**ES Cohort Readiness Planning**

**Goals:**

1. Create and revise core practice documents for your school
2. Practice the roll-out and execution of your core practices

**Core Practice Tiers**

As a reminder, we are thinking about core practice documents in four tiers (see page 4). Below is an outline of how each tier will be monitored.

|  |  |
| --- | --- |
| **Tier** | **Notes** |
| **Tier 1 -** *We believe* ***these*** *three plans are most critical to Principal readiness and should be more consistent – tight to the CFS.*   * **School Priority Doc** * **Schedule & Staffing** * **Dean Management:** Dean Management Plan, Summer LT Planning/Training Plan, Coaching Portfolio & Expectations, All LT R&R and Goals (including SSL's), Example Weekly Schedule w/ Repeatedly Do's & Check-in Agenda for each dean, LT Meeting Agenda & Prep) | * Will be workshopped in ES cohort days * RS is ultimate reviewer and approver |
| **Tier 2 -** *These plans are also key to strong results, and must aligned to CFS moving into next year.*   * **Culture:** Start of year (week 1-6) plan, Common Picture, Behavior System * **Academic Program:** Lesson Planning, IR expectations + system, Intervention data + triggers * **PD:** Early Dismissal Day & Summer PD Plans (must meet CFS, don’t need to start with our exemplar) | * Will be workshopped in ES cohort days * RS is ultimate reviewer and approver |
| **Tier 3 -** *These other core practice plans are important to revise if they are broken.*   * **Other Core Practice documents** (e.g. Weekly Staff Memo, Parent Communication Plan) | * Will not be workshopped in ES cohort days * RS and Principal will decide on a key set to review together |
| **Tier 4-** *AF Consistent Documents. We are sharing guidance not for you to create a plan, but for you to internalize the plan.*   * **FOI’s, Scopes & Sequences, Units** * **Behavior Intervention** * **Behavior Policy** * **Special Services Compliance & Practices** * **Family Handbook** (only changes are to school specific parts) | * Will be reviewed in Summer PD |

**Cohort Dates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NY** | |  | **CT/RI** | |
| 1/14 | Follow Up on Program Recs (Max) |  | 1/13 | Follow Up on Program Recs (Gina) |
| 1/28 | Summer PD Input (30 min) |  | 1/28 | Summer PD Input (30 min) |
| 2/4 | Readiness Kick-Off and Priorities (50 min) |  | 2/3 | Readiness Kick-Off and Priorities (50 min) |
| 2/11 | DSO/Principal Readiness Planning (50 min) |  | 2/25 | DSO/Principal Readiness Planning (50 min) |
| 2/25 | Summer PD Vision and Input (60 min) |  | 3/23 | TBD… |
| 3/10 | Summer PD K-2 Departmentalization Final Input (30 min) |  |  |  |
| 4/21 | Schedule and Staffing Workshopping |  |  |  |
|  | TBD… |  |  |  |

**Sequence:**

* Readiness Kick-Off
  + Why Readiness
  + Your feedback/ideas
  + How it will the same/different from previous years
  + Navigating Many Minds
* Priorities
  + Network-Wide Priorities
  + Your Priorities
  + How that will guide all the rest of your work
* Planning for Planning – bring DSO to this one
  + Project plan for who is doing what when
  + Sequence of LT meetings/deadlines and staff input
* Flow of Readiness Items
* Priorities
* Schedule and Staffing
* Dean Management – R&Rs, Goals, Meeting Matrix

Culture Systems – Common Picture, Discipline System, Investment System

* Summer PD
* Coaching and Friday PD

Academic Expectations – LP Expectations, AIR Plan, Intervention

* AF-ization
* Weeks 1-6

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| --- | --- | --- | --- | --- |
| **Document** | **Date of Release of Exemplar** | **Date of Review in PIR Cohort** | **Date of Submission to RS** | **Status** |
| Priorities | 1/21 |  |  |  |
| Schedule and Staffing Plan | 1/21 |  |  |  |
| LT R&RS | 4/1 |  |  |  |
| School-Wide Goals (with clear owners) | 4/1 |  |  |  |
| Meeting Matrix - Weekly schedule, repeatedly do’s, dean check-in agendas, coaching expectations | 4/1 |  |  |  |
| Summer PD Plan– ALT and ATT | 4/1 |  |  |  |
| Friday PD Plan | 4/1 |  |  |  |
| Common Picture | 3/4 |  |  |  |
| Discipline and Investment Systems | 3/4 |  |  |  |
| Weeks 1-6 AOTY Plan | 5/6 |  |  |  |
| Behavior Intervention Plan | 3/4 |  |  |  |
| Ritual and Tradition Plan | 3/4 | -- |  |  |
| Lesson Plan Expectations | 5/6 |  |  |  |
| Independent Reading Plan | 3/11 |  |  |  |
| Academic Intervention Plan | TBD |  |  |  |
| AF-Ization Plan | 5/6 |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |

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|  | **Tier 1** | **Tier 2** |
|  | *We believe* ***these*** *three plans are most critical to Principal readiness and should be more consistent – tight to the CFS.* | *These plans are also key to strong results, and must aligned to CFS moving into next year.* |
| **Wins** | * Every Principal is clear on 16-17 school priorities and we know they can roll these out effectively * Every Principal has a strong LT management plan, including clear plans for how to onboard and manage new deans * Every LT has a strong schedule and staffing plan | * Every LT has a strong school culture base and start-of-year plan * Every LT has a strong system for LP review (as needed) and lesson internalization that supports academic priorities * Every Principal is ready to go for summer training and has a plan in place for year-long teacher development |
| **Documents** | Must start with our structure. These are TIGHT to the CFS 🡪 More Consistent Model.   * **School Priority Doc** * **Schedule & Staffing** * **Dean Management:** Dean Management Plan, Summer LT Planning/Training Plan, Coaching Portfolio & Expectations, All LT R&R and Goals (including SSL's), Example Weekly Schedule w/ Repeatedly Do's & Check-in Agenda for each dean, LT Meeting Agenda & Prep)   *For more detail on these docs, see* [*here*](https://docs.google.com/spreadsheets/d/1RuQHPWiSeFXgUMzziXtFHQoPG-VmvZx0Ksq7rA5A2I4/edit#gid=0)*.* | Culture & Academic Program start with our structure. These are TIGHT to the CFS 🡪 More Consistent Model.   * **Culture:** Start of year (week 1-6) plan, Common Picture, Behavior System * **Academic Program:** Lesson Planning, IR expectations + system, Intervention data + triggers * **PD:** Early Dismissal Day & Summer PD Plans (must meet CFS, don’t need to start with our exemplar) |
| **Review & Support** | * Workshop + Review + Must meet CFS * RS score together in team super time * Coordinated cohort, RS, and PD time to build capacity, review, workshop, practice roll-outs | * RS Reviews & pressure tests alignment to CFS in individual meetings * Potential cohort time on any shifts (decision would rest in cohorts) |
|  | **Tier 3** | **Tier 4** |
|  | *These other core practice plans are important to revise if they are broken.* | *AF Consistent Documents. We are sharing guidance not for you to create a plan, but for you to internalize the plan.* |
| **Documents** | **Other Core Practice documents** (e.g. Weekly Staff Memo, Parent Communication Plan) | * **FOI’s, Scopes & Sequences, Units** * **Behavior Intervention** * **Behavior Policy** * **Special Services Compliance & Practices** * **Family Handbook** (only changes are to school specific parts) |
| **Review & Support** | RS/Principal prioritize what to win on; fix broken windows.  Principal plans with optional RS review. | Principal reviews & internalizes – but does not change!  RS ensures Principal has internalized. |