

SAMPLE 100-Day High Impact Leadership Plan

Instructions: If you would like to use this template, enter any day in the DAY ONE cell.
 Client: Coach:

My Leadership Legacy (This is a student academic achievement goal):
Name of Your Project:
Leadership Skills to Develop:

DAY ONE: 8/18/14
DAY 100: 11/19/14

Date:	Action	Strategy Number	Person Responsible	Date Completed	Actions "On Deck"
14-15 School	Focus on ELA: Data Teams should continue to focus on the subject of Reading to directly address the persistent low achievement of all students, especially ELL and SPED students on summative measures.				
	Year-long Goals: Each teacher at Grant School, as a member of an effective Data Team, will ensure consistently high levels of achievement for all students BY: 1) creating cohesive long-term plans containing multiple CCSS ELA standards for CORE instruction, AND 2) monitoring the effectiveness of this CORE instruction by adjusting the rate/pace and focus of instruction to meet the needs of all students based on current and pertinent assessments of student achievement.				
	Strategy #1: All teachers will be able to design a comprehensive unit of study that targets multiple standards (in ELA). Each teacher will use the Data Team Process to continuously monitor and adjust the focus and rate/pace of instruction based on current, pertinent, and concise student assessments.				
	Strategy #2: Use of effective and efficient CFA's (Exit Tickets) to alter the focus/pace of instruction based on demonstrated student needs.				
8/18/14	Start of 100-day Leadership Plan				
8/18/14	Data Team PD: Missy, Teresa T. and Coach to present to staff re: Unit of Study planning within the data team structure.				
8/18/14-8/22/14	Buy-Back PD: Teachers will have this week to learn how to 'backwards plan' a unit of study in ELA. There are multiple presentations and time for working to plan their first unit of study that will begin mid-september and last until EPR (grading day).				
8/22/14	Action: Grade-level teams complete their first unit of study in ELA. Unit of study shall include: Rubric for assessing student proficiency toward prioritized CCSS standards, Pre AND Post assessment to be given to students, outline of weekly/daily instructional plan through the 6-8 week unit of study. Copy of unit plan given to Principal (electronically, or paper)				
9/4-9/9/2014	Each teacher, on each team, administer the pre-assessment to 3-4 students to use as a validation/realibility of the assessment. Score it using the team created rubric and bring it scored, with a got it/need it to the data team on 9/10/14 at 2:30.				
9/10/14	2:30-4:00 Teams Review 7-steps of Data Teams, establish norms, time allocations for each part of process (Review from previous year), establish roles (review from previous year, keep same roles as last year?) and review unit of study plan made in August for any changes/updates/etc. Finally, analyze the pre-assessments that have been given to some students to validate the questions/assessment process before giving to all kids (do the questions work? Do the student responses allow us to gauge the standard? Does the rubric help us to score the questions?)				

9/11-9-16/2014	Each teacher, on each team, administer the pre-assessment to each student. If modifications were made to the assesment then re-administer to the 3-4 students that you already gave it to.				
Before 9/17:	Meet, as a team, to score the pre-assessment using the rubric and identify a 'got it/need it' for each student and write it on the student paper. Also, create a class profile of all of the got it/need its to looks for trends/areas of focus. The data technician will input the students scores for each member of the team on step #1 of the 'big sheet'.				
9/17/14	2:30-4:00 Data Team steps #1-5 with Mickey here to support implementation. Each teacher, on each team, bring each student's scored pre-assessment. Each assessment shall have a score (per the team created rubric) and a 'got-it,need-it' Step #1 shall be filled in electronically before coming to the meeting at 2:30.				
9/24/14	Data Wall Update: (2:30-3:30): Each teacher will bring current DRA/EDL information, as specified by the Principal, and create the Data Wall for the 14-15 SY. Teachers will reflect on the current achievement and will establish SMART goals for individual groups of students (i.e. the 9 students in yellow will each move to green by advancing ___ levels before Nov. 13th.) Data Teams: (3:30-4:00): Each team will review the instructional calendar to ensure that they are on track to meet the requirements and goals of instruction to this point and also review exit ticket #1 for next week (10/1/14) to make sure it still meets their students' needs and aligns to the team created rubric.				
Before 9/30:	Each teacher, on each team, will administer Exit Ticket #1 (CFA #1). Team will meet together to commonly score the assessment prior to Wednesday 10/1/14. Each exit ticket (CFA) will have a score from the team-created rubric and also a 'got it-need it' on each students' assessment. Each teacher will have a class sheet of the overall 'got it-need it's for the class. These elements will be used at Data Team on 10/1/14 to alter the focus/pace of instruction for the next period of time (until 10/15).				
10/1/14	2:30-4:00: Prior to the meeting, teams will have their scored Exit Ticket #1 (CFA #1). These assessments will be used by the team to review the instructional plan and change the focus/pace of instruction to best meet the needs of the students. Specifically, each team will review the students' from their focus group (FTGL, etc) and describe what part of the standard the students are needing to master next. Teams will identify these 'next steps' in their notes and move quickly to review their instructional plan to alter the focus or pace of instruction to address these needs.				
10/4/14:	Oregon Data Project Training: Common Formative Assessments. All Staff will be highly encouraged, and compensated, to attend this training. The use of effective and efficient CFAs that directly target the standard(s) being taught should be a focus for data teams this year.				
Before 10/8:	As a team, review the learning from the Saturday training on CFA's. Compare the learning with the exit tickets (CFAs) that you currently use. As a team, what are the strengths of your current exit tickets? What are areas that need to be altered/enhanced? Bring this information with you to Data Teams on 10/15/14.				

10/8/14	Data Team Focus Development: CFAs 2:30-3:30: After the teams have reviewed the construction and use of their current CFAs/Exit Tickets with the information gained on the Oct. 4th training, what are the changes that need to be addressed now with Exit ticket #2? What are changes that will need to be addressed for the pre/post and CFA's (exit Tickets) in Data Team cycle #2? 3:30-4:00: Teams will work to make changes to their Exit Ticket #2 (CFA #2) reflecting their current learning. They will also make a concrete and firm plan on when they will administer the CFA#2, and when they will meet to commonly score the CFA, before 10/15/14.				
Before 10/15:	Each teacher, on each team, will administer Exit Ticket #1 (CFA #1). Team will meet together to commonly score the assessment prior to Wednesday 10/15/14. Each exit ticket (CFA) will have a score from the team-created rubric and also a 'got it-need it' on each students' assessment. Each teacher will have a class sheet of the overall 'got it-need it's for the class. These elements will be used at Data Team on 10/15/14 to alter the focus/pace of instruction for the next period of time (until 10/29).				
10/15/14	2:30-4:00: Prior to the meeting, teams will have their scored Exit Ticket #1 (CFA #1). These assessments will be used by the team to review the instructional plan and change the focus/pace of instruction to best meet the needs of the students. Specifically, each team will review the students' from their focus group (FTGL, etc) and describe what part of the standard the students are needing to master next. Teams will identify these 'next steps' in their notes and move quickly to review their instructional plan to alter the focus or pace of instruction to address these needs.				
10/22/14	Data Teams 2:30-3:15: Teams will review the instructional plan to ensure that they are on track with the focus and pace of instruction. Teams will review the Post-Assessment and make a concrete plan for when to administer and when to meet together to commonly score the post-assessment prior to 10/29. 3:15-4:00: DRA/EDL plan. DRA/EDLs need to be completed prior to Nov. 12th Data Wall Update. What is your plan to complete this?				
Before 10/29:	Each teacher, on each team, will administer the Post-Assessment. The team will meet to commonly score the assessment. Each students' post-assessment will have a score (per the team created rubric) and a 'got it-need it'. Finally, prior to the data team meeting on 10/29, the data technician for the team will input each students' post assessment score on step #1 of the 'big sheet' to show growth over the course of the unit of study.				
10/29/14	2:30-4:00: Each teacher, on each team, will have their students scored work, with a got it-need it on each paper. Teams will quickly review their teams overall progress (i.e. 23 students moved from FTGL to Proficient) AND they will review the overall success of their team work towards the identified goal (Step #3 of Data Teams). Teams will spend the bulk of the time reflecting on the specific strategies that worked instructionally for students and making notes of these for interventions/re-teaches this year and next year. Finally, teams will use the Data Project team reflection tool (Mickey/Teresa: The reflection tool that is really specific, the 4-pager....)) to identify 3 areas of success from this cycle, 2 areas in need of improvement, and 1 concrete plan to address one of those areas of needs improvement. These reflections will be submitted to the Principal for additional support during the next cycle.				
10/30-6/12/15	Just keep makin' it happen for kids and teachers!!!				
11/13/14:	Data Wall Update #2:				
1/28/15	Data Wall Update #3:				
3/11/15:	Data Wall Update #4				
5/7/15:	Data Wall Update #5: Last one for the year?				