

LAKE BLUFF 2015-16 Professional Development and Collaboration Calendar

Student Day 8:20 am to 3:25 pm

Month	Dates to Remember	To Do	Staff Meetings	Leadership Team Meetings (2nd and 4th Wed) LT Agendas/Minutes	School Designer Days / Release Time	Full Staff PD	EL National Institutes and Conferences	Other
							EL Institute: Designing Learning Expeditions, July 23-25	
Sept				Sept 16 (Linda) - PM: LT agenda 9/16 Sept 23 (Linda) - LT agenda 9/23 NOTE: - Process for Code of Character Developed - Letter to parents sent - Survey to parents sent	Sept 16: (Linda) - AM Morning Meeting Observation - PM - LT (see column to left) Sept 23: (Linda) - Agenda for 9/23 - DLE and ADI teams - AM: DLE Institute follow up - PM: ADI Institute follow up		EL Institute: Assessment in Daily Instruction - Denver - Sept 17-19 EL Institute: Leadership Teams - Detroit -Sept 28-30	
Oct		PD on learning targets (10/21) Plan the agenda for staff from Leadership Team EL Institute (10/19) Create process for creating Math ELOs (10/21)	Oct 21: - Assessment in Daily Instruction PD	Oct 14: - Agenda: Oct 28 - Agenda: EL Parent Info Night (week of Nov. 16th?) - Agenda: Share this PD and Collaboration Calendar - Agenda: Create a grade team rotation (see the bottom of the page Atwater example). - Agenda: What is CREW? Document shared from	Oct 19: (Linda) - Agenda for 10/19 - Leadership Team Institute Follow Up Oct 21: (Linda/Penny am) - AM: Agenda for 10/21 ELO planning - PM: Agenda for 10/21 Calendaring Process	Oct 16: - Data Team mtgs Oct 30 (Penny): - AM: Develop ELOs Grade Teams - PM: Math Materials Review	EL National Conference, Oct 27-30	

				Linda/Eric				
Month	Dates to Remember	To Do	Staff Meetings	Leadership Team Meetings (2nd and 4th Wed)	School Designer Days / Release Time	Full Staff PD	EL National Institutes and Conferences	Other
Nov	Nov. 25-27 Thanksgiving Break	Grade team release time rotation to write daily learning targets for math ELO based on Long Term targets in template. (TBD) ADI release time planning meeting to create PD agenda for 11/16 (11/4) Full staff PD on DLE, learning targets, and character trait update OR other staff meeting topic (11/16) Plan the agenda for staff from Effective Instruction EL Institute (10/24) Staff meeting PD on Leadership Teams (11/18)	Nov 18: - LB Faculty Meeting Agenda--Leadership Team and LB Slide Show	Nov 11 - Agenda: Determine who should meet with SD on 12/8 to write crew lessons for launch of Code of Character - Agenda: Determine a date & time to meet with lunch supervisors and aides to introduce Code of Character and expectations.	Nov 4: (Linda) - AM ADI planning meeting Nov 18: (Linda) - See Rotation Schedule BELOW: Grade team rotation to write daily math targets. Nov 19: (Penny) - See Rotation Schedule BELOW: Grade team rotation to write daily math targets. Nov 24 (Linda) - Agenda for 11/24 TBD - AM Effective Instruction Team - PM Odyssey Team	Nov 16 (Linda) (ATW Cafetorium): DRAFT AGENDA: - Opening Circle from 8:30 - 9:00 a.m. (Linda and ?) - Designing Learning Expeditions PD from 9:00 - 10:30 a.m. (Team) - Staff meetings and lunch from 10:30 - 12:30 (Kayla and Eric) - ADI / learning targets PD from 12:30 - 3:00 (Team) - Closing Circle from 3:00 - 3:30 (Linda and ?)	EL Site Visit: Odyssey School of Denver K-8 - Denver - Nov 18-19 EL Regional Institute: Effective Lessons, Kenosha, Nov 11 - 13	
Dec	Dec. 4 Planning/ Records Day Dec. 23-Jan.3 Winter Break	Staff meeting on Effective Instruction EL Institute (12/8) CC2 → Mtg. with lunch supervisors & aides on Code of Character (common language/what they look like)	Dec 16: - Effective Instruction Team PD	Dec 9: - Agenda: Plan peer walk throughs for learning targets in February. - Agenda: Select dates for MYR	Dec 8 (Linda) - AM: Crew coaching?? - PM: Work with small group of teachers to write Character Trait lessons for upcoming CREW meetings Dec 9 (Linda) - AM: Crew Coaching??? - PM: TBD	NA	NA	Dec 18th - - Unveil Code of Character during Character Ed Assembly
Jan	MAP testing	Coaching on learning targets by school designer. (TBD) Staff meeting PD on Odyssey Visit.	Jan 20 - Odyssey Team PD	Jan 13: - Agenda: Jan 27: - Agenda:	TBD (?) - Coaching visits re: using learning targets with students (unpacking and debriefing)	Jan 15: - District PD Jan 18 - District PD and .5 day of	NA	Jan. 14th - 3rd grade Ch. Ed. Assembly poster project introduction.

					-	service for MLK Day		Possible due date of Feb. 1st?
Feb		Peer walk throughs - learning targets (TBD) Mid-Year Review (Dates Early FEB- Leadership Team Release time) Full Staff PD on assessing learning targets (2/15 and 2/16)	Feb 17 -	Feb 10: - Agenda: Feb 24: - Agenda: Prepare for IR in April???	TBD (?) - Peer Walk Through re: using learning targets with students (unpacking and debriefing)	Feb 15 and 16: - EL - PD on using formative and summative assessments for learning targets	NA	
Mar	Mar. 4 Planning/ Records Day Mar. 10 & 11 Conferences Mar. 25 - Apr. 3 Spring Break	Grade team release time rotation to develop assessments (TBD)	Mar 16	Mar 9: - Agenda::Prepare for High Quality Work Protocol in May??? Mar 23: - Agenda::	TBD (?) - Grade team rotation to develop formative and summative assessments to collect data on learning targets.			
Apr	State Testing???	Full Staff PD on analyzing data from learning targets with students (4/18 and 4/19) Staff takes the IR (Date TBD)	Apr 20	Apr 13: - Agenda:: Apr 27: - Agenda::	-	Apr 18 and 19: - EL (LOTOL) - PD analyzing data from assessments. - PD teaching students how to analyze data. - PD time to develop protocols and structure to analyze data / to use with students.	EL Institute: ostering Character Through Crew - Baltimore - April 11-13	
May	MAP testing May 26 Hot Dog Day May 27 No School or Snow Make-up Day	Grade team release time rotation to analyze assessment data to set goals. (early May TBD) Full staff PD, EL - High Quality Work Protocol??? (TBD)	May 18	May 11: - Agenda:: May 25: - Agenda::	Early May TBD (?) - Grade team rotation to analyze summative assessments to analyze data and set goals.	May 20 - EL-High Quality Work Protocol???		

	May 30 Memorial Day							
June	June 3 Planning/ Records Day June 9 Last Student Day June 10 Teacher Work Day	Work Plan Retreat for Leadership Team (2 days TBD)	June	June 8: - Agenda: June 22 - Agenda: TBD (?) - Work Plan Retreat for Leadership Team (2 days TBD)		June 3: - Teacher Records Day / Planning		
July								
Aug								

Possible Sub Release Schedule for LAKE BLUFF (1.5 hour per team over 2 days)

Day one: (5 subs)

8:40 - 10:10 - 4th, Mike Roberts, Rich Rosen, Libby Dean, Cheryl Sawdy, Dominic Newman (PE), *Annie Rajurkar (Intervention)*
 10:20 - 11:50 - 6th - Gail Yanisch, Nate Schultz, Sachin Pandya, Cindy Marcus-Blust, Josh Becker (Spanish), *Sam Nadolsky*
 11:50 - 12:50 LUNCH for Sub (Student Lunch = 11 - 1:15 LUNCH (11 - 12, K5; 11:30-12:15, ½; 11:55 - 12:40, ⅝; 12:20 - 1:00 ¾)
 12:50 - 2:20 - K5 - Trina Kalamarz, Trisha Mandella, Amy Guthrie, Amanda Thompson (or Anne Connelly) , Meghan Markham
 2:30 - 4:00 - 3rd - Karen Walton, Brenda Eiers, Marita Gruber, Rachel Tinkler, Maureen Creed

Day Two: (5 subs)

8:40 - 10:10 - K4 - Colleen Shea, Jennifer Lewis, Katie Madlung, Robert Hughes (Band), Julie Nolan (Orch)
 10:20 - 11:50 - 5th - Mary Kalkopf, Jessica Aubuchon, Amy Miller, Ryan Kroeger, Liisa Church (Music)
 11:50 - 12:50 LUNCH for Sub (Student Lunch = 11 - 1:15 LUNCH (11 - 12, K5; 11:30-12:15, ½; 11:55 - 12:40, ⅝; 12:20 - 1:00 ¾)
 12:50 - 2:20- 2nd - Jon Hodgson, Todd Fendos, Kelly Cassidy, Virginia Kashian, Betsy Pichette, *Pat Cebe (Intervention)*
 2:30 - 4:00- 1st - Becky Lehmann, Bayan Hamdan, Katie Kalt, Johanna French, Kevin Karman (Art), *Alan Karbel (Library)*,

School Passwords: Lake Bluff = **OPWXU**

Lake Bluff Meeting Times:

Faculty Meetings - 3rd Wednesdays from 3:35 to 4:35
 Data Team Meetings - 1st Wednesdays (suggested time 3:35-4:15)
 Leadership Team Meetings - 2nd & 4th Wednesdays, Time TBD

Lake Bluff Leadership Team Meetings:

Meeting time is 3:35-5:00 p.m. Second and fourth Wednesdays: 9/9, 9/23, 10/14, 10/28 (National Conference), 11/11, 11/25, 12/9, 12/23, 1/13, 1/27, 2/10, 2/24, 3/9, 3/23, 4/13, 4/27, 5/11, 5/25, 6/8, 6/22

Lake Bluff Leadership Team:

- Eric Norland (Principal)
- Bayan Hamdan (1st grade)
- Kelly Cassidy-Eickhoff (2nd grade/ MAC 1)
- Karen Walton (3rd grade)
- Mike Roberts(4th grade/ MAC 2)
- Mary Kalkopf (5th grade)
- Ryan Kroeger (Special Education)
- Kevin Karman (Art Specialist)
- Meghan Markham (School Counselor)

Possible Sub Release Schedule for LAKE BLUFF (2 full days):

Option 1 (2 hours/6 slots):

(Integrate Kindergarten, Specials, Special Ed)

DAY ONE: (_ subs) NOTE: Italicized names do not need subs.

- 8:30 - 10:30 1st
- 10:30 - 12:30 3rd
- 12:30 - 1:30 Sub Lunch
- 1:30 - 3:30 2nd

DAY TWO: (_ subs) NOTE: Italicized names do not need subs.

- 8:30 - 10:30 5th
- 10:30 - 12:30 4th
- 12:30 - 1:30 Sub Lunch
- 1:30 - 3:30 6th

Option 2 (1.5 hours/8 slots):

(Integrate Special Ed)

DAY ONE: (_ subs) NOTE: Italicized names do not need subs.

- 8:30 - 10:00 Kindergarten
- 10:00 - 11:30 3rd
- 11:30 - 12:30 Sub Lunch
- 12:30 - 2:00 1st

- 2:00 - 3:30 4th

DAY TWO: (_ subs) NOTE: Italicized names do not need subs.

- 8:30 - 10:00 Specials
- 10:00 - 11:30 5th
- 11:30 - 12:30 Sub Lunch
- 12:30 - 2:00 2nd
- 2:00 - 3:30 6th