

Draft 90-Day Action Plan to Launch Transformation Template

Implementation Management

- | | |
|---|---|
| 1. Will another team collaborate with the A-team to manage implementation of the 90-day action plan? | Yes
No |
| 2. If yes, which other team will collaborate with the A-team to manage the implementation? | Leadership Team
School Improvement Team
Other – Name of Team: |
| 3. How frequently will the A-team meet for this purpose? | At Least Once a Week
Twice a Month
Monthly |
| 4. Will the A-team prepare agendas and minutes for its meetings? | Yes
No |
| 5. Will the A-team include a note taker for these meetings? | Yes
No |
| 6. Will the A-team include a timekeeper for these meetings? | Yes
No |
| 7. Will the A-team include a process observer for these meetings? | Yes
No |

Draft 90-Day Action Plan Template

Topic 1: Practice-Focused Collaboration

Information sources for determining highest-priority actions:

- A-Team Minutes
- Principal Time Study Results From Early Action 1

1.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

1.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school's continuous improvement plan.

Topic 2: Instructional System — Planning

Information sources for determining highest-priority actions:

- A-Team Minutes
- Alignment Discussion Notes
- Design Discussion Notes
- Materials Discussion Notes
- Faculty Meeting Minutes
- Prioritized Transformation Strategies

2.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

2.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school's continuous improvement plan.

Topic 3: Instructional System — Providing

Information sources for determining highest-priority actions:

- A-Team Minutes
- Classroom Culture Discussion Notes
- Delivery Discussion Notes
- Interaction Discussion Notes
- Faculty Meeting Minutes
- Prioritized Transformation Strategies

3.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

3.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school’s continuous improvement plan.

Topic 4: Instructional System — Adjusting

Information sources for determining highest-priority actions:

- A-Team Minutes
- Peer Feedback Discussion Notes
- Formative Assessment Discussion Notes
- Teacher Reflection Discussion Notes
- Faculty Meeting Minutes
- Prioritized Transformation Strategies

4.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

4.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school’s continuous improvement plan.

Topic 5: Instructional System — Enhancing

Information sources for determining highest-priority actions:

- A-Team Minutes
- Differentiation Discussion Notes
- Personalization Discussion Notes
- Faculty Meeting Minutes
- Prioritized Transformation Strategies

5.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

5.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school's continuous improvement plan.

Topic 6: See Through Students' Eyes, Build Students' Capabilities as Learners

Information sources for determining highest-priority actions:

- A-Team Minutes
- Personalization Discussion Notes
- Faculty Meeting Minutes

6.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

6.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school's continuous improvement plan.

Topic 7: See Through Students' Eyes, Remove Barriers and Provide Opportunities

Information sources for determining highest-priority actions:

- A-Team Minutes
- See Through Students' Eyes Observation and Analysis
- Faculty Meeting Minutes

7.A — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

7.B — Quick change in practice to achieve instructional improvement

Target Date to Be Fully Implemented:

Primary Person Responsible for Leading the Change:

Next Step:

Recommended changes to the instructional system that will take more than 90 days. Can also be stated as objectives. Refer for inclusion in school's continuous improvement plan.