System: **Coherent Instructional System**

Structure: **Planning for Quality Instruction**

Process Name: **Plan with a Team**

School-level  District-level

**Purpose of the process:**

To organize interdependent, collaborative work and practices that increase student outcomes.

**Who is responsible for monitoring this process?** Team Chair

| **Action Step** | **Position Responsible** | **Link to applicable tool(s)/resource(s)** | **Completion Date** |
| --- | --- | --- | --- |
| 1. Establish planning team norms/collective commitments at initial meeting | Team Leader | [All Things PLC](http://www.allthingsplc.info/tools-resources)  [Creating Norms](http://learningforward.org/docs/default-source/learning-system/ls-sum13-creating-norms-tool.pdf)  (Learning Forward)  [System for Effective School Instruction](https://www.gadoe.org/School-Improvement/Documents/System%20for%20Effective%20School%20Instruction/System%20for%20Effective%20School%20Instruction.pdf) (GaDOE)  [PLC Products, Tasks, and Time Lines](https://soltreemrls3.s3-us-west-2.amazonaws.com/solution-tree.com/media/pdfs/Reproducibles_HLPLCSI/plcproductstasksandtimelines.pdf) (Solution Tree Press) |  |
| 1. Establish team roles and responsibilities at initial meeting | Team Meeting Facilitator | [Establishing Team Roles](http://www.isd518.net/Websites/isd518/files/Content/2514609/Form_3__REQUIRED__Establishing_Team_Roles.doc)  [PLC Guide](http://www.tusd1.org/contents/depart/pd/Documents/PLCGuide.pdf)  (Tucson Unified School District) |  |
| 1. Determine purpose and set goals prior to each team planning meeting (curriculum design, instructional strategies, data analysis, professional learning, examining student work, etc.) | Team Meeting Facilitator | [Collaborative Planning Self-Assessment](https://www.gadoe.org/School-Improvement/Documents/System%20for%20Effective%20School%20Instruction/GaDOE%20Collaborative%20Planning%20Self-Assessment.pdf)  [Critical Issues for Team Consideration Rubric](http://www.allthingsplc.info/files/uploads/CriticalIssuesForTeamConsideration.pdf)  (All Things PLC)  [GaDOE Establishing Collaborative Planning Purpose Rubric](https://www.gadoe.org/School-Improvement/Documents/System%20for%20Effective%20School%20Instruction/GaDOE%20Establishing%20Collaborative%20Planning%20Purpose.pdf) |  |
| 1. Select a protocol aligned to purpose prior to each team planning meeting, if applicable | Team Meeting Facilitator | [NSRF Protocols and Activities](http://www.nsrfharmony.org/free-resources/protocols/a-z) (National School Reform) |  |
| 1. Create and communicate agenda prior to each team planning meeting | Team Leader | [Team Planning and Reporting](http://www.plainfieldnjk12.org/Staff/Teacher%20Tools/Chapter%2010.pdf)  (New Jersey DOE) |  |
| 1. Review agenda, norms, team roles and responsibilities at each meeting | Team Recorder | [PLC Agenda](http://www.isd2184.net/plc/tech90711.doc)  (Random Group) |  |
| 1. Implement the chosen protocol, if applicable | Team Meeting Facilitator | [NSRF Protocols and Activities](http://www.nsrfharmony.org/free-resources/protocols/a-z) (National School Reform) |  |
| 1. Determine action steps | Team Meeting Facilitator | [Creating An Action Plan](http://www.nsrfharmony.org/system/files/protocols/creating_action_plan_0.pdf)  (National School Reform)  [Team SMART Goal-Setting Plan](http://www.allthingsplc.info/files/uploads/TeamSMARTgoal-settingplan.pdf)  (All Things PLC) |  |
| 1. Set tentative agenda for next meeting | Team Leader |  |  |
| 1. Record minutes and communicate with stakeholders | Team Recorder |  |  |

**What is needed to complete the process (including funding if applicable)?**

* Master schedule to support protected planning team time
* Operational organization: agenda & minutes template, unit & lesson plan templates, schoolwide expectations, schoolwide protocols, assessment blueprints
* Approved Georgia and district curriculum documents
* Formative and summative assessment data
* Instructional leadership support: administration, instructional coaches, lead teachers
* School improvement plan and school goals

**How do you know when the process is complete?** When team meeting occurs routinely and produces high quality, rigorous curriculum documents.

**How long does the process typically take?** 45-90 minutes each week

**What is produced/made by the process?** Unit plans, lesson plans, common assessments, data analysis

**As you implement this process consider its impact and effect on the five Systems of Continuous Improvement. What adjustments should be considered? What new processes will be needed?**

|  |  |
| --- | --- |
| Coherent Instructional System: | Establish a process for monitoring team planning to ensure compliance and quality of the planning process by all teams. |
| Effective Leadership System: | Review policies, procedures and routines for the focused collaborative work of all teams. Provide opportunities for leaders and teachers to learn collaboratively. |
| Professional Capacity System: | Create a cadre of instructional leaders to guide and respond to the professional learning needs of planning teams based on data analysis. |
| Supportive Learning Environment System: | Periodically review team planning norms and protocols to ensure student achievement is the focus of the work. |
| Family and Community Engagement System: | Establish modes of communication with families and the community. |

***Disclaimer:***

We have taken all reasonable care to ensure that the information contained within these pages is accurate and up-to-date. We do not endorse any non-Georgia Department of Education websites or products contained within these pages or through external hyperlinks. This document contains only a sampling of available resources and in no way should be considered an exhaustive list of available resources. It is at the discretion of individual districts and schools to determine appropriate resources to serve stakeholders.