

## First Year Action Planning – Sorted by Date

Month	Indicator	Action Item	Responsible Person	Support Person(s)	Due Date
August, 2016					
		Edivate Learn Admin Training 2 hours	Patrick/Marci	Edivate Learn Trainer	August 10
		Edivate Learn training	Math Department	Edivate Learn Trainer	August 15
	Discovering Personalized Learning	Teacher collaboration <ul style="list-style-type: none"> <li>Create student surveys</li> </ul> Embed in classes	Marci/Deb	Rick/Scott/Patrick	August 24
	Systems & Procedures	Admin: <ul style="list-style-type: none"> <li>Grading procedure</li> <li>Create electronic document to notify counselor of course completion for Power School update</li> </ul> Calendar (pacing guide)	Patrick  Rick/Patrick		Prior to August 25
	Systems & Procedures	Turn in classroom procedures to Patrick that include: <ul style="list-style-type: none"> <li>Move about the room</li> <li>Share their work</li> <li>Acquire help (3 before me)</li> <li>Materials/resources</li> <li>Setting goals on a regular basis</li> </ul> Track academic progress	Math Department		August 25
	Discovering Personalized Learning	Students take survey	Teachers		August 26
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		August 31
	Mindset Shift	Admin walk-throughs	Patrick		August 31
	Small Group Instruction				

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September, 2016	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Discovering Personalized Learning	Teacher collaboration <ul style="list-style-type: none"> <li>Review survey results</li> <li>Revise survey if needed</li> </ul> Student survey results sent to Patrick	Teachers		September 2 First hour
	Goal Setting & Conferencing	PDF form for student/teacher conference documentation	Rick		September 2

	Mindset Shift	Student/Teacher conference & observations	Teacher		September 9 & 23
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		September 9 & 23
	Mindset Shift	Admin walk-throughs	Patrick/Keith		September 30
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		September 30
	Systems & Procedures				
	Small Group Instruction				

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October, 2016	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Mindset Shift	Student/Teacher conference & observations	Teacher		October 7 & 20
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		October 7 & 20
	Discovering Personalized Learning	Student's take survey	Teachers		October 14
	Small Group Instruction	Finish Modular 1 & 2 as a class	Teacher		October 20
	Discovering Personalized Learning	Teacher collaboration: <ul style="list-style-type: none"> <li>Review survey results and revise as needed</li> </ul>	Teachers		October 21
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		October 27
	Mindset Shift	Admin walk-throughs	Patrick/Keith		October 27
	Systems & Procedures				

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November, 2016	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Mindset Shift	Student/Teacher conference & observations	Teacher		November 4 & 18

	Goal Setting & Conferencing	Student/Teacher conference	Teacher		November 4 & 18
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		November 18
	Mindset Shift	Admin walk-throughs	Patrick/Keith		November 18
	Systems & Procedures	Review classroom procedures and systems	Patrick	Math Department	November 21 or 22
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		Weekly

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December, 2016	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Discovering Personalized Learning	Students take survey	Teachers		December 9
	Mindset Shift	Student/Teacher conference & observations	Teacher		December 9 & 20
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		December 9 & 20
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		December 16
	Mindset Shift	Admin walk-throughs	Patrick/Keith		December 16
	Systems & Procedures				
	Goal Setting & Conferencing	Admin walk-throughs	Patrick/Keith		December 16
	Small Group Instruction	Students starting to move at their own pace	Teachers		December 20

Month	Indicator	Action Item	Responsible Person	Support Person(s)	Due Date
January, 2017	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Small Group Instruction	Small group pacing trends	Math Teachers		Ongoing
	Discovering Personalized Learning	Teacher collaboration <ul style="list-style-type: none"> <li>Review survey results and revise as needed</li> </ul>	Teachers		January 3


	Mindset Shift	Credits earned	Teachers	Patrick	January 4
	Systems & Procedures	Review classroom procedures and systems	Patrick	Math Department	January 4
	Data Analysis	Data collection <ul style="list-style-type: none"> <li>Who passed on time</li> <li>Who is behind</li> <li>Who is ahead</li> </ul>	Utah Group	Counselor	January 4
	Mindset Shift	Student/Teacher conference & observations	Teacher		January 20
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		January 20
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		January 27
	Mindset Shift	Admin walk-throughs	Patrick/Keith		January 27
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		Weekly

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February, 2017	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Small Group Instruction	Small group pacing trends	Math Teachers		Ongoing
	Mindset Shift	Student/Teacher conference & observations	Teacher		February 3 & 17
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		February 3 & 17
	Discovering Personalized Learning	Teacher evaluation – only if math teachers or Marci	Patrick/Keith		February 15
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		February 24
	Mindset Shift	Admin walk-throughs	Patrick/Keith		February 24
	Systems & Procedures				
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		Weekly

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March, 2017	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Discovering Personalized Learning	Students take survey	Teachers		March 3
	Mindset Shift	Student/Teacher conference & observations	Teacher		March 3 & 16
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		March 3 & 16
	Small Group Instruction	2 or more ability level groups beginning to work	Teachers		March 9
	Discovering Personalized Learning	Teacher collaboration <ul style="list-style-type: none"> <li>Review survey results and revise as needed</li> </ul>	Teacher		March 10
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		March 31
	Mindset Shift	Admin walk-throughs	Patrick/Keith		March 31
	Systems & Procedures				
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		March 31

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April, 2017	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Mindset Shift	Student/Teacher conference & observations	Teacher		April 7 & 21
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		April 7 & 21
	Small Group Instruction	Continue to monitor and adjust groups as necessary	Teacher		April 21
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		April 28
	Mindset Shift	Admin walk-throughs	Patrick/Keith		April 28
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		April 28
	Systems & Procedures	Review classroom procedures and systems	Patrick	Math Department	April TBD

Month	Indicator	Action Item	Responsible Person	Support Person(s)	Due Date
May, 2017	Discovering Personalized Learning	Student self-assessment at the end of each mastered modular	Teachers		Ongoing
	Discovering Personalized Learning	Students take survey	Teachers		May 5
	Mindset Shift	Student/Teacher conference & observations	Teacher		May 5
	Goal Setting & Conferencing	Student/Teacher conference	Teacher		May 5
	Discovering Personalized Learning	Admin walk-throughs	Patrick/Keith		May 15
	Mindset Shift	Admin walk-throughs	Patrick/Keith		May 15
	Small Group Instruction	Admin walk-throughs	Patrick/Keith		May 15
	Mindset Shift	Credits earned	Teachers	Patrick	May 18
	Discovering Personalized Learning	Teacher Collaboration Review survey results and revise as needed	Teachers		May 19
	Systems & Procedures	Final Evaluation/reflection on classroom procedures and systems Make adjust for 2017-2018 school year	Patrick	Math Department	May TBD
	Data Analysis	End of Year data collection <ul style="list-style-type: none"> <li>Finished</li> <li>Passing rate</li> </ul>	Patrick	Math Department	May After school is out
		Pre Test incoming 8 <sup>th</sup> graders using placement test	Patrick		May TBD

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June, 2017	Discovering Personalized Learning		Rick	Utah Group	
	Mindset Shift				
	Systems & Procedures				
	Goal Setting & Conferencing				
	Small Group Instruction				