**61622-88: Visionary School Leadership**

**Module 5 Assignment:** ***Draft of an Action Plan***

Tim Tutt

February 21, 2021

**RATIONALE**

In a school climate survey that I gave to teachers in my building two weeks ago, one of the three items that arose from the results receiving the highest amount of dissatisfaction was Item #3:*Teachers have opportunities for dialogue and planning across grades and subjects*. When I saw the results for Item #3, I also interpreted it to be a strong overall concern that “Teachers have opportunities for dialogue and planning ***within their professional learning community.***” Due to the COVID-19 pandemic, Teachers in my building are teaching in one two ways, using a 100% face-to-face model, or a 100% virtual model. That split is taking place within each professional learning community, making collaboration difficult.

Because of the variance between hybrid and virtual learning schedules that the pandemic has led us to follow across our district, grade level teams in our building do not have time to meet. Our building plan (CSIP) requires that each grade-level team “meet weekly to collaboratively plan for, and assess, instruction and student performance.”  
 This draft will suggest a strategy, followed up with action steps, to allow teams to find time to meet for a solid 1-2 hour block of uninterrupted time each month until our district leadership has all schools returning a 100% face-to-face model that we had before the COVID-19 pandemic altered teaching schedules in March 2020.

Due to the timeliness and urgency of this deep-seated concern, this action plan is short term – it is spread out over a series of months, instead of years.

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| **Action Plan** | **Strategic Focus Area:** *Making time for grade-level/subject-area collaboration (as concurrent virtual, hybrid, and 100% face-to-face schedules for staff has kept these times from happening)* |
| **Building-Level CSIP Goal:** *All grade-level and subject-area teams at Hanawalt shall meet weekly to collaboratively plan for, and assess, instruction and student performance.*  **Goal Person:** *Tim Tutt, member of the building and district Educator Quality and Professional Development Committees* | |

**S.M.A.R.T. Goal:** *From March to May of 2021, and until it has been decided by the Hanawalt Building Leadership Team that the COVID-19 pandemic has subsided enough to resume weekly team meetings as directed in the CSIP, 100% of grade-level and special-area teams will find time to collaborate for 1-2 hours each month. This can be done within contract time, or by applying for an hourly stipend through our building Educator Quality Committee. Planning for instruction, student work, and common formative assessments in literacy and math are required topics for these meetings.*

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| **Measurability** | | | | | | |
|  | **March**  **2021** | **April**  **2021** | **May**  **2021** | **August**  **2021** | **Sept.**  **2021** | **Oct.**  **2021** |
| **Teams that**  **Collaborated**  (Fill in boxes as levels meet.) | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | | |  |  |  | | --- | --- | --- | | K | 1 | 2 | | 3 | 4 | 5 | | S |  |  | |
| **Meeting Times\*** (\*Required agenda items must be discussed during these times. *See Strategy II, below.*) | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | | |  |  | | --- | --- | |  | **Time** | | K |  | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | S |  | |
| **100% Target Met?** | Y N | Y N | Y N | Y N | Y N | Y N |

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| **Description of Strategy I** | **District**  **Person(s)**  **Accountable** | **SIP**  **Alignment** | **Funding**  **Source(s)** | **Implementation**  **Date**  (MM/DD/YY) | **Completion**  **Date**  (MM/DD/YY) |
| Deciding how and when grade-level teams would meet. | •Grade-level team leader  •Building goal person  •building principal | See rationale above. | -- | 03/01/21 | 05/15/21 |
| **Description of Action/Activity**  **(Long- & Short-Term)** | | | | **Implementation**  **Date**  (MM/DD/YY) | **Completion**  **Date**  (MM/DD/YY) |
| The grade-level team leader will work with members of the team to decide how the team will meet? Will small chunks of time, totaling 1-2 hours, be found before and after school during the contract day throughout the month? Or will a solid 1-2-hour block be found during outside of the contract day, with participants being reimbursed for that time using district Educator Quality funds? | | | | 03/01/21 | 03/10/21 |
| The grade-level team leader needs to communicate their team’s approach to meeting with the Goal Person or the building principal. This can be done in person or via e-mail. | | | | 03/01/21 | 03/10/21 |

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| **Description of Strategy II** | **District**  **Person(s)**  **Accountable** | **SIP**  **Alignment** | **Funding**  **Source(s)** | **Implementation**  **Date**  (MM/DD/YY) | **Completion**  **Date**  (MM/DD/YY) |
| Meetings will take place monthly until the district leadership deems that emergency pandemic is over, and all team members resume daily schedules with common instructional and planning times. | •grade-level team leader  •building goal person  •building principal | See rationale above. | Educator Quality funds, issued by the State of Iowa to districts. | 03/01/21 | 05/15/21 |
| **Description of Action/Activity**  **(Long- & Short-Term)** | | | | **Implementation**  **Date**  (MM/DD/YY) | **Completion**  **Date**  (MM/DD/YY) |
| Grade team meetings need to begin in March 2015, preferably in the middle of the month. This coincides with the monthly anniversary of the return of 100% face-to-face instruction which resumed in mid-February 2021. | | | | 03/01/21 | 05/15/21 |
| Required discussion items for team meetings: •Reading fluency and progress monitoring data •Feedback/reflection on instructional strategies used in conjunction with progress monitoring  •Plan a framework for upcoming literacy and math instruction, along with some key common formative assessments for standards in both subject areas. | | | | 03/01/21 | 05/15/21 |
| The grade-level team leader needs to communicate a brief summary with the Goal Person or the building principal. This can be done in person or via e-mail. | | | | 03/01/21 | 05/15/21 |
| The grade-level team leader will also need to let the Goal Person or building principal know if an hourly-rate reimbursement for up two hours will be needed for participants attending grade-level meeting(s) completed outside of the contract day. | | | | 03/01/21 | 05/15/21 |