APPENDIX IV – 71

2016-17 ILA - Year at a Glance

Thursdays Duffy Student Service Center Site and Central Administration		
ILA Business Elem & K8 8:00 -11:30 MS & HS 12:30 – 4:00	ILA PD Grp. A: 8:00 – 11:30 Grp. B: 12:30 – 4:00	ILA Cadres
August 18, 2016 Topics • **HR - Anna** • **Finance - Karla** • **TS - Scott** • **Operations -Stuart** • **El/Sec updates – Mark/Ab**	August 25, 2016 Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • Instructional Supervision – Kathy/Chuck/Richard	
September 1, 2016 Topics • **HR - Anna** • **Finance - Karla** • **TS - Scott** • **Operations -Stuart** • **El/Sec updates – Mark/Abel**	September 29, 2016 Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • PBIS – District PBIS Team/Matt/Holly • Code of Conduct (ERW)	September 22, 2016
October 20, 2016 Topics • **HR - Anna** • **Finance - Karla** • **TS - Scott** • **Operations –Stuart** • **Legal - Todd** • **El/Sec updates – Mark/Abel**		October 27, 2016
November 3, 2016 Topics • **HR - Anna** • **Finance - Karla** • **TS - Scott** • **Operations –Stuart** • **Legal - Todd** • **El/Sec updates – Mark/Abel** • **Code of Conduct (ERW)**	November 17, 2016 Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • Instructional Supervision – Kathy/Chuck/Richard • Code of Conduct (ERW)	
December 1, 2016 Topics • **HR - Anna** • **Finance - Karla** • **TS - Scott** • **Operations –Stuart** • **Legal - Todd** • **El/Sec updates – Mark/Abel**	December 15, 2016 Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • PBIS – District PBIS Team/Matt/Holly	December 8, 2016
January 12, 2017 Topics • **El/Sec updates – Mark/Abel**	January 26, 2017 Topics • PLC – Janine/Dawn/???	January 19, 2017

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2016-17 ILA - Year at a Glance

• **HR / Finance – Budget, Staffing**	• Curriculum/CFA – Clarice/Halley/Michael/Maria • Instructional Supervision – Kathy/Chuck/Richard	
February 2, 2017 Topics • **El/Sec updates – Mark/Abel** • **HR / Finance – Budget / Staffing**		February 16, 2017
March 2, 2017 Topics • **El/Sec updates – Mark/Abel** •	**March 9, 2017** Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • PBIS – District PBIS Team/Matt/Holly	March 30, 2017
April 6, 2017 Topics • **El/Sec updates – Mark/Abel** •	**April 27, 2017** Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • Instructional Supervision – Kathy/Chuck/Richard • Code of Conduct (ERW)	
May 4, 2017 Topics • **El/Sec updates – Mark/Abel** •	**May 18, 2017** Topics • PLC – Janine/Dawn/??? • Curriculum/CFA – Clarice/Halley/Michael/Maria • PBIS – District PBIS Team/Matt/Holly	May 11, 2017

2016-17 ILA - Year at a Glance

ILA – Professional Development Breakdown

September 29, 2016 Agenda	
PLC: • PWBAT Analyze the reflective rubric data and create an action plan of support for site PLC teams **Curriculum/CFA:** • PWBAT unwrap the standards (curriculum 3.0) into 2-part objectives by using the supplemental materials of ELA 3.0 to prepare for CFAs **PBIS:** • PWBAT unpack SAS data, identify priority area of focus and explain "Where to start" to site PBIS/Leadership Team	Dalila's Responsibilities: 09.21.16 Send HW reminder: • Self-assessment by site PLC Teams on the PLC Rubric 2.0 (each team should complete the rubric) • Reminder teachers to complete the Self Assessment Survey (SAS) via PBIS apps. The goal is 80% response rate for each site. 09.28.16 Send ILA Reminder: Bring your copy of: • TUSD PLC Guide • Site Team Self-assessments on PLC Rubric 2.0 • TUSD CFA Guide • laptops, and • logins for PBIS Apps
Connections to Tier I Process Map: • EEI task analysis & using TUSD Curriculum guides/maps (Unwrapping 3.0 standards) • Data Analysis (PLC Rubric, SAS survey) • Using multiple data points (PLC Rubric, SAS survey) • Using TUSD Curriculum maps/guides (Unwrapping the standards)	

November 17, 2016	
PLC: • PWBAT use the reflective feedback protocol to plan PLC coaching conversations **Curriculum/CFA:** • PWBAT continue to unwrap the standards (curriculum 3.0) and align the 2-part objectives to CFAs **Instructional Supervision:** • PWBAT develop a system to ensure walk-throughs and feedback conversations are a priority and reflect the minimum 2hours a day in the classroom expectation. • PWBAT participate in a calibration activity to continue to norm the use of the TUSD Modified 2013 Danielson Framework and build consistency across the district	Dalila's Responsibilities: 11.09.16 Send out HW reminder: • Calendared walk-throughs and observations • Updating your walk-though/observation log 11.16.16 Send out ILA Reminder: • Bring with you • TUSD PLC Guide • TUSD CFA Guide • Individual walk-through/observation log
Connections to Tier I Process Map: • EEI task-analysis & using curriculum guides/maps (unwrapping the standards) • Non-negotiable (using curriculum 3.0) • Coaching conversations (instructional supervision) • EEI (2-part objective – learning and behavior)	

2016-17 ILA - Year at a Glance

December 15, 2016	
PLC: • PWBAT use math curriculum 3.0 with fidelity as the source for PLCs **Curriculum/CFA:** • PWBAT use benchmark data as foundation to paln forward into spring semester with CFAs **PBIS:** • PWBAT explain process for creating necessary artifacts with PBIS site team and to explain the timeline for the rest of the year through August 2017	Dalila's Responsibilities: 12.07.16 Send HW reminder: 12.14.16 Send ILA Reminder: Bring your copy of: • TUSD PLC Guide • TUSD CFA Guide • laptops, and •
Connections to Tier I Process Map: • Non-negotiable (using curriculum 3.0 & using multiple data points) • Data-analysis (data-driven instruction) • PBIS Timeline (data-driven instruction)	
January 26, 2017	
PLC: • PWBAT use data in instructional planning and decision making **Curriculum/CFA:** • PWBAT evaluate good/poor CFAs (e.g. question type/DOK/measuring the objective accurately) to refine CFA development during spring semester. **Instructional Supervision:** • PWBAT finalize formal observations by previewing teacher artifacts in preparation for conversations	Dalila's Responsibilities: 01.18.17 Send out HW reminder: • Calendared walk-throughs and observations • Updating your walk-though/observation log 01.25.17 Send out ILA Reminder: • Bring with you • TUSD PLC Guide • TUSD CFA Guide • Individual walk-through/observation log • My Learning Plan log on
Connections to Tier I Process Map: • Non-negotiable (using curriculum 3.0 & using multiple data points) • Data-analysis (data-driven instruction, CFAs) • Instructional Supervision (data-driven instruction)	
March 9, 2017	
PLC: • PWBAT use math curriculum 3.0 in the development and calibration of CFAs (reference 12.15.16 & 01.26.17). **Curriculum/CFA:** • PWBAT use benchmark and CFA data to prepare for AzMerit by identifying areas to be emphasized prior to test date. **PBIS:** • PWBAT to lead PBIS site team in developing precision statements/lesson plans based on behavior data • PWBAT to explain how Tier I PBIS connects to	Dalila's Responsibilities: 03.01.17 Send HW reminder: • 6-Step feedback template and how it is working during coaching sessions • 03.08.17 Send ILA Reminder: Bring your copy of: • TUSD PLC Guide • School City log on • TUSD CFA Guide • laptops, and •

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2016-17 ILA - Year at a Glance

Tier II/Tier III and MTSS.	
Connections to Tier I Process Map:	
April 27, 2017	
PLC: • PWBAT to develop and role play strategies to maintain and reinforce trust in collegial relationship to strengthen the work. **Curriculum/CFA:** • PWBAT conduct a trend analysis of walk through visits (standards/objectives/CFAs evidences) to determine the next steps of support for each site. **Instructional Supervision:** • PWBAT review and share best practices that impact teaching practices and student learning to strengthen Tier I instruction.	Dalila's Responsibilities: 04.19.17 Send out HW reminder: • 04.26.17 Send out ILA Reminder: • Bring with you • TUSD PLC Guide • TUSD CFA Guide • Samples of completed walk-through forms
Connections to Tier I Process Map:	
May 18, 2017	
PLC: • PWBAT analyze post-assessment rubric of school and school teams to determine next steps for SY 2017-18. **Curriculum/CFA:** • PWBAT reflect on the current year and begin to plan for summer/fall by developing an action plan for curriculum 4.0 and CFAs. **PBIS:** • PWBAT reflect on the current year, plan for summer PD and finalize a PBIS roll out plan for SY 2017-18	Dalila's Responsibilities: 05.10.17 Send HW reminder: • Post Self-assessment of site and site PLC Teams on the PLC Rubric • PBIS Action Plan and Timeline for SY 2017-18 05.11.17 Send ILA Reminder: Bring your copy of: • TUSD PLC Guide • Site and Team Self-assessments on PLC Rubric • TUSD CFA Guide • PBIS Action Plans
Connections to Tier I Process Map:	
June 5, 6, & 7, 2017	
Fred Jones 3-day "Tools for Teaching" (Classroom Management and working with Difficult Students)	Dalila's Responsibilities:
Connections to Tier I Process Map:	
June 8 & 9, 2017	
PLC: Curriculum/CFA: PBIS: Instructional Supervision:	

2016-17 ILA - Year at a Glance

Business - ILAs

February 2, 2017	
90 - minutes: • Abel and Mark control this time slot and content **PD Topic:** • Discipline (CoC) for 01/25 ERW **Operations Q & A:** • Budget •	Task & Responsibilities: 01.30.17 • Operations & T & L submit presentations to Dr. Kopec by 8:00 AM (SLT Level) • T & L will vet presentations (Kopec & Team) • Submitters will be notified of first level approval status (Richard) • Approved presentations uploaded to SP (Chiefs/Richard) 01.31.17 • ILA Agenda reviewed and approved by SLT (Kopec) • SP adjusted based on approval of SLT (Richard) 02.01.17 • Reminder sent out to participants to read operation materials (Dalila)
March 2, 2017	
90 - minutes: • Abel and Mark control this time slot and content **PD Topic:** • **Operations Q & A:** • Budget, Staffing	Task & Responsibilities: 02.27.17 • Operations & T & L submit presentations to Dr. Kopec by 8:00 AM (SLT Level) • T & L will vet presentations (Kopec & Team) • Submitters will be notified of first level approval status (Richard) • Approved presentations uploaded to SP (Chiefs/Richard) 02.28.17 • ILA Agenda reviewed and approved by SLT (Kopec) • SP adjusted based on approval of SLT (Richard) 03.01.17 • Reminder sent out to participants to read operation materials (Dalila)
April 6, 2017	
90 - minutes: • Abel and Mark control this time slot and content **PD Topic:** • **Operations Q & A:** •	Task & Responsibilities: 04.03.17 • Operations & T & L submit presentations to Dr. Kopec by 8:00 AM (SLT Level) • T & L will vet presentations (Kopec & Team) • Submitters will be notified of first level approval status (Richard) • Approved presentations uploaded to SP (Chiefs/Richard) 04.04.17

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2016-17 ILA - Year at a Glance

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- ILA Agenda reviewed and approved by SLT (Kopec)
- SP adjusted based on approval of SLT (Richard)

04.05.17

- Reminder sent out to participants to read operation materials (Dalila)
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90 - minutes:
- Abel and Mark control this time slot and content

PD Topic:
- Budget, Staffing,

Operations Q & A:
-
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<u>Task & Responsibilities:</u>

05.01.17

- Operations & T & L submit presentations to Dr. Kopec by 8:00 AM (SLT Level)
- T & L will vet presentations (Kopec & Team)
- Submitters will be notified of first level approval status (Richard)
- Approved presentations uploaded to SP (Chiefs/Richard)

05.02.17

- ILA Agenda reviewed and approved by SLT (Kopec)
- SP adjusted based on approval of SLT (Richard)

05.03.17

- Reminder sent out to participants to read operation materials (Dalila)
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