**Week 6 Arc of the Year: Key Decisions**

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| Bucket | Key Decision | Questions to Ask  *Some examples* | Date | Deliverable  *Turned in to Reg. Supt.* | Resource  *some links are forthcoming* |
| Roles & Responsibilities | Determine Roles & Responsibilities for your team during the Week 6 Vision | - Who will fill each role during Weeks 1-6?  - How will I roll this out to the LT and train them?  - How will I assume ultimate ownership of the Week 6 Vision, support my LT in executing their roles, and hold all staff accountable to the vision? | 6/1 | [Roles & Responsibilities](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Roles%20and%20Responsibilities.docx) | See Roles & Responsibilities section of the Week 6 Arc of the Year Toolkit |
| Determine how your Regional Superintendent will support your LT in achieving Week 6 goals | - Is the RS or the Principal driving ownership of the support plan?  - How will the RS support LT norming and roll-out to staff during Summer PD?  - How will the RS push Week 6 goals through data review, co-observations, attending action planning meetings, and principal check-ins?  - How will existing RS/Principal structures help support the work, and what new touch-points should be put in place? | 8/3 | [Regional Superintendent Support Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Regional%20Superintendent%20Support%20Plan.docx)  In addition, the RS & Principal should meeting in July or August to review Key Decisions & Deliverables to date. | See Role of the Regional Superintendent section of the Week 6 Arc of the Year Toolkit |
| Norming on the Week 6 Vision of Excellence for On Task Behavior, Scholar Habits, & Classroom Climate + Norming on Teacher Skill | What is your Vision of Excellence for On Task Behavior, Scholar Habits, and Classroom Climate? | - How do we define each component of the student outputs vision?  - How do we define each component of classroom climate vision?  - What are the benchmarks for proficiency on these components? | 6/19 | [Vision of Excellence for On Task Behavior, Scholar Habits, and Classroom Climate](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Vision%20of%20Excellence%20for%20On-Task%20Behavior,%20Scholar%20Habits,%20and%20Classroom%20Climate.docx) | * Reflection on 2014-15 Student Outputs * Time on Task Norming Questions * Scholar Habits Norming Questions * Classroom Climate Norming |
| When and how will you norm your LT on the Vision of Excellence for On Task Behavior, Scholar Habits, & Classroom Climate? | - Will we collect and use video from the current school year? When will we collect video?  - Will we observe as an LT during the current school year? When will we observe together?  - When will we build in time to check for misalignment and recalibrate? | 6/19 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) | Norming Questions |
| When and how will you norm your LT on the Inputs, or Teacher Taxonomy Skills? | - Will we record video in the current school year and norm with our LT during the summer? Can we use the same video we are collecting for VOE norming?  - Will we observe as an LT during the current school year? When will we observe together?  - When will we build in time to check for misalignment and recalibrate?  - What are the indicators for teacher ratings 1-4 on each teacher skill?  - Will we name specific lesson planning expectations related to Week 6 – such as scripting MVP/Narration (strongly recommended)? When will LT norm on these? | 6/19 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) | Taxonomy Skills |
| When and how will you roll out and train teachers on the VOE for On Task Behavior, Scholar Habits, & Classroom Climate, as well as Teacher Taxonomy Skill? | - How will I invest teachers in the purpose and vision of the week 6 work?  - What adult culture strengths will I leverage in the week 6 work?  - What does this look like in August PD?  - How am I using data on known skill gaps (LT knowledge and NTT data) to target or differentiate PD?  - What is the ongoing vision for Friday PD?  - How do we incorporate the Essentials?  - How will we roll out any specific lesson planning expectations related to Week 6 – such as scripting MVP/Narration (strongly recommended)? | After All Leader Training session | [Summer PD Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/SitePages/Core%20Practices%20Documents%202015-16.aspx#SummerPDPlan) (Core Practice due 6/30) | * [Week 6 Adult Culture Spring PD](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/SummerTrainings2015/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FNetworkSupport%2FTeamCAO%2FSummerTrainings2015%2FShared%20Documents%2FWeek%206%20Adult%20Culture%20Materials&FolderCTID=0x012000005E6C066945404D9C1E166D0AB22FF6&View=%7BDF50D8A8-E312-4DCE-A204-712896AE1AB2%7D) * MVP/Narration Training in June Cohorts * Week 6 Fall Adult Culture PD at All Leader Training |
| Observations & Data Cycle | What is our Data Collection Strategy? How will Week 6 VOE data be collected and tracked for each teacher? | - How will we track teacher proficiency and interventions coming out of action planning meetings?  - How am I using LT knowledge and NTT data to rank both returning and new teachers to know their gaps?  - Will we use the online AOTY data tool, or the paper tool during observations? If paper, who tracks and enters this data?  - Will we track any school-specific scholar habits within the data tool?  - How will the data be shared, and with whom? | 7/20 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) | * Weekly Data & Action Planning Cycle * Creating a Teacher Tracking Document * [Sample Teacher Tracker Google Doc](https://docs.google.com/a/achievementfirst.org/spreadsheets/d/1LdiaRcD46hdowJiki8-bV57r2a6Rfz3PEi6T70feKnU/edit?pli=1#gid=0) |
|  | What is our Data Analysis & Action Planning Strategy? What is the weekly structure for data analysis and action planning? How will LT time be prioritized? | - Will there be beginning-of-week or daily touch-points?  - When is data due from coaches?  - What is the pre-work and agenda setting process prior to each meeting?  - What outcomes from the action planning meeting are tracked, and how? | 7/20 | * [Weekly Data & Action Planning Cycle](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Weekly%20Data%20and%20Action%20Planning%20Cycle.docx) * Weekly: Teacher Tracking Mechanism   ([Suggested google doc](https://docs.google.com/a/achievementfirst.org/spreadsheets/d/1LdiaRcD46hdowJiki8-bV57r2a6Rfz3PEi6T70feKnU/edit?pli=1#gid=0)) | * Weekly Data Cycle * Action Planning Meeting Pre-work * Action Planning Meeting Agenda |
| What is our LT’s coaching strategy, coaching structure, and allocation of coaching loads and interventions/support? | - How will teachers be assigned to coaches: Will we allocate teachers based on full-year portfolios (recommended) or differently?  - How will I structure coaching to build the capacity of my LT to be both high-impact coaches and normed with a strong culture eye?  - What is our model for various types of observations: full LT, pairs, and individual, and how will we scaffold down?  - What structures am I setting up to ensuring the full LT remains normed throughout Week 6?  - What is the strategy for allocating LT time to teachers?  - Will we use the snowball strategy of moving cusp teachers?  - Will we double back on teachers or observe teachers only once/week?  - What type of coaching will all teachers receive, and what is differentiated based on proficiency?  - How will we ensure that all LT members prioritize coaching every week?  - What is the repeatedly-do for updating my RS on how coaching allocation and portfolios are changing?  - Which interventions will be used to support struggling teachers?  - Which LT member will own planning and/or implementing each intervention?  - What is the intervention schedule?  - How will we track attendance and follow up with LT coaches if someone did not attend?  - How will we monitor interventions to ensure their effectiveness? | 8/3 | Forthcoming during All Leader Training:   * Coaching Portfolios * Coaching Strategy * Coaching Structure & Time Allocation | * Coaching Portfolios Guidance * Example Coaching Plan & Strategy * The Snowball Strategy * Observation/Feedback Guidance * The One Observer Model * The Two Observer Model * See Teacher Interventions section of the Week 6 Arc of the Year Toolkit |
| Common Picture Scorecard | What power routines will you prioritize, and what is the vision of excellence for these routines? | - Which routines have the greatest impact on learning time?  - What is our Common Picture vision for each power routine? | 6/23 | * [Common Picture](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/SitePages/Core%20Practices%20Documents%202015-16.aspx#CommonPicturs) * List of Prioritized Power Routines * *These two items are pre-work for an All Leader Training session.* | * [See](#_Common_Picture_Scorecard) the Common Picture Scorecard guidance section of the Week 6 Arc of the Year Toolkit |
| In what order will you prioritize getting to proficient on the power routines, and what are the essential components to get to proficient? | - How many different routines does the LT want to focus on at a given time?  - Which LT members own which Common Picture routines? | 7/20 | * [Common Picture Scorecard](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Common%20Picture%20Scorecard_List%20of%20Prioritized%20Power%20Routines.docx) | * [See](#_Common_Picture_Scorecard) the Common Picture Scorecard guidance section of the Week 6 Arc of the Year Toolkit * See Sample Common Picture Scorecards in the Week 6 Arc of the Year Toolkit |
| How will you use the Common Picture Scorecard with teachers? | - Will we directly provide this in observations?  - Will we roll up as a school-wide data point for investment or progress monitoring?  - If the latter, what kind of data collection system will we put in place? How will we share this data with teachers? (frequency & medium) | 7/20 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) |  |
| When and how will you norm your LT on the Common Picture scorecard? | - Will we collect video during the current school year? How will this fit into other video collection plans for VOE and teacher skill norming?  - When will we build in time to check for misalignment and recalibrate? | 7/20 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) |  |
| When and how will you roll out and train teachers on the Common Picture scorecard? How will you build in the Essentials? | - How will I invest teachers in the purpose and vision?  - What does this look like in August PD?  - What is the ongoing vision for Friday PD? | 7/20 | Build into [Project Plan](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/ArcoftheYear/Shared%20Documents/Week%206%20Arc%20of%20the%20Year%20Deliverable_Project%20Plan.xlsx) |  |
| Maintenance of Week 6 Vision | How effective was this part of the arc? | - What is our debrief structure?  - Whose voices should be heard?  - What data will we collect along the way to ensure we have an effective debrief? | Week 5 | *TBD* | *Guidance and support tools to come.* |
| Maintenance of Week 6 Vision | How will my LT monitor the coaching focus areas of the arc with continued observation, data collection, and reflection? | - What role will this play in our ongoing data analysis portions of LT Meetings? | Week 5 | *TBD* | *Guidance and support tools to come.* |