**Getting Better Together with Coaching**

**Scenario 2**

**Guidance for Coaching Comments for Creating a Plan**

* Once an indicator has been assessed, it becomes an **objective** for which plans are developed. The LT then responds to the following prompt:

*“Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met.*”

***Consider the following guideline when writing a comment. The school’s response to the prompt should be:***

* ***aligned to the indicator***
* ***logical***
* ***sequential***
* ***sufficient in detail***

***Scenario #5 : Create a Plan***

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| **School Leadership and Decision Making** | | | | | |
| **Establishing a team structure with specific duties and time for instructional planning** | | | | | |
| **ID04 -** | **All teams prepare agendas for their meetings. (39)** | | | | |
|  | Index: | | | 9 | (Priority Score x Opportunity Score) |
| **Plan:** | Assigned to: | | | Ms P | |
|  | Target Date: | | | 10/31/2011 | |
|  | How it will look when fully met: | | | All teams will prepare agendas for all meetings, including IEP, SST, and grade level meetings. Copies of agendas for all meetings will be kept in the main office. | |
| Tasks: |  | | | | |
|  | | 1. E-mail staff informing them that all school meetings must have an agenda. | | | |
|  | | | Assigned to: | Ms P | |
|  | | | Target Completion Date: | 11/01/2011 | |
|  | | | Comments: | Send e-mail to School 1 All to inform everyone to create an agenda. Agendas must be sent to Dr. L and Ms. P. | |
|  | | | Task Completed: | 11/01/2011 | |
|  | | 2. Staff will have agendas for all meetings. | | | |
|  | | | Assigned to: | Ms P | |
|  | | | Target Completion Date: | 11/15/2011 | |
|  | | | Comments: |  | |
|  | | | Task Completed: | 11/15/2011 | |
|  | | 3. Dr. L will print agendas and keep them in a binder in his office. | | | |
|  | | | Assigned to: | Mr. L | |
|  | | | Target Completion Date: | 11/15/2011 | |
|  | | | Comments: |  | |
|  | | | Task Completed: | 10/31/2011 | |
| Implement: | Percent Task Complete: | | | 100% | |
|  | Objective Met: | | | 03/01/2012 | |
|  | Experience: | | | 3/1/2012 Teachers were reminded that there must be an agenda for all meetings through e-mails, weekly bulletins, and faculty meeting discussions. Teachers have been very compliant, and the agendas have been proptly sent to the Academy Leaders to be printed and stored in the appropriate binder in the main office. | |
|  | Sustain: | | | 3/1/2012 Periodic reminders will be sent to teachers, reminding them to prepare and submit an agenda for all meetings. | |
|  | Evidence: | | | 3/1/2012 Agendas for all meetings may be forund in the appropriate binder in the Academy Leader's office. | |

**Coaching Comment:**

*Congratulations on creating a logical and sequential plan that is aligned to indicator ID04 All teams prepare agendas for their meetings (39). In addition, your plan for sustaining implementation of this indicator will ensure that agendas become institutionalized at your school. You may be interested in using the Meeting Agenda Setup feature on your School Process Main page (top right) to reduce copying and filing agendas in your binder and to provide a historical record of your meetings for future reference. Your process manager can set up agendas (and subsequently enter minutes) for all LT team meetings by using this feature of Indistar, which can then be saved.*

***Coaching the Planning Part of the Cycle Activity***

Directions: Review the following plan for Oceanview Elementary School. Work with your partner to analyze the plan and compose a coaching comment that addresses your observations and conclusions. Use the format discussed in Getting Better Together with Coaching.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID10 -** | **The school’s Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (45)** | | | | |
|  | Index: | | | 4 | (Priority Score x Opportunity Score) |
| **Plan:** | Assigned to: | | | J. B. | |
|  | Target Date: | | | 04/01/2012 | |
|  | How it will look when fully met: | | | Leadership team will review data quarterly and utilize data to plan campus based professional developments based on greatest needs. | |
| Tasks: |  | | | | |
|  | | 1. Classroom observations will be completed by Academy Leaders. | | | |
|  | | | Assigned to: | B. L. | |
|  | | | Target Completion Date: | 12/15/2011 | |
|  | | | Comments: | All formal classroom observations were completed on November 18, 2011. | |
|  | | | Task Completed: | 11/18/2011 | |
|  | | 2. Academy leaders will compile observation data to present to the leadership team. | | | |
|  | | | Assigned to: | B. L. | |
|  | | | Target Completion Date: | 01/05/2012 | |
|  | | | Comments: | Observation data has been compiled and specific areas for improvement have been targeted for school-wide professional development, as well as upper and lower school workshops. | |
|  | | | Task Completed: | 12/01/2011 | |
|  | | 3. Leadership team will analyze all data (compiled observation data AND assessment data) to determine staff development needs. | | | |
|  | | | Assigned to: | J. B. | |
|  | | | Target Completion Date: | 01/20/2012 | |
|  | | | Comments: | There was a delay in the collection of the teacher survey of strengths and areas for growth. The surveys have now been collected and will be reviewed by the SIC on March 8, 2012. Assessment data from Terra Nova, Dibels, and DC-BAS (Tests A and B) has been collected and reviewed by all teachers and administrators. These results will also be discussed in the SIC meeting on MArch 8th. | |
|  | | 4. Staff development will take place during staff meetings once a month. | | | |
|  | | | Assigned to: | B. L. | |
|  | | | Target Completion Date: | 02/01/2012 | |
|  | | | Comments: | Staff development in a variety of areas, such as data analysis, technology, and best practices in teaching, have been included in both grade level and full faculty meetings since November 2011. Additional workshops/professional development will be planned, based upon school performance data and common areas for growth, determined through classroom observations. | |
|  | | | Task Completed: | 11/28/2011 | |
| Implement: | Percent Task Complete: | | | 75% | |