**Summer PD Guidance 2016-2017**

**Overview**

Your two biggest priorities when designing your Summer PD calendar are 1**) building a strong adult culture** and 2) **setting your team up for a strong foundational culture**. These two priorities should drive how you prioritize your time, what you do during the two and a half weeks of August and what you save for later. **It’s essential to keep the focus on practice & rehearsal**. Our most successful schools leverage school-time for practice & rehearsal starting with taxonomy skills, then integrated advanced drill practice, culminating with routine/academic lesson rehearsal. In addition, building adult culture takes more than just one strong session – it takes purposeful practice and reflection on how the team is coming together.

**Additional Time**

Many schools have worked hard to find additional time for professional development and practice with their teachers. Below is a list of ways some schools have built in more time as potential options if you are looking for more time (though some might not be possible).

* Plan a retreat for a Friday/Saturday (Sunday / Monday works as well).
* Start each day earlier or end each day later (some have differentiated these expectations).
* Use time this year to train returning staff on some items (Common Picture routines for example), and then use time after NTT to train new staff on those same items.
* Use lunch and other meals for Team Building so that there are more time for Practice-Based sessions during the day

**Suggested Outcomes**

Just as teachers backwards plan in their classrooms, you should consider backwards planning based on teacher outcomes. Below is a list of potential outcomes for your School Based Time in August. It will be helpful to reference the outcomes for Network Run ATT days to know what is going to be covered already. These are available here with the agendas shared on 4/15: [NY ES](https://docs.google.com/spreadsheets/d/1CO4KobT88-H5WIICytMAghURHmzY162Nfwza-dlr2Ro/edit#gid=510804695), [NY MS](https://docs.google.com/spreadsheets/d/1_6WUgkZ8llFm_I_w8C8kcErO7GJyR6-fl4FyomW5654/edit#gid=510804695), [NY HS](https://docs.google.com/spreadsheets/d/1aHukcz7C_w9_dFSXlFTC2rRaDqnRCnb8k4RZxe_DIxs/edit#gid=1888412134), [CT ES](https://docs.google.com/spreadsheets/d/1dOJ2Q9yKp5tJX38K_ZEagqDiWB_CjgrhkKfCsD0TajU/edit#gid=510804695), [CT MS](https://docs.google.com/spreadsheets/d/1wBX06sG_c2Ssn55Ta5mbkQKIFvUDwS20mA8QZl6DIjg/edit#gid=510804695), [RI ES](https://docs.google.com/spreadsheets/d/1LRUUApFY1ZDi8CgHFfgwZ0oYMw3Z892tC8v4Qq6eIHA/edit#gid=510804695), [CT HS](https://docs.google.com/spreadsheets/d/1fuQbx_eEvC3qCIzGbtiRGbwwP2hhTEXvZlCtmDYePD8/edit#gid=510804695)

* Demonstrated proficiency on core taxonomy moves as assessed through a performance task
* Detailed lesson plans for first week of instruction with MVP directions scripted in
* Yearlong scope and sequence or other coaching/instructional deliverables
* Adult Norms committed to in school team, grade team and/or content teams
* Demonstrated proficiency in IC/Kickboard/Platinum as assessed through a quiz performance task

**Required & Suggested Sessions**

Below is a list of required and suggested sessions for you to lead during school-site Summer PD time**. Please also note that, beginning this year, schools are legally obligated to provide the Special Services sessions within the timeframe indicated in red below. Please reach out to your TSS Director with questions.** The majority of these sessions should be designed by your leadership team. Sessions in *italics* have accompanying resources – either turn-key sessions or protocols that are linked in the “Resources” column.

|  |
| --- |
| **Sessions that MUST happen before Scholars arrive**  |
| Session | Suggested Time | Resources | Notes |
| *Delivering on Equity: Special Education Nonnegotiables* | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| *Implementing IEPs and IEPs at a Glance* | 60 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| *Kicking off Co-Teaching*  | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| Team Building | 20-30 minutes daily |  | Many schools start the day with one team builder and then do one right after lunch |
| Goals and School-Wide Priorities | 90 minutes |  |  |
| Adult Culture and Norm Setting  | 90 minutes |  |  |
| *Winning On The Week 6 Vision (With A D&I Lens)* | 90 minutes | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamLD/DI/Wiki/DI%20Turnkey%20Training%20Resources.aspx) |  |
| *Taxonomy Practice** Isolated Drills
* Integrated Practice
* Integrated Practice with Misbehavior
 | 60-90 minutes daily | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/Shared%20Documents/ATT%20Teacher%20Skill%20Building%20Recommendation.docx) |  |
| *Routine and Academic Lesson Rehearsal* | 180 minutes for 2- 3 days  | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/Shared%20Documents/August%20Training%20Lesson%20Rehearsal%20Protocol_v1.docx) |  |
| *Common Picture – Power Routine Practice* | 120 minutes for 2-3 days | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/12582) |  |
| Scholar Habits | 60 minutes |  |  |
| Behavior Management Cycle | 60 minutes |  |  |
| *Logical Consequences* | 75 minutes | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/13564) |  |
| Rewards/Merits Norming | 60 minutes |  |  |
| First Days/AF-ization Rehearsal  | 1/2 Day- 3-4 hours |  |  |
| **Sessions that SHOULD happen before Scholars arrive** |
| Session Name | Suggested Length | Resources | Notes |
| *School specific co-teaching sessions* | 60-180 minutes | Click Here (Exemplars available at ALT: June 22, 2016) | Schools should develop plans for co-teaching PD that will be driven by data and reflections in their readiness tasks. TSS will provide resources and/or exemplars; SSLs should work closely with their TSS point people to design and implement these. |
| *Guided Reading Modules**(MS/HS ONLY)* | 60-120 minutes | Click Here (Modules available on June 22, 2016)Assessment will be sent back to schools after the scheduled day for training | Coaches should deliver the modules to any teacher who is teaching Guided Reading to scholars in 16-17.  Each module has video and an assessment component that will assess how well each participant did. |
| Classroom Set-Up Expectations  | 30 minutes |  |  |
| Class Rosters | 30 minutes |  |  |
| Family Phone Calls | 60 minutes |  |  |
| Grade Level Meeting Time | 1-3 hours |  |  |
| *Diversity and Inclusiveness* | 90-180 minutes | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamLD/DI/Wiki/Diversity%20Sessions.aspx) |  |
| **Sessions that can happen later but should still happen** |
| Session Name | Suggested Length | Resources | Notes |
| *Academic Accommodations* | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| *Reading Intervention Training* *(Middle School Only)* | 180 minutes | Click Here (Exemplars available at ALT: June 22, 2016) | Setting the vision and the data & planning expectations for interventions. |
| Personal Organization | 90 minutes |  |  |
| Lesson Planning Expectations | 60 minutes |  |  |
| *Grade Level Leader Training* | 90 minutes | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/12845) (*Leading a Team* session from Last Year’s ATT) |  |
| IC/Kickboard/Platinum Training | 60 minutes |  |  |
| Family/Scholar Event | 120-180 minutes |  | This could be a start of year potluck, an afterschool ice cream social, etc.  |

**Additional Notes**

1. **Routine and Academic Lesson Rehearsal**

Isolated and integrated taxonomy drill practice is all in service of teachers proficiently teaching their Week 1 lessons. As mentioned above, we recommend that training time be allocated for isolated drills, then advanced integrated drills and finally for actual lesson rehearsal for Week 1. Week 1 lessons have multiple purposes:

1. They teach and reinforce foundational scholar habits
2. They teach routines associated with the content and academic block
3. They teach actual content

Lesson rehearsal should be structured so that teachers get at-bats with all three purposes and reach proficiency with their Week 1 lessons.

1. **Adult Culture support**

To continue to support Adult Culture throughout Summer PD you should have multiple opportunities for the following two critical areas for staff to practice

1. Crucial conversation scenario practice (e.g. giving feedback to a teacher who is shows up late to duties consistently)
2. Relationship building – Finding opportunities to have the team get to know each other at a deeper level and why they do this work

**Reminder about Middle School August Time**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **August 1st** | **August 2nd**  | **August 3rd**  | **August 4th** | **August 5th** |
| NY | School-site PD | School-site PD | School-site PD | School-site PD | School-site PD |
| CT | CT Regional PD3:45 starts School Based PD | CT Regional PD3:15 starts School Based PD | CT Regional PD3:15 starts School Based PD |
|  | **August 8th** | **August 9th** | **August 10th** | **August 11th** | **August 12th** |
| NY | NY Regional PD3:45 starts School Based PD | NY Regional PD3:15 starts School Based PD | NY Regional PD3:15 starts School Based PD | School-site PD | School-site PD |
| CT | School-site PD | School-site PD | School-site PD |
|  | **August 15th** | **August 16th** | **August 17th** | **August 18th** | **August 19th**  |
| NY | School-Site PD | School-site PD | First Day with some ScholarsDismissal – EOD -- School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD |
| CT |

**Reminder about High School August Time**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **August 1st** | **August 2nd**  | **August 3rd**  | **August 4th** | **August 5th** |
| NY | School-site PD | School-site PD | School-site PD | School-site PD | School-site PD |
| CT |  |  |
|  | **August 8th** | **August 9th** | **August 10th** | **August 11th** | **August 12th** |
| NY | Regional PD2:45 starts School Based PD | NY Regional PD2:15 starts School Based PD | NY Regional PD2:15 starts School Based PD | School-site PD | School-site PD |
|  | **August 15th** | **August 16th** | **August 17th** | **August 18th** | **August 19th** |
| NY | School-Site PD | School-site PD | First Day with some ScholarsDismissal – EOD -- School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD |
| CT |

**Resources & Planning Steps**

To begin to plan your Summer PD calendar, reference the resources below, which can also be found on the [Readiness Hub of Many Minds.](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/SitePages/Staff%20Development.aspx)

* Step 1: Review Template & Example Schedule
	+ There is a template and example schedule for how to leverage your time in August created for ES and MS.
	+ MS:
		- Schedule: [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/Shared%20Documents/Summer%20PD%20Guidance/Summer%20PD%202016-2017_School%20Based%20Time%20Schedule%20Template%20and%20Example_MS.xlsx)
		- Contact: Mike Rosskamm
	+ HS:
		- Schedule: Review MS Schedule and consult Jeff or your Regional Sup with questions
		- Contact: Jeff Sudmyer
* Step 2: Build Your Schedule
	+ Using the resources above build your own schedule and be sure to engage your regional sup for input.
	+ You should also leverage other Principals and your leadership team for advice & input.
* Step 3: Delegate Owners & Determine Planning Timeline
	+ Once you have finalized your schedule you now need to leverage your LT and teacher leaders to design and lead this PD and set a planning timeline for their work.
	+ How to assign performers?
		- Leverage your best leaders & teachers- now is the time to use your strongest people to ensure you have a strong start to the year!
		- Build skill in focus areas for team members- now is also the time to work closely with your team members to build skill in key areas they need while keeping the heavy lifting on them.
	+ How to set a planning timeline?
		- We recommend the following process: 1) Meet with your LT & any teachers to review expectations for session planning and timeline 2) Session Skeletons Due (Aims, Outcomes, Agenda, Practice, Pre-Work), 3) Provide Feedback on Skeletons that have less support / more question marks4) Session Plans Due (Draft Full Session Plans) 5) Provide Feedback on Session Plans as needed 6) Revise Sessions & Build out Materials for Sessions- PPT, Hand Out 7) Rehearse Sessions with multiple LT members