

## Nia Tyler

---

**Subject:** Choosing a Planning Partner for 16-17 Readiness

Hi Principals (FYI RDO's & RS),

We are excited to kick off readiness planning in a few short weeks. I'm emailing to share one of the ways we hope to make readiness even stronger than in the past.

We have found that principals have been most effective in readiness planning when they've had a strong partner in planning at the school site. As you approach the spring and work to drive results at your schools *and* simultaneously plan for a strong start to 2016-17, we want to think about the skills of the leaders in the building and approaching this work as a team. We have seen that when a principal has a strong planning partner to manage the readiness project plan with its various input and review timelines, etc, the entire school can engage in a more robust readiness season. In the past, this planning partner has done some to all of the following. We don't anticipate that every principal will have a partner who does all of these things, but the first bullet is key and should be prioritized.

- **Co-developed a strong backwards-mapped project plan with the Principal for auditing/revising readiness plans, including touchpoints for staff input and LT discussions**
- Seen and brought to light cross-cutting implications (timing and strategic) of development of readiness plans (e.g. sequencing of decision-making, plans that intersect with each other – e.g. start of year/week 6 plan and LT meeting agendas; intervention plan and schedule)
- Set agendas for and facilitated LT conversations around broken windows, priority-setting, and plan review/feedback
- Coordinated staff input mechanisms (e.g. scheduled meetings, sent communication, etc.)
- Assisted in planning transition of readiness planning work from any deans in transition to their successors, ensuring no balls are dropped
- Kept LT on track to meeting deadlines in project plan (e.g. creating shared tracker, collecting drafts, following up on uncompleted work)

**Here are potential candidates for this readiness partner:**

- Director of School Operations
- Principal's Assistant
- Office Coordinator or other ops team member
- Dean with strong time management skills

Each of your schools has a unique staffing plan, and each member of your team has different strengths and R&Rs. **Action Req'd:** Please connect with your Regional Supt. and RDO to determine who your readiness planning partner will be, and let me know by XXXXXXXX. I'll invite them to co-planning time on XXXXXXXX cohort meeting, with the outcome of making significant headway on a strong project plan for the work.

Thank you,