



PROFESSIONAL LEARNING CALENDAR

Purpose The purpose of this activity is to guide staff in the creation of a Professional Learning Calendar. A Professional Learning Calendar aligns the dates in the school year to the action spelled out in the school improvement plan, leadership structure, and vision.

Target Audience School staff members are the target audience. However, a Leadership Team can draft the calendar and take it back to the full staff for approval and implementation.

Time Approximately two hours.

Materials Chart pad paper, material for posting paper on the wall, markers (for each table), computer, projector, copies of the purpose, mission, vision, and the continuous school improvement plan.

Overview

Once the plan, based on the data analysis, vision, plan, and leadership structure, is completed, school staff can benefit from a Professional Learning Calendar, similar to the example on the next page. A Professional Learning Calendar starts with those agreed upon times for the leadership teams to meet, and then pulls from the plan what the teams should be working on at any point in the school year calendar; thereby setting the topic for each meeting. Many principals and other staff members have found the Professional Learning Calendar to be extremely valuable in keeping the whole school on target with implementing the vision, plan, and leadership structure. Some principals say the use of the calendar makes things happen that have never happened before, even though the activities had been “planned.” All the purposes or topics in the calendar are derived from the school improvement plan. If the calendar looks too overwhelming, the plan would need to be changed.

Process Protocol

- Step 1.** Using the *Professional Learning Calendar* example, Figure O-1, for guidance, have a small committee of staff members possibly the Leadership Team—lay out the dates of team meetings, as spelled out in the leadership structure, and professional learning commitments. In the second column, indicate who should attend. From the continuous school improvement plan, determine the purpose of the meetings.
- Step 2.** Adjust the topics and times to ensure full implementation of the vision.
- Step 3.** If the calendar looks undoable, you will need to revise your school plan.
- Step 4.** Present the finished product, with revisions to the continuous school improvement plan, to the full staff for approval and implementation.

Comments to the Facilitator

The main purpose of the *Professional Learning Calendar* is to show how all school structures, like Leadership Teams, professional learning, committees, staff meetings, work to support the implementation of the vision and plan. The second purpose is to make sure all the components of the plan and vision are committed to and get accomplished.

Figure O-1

EXAMPLE: Marilyn Avenue Professional Learning Calendar		
Date	Who Should Attend	Purpose
July 27-31 All day	Leadership Team and Literacy Leads	Attend the <i>Education for the Future</i> Summer Data Institute.
August 20-21 8:00 AM to 4:00 PM	Professional learning for all staff	Expectations for the year. Select team members and team leaders. Review standards. Model how to unwrap standards to feature needed prerequisite skills and concepts, how to vertically align, map, pace for all curricular areas, and review assessment data. Grade-level teams continue with standards.
August 25 3:05 to 4:15 PM	Cross-Grade-Level Teams	Establish a system to monitor assessment data and ensure the alignment of standards across grade levels.
September 1	All teachers	Conduct literacy assessment.
September 1 3:00 to 4:00 PM	Literacy Leads	Verify Language Arts standards across grade levels.
September 2 1:45 to 3:00 PM	Grade-Level Team	Map Language Arts standards to the curriculum. Review assessment data. Create learning objectives.
September 2 3:15 to 4:30 PM	Leadership Team	Planning for the year.
September 9 1:45 to 3:00 PM	Grade-Level Team	Map Math standards to the curriculum. Review assessment data. Create learning objectives.
September 9 3:15 to 4:30 PM	Leadership Team	Continue planning for the year.
September 14	All teachers	Content standards English Language Arts and Math Practice.
September 15 3:00 to 4:00 PM	Literacy Leads	Verify Language Arts standards across grade levels.
September 16 1:45 to 3:00 PM	Whole staff	Work on Vision with Vickie and Brad from <i>Education for the Future</i> .
September 21	All teachers	District writing assessment.
September 22 3:05 to 4:15 PM	Cross-Grade-Level Teams	Monitor assessment data and ensure the alignment of standards across grade levels.
September 23 1:45 to 3:00 PM	Grade-Level Team	Review progress.
September 23 3:15 to 4:30 PM	Leadership Team	Determine assessment reports that will assist staff in implementing and assessing standards.
September 24 3:15 to 4:30 PM	Data Team	Determine how to lead staff in developing common formative assessments.
September 28 3:45 to 4:45 PM	Professional learning for all staff	Inservice on ELA/RtI/Assessments.
September 29 3:00 to 4:00 PM	Literacy Leads	Translate inservice idea to all grade levels.

From: V. L. Bernhardt (2011). *Response to Intervention (RtI) and Continuous School Improvement (CSI): Using Data, Vision, and Leadership to Design, Implement, and Evaluate a Schoolwide Prevention System*. Larchmont, NY: Eye on Education, Inc.