\* | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 3/23 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 3/30 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| Prepare for Holy Week | Coordinate | Coordinate our school activities in preparation for Holy Week |  |  |  |
| 4/6 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 4/20 | Professional Growth Plans (CEL 5D Framework) | Collective Capacity Building | Engage in a guided self-reflection process on progress towards professional growth goals. Staff meet in small groups based on their instructional goals to share learnings related to goals/ focus areas. |  |  |  |
|
| 4/27 | Prepare for MAP testing | Coordinate | Review testing scheduleReview best practices for testing and accommodations proceduresIdentify procedure for troubleshooting |  |  |  |
| 5/4 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 5/11 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 5/18 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 5/25 | Prepare for end of year festivities | Coordinate | Coordinate our school activities in preparation for the end of the year celebrations |  |  |  |
| Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 6/1 | Collaborative teams  | Collaborate | Teams work towards SMART goals, informed by [The Work of Collaborative Teams](https://drive.google.com/open?id=1PRNF_8scsFjbvxQwQV6Na_0--NmDY4S0IOGfaEghZG8) as a guide.  |  |  |  |
| 6/8 | Post MAP Data Review | Collaborate | Use MAP data to share key information about our students with next year’s teachers (review in more detail in the fall)  |  |  |  |
| 6/15 | Celebration! | Communication | Celebrate the work of our PLC by specifically honoring the behaviors that led to strong collaboration  |  |  |  |

\*We recommend that the entire faculty review the ACRE data. In addition to the analysis of the data, grade 5 and 8 teachers will need to coordinate testing logistics (recommended around the week of 1/20) and review best practices for testing procedures (recommended around the week of 3/16). We did not list these on the sample calendar because they only affect two grade levels, but please do note them in your action planning.