

Tool 11

Sample Planning Schedule (Secondary)

Daily Team Schedule *(3 team members, 4 days)*

	Monday <small>date</small>	Tuesday <small>date</small>	Wednesday <small>date</small>	Thursday <small>date</small>
7:15–7:30	Team meeting	Team meeting	Team meeting	Data follow-up and corroboration Development of recommendations Final report writing
7:30–8:00 Prep time	Kick-off meeting (all staff)	Interviews, focus group	Interviews, focus group	
8:00–8:45 Period 1	Team leader meets with principal	Team leader meets with principal; focus group	Team leader meets with principal	
8:55–9:40 Period 2	Observations, interviews	Observations, interviews, focus group	Observations, interviews	
9:50–10:35 Period 3	Observations, interviews, focus group	Observations, interviews	Observations, interviews	
10:45–11:30 11:15–12:00 Period 4	Observations, interviews, lunch	Observations, interviews, focus group, lunch	Observations, interviews, lunch	
12:10–12:55 Period 5	Observations, interviews	Observations, interviews, focus group	Observations, interviews	
1:05–1:50 Period 6	Observations, interviews, focus groups	Observations, interviews, focus groups	Observations, interviews, focus groups	
2:00–2:45 Period 7	Observations, interviews, student work review	Observations, interviews, student work review	Observations, interviews, report writing	
2:45–3:30 Prep time	Interviews, focus group	Interviews, focus group	Oral exit report (all staff)	
3:30–5:30	Team debrief	Team debrief	Team debrief	
5:30–6:30	Dinner	Dinner	Dinner	Return home
6:30–7:30	Family and community meeting, student work review	Student work review	Report writing	

Staff List by Content Area *(used for observation schedule)*

English/Language Arts	Mathematics	Science	Social Studies	Tech/Elect/PE	Alt/SPED/ELL
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name
teacher name	teacher name	teacher name	teacher name	teacher name	teacher name

Interview Schedule (32 interview slots plus 9 focus groups)

	Monday _____ date	Tuesday _____ date	Wednesday _____ date
7:30–8:00 Prep time	Not available: Kick-off meeting		
7:30–8:00 Prep time	Not available: Kick-off meeting		
8:00–8:45 Period 1		Parent focus group	
8:55–9:40 Period 2			
8:55–9:40 Period 2		Classified staff (nonin- structional) focus group	
9:50–10:35 Period 3	Student focus group		
9:50–10:35 Period 3			
10:45–11:30 11:15–12:00 Period 4		Classified staff (instruc- tional) focus group	
12:10–12:55 Period 5			
12:10–12:55 Period 5		Student focus group	
1:05–1:50 Period 6			
2:00–2:45 Period 7			
2:45–3:30 Prep time	_____-grade teacher focus group	_____-grade teacher focus group	Leadership team focus group
2:45–3:30 Prep time			
6:30–7:30	Parent focus group		

Note: Slots for Periods 2, 3, and 5; for before-school prep; and for after-school prep are doubled to accommodate scheduling two interviews at the same time.