

# 2014-2015 Planning Guide



Month	MAISD/ICISD	Local District
Aug./Sept.	<ul style="list-style-type: none"> <li>• Continue to polish clarifying documents for ELA W, RL, RI, S/L</li> <li>• Publish 9 Weeks 1 assessment for ELA on HoF website</li> <li>• Publish Modules 1 and 2 assessments for math on HoF website</li> <li>• Assist locals with HoF rollout as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Share clarifying documents with all teachers; discuss plan for using them in classrooms</li> <li>• Continue work to align curriculum and materials with standards</li> <li>• Karen to visit districts Lakeview teachers</li> </ul>
Oct.	<ul style="list-style-type: none"> <li>• Continue to polish clarifying documents for ELA W, RL, RI, S/L</li> <li>• Publish 9 Weeks 2 assessment for ELA on HoF website</li> <li>• Publish remaining assessments for math on HoF website</li> <li>• <b>Oct. 13 – Pre-School HoF – 4:00 p.m.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discuss use of assessments as grade level teams</li> <li>• Use the assessments with students</li> <li>• Continue discussions of how instruction may need to change to meet the rigor of the CCSS</li> <li>• Karen to visit Central Montcalm teachers</li> </ul>
Nov.	<ul style="list-style-type: none"> <li>• Publish all remaining ELA and math assessments</li> <li>• Respond to questions and comments from locals using the assessments; correct any typos/mistakes in clarifying documents as they are brought to ISD attention</li> <li>• <b>Nov. 11 – ELA HoF day 1 8:30 a.m. – 3:00 p.m.</b> <ul style="list-style-type: none"> <li>○ Teachers bring data from using the assessments</li> <li>○ Discussion of what generally went well and what are surprises; how well did students do? (use technique to specifically give each teacher a voice)</li> <li>○ Identify specific errors in items, in distractors</li> <li>○ Explain feedback loop for commenting/making suggestions</li> <li>○ Using clarifying documents to their fullest</li> <li>○ Reflect on 9 weeks/module maps</li> <li>○ Look at prologue document</li> </ul> </li> <li>• <b>Nov. 11 – Pre-School HoF – 4:00 p.m.</b> <ul style="list-style-type: none"> <li>○ Focus on math</li> </ul> </li> <li>• <b>Nov. 12 – Math HoF day 1 8:30 a.m. – 3:00 p.m.</b> <ul style="list-style-type: none"> <li>○ Teachers bring data from using the assessments</li> <li>○ Discussion of what generally went well and what are surprises; how well did students do? (use technique to specifically give each teacher a voice)</li> <li>○ Identify specific errors in items, in distractors</li> <li>○ Review modules completed during the summer</li> <li>○ Explain feedback loop for commenting/making suggestions</li> <li>○ Using clarifying documents to their fullest</li> <li>○ Reflect on 9 weeks/module maps</li> <li>○ Look at prologue document</li> </ul> </li> <li>• Review feedback from teachers/local districts and plan to address content learning needs for teachers</li> <li>• Work with principals at meetings to understand clarifying documents and assessments</li> <li>• Begin to create a common MTSS language for use in counties</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to use clarifying documents in classrooms with students</li> <li>• Continue to use assessments and reflect on successes and issues</li> <li>• HoF representatives to talk with colleagues and gather feedback on assessments and clarifying documents; bring data and comments to Nov. 11 or 12</li> <li>• HoF representatives attend on Nov. 11 or 12</li> <li>• Continue to discuss with colleagues, school improvement team, what needs arise related to content teachers may need to learn about and/or review</li> <li>• Karen to visit Saranac teachers, Central Montcalm administrators</li> </ul>

Nov.	<ul style="list-style-type: none"> <li>➤ Nov. 11 - Fluency and its Relationship with Basic Multiplication/Division Facts, Grade 3-6; 4:30 p.m. @ ICISD</li> <li>➤ Nov. 24 - Understanding Fractions and its Operations, Grades 3 – 6; 4:30 p.m. @ ICISD</li> </ul>	<ul style="list-style-type: none"> <li>• Consider encouraging elementary teachers to attend math content professional learning sessions</li> </ul>
Dec.	<ul style="list-style-type: none"> <li>• Review and make suggested changes to clarifying documents based on teacher feedback</li> <li>• Solicit feedback from teachers using clarifying documents and assessments</li> <li>• Continue to post monthly updates on website and share at meetings</li> <li>• <b>Dec. 10 – Pre-School HoF – 4:00 p.m.</b></li> <li>• <b>Dec. 11 – Literacy for Sci/SS HoF day 1 8:00 a.m. – 2:30 p.m.</b> <ul style="list-style-type: none"> <li>○ Review clarifying documents and how to use them in the classroom</li> <li>○ Quality classroom assessments <ul style="list-style-type: none"> <li>▪ Types of items</li> <li>▪ Item design</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Continue to discuss with colleagues, school improvement team, what needs arise related to content teachers may need to learn about and/or brush up on</li> <li>• Continue to use clarifying documents in classrooms with students</li> <li>• Continue to use assessments and reflect on successes and issues</li> <li>• Submit questions and comments to ISD staff</li> <li>• Continue work to align curriculum and materials with standards</li> <li>• Karen to visit Lakeview teachers</li> </ul>
Jan.	<ul style="list-style-type: none"> <li>• Continue to find and post videos and other instructional materials on HoF website</li> <li>• Continue to respond to questions and suggestions from teachers using the assessments and clarifying documents</li> <li>• Work with curriculum directors to begin content area planning for 2015-16</li> </ul>	<ul style="list-style-type: none"> <li>• Feel free to invite ISD staff to attend PLC meetings</li> <li>• Submit articles, videos, other resources to ISD for inclusion on website</li> <li>• Continue to use clarifying documents in classrooms with students</li> <li>• Continue to use assessments and reflect on successes and issues</li> <li>• Continue work to align curriculum and materials with standards</li> <li>• Karen to visit another district?</li> </ul>
Feb.	<ul style="list-style-type: none"> <li>• <b>Feb. 4 – ELA HoF day 2 8:30 a.m. – 3:00 p.m.</b> <ul style="list-style-type: none"> <li>○ Topics may include PLC question #4; assessments for writing; standards-based reporting</li> </ul> </li> <li>• <b>Feb. 4 – Pre-School HoF – 4:00 p.m.</b></li> <li>• <b>Feb. 5 – Math HoF day 2 8:30 a.m. – 3:00 p.m.</b> <ul style="list-style-type: none"> <li>○ Topics may include PLC question #4; standards-based reporting</li> </ul> </li> <li>• PD session on Greek and Latin roots, part 1 4:30 p.m. – 7:00 p.m. – date TBD</li> <li>• <b>Literacy in Sci/SS PD – Text structures, text features, vocabulary development – date TBD</b></li> <li>• Orton-Gillingham based literacy instruction – day 1, date TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Consider encouraging teachers to attend Greek/Latin roots professional learning sessions</li> <li>• Continue to use clarifying documents in classrooms with students</li> <li>• Continue to use assessments and reflect on successes and issues</li> <li>• Continue work to align curriculum and materials with standards</li> </ul>
Mar.	<ul style="list-style-type: none"> <li>• March 3 – Measurement, Grades K-5; 4:30 p.m. @ ICISD</li> <li>• <b>March 11 – Pre-School HoF – 4:00 p.m.</b></li> <li>• <b>March 12 – Literacy for Sci/SS HoF day 3 8:00 a.m. – 2:30 p.m.</b> <ul style="list-style-type: none"> <li>○ Topics: assessment literacy, close reading</li> </ul> </li> <li>➤ PD session on Greek and Latin roots, part 2 4:30 p.m. – 7:00 p.m. – date TBD</li> <li>➤ Orton-Gillingham based literacy instruction – day 2, date TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to use clarifying documents in classrooms with students</li> <li>• Continue to use assessments and reflect on successes and issues</li> <li>• Work on school improvement plans with attention to content area learning needs of teachers</li> <li>• Karen to visit Lakeview</li> </ul>

<p style="text-align: center;">April</p>	<ul style="list-style-type: none"> <li>• Orton-Gillingham based literacy instruction – day 3, date TBD</li> <li>• <b>April 22 – Pre-School HoF – 4:00 p.m.</b></li> <li>• Gather K and pre-school teachers to share year’s work on standards</li> <li>• Continue planning for content area topics</li> </ul>	<ul style="list-style-type: none"> <li>• Continue work to align curriculum and materials with standards</li> <li>• Work on school improvement plans with attention to needs related to standards-based report cards</li> <li>• Karen to visit Lakeview</li> </ul>
<p style="text-align: center;">May</p>	<ul style="list-style-type: none"> <li>• Orton-Gillingham based literacy instruction – day 4, date TBD</li> <li>• <b>May 5 – Literacy for Sci/SS HoF day 3</b></li> </ul>	
<p style="text-align: center;">June</p>	<ul style="list-style-type: none"> <li>• ELA, math, pre-school, literacy in sci/ss: Dates and topics to be determined after discussions with local districts</li> </ul>	