Metropolitan RESA

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SCHOOL LEADER PLANNING GUIDE

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CONTENTS

OVERVIEW

Purpose

The purpose of this document is to provide a user-friendly, step-by-step guide for principals and administrators to assist with framing, planning, and implementing quality site-based or virtual activities.   This is not intended to replace district level directives or protocols. This document is designed to serve as an accompanying resource that is based on research and evidence-based best practices.

Methodology

The Metropolitan Regional Educational Service Agency (Metro RESA) developed this document to address needs requested by schools and districts statewide. The included tools and strategies utilize best practices for school improvement and are appropriate for any school seeking to provide structured, effective activities for leaders and staff members. The materials in this document also consider the possibility of face-to-face and/or virtual interaction. This document is designed to be compatible with any district level strategic plan.

"We cannot solve our problems with the same thinking we used to create them"

Albert Einstein
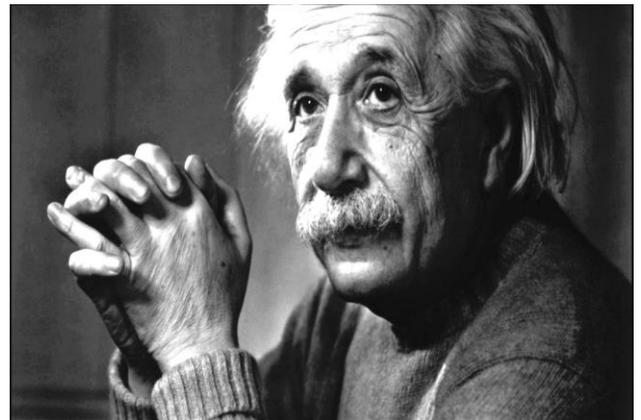
Documents

Each section of this document contains stand-alone, sample documents that can be copied or downloaded as needed. The purpose is to create a baseline strategy for addressing basic school needs as well as best practices for moving to the next level. Sections are divided chronologically based on the 2019-2020 and the 2020-2021 school years. It should be noted that although the School Leadership Retreat is traditionally held during the summer months, current circumstances will most likely require it to be held during pre-planning or soon after.

Embedded Resources

Within the sample documents, you will find embedded links to handouts, websites, or other digital resources. There is also a page at the end of each section that provides all the links shown previously as well as additional links for the same topic in one convenient location.

Post Planning 2020

- **Post Planning Agenda**
- **End of Year Checklist (Elementary)**
- **End of Year Checklist (Secondary)**
- **Professional Learning Digital Resources**

Post Planning Agenda 2019-2020

Topic	Complete Pre-Meeting	Proposed Process
1. **Identify roles, responsibilities, and protocols:** ▪ Facilitator: ▪ Notetaker: ▪ Timekeeper: ▪ Norms: ▪ Location of Agendas and Minutes: **Time:** 2 minutes **Purpose:** Decision-making	**Leader/Facilitator:** Solicit volunteers or recommend members for specified roles.	**Leader/Facilitator:** Volunteer or assign roles.
2. **Review, revise, and/or adopt the agenda:** ▪ Deletions ▪ Changes ▪ Additions ▪ Adoption **Time:** 2 minutes **Purpose:** Decision-making	**Staff Members:** Review agenda before the meeting.	**Leader/Facilitator:** Poll team and ensure that consensus leads to an adopted agenda.
3. **Reading Selection/Discussion Small Group:** ▪ What big ideas did you take away from each section of the article? ▪ How can you use these ideas to assist you in closing out and preparing to begin again? ▪ How might these practices shift with the digital/virtual necessity? **Large Group: Takeaways** **Time:** 15-minutes **Purpose:** Streamline and clarify expectations for closing out the school year	**Leader/Facilitator:** Select an articles from the two listed below under "staff members" or insert your own. One is more elementary friendly. **Staff Members:** Read the article(s) prior to the meeting: End of Year Classroom Checklist Teacher End of Year Checklist	**Leader/Facilitator:** Popcorn out one big take away from the article. Is there a virtual/digital way we can still capture some of the points?
Topic	Complete Pre-Meeting	Proposed Process
4. **Finalize the End of Year Checklist:** ▪ What outstanding decisions are needed to finalize the end of year closeout? ▪ What decisions are high priority for today? ▪ How do we prioritize PL for our Post Planning needs? **Time** 20-minutes **Purpose:** Calibrate understanding on end of year needs.	**Leader/Facilitator:** Create or review/revise end of year checklists and make suggestions for additions/deletions.	**Leader/Facilitator:** ▪ Review timeline and seek input for outstanding items. ▪ Poll leadership team for input.

Topic	Complete Pre-Meeting	Proposed Process

5. Reflection Activity:
  ▪ What did we do well for this meeting?
  ▪ What should we do differently for the next meeting?
Time: 5 minutes
Purpose: Reflection and Analysis, Decision-Making
Plus: Team provides positive feedback.
Delta: Team provides feedback for growth
	N/A	**Staff Members:**
		  ▪ Identify pluses and deltas.
		  ▪ Team agrees on deltas to work on for next meeting.

6. Outline agenda for next meeting:
  ▪ Determine date and time
  ▪ Develop agenda items
Time: 5 minutes
Purpose: Decision-making
	Leaders/Facilitator:
	Reflect on priority items to be discussed in future leadership team meetings.
		Staff Members:
		  ▪ Identify meeting roles such as facilitator and recorder.
		  ▪ Agree upon a process for proposing agenda items based on priority.

To access a Word document that can be personalized for your school, click on the link below:

Post Planning Agenda

ELEMENTARY End of Year Staff Checklist (School Name) 2019-2020		
Teacher:	**Grade Level or Special Area:**	
Date	**Task**	**Initials**
5//20	All Classroom Assignments/Test Grades/Conduct) must be entered for each student. Remember **(District's)** grading policy. See EOY Report Card Timeline from District for additional information.	
5//20	Satisfy Lunch Charges…View electronic charge list.	
5//20	All media center books, videos, DVD, technology resources, audio kits, cameras checked out by teachers due to the Media Center (see date for visiting schools for return).	
5//20	Retention Consideration documentation (Must have been documented before March 13)	
5//20	RTI/MTSS finalization data, including progress monitoring data, recommendations for next year.	
5//20	Special education/EL documentation delivered to school.	
5//20	All Classified evaluations due. Supervising Teachers must complete electronically.	
5//20	(Names of Program) Kits due to the bookroom. Place on tables as marked,	
5//20	2020-2021 grade chairs must email an electronic copy of the 2020 – 2021 Grade Level Supply List	
5//20	Staff Planning after school will be dedicated to creating EOY digital celebration. A template will be emailed. The presentation should include BOY, MOY, and EOY data and whether grade level/department/Special Areas goals were met.	
5//20	All student personal items go home.	
5//20	Complete Custodial Request: Custodial Services Form turned in to (Name or Position) On the day you are assigned to visit the school, do not move any classroom furniture (i.e. - file cabinets, storage cabinets, student desks/chairs, teacher desk) from classrooms. *Please do not remove any desktop computers, printers, etc., from classrooms unless a specific item is required to be turned in (Title 1).*	
5//20	4th qtr. report cards go home. The procedure will be emailed.	
5//20	Teachers not returning to **(Name of School)** must turn in school-purchased supplies (Staff Dev. materials, purchases made with district downloaded funds and Title I funds, pencil sharpener, stapler, tape dispenser, scissors, substitute binder, emergency bag, flashlight, maps etc.) to the front office. (Return these on your assigned day to visit the school)	

5//20	TKES Goals finalized.	
5//20	GRADES K -5: Prepare classroom for summer cleaning. Place all tables, chairs, desks, etc. on one side of the classroom. Boxed items must be labeled with teacher's name and placed on top of the tables, etc. Shelves/books, etc., should be covered with butcher paper and taped. Tape the *"Custodian Room Cleanliness Checklist"* to outside of the classroom door.	
5//20	Return walkie-talkie and recharge base (if assigned).	
5//20	Remove all materials and staples from assigned bulletin boards.	
5//20	**Last Day/Moving Day (schedule will be provided)**	
5//20	**All laptops will need to be turned in**. If you need to check your laptop out for professional learning or summer virtual instruction, please contact (Name or Position). **This option is available for returning staff only.**	
5//20	Return door keys and cabinet keys. All door keys must be turned in or pay a ($0.00) replacement fee. If necessary, order replacement name tag; name tag replacement fee is ($0.00) Turn in emergency bag, flashlight, substitute binder and maps to the front office.	
5//20	*Clean out your electronic mailboxes.* Please keep in mind that cleaning out does not mean deleting everything! Go through your emails in your Inbox, Drafts, Sent, All Documents, and any folder that you have created and DELETE any email that is no longer needed. Save attachment(s) that you would like to keep to your (school level): drive and then delete the email. Empty your electronic trash.	
5//20	Turn in <u>Summer Address Form</u> to (Name or Position).	

Teacher signature verifies all tasks are completed. EOY Staff Checklist must be completed and submitted to administrator before you are cleared for the summer.

Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

To access a Word document that can be personalized for your school, click on the link below:

Elementary EOY Staff Checklist

SECONDARY End of Year Staff Checklist (School Name) 2019-2020		
Teacher:	**Grade Level or Special Area:**	
Date	**Task**	**Initials**
5//20	All Classroom Assignments/Test Grades/Conduct) must be entered for each student. Remember (District's) grading policy. See EOY Report Card Timeline from district for additional information.	
5//20	Satisfy Lunch Charges…View electronic charge list.	
5//20	All media center books, videos, DVDs, technology resources, audio kits, cameras checked out by teachers due to the Media Center (see date for visiting schools for return)	
5//20	Retention Consideration documentation due. (Must have been documented before March 13)	
5//20	RTI/MTSS finalization data, including progress monitoring data, and recommendations for next year.	
5//20	Submit a copy of each Senior Final Exam to your department chair.	
5//20	Contact senior parents, grade is below 75%, informing them that the student is in critical danger of failing your class (add to communication log)	
5//20	Update the semester grade (SG) column in grade calculation spreadsheet. Use decimals as they appear in Infinite Campus so the final grade column will calculate correctly!	
5//20	Turn in Senior Failure List to your administrator/evaluator (even if you have none)	
5//20	Special education/EL documentation delivered to school.	
5//20	All Classified evaluations due. Supervising Teachers must complete electronically.	
5//20	(Names of Programs) Kits due to the bookroom. Place on tables as marked,	
5//20	2020-2021 grade/department chairs must email an electronic copy of the 2020 – 2021 Grade Level Supply List	
5//20	Staff Planning will be dedicated to creating EOY digital celebration. A template will be emailed. The presentation should include BOY, MOY, and EOY data and whether grade level/department/Special Areas goals were met.	
5//20	Complete Custodial Request: Custodial Services Form turned in to (Name or Position) On the day you are assigned to visit the school, do not move any classroom furniture (i.e. - file cabinets, storage cabinets, student desks/chairs, teacher desk) from classrooms. *Please do not* remove any desktop computers, printers, etc., from classrooms unless a specific item is required to be turned in (Title 1).	
5//20	All students' personal items go home.	

5//20	Report cards go home. The procedure will be emailed.	
5//20	Teachers not returning to **(Name of School)** must turn in school-purchased supplies (Staff Dev. materials, purchases made with district downloaded funds and Title I funds, pencil sharpener, stapler, tape dispenser, scissors, substitute binder, emergency bag, flashlight, maps etc.) to the front office. **Return these on your assigned day to visit the school.**	
5//20	TKES Goals finalized.	
5//20	Prepare classroom for Summer cleaning. Place all tables, chairs, desks, etc. on one side of the classroom. Boxed items must be labeled with Teacher's name and placed on top of the tables, etc. Shelves/books, etc., should be covered with butcher paper and taped. Tape the *"Custodian Room Cleanliness Checklist"* to outside of the classroom door.	
5//20	Return walkie-talkie and recharge base (if assigned).	
5//20	Remove all materials and staples from assigned bulletin boards.	
5//20	**Last Day/Moving Day (schedule will be provided)**	
5//20	**All laptops will need to be turned in**. If you need to check your laptop out for professional learning or summer virtual instruction, please contact (Name or Position). **This option is available for returning staff only.**	
5//20	Return door keys and cabinet keys. All door keys must be turned in or pay a ($0.00) replacement fee. If necessary, order replacement name tag; name tag replacement fee is ($0.00) Turn in emergency bag, flashlight, substitute binder and maps to the front office.	
5//20	*Clean out your electronic mailboxes.* Please keep in mind that cleaning out does not mean deleting everything! Go through your emails in your Inbox, Drafts, Sent, All Documents, and any folder that you have created and DELETE any email that is no longer needed. Save attachment(s) that you would like to keep to your (school level): drive and then delete the email. Empty your electronic trash.	
5//20	Turn in Summer Address Form to (Name or Position).	

Teacher signature verifies all tasks are completed. EOY Staff Checklist must be completed and submitted to administrator before you are cleared for the summer.

Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

To access a Word document that can be personalized for your school, click on the link below:

Secondary EOY Staff Checklist

Post Planning Professional Learning
Digital Resources

Listed below are concepts for deeper exploration that schools may want to conduct as Post Planning Professional Learning. Use of these resources may provide closure for areas of focus previously started and can serve as jump starters for areas of focus for the 2020-2021 school year. Providing teachers with a preview of upcoming learning can help to guide their summer planning. The links listed with each concept reflect an article, video, webinar, or resource to aid your thinking/planning needs:

- Teacher Clarity
- Differentiation and Tiered Lessons
- Checking for Understanding/Formative Assessments
- Higher Order Thinking Strategies
- Close Reading Strategies
- Balanced Literacy Framework
- Guided Reading
- Guided Math
- Academic Vocabulary
- Edgenuity Professional development
- Understanding Achievement level Descriptors
- Cultural Competency
- Document Based Questions - DBQ's
- UDL Universal Design for Learning
- Digital Integration
- MTSS
- PBIS Positive Behavioral Interventions and Support
- Learning By Doing PLCs at Work
- ASCD Classroom Management
- Rituals and Routines

Pre-Planning 2020-2021

- **Pre-Planning Agenda**
- **Pre-Planning Checklist**
- **Professional Learning Digital Resources**

Pre-Planning Planning Agenda 2020-2021		
Topic	**Complete Pre-Meeting**	**Proposed Process**
1. **Identify roles, responsibilities, and protocols:** ▪ Facilitator ▪ Notetaker: ▪ Timekeeper: ▪ Norms: ▪ Location of Agendas and Minutes: **Time:** 2 minutes **Purpose:** Decision-making	**Leader/Facilitator:** Solicit volunteers or recommend members for specified roles.	**Leader/Facilitator:** Volunteer or assign roles.
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4. **Finalize the Beginning of Year Checklist:** ▪ What outstanding decisions are needed? ▪ What decisions are high priority for today? ▪ How do we prioritize PL for our pre-planning needs? **Time** 20-minutes **Purpose:** Calibrate understanding on beginning of year needs.	**Leader/Facilitator:** Review beginning of year checklists with Leadership Team and make suggestions for additions/deletions.	**Leader/Facilitator:** ▪ Review timeline and seek input for outstanding items. ▪ Poll leadership team for input.

Topic	Complete Pre-Meeting	Proposed Process
5. **Reflection Activity:** ▪ What did we do well for this meeting? ▪ What should we do differently for the next meeting? **Time:** 5 minutes **Purpose:** Reflection and Analysis, Decision-Making **Plus:** Team provides positive feedback. **Delta:** Team provides feedback for growth.	**NA**	**Staff Members:** ▪ Identify pluses and deltas. ▪ Agree on deltas to work on for next meeting. .
6. **Outline agenda for next meeting:** ▪ Determine date and time ▪ Develop agenda items **Time:** 5 minutes **Purpose:** Decision-making	Reflect on priority items to be discussed in future leadership team meetings.	**Staff Members:** ▪ Identify meeting roles such as facilitator and recorder. ▪ Agree upon a process for proposing agenda items based on priority.

To access a Word document that can be personalized for your school, click on the link below:

Pre-Planning Agenda

"For tomorrow belongs to the people who prepare for it today"

African Proverb

Preplanning Checklist for School Leaders

The pre-planning checklist found on the following pages is not intended to be exhaustive, nor exact. The intent of these suggested tasks or activities is to serve as a compass for guiding your school year's opening plans. Due to current state and federal conditions, you are encouraged to consider the following as you develop your plans:

- Acknowledge the varied and urgent impact that COVID-19 has had on all stakeholders. Reflect on ways to promote patience and positivity for all is encouraged.
- Collectively review the Vision and Mission of the school and what those two things look like when everyone is fully engaged in working toward them.
- Reaffirm the influence and power of the team. It will take everyone's collective support and focus to continue the business of teaching and learning with an emphasis on balancing with forward movement with compassion and nurturing.
- Require and consistently maintain high visibility of all administrators/support staff in the halls and classroom. Both students and staff members will be re-acclimating themselves with school culture and behavioral expectations.
- Provide initial guidance and ongoing support to teachers on facilitating initial classroom interactions – how to debrief with their students; what to expect; what to do if they come across something they don't know how to handle (Students who experienced loss, i.e. death of a family member, economic loss, family disruption, etc.). Remember that staff members may be dealing with these same issues themselves.
- Emphasize intentional planning for engaging staff and students in activities and behaviors that demonstrate:
    - School leadership welcomes staff back and recognizes their concerns and efforts.
    - The faculty/staff is excited to see students back at school.
    - Consistent student and staff attendance are needed to ensure access to learning for all.

School Leadership Pre-Planning Checklist 2020-2021	
Send out email notification of summer updates/custodial/classroom assignments.	June 2020
Meet with Leadership Team. Finalize Grade Chairs/Dept Chairs/Committee Needs/Club Sponsors.	June 2020
Conduct Summer Professional Learning activities.	June 2020
Complete Needs Assessment/CNA reports.	June 2020
Complete Title 1 Summer Budget Approval meeting.	June 2020
Schedule and communicate advertisement for orientation for Kindergarten or 9th Grade Academy (if applicable).	June 2020
Meet with vendors and business partners (yearbook, uniforms, vending machines, instructional materials, etc.).	June 2020
Meet with Administrative Team to finalize plans for: master schedule, school safety, professional learning, curriculum needs, welcome back celebrations, staff and student handbooks, etc.	June 2020
Send out call/text message to students and parents to encourage summer reading.	June 2020
Fill staffing vacancies/meet with HR to ensure all staffing needs have been finalized.	July 2020
Meet with cafeteria and office staff to finalize nutrition needs.	July 2020
Meet with registrar to ensure schedule completion and alignment.	July 2020
Meet with graduation specialist/registrar to ensure readiness for capturing data and addressing challenges.	July 2020
Send out welcome back letters to staff, introduce and welcome new staff, provide open house instructions, and instructions to teachers for classroom set up, lesson plans, syllabi instructions.	July 2020
Post *Welcome Back* banner. Send notification to students regarding Open House.	July 2020
Post PTA calendar events and school events.	July 2020
Meet with PTA and School council.	July 2020
Meet with Supervisor/District staff to calibrate timeline and curriculum expectations.	July 2020

Meet with PTA and School Council.	July 2020
Meet with Supervisor/District staff to calibrate timeline and curriculum expectations.	July 2020
Create *Preplanning Agenda.*	July 2020
Establish LKES Goals and prepare guidance for TKES implementation. Create TKES monitoring calendar.	July 2020
Meet with Counselors to ensure plan of support for teachers and staff, particularly around grief and anxiety.	July 2020
Create data presentation to establish charge for instruction (focus on gaps, remediation, tiered supports, MTSS needs).	July 2020
Establish process for completing Ethics Modules.	July 2020
Create/align calendar/guidance for universal screener testing and diagnostic assessments.	July 2020
Connect with Student Council Representatives to discuss a student assembly (celebration/recognition--focus on district/CDC guidelines).	July 2020
Meet with Athletic Director regarding sporting events, schedules, equipment needs, safety and sanitation concerns (if applicable).	July 2020
Meet with Attendance Coordinator. Discuss and plan for communication of attendance expectations and share updates.	July 2020
Meet with school nurse and update medical plan-focus on communication and care for illness, training for staff.	July 2020
Meet with school social worker and psychologist for updates and supports for school/families.	July 2020
Meet with PBIS/SEL/School Discipline Coordinator to plan for engagement and expectations.	July 2020

To access a Word document that can be personalized for your school, click on the link below:

School Leadership Pre-Planning Checklist

Pre-Planning Professional Learning
Digital Resources

Listed below are concepts for deeper exploration that schools may want to conduct as Pre-Planning Professional Learning. Use of these resources may provide a preview for areas of focus for the 2020-2021 school year. This jump-start will allow teachers to begin crafting their plans for guiding and supporting student achievement. The links listed with each concept reflect an article, video, webinar, or resource to aid your thinking/planning needs:

- Teacher Clarity
- Differentiation and Tiered Lessons
- Checking for Understanding/Formative Assessments
- Higher Order Thinking Strategies
- Close Reading Strategies
- Balanced Literacy Framework
- Guided Reading
- Guided Math
- Academic Vocabulary
- Edgenuity Professional development
- Understanding Achievement level Descriptors
- Cultural Competency
- Document Based Questions - DBQ's
- UDL Universal Design for Learning
- Digital Integration
- MTSS
- PBIS Positive Behavioral Interventions and Support
- Learning By Doing PLCs at Work
- ASCD Classroom Management
- Rituals and Routines

School Improvement Planning 2020-2021

- **Leadership Retreat Checklist**
- **Needs Assessment Checklist**
- **Actions, Strategies, and Interventions Checklist**
- **Monitoring Plan Checklist**
- **School Improvement Digital Resources**

This checklist is to outline a process that principals may use to plan and facilitate a **Leadership Team Retreat** that focuses on school improvement. To access the process, click here.

Leadership Retreat Planning Checklist 2020-2021	
Phase I Tasks: Before the Planning Process	☑
Review adult learning theory to plan activities that engage the team in the work.	
Review current school improvement plan for successes and challenges.	
Review the school improvement cycle.	
Select a design team to aid in planning and facilitating portions of the retreat.	
Phase II Tasks: During the Planning Process	☑
Determine number of days, select dates, secure a location and notify the team members.	
Select a team building activity to create an atmosphere that is conducive to learning.	
Select activities that guide the team in creating/revising the school improvement plan.	
▪ Creating an agenda for the retreat with time allotted for (Summer Leadership Retreat Agenda Sample):	
▪ Establishing or revising norms	
▪ Team Building & celebrations	
▪ Conducting a needs Assessment that includes data and root cause analyses	
▪ Selecting actions strategies and interventions	
▪ Developing plan to monitor implementation of actions strategies and interventions	
Phase III Tasks: After the Planning Process	☑
Create a checklist of materials needed.	
Create timeline for facilitators to develop, share and/or rehearse presentation.	
Send reminders to team members of the date, time, location and materials needed for the retreat.	

This checklist is to outline a process that principals may use to plan and conduct a **Needs Assessment** focused on school improvement planning. To access the process, click here.

Needs Assessment Checklist 2020-2021	
Phase I Tasks: Before the Planning Process	☑
Involve district and school-level personnel with gathering data sources.	
Review the school and district policies and plans.	
Review the Georgia School Performance Standards	
Self-assess the school team's functionality using select Georgia School Performance Standards.	
Select a skilled facilitator (internal or external) to lead collaborative processes.	
Gain a deeper understanding of the multiple types of data used to perform the needs assessment.	
Create the desired outcomes for performing the needs assessment.	
Establish actions, timelines, and responsibilities for all related activities.	
Phase II Tasks: During the Planning Process	☑
Review and use needs assessment process and checklist to determine the school's priorities.	
Review needs assessment guiding questions throughout the process phases.	
Determine and use a decision-making process to come to a consensus on the key priorities. .	
Compile student learning, school processes, demographics, and perception data from available sources into a clear, concise, and easily accessible format.	
Disaggregate and aggregate the four different types of data sources.	
Use the needs assessment tools to determine priorities and conduct a root cause analysis.	
Create 3-5 key priorities and determine the validity of the root causes.	
Phase III Tasks: After the Planning Process	☑
Ensure the 3-5 key priorities align with the school goals and district strategic plans.	
Assess the implementation of the needs assessment process.	
Communicate data analysis and findings to stakeholders.	
Use needs assessment results to plan yearlong school improvement plan.	

This checklist is to outline a process that principals may use to plan to select **Actions, Strategies, and Interventions** for the School Improvement Plan (SIP). To access the process, click here.

Actions, Strategies, and Interventions Checklist 2020-2021	
Phase I Tasks: Before the Planning Process	☑
Review the 5 Systems of Georgia's System of Continuous Improvement (GSCI).	
View the Infrastructure webinar on Georgia's Tiered System of Supports for Students (far right side of webpage).	
Discuss how the Hexagon Tool would be useful during this process (see pages 1-2).	
Conduct a needs assessment and root cause analysis to identify school improvement goals.	
Phase II Tasks: During the Planning Process	☑
Research actions, strategies and evidence-based interventions that meet the needs of the students and/or teachers (online, primary sources, books, etc.).	
Reference valid and reliable resources that provide guidance on how to select evidence-based resources.	
Assess feasibility of the action, strategy or evidence-based intervention using the Hexagon Tool and 9 subcomponents of Infrastructure.	
Assess if the school's infrastructure is solid enough to accommodate the action, strategies or intervention being proposed.	
Assess the effectiveness of the implementation of High Leverage Practices to support Tier I instruction.	
Select action, strategies, or evidence-based interventions where the infrastructure can support implementation with fidelity.	
Phase III Tasks: After the Planning Process	☑
Determine the data, artifacts, and evidence that will be collected and analyzed to assess fidelity of implementation of the action, strategy, or evidence-based intervention.	
Develop a monitoring plan that follows the problem-solving cycle.	

This checklist is to outline a process that principals may use to plan a **Monitoring Plan** for school improvement. To access the process, click here.

Monitoring Plan Checklist 2020-2021	
Phase I: Before the Planning Process	☑
Gather and organize resources, availability of software and tools for monitoring SIP.	
Review the SIP and determine priority areas of focus for the next two to four weeks.	
Create a calendar or schedule of SIP actions and due dates.	
Communicate the expectations for implementation and monitoring the SIP actions.	
Phase II: During the Planning Process	☑
Determine leader's needs for monitoring plan and provide professional learning.	
Create monitoring tools (i.e. checklist, rubric, timeline, etc.).	
Analyze tools and develop a process for collecting and reporting data.	
Develop a schedule for leadership team meetings and monitoring practices (observations, surveys, achievement data, etc.).	
Conduct leadership team meeting to reviewing the data and the continuous improvement cycle.	
Collect and review the data to determine areas of strength and improvement.	
Solicit feedback from teachers and leaders throughout the process.	
Phase II: After the Planning Process	☑
Reassess and adjust data collection plan as needed.	
Share and celebrate successes.	

To access a Word document that can be personalized for your school, click on the link below:

School Improvement Planning Checklist

School Improvement Planning
Digital Resources

Listed below are plans, guides, templates, and materials that can be adapted and personalized based on individual school interests and needs.

1. **Leadership Retreat Resources**
   - Summer Leadership Retreat Agenda Sample
   - Adult Learning Theory
   - The Ultimate List of Team Building Activities
   - Leadership Retreat Planning Agenda
   - Actions, Strategies, Interventions Planning Agenda

2. **Needs Assessment (NA) Resources**
   - NA Data Summary Worksheet
   - NA Process Guiding Questions
   - NA Work Project Plan
   - Needs Assessment Planning Agenda
   - Needs Assessment Consideration Checklist

3. **Monitoring Plan Development Checklist**
   - Classroom Analysis after Posttest
   - Classroom Level Data and Plans for Progress
   - Course Level Data and Action Plan
   - Data Analysis Tool GaDOE Revised
   - Data Inventory Sample
   - Data Inventory Template
   - Intervention
   - Protocol for Examining Data
   - SGPs Math 2017 Sample
   - Short Term Action Plan Sample
   - Special Ed Support Plan Sample
   - Weekly Data Meeting Note Catcher Sample
   - Weekly data Team Protocol Sample
   - Monitoring Planning Agenda

4. **Remote Learning Plan**
   - ATLAS Modified
   - District Virtual Learning Time Template
   - Remote Learning Best Practices
   - Remote Learning Plan Sample

Virtual Learning Instructional Delivery Model

- **Virtual Learning Planning Agenda**
- **Virtual Learning Resources**

Virtual Learning Planning Agenda 2020-2021		
Topic	**Complete Pre-Meeting**	**Proposed Process**
1. **Identify roles, responsibilities, and protocols:** ▪ Facilitator: ▪ Notetaker: ▪ Timekeeper: ▪ Norms: ▪ Location of Agendas and Minutes: **Time:** 2 minutes **Purpose:** Decision-making	**Leader/Facilitator:** Solicit volunteers or recommend members for specified roles.	**Leader/Facilitator:** Volunteer or assign roles.
2. **Review, revise, and/or adopt the agenda:** ▪ Deletions ▪ Changes ▪ Additions ▪ Adoption **Time:** 2 minutes **Purpose:** Decision-making	**Staff Members:** Review agenda before the meeting.	**Leader/Facilitator:** Poll team and ensure that consensus leads to an adopted agenda.
3. **Reading Selection/Discussion Small Group:** ▪ Why should school districts strategically plan for the thoughtful integration of technology into instruction to enhance students' learning experiences? ▪ Who should be involved in this process? ▪ What are the essential components of a comprehensive Virtual Learning Plan? **Large Group:** Takeaways **Time:** 15-minutes **Purpose:** ▪ Streamline and clarify expectations and process for development of Virtual Learning Plan. ▪ Identify key stakeholders to support plan's development.	**Staff Members:** Read the selection prior to the meeting. (link is below) *Virtual Plan Guidance Adapted from Wisconsin Department Public Instruction:* Virtual Plan Guidance Adapted from Wisconsin Department of Public Instruction	**Leader/Facilitator:** ▪ Popcorn out one big take away from the article. ▪ Is there a virtual/digital way we can capture some of the points? ▪ Allow team members to share how the sample plan addresses each question.

Topic	Complete Pre-Meeting	Proposed Process

4. Team Breakout Work Session Small Group:
▪ Lead brief discussion on what has worked and what has not worked in previous virtual learning or blended learning models used by the school.
▪ Share non-negotiables/expectations for finished product.
▪ Divide team into seven groups based on the topics within the reading selection/sample plan.
▪ Develop, in small groups, assigned section of plan.
▪ Reconvene as a whole group to provide feedback and build consensus on each section of the plan.
Large Group: Takeaways
▪ Provide feedback and build consensus on each section of the plan.
▪ Identify next steps.
Time 60-minutes
Purpose: Outline and begin development of the *Virtual Learning Plan.*
	Leader/Facilitator:
	▪ Reflect on what has worked and what has not worked in previous virtual learning or blended learning models used by the school.
	▪ Identify non-negotiables/expectations for finished product to share with the team.
	▪ Select breakout facilitators based on demonstrated expertise for each area.
		Leader/Facilitators:
		▪ Identify roles for recorder, reporter, timekeeper, etc.
		▪ Begin development of the following sections of the plan:
		  ▫ Internet and Device Access
		  ▫ Online Learning Experience
		  ▫ Staff Access
		  ▫ Communication of Expectations of Learning
		  ▫ Work Continuity
		  ▫ Accommodation Support
		  ▫ Instructional Time
		▪ Allow reporters to share work with the whole group.
		▪ Participate in large group discussion.

5. Reflection Activity: ▪ What did we do well for this meeting? ▪ What should we do differently for the next meeting? **Time:** 5 minutes **Purpose:** Reflection and Analysis, Decision-Making **Plus:** Team provides positive feedback. **Delta:** Team provides feedback for growth.	**NA**	**Staff Members:** ▪ Identify pluses and deltas. ▪ Agree on deltas to work on for next meeting. .
6. Outline agenda for next meeting: ▪ Determine date and time. ▪ Develop agenda items. **Time:** 5 minutes **Purpose:** Decision-making	**Leader/Facilitator:** Reflect on priority items to be discussed in future leadership team meetings.	**Staff Members:** ▪ Identify meeting roles such as facilitator, timekeeper, and recorder. ▪ Agree upon a process for proposing agenda items based on priority.

To access a Word document that can be personalized for your school, click on the link below:

Virtual Learning Planning
Digital Resources

Listed below are plans, guides, templates, and materials that can be adapted and personalized based on individual school's interests and needs.

- District Virtual Learning Time Template
- On-Line Student Recognition
- Planning and Delivering Online Lesson
- Sample Virtual Lesson Plan Template
- Virtual PD Checklist
- Virtual Plan (Wisconsin)
- Student Log-In Directions Template

"The ability to read, write, and analyze, the confidence to stand up and demand justice and equality, the qualifications and connections to get your foot in that door and take your place at the table – all of that starts with education"

Michelle Obama

Leigh Ann Putman
Executive Director MRESA
www.mresa.org