

**GOAL:** The superintendent at the district level and the principal at the school level ensure that organizational structures are in place to support teaching and learning elements such as: common formative assessment practices; well-articulated and aligned curricula; standards; adequate resources; adequate time to meet, collaborate, and communicate; learner-centered schedules; and communication protocols.

**Objective 1:**

**School staff to have weekly ongoing professional collaboration with colleagues who share grade levels, content, and/or students.**

**Activities Individual(s) Responsible Timeline Benchmarks/Indicators of Success Completion Date Notes**  
**Research current planning time options available in each of the schools in the district.**

<b>Committee Members</b>		<b>Report of Findings</b>	<b>Summer 2011</b>		
<b>Update the Committee's findings of current practices regarding planning time in the district schools.</b>	<b>Committee Members</b>	<b>Sept -Nov</b>	<b>Report of Current Practices</b>	<b>Fall 2012</b>	
<b>Gather research, discuss and develop recommendations for the Steering Committee on implementation of district wide professional learning groups.</b>	<b>Committee Members</b>	<b>Sept-Jan</b>	<b>List of Recommendations for the Steering Committee</b>	<b>January 2013 - Ongoing</b>	<i>Proposal submitted to the Steering Committee to pilot a flex time schedule at the Garfield Elementary School. Received preliminary approval from the Steering Committee.</i>

<b>Provide suggestions and support for scheduling professional learning groups for all schools.</b>	<b>District and Building Administrators Committee Members</b>	<b>School Year 2013- 2014</b>	<b>List of suggestions for scheduling professional learning groups</b>	<b>June 2014</b>	<i>Will seek input from the trained PLG facilitators.</i>
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**Objective 2:**

**Provide professional development and training to all facilitators and teachers for effective use of professional collaboration time.**

**Activities Individual(s) Responsible Timeline Benchmarks/Indicators of Success Completion Date Notes**  
**Provide professional development for teacher leaders to successfully facilitate the use of time in PLGs.**

<b>District Administrators Building Administrators</b>	<b>School Years 2012-2014</b>	<b>Attendance list for PD District training for PLG facilitators from each school</b>	<b>June 2014 Ongoing</b>	<i>Training programs implemented at RHS, GMS, Garfield Elementary and Susan B. Anthony.</i>  <i>District-wide training scheduled for 50 PLG facilitators Summer 2013</i>
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<b>Provide professional development for teachers focusing on protocols for successful PLGs.</b>	<b>Trained Facilitators</b>	<b>School Years 2012-2014</b>	<b>All PLG-is led by trained facilitators/ teacher leaders PLG facilitators share/model protocols using PLG</b>	<b>June 2014 Ongoing</b>	
<b>Hire supplementary staff to cover for PLG meeting time where needed.</b>	<b>District and Building Administrators</b>	<b>School Year 2013-2014</b>	<b>Coverage Schedule for PLGs</b>	<b>June 2014</b>	<i>In select schools</i>
<b>Develop a list of activities and priority areas from which individual PLGs can chose their focus.</b>	<b>Committee Members Trained PLG Facilitators</b>	<b>School Year 2013-2014 Ongoing</b>	<b>Menu of activities and priority areas</b>	<b>School Year 2013-2014 Ongoing</b>	
<b>Plan and schedule meetings for PLG facilitators at all levels to provide an opportunity for collaboration between PLG facilitators and to gather feedback.</b>	<b>Committee Members Trained PLG Facilitators</b>	<b>Winter 2014</b>	<b>Meeting Schedule Revised Menu</b>	<b>June 2014</b>	

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**Objective 3:**

**Increase learning time for students by piloting a redesigned school day with a flex schedule for teachers.**

**Activities Individual(s) Responsible Timeline Benchmarks/Indicators of Success Completion Date Notes Provide support and feedback to the Garfield Elementary Redesign Team regarding the school's flex time implementation.**

<b>Committee Members</b>	<b>May 2013-June 2014</b>	<b>Scheduled opportunities to meet with the Garfield Elementary Redesign Team</b>	<b>June 2014</b>	<i>Recommendations with be provided as requested.</i>
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## HR Pilot Project: Lever 6 – Organizational Structure