| **PLC Action Plan for the 2019-2020 School Year** | | | | | | | | | | |
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| **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 schedule  Review best practices for testing and accommodations procedures  Identify procedure for troubleshooting | |  | |  | |  |
| Introduce 2 Catholic Identity standards for 19-20 accreditation focus | Collective Capacity Building | | Unpack the two focus standards  Create an action plan for standard implementation  Develop 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 retreat  Share 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 schedule  Identify 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 schedule  Review best practices for testing and accommodations procedures  Identify 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 retreat  Share 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. | |  | |  | |  |
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| 4/27 | Prepare for MAP testing | Coordinate | | Review testing schedule  Review best practices for testing and accommodations procedures  Identify 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.