

## Tool 59

## Sample Professional Development and Team Meeting Calendar

When and What	Who	Event Specifics	Facilitator	Deliverables
March 10 7:30–11:30 All-staff inservice	<ul style="list-style-type: none"> <li>All staff</li> <li>All administrators</li> <li>On-site review team leader</li> </ul>	<ul style="list-style-type: none"> <li>Final report workshop</li> </ul>	<ul style="list-style-type: none"> <li>On-site review team leader</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Plan for next steps</li> <li>Notes from group work</li> <li>Session evaluation</li> </ul>
April 24 1:00–3:00 Language arts team meeting	<ul style="list-style-type: none"> <li>Language arts staff</li> <li>Vice principal</li> </ul>	<ul style="list-style-type: none"> <li>Review language arts/reading program</li> <li>Begin planning language arts/reading coordination</li> <li>Prioritize language arts recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Language arts team leader</li> </ul>	<ul style="list-style-type: none"> <li>Draft detailed plan and time line for language arts work</li> </ul>
April 25 7:30–4:00 All-staff inservice	<ul style="list-style-type: none"> <li>All staff</li> <li>All administrators</li> </ul>	<ul style="list-style-type: none"> <li>Strategic planning workshop</li> <li>Introduce book study</li> </ul>	<ul style="list-style-type: none"> <li>Leadership team</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Facilitation</li> <li>Feedback/notes</li> <li>Book study outline</li> <li>Session evaluation</li> </ul>

REPRODUCIBLE

When and What	Who	Event Specifics	Facilitator	Deliverables
<p>May 10 7:30–11:30 All-staff inservice</p>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• All administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Development of school strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Notes from group work</li> <li>• School strategic plan</li> <li>• Session evaluation</li> </ul>
<p>August 7, 8, 9 Language arts conference</p>	<ul style="list-style-type: none"> <li>• Language arts team</li> <li>• Vice principal</li> </ul>	<ul style="list-style-type: none"> <li>• State Department of Education Conference: Strategic Intervention Model in Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Language arts team leader</li> </ul>	<ul style="list-style-type: none"> <li>• Attend conference with team</li> <li>• Present to staff</li> </ul>
<p>August 18 7:30–4:00 District inservice</p>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• All administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Districtwide summer institute</li> <li>• Individual professional development sessions</li> </ul>	<ul style="list-style-type: none"> <li>• District staff</li> </ul>	<ul style="list-style-type: none"> <li>• Attend training session</li> <li>• Session evaluation</li> </ul>
<p>September 15 1:00–3:30 Student half-day</p>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• All administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Book study (chaps. 1–2)</li> <li>• Design peer observation process</li> <li>• Language arts team report</li> <li>• School strategic plan update</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership team</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Book study notes</li> <li>• Language arts team status report</li> <li>• Session evaluation</li> </ul>

REPRODUCIBLE

When and What	Who	Event Specifics	Facilitator	Deliverables
October 18 1:00–3:30 Student half-day	<ul style="list-style-type: none"> <li>• All staff</li> <li>• All administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Book study (chaps. 3–4)</li> <li>• Peer observation process update</li> <li>• Language arts team report</li> <li>• School strategic plan update</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership team</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Book study notes</li> <li>• Language arts team status report</li> <li>• Session evaluation</li> </ul>