





# **Staff Odyssey Planning Week**

## **Monday, August 15th**

### **All Staff Report**

**7:40-3:40 each day**

**Blue = Full Staff Time meets in the new 3rd floor staff development room at 8:00 and 1:00**

**Green = Grade Level Teams/Content Teams Time at 10:00 and 1:30**

Day 1	<p><b>Understand:</b> I can understand the key systems and structures of the Art of Learning.</p> <p><b>Connect:</b> I can collaborate with colleagues to plan my projects.</p> <p><b>Create:</b> I can participate in creating a high quality first project.</p>
7:40	<i>Prepare for the day of work - get your computers, notebooks to take notes etc.</i>
8:00	<p><i>Full Staff Huddle in the Staff Development room (3rd floor in the new building) to go over the day's deliverables - Staff Introductions Welcome Back</i></p> <p><i>Our Identity is Project Based Learning: simple systems beget complex responses while complex systems beget simple responses...order begets order..."The hardest thing to do in life is to simplify while the easiest thing to do in life is to over complicate"</i></p> <p><i>-Yvon Chouinard</i></p> <p><b>Let's Build a School - "The secret sauce" of Mountain Middle School - optimizing the Art of Learning</b></p> <p><b>The Art of Learning Step 1</b> - Meet with an architect and builder</p> <ol style="list-style-type: none"> <li>1. <u>MMS Mission and Vision</u> - "Mens et Manus" mind and hand. No child will ever go home and say they are bored at school and not being challenged and all will feel safe with zero tolerance for bullying. Etiquette &amp; Epistemology</li> <li>2. Our Foundation - <u>Staff Norms</u> (7:40-3:40, <i>Explainers vs. Doers</i>, 24 hour communication rule, 5:00 P.M. and weekends)</li> <li>3. <u>Behavioral Differentiation</u> - touch points (open house, exhibitions, SLCs, POLs, TPOLs and newsletters)</li> <li>4. <u>Work Plan</u> to accomplish our annual Results Policies</li> <li>5. 2022-2025 <u>Strategic Plan</u></li> <li>6. <u>Distributive Leadership</u> Organizational Chart</li> <li>7. <u>Inclusive Excellence Vision Statement</u></li> </ol>

	<p>8. <u><a href="#">Pyramid of Support and Success at MMS</a></u></p> <p>9. <u><a href="#">Trust Me documentary featuring MMS</a></u></p> <p><b>Resources:</b></p> <ol style="list-style-type: none"> <li>1. <i>This full feature documentary is a great overview of our model from our “mother ship” - High Tech High in San Diego. <u><a href="#">“Most Likely to Succeed” click to view</a></u> This is a must view for all staff to understand the underlying philosophy of MMS.</i></li> <li>2. Video: <u><a href="#">Dualities- Larry Rosenstock</a></u></li> <li>3. Video: <u><a href="#">HTH overview with Larry Rosenstock</a></u></li> </ol>
10:00	<p><b>Who:</b> <i>Grade Level Teams</i></p> <p><b>What:</b> <i>Organize Classrooms and Complete 1st Project Ideation</i></p> <p><b>Where:</b> <i>Grade Level Classrooms</i></p> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. <i>Organize all classrooms</i></li> <li>2. <i>Refine 1st <u><a href="#">Project Curriculum Calendar</a></u></i></li> <li>3. <i><u><a href="#">Review 2022 CMAS Scores</a></u></i></li> </ol> <p><b>Middle School punch list:</b></p> <ol style="list-style-type: none"> <li>1. <i>Organize Classrooms and Complete 1st Project Ideation</i></li> <li>2. <i>Review <u><a href="#">Grade Level Parent Emails</a></u></i></li> </ol> <p><b>Elementary School punch list:</b></p> <ol style="list-style-type: none"> <li>1. <i>Plan how to prepare for staff absences and flex to a two cohort system to ensure coverage.</i></li> <li>2. <i>Plan Monday SIGs</i></li> <li>3. <i>Organize Classrooms and Complete 1st Project Ideation</i></li> <li>4. <i>Review <u><a href="#">Grade Level Parent Emails</a></u></i></li> <li>5. <i>Fine tune Schedule (Interventions)</i></li> <li>6. <i>Craft First Newsletter <u><a href="#">Click here for template</a></u></i></li> <li>7. <i>Review Everyday Math Curriculum and Science Projects</i></li> </ol>
12:00	Lunch on your own

1:00	<i>Full staff in the Staff Development room- <u>advisory structure/bell schedule finalized</u> <u>2021/22 advisory rosters to refine with new students</u></i>
1:30	<p><i>Who: Grade Level Teams</i></p> <p><i>What: Send Welcome Back Email with "Open House" invite for Friday</i></p> <p><i>Where: Grade Level Teams</i></p> <p><i>Resources:</i></p> <ol style="list-style-type: none"> <li><i>1. <u>Staff only 22/23 Academic Calendar</u></i></li> <li><i>2. Review IEP <u>needs for 2022/23</u></i></li> <li><i>3. <u>22/23 SPED, 504, ALP rosters</u></i></li> </ol> <p><i>Deliverables:</i></p> <ol style="list-style-type: none"> <li>Each grade level team sends a welcome back newsletter (please copy to your live website Google doc) Email to their grade level parents (BCC always) Include a link to your Friday, August 20th "Open House" with students and parents.</li> <li>Create, Post on your DP and send <u>Syllabus 101</u> or <u>Grade Level Example</u> to all families in your grade level. <ol style="list-style-type: none"> <li>Get your classrooms ready</li> </ol> </li> </ol>
3:40	<b>Good-bye</b>

## Tuesday, August 16th

<b>Day 2</b>	<p><b>Understand: I can understand the importance of our school wide processes that produce excellence.</b></p> <p><b>Connect: I can collaborate with new colleagues and formulate a strong team.</b></p> <p><b>Create: I can create my project one pager and curriculum map for my first project.</b></p>
7:40	<i>Prepare for the day of work</i>
8:00	<i>Full Staff Huddle in the Staff Development Room to go over the day's deliverables</i>

	<p><b>Optimizing the Art of Learning Step 2</b> - Build the foundation</p> <ul style="list-style-type: none"> <li>10. <a href="#">Performance Based Learning at Mountain Middle School</a></li> <li>11. <a href="#">Habits of Heart and Mind Rubric</a> - performance Character (effort/grit and refinement) relational character (integrity and Respect)</li> </ul> <p><b>Optimizing the Art of Learning Step 3</b> - The Framing</p> <ul style="list-style-type: none"> <li>12. <a href="#">3 Phases of a Project</a></li> <li>13. <a href="#">PBL Design Process at Mountain Middle School</a></li> <li>14. <a href="#">Overview of Performance Based Grading at MMS</a></li> <li>15. <a href="#">PBL design kit/digital resource</a></li> <li>16. <a href="#">Project Planning Common Template</a></li> <li>17. <a href="#">Colorado State Standards</a></li> <li>18. <a href="#">Colorado's Power Standard Project Builder</a></li> <li>19. <a href="#">HTH sample projects</a></li> <li>20. <a href="#">Buck Institute sample projects</a></li> <li>21. <a href="#">Models of Excellence</a> balancing style and rigor project samples - What does it look like when state standards are met with integrity, depth, and imagination?</li> <li>22. <a href="#">Performance Based Grading Folder</a> sample rubrics</li> </ul>
10:00	<p><i>Who: Grade Level Teams</i>  <i>What: Curriculum Calendar</i>  <i>Where: Grade Level Teams</i></p> <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> <li>1. <i>Refine your Digital Portfolio (<a href="#">make a copy of this link to create your own DP</a>)</i></li> <li>2. <i>Refine 1st Project Curriculum Calendar and post to your DP</i></li> <li>3. <i>Complete and post your project one pagers</i></li> <li>4. <i>Complete setting up your classroom and computer carts</i></li> </ul>
12:00	<p><b>Lunch on your own</b>  <b>4th/5th grade team meet to review SPED/504 plans</b></p>

1:00	<i>Full Staff meet in the Reeder room to learn about Staff PD - Kagan Strategies</i>
1:30	<p><i>Who: Grade Level Teams</i>  <i>What: Curriculum Calendar</i>  <i>Where: Grade Level Teams</i></p> <p><i>Deliverables:</i></p> <ol style="list-style-type: none"> <li><i>1. Refine your Digital Portfolio</i></li> <li><i>2. Refine <u>Project One Pager</u> for outside your classroom</i></li> <li><i>3. Mentor teachers onboard new teammates on how to use the Promethean boards</i></li> </ol> <p><i>Review Important School Resources:</i></p> <ol style="list-style-type: none"> <li><i>1. <a href="#">MTSS and Team Planning Time Master Schedule</a></i></li> <li><i>2. <a href="#">SLCs master documents</a></i></li> <li><i>3. <a href="#">POLs master documents</a></i></li> <li><i>4. <a href="#">TPOs master documents</a></i></li> <li><i>5. <a href="#">HTH PBL design camp resource</a></i></li> </ol>
3:40	Good-bye

## Wednesday, August 17th

Day 3	<p>Understand: I can understand the power of the workshop model and protocols.</p> <p>Connect: I can identify ways to improve my colleagues' projects during project tuning.</p> <p>Create: I can create an understanding of well crafted learning targets.</p>
7:40	<i>Prepare for the day of work</i>
8:00	<p><i>Full Staff Huddle in the Staff Development Room to go over the day's deliverables</i></p> <p><b>Optimizing the Art of Learning Step 4</b> - The Mechanical system</p>

	<p>23. <u>Workshop Model</u> - the minute by minute of a class period</p> <p>24. <u>Learning Targets</u> - purposeful learning each lesson</p> <p><u>Blooms</u> key words for writing quality learning targets</p> <p>25. <u>Protocols</u>/silent routines- read, write, talk, move</p> <p>26. Teacher Leaders at MMS and <u>The six co-teaching models</u></p> <p>27. <u>Project Tuning</u> - how we help each other make amazing projects.</p> <p>28. <u>Product Norms</u> the expectations of student products</p> <p><b>Optimizing the Art of Learning Step 5 -</b></p> <p>Appliances and fixtures</p> <p>29. <u>Syllabus 101</u> and <u>Project One Pagers</u> outside of classrooms</p> <p>30. <u>Depth of Knowledge Rubric Example</u> aligned to Bloom's Learning Targets</p> <p>31. <u>Week 1 schedule SIGS</u> ( grade level team building time)</p>
10:00	<p><i>Who: Content Teams</i></p> <p><i>What: Vertical Alignment with Goals for the year</i></p> <p><i>Where: Grade Level Rooms</i></p> <p><i>Deliverables:</i></p> <ol style="list-style-type: none"> <li>1. <u>Online subscriptions login for MMS staff</u></li> <li>2. <u>Complete 1st Quarter SIGs</u></li> <li>3. <u>Math Placement/Levels</u></li> <li>4. <i>Humanities Alignment and Goals: set goals for the year for skills look at IXL and iReady, Newslea resources</i></li> <li>5. <i>MTNSTRONG Planning</i></li> <li>6. <i>Digital Media and Art alignment and goals</i></li> </ol>
12:00	<p><b>Lunch on your own</b></p> <p><b>6th grade team meet to review SPED/504 plans</b></p>
1:00	<p><i>Full Staff meet in the Reeder room to learn about Staff PD - Mindfulness strategies</i></p>
1:30	<p><i>Who: Content Teams</i></p> <p><i>What: Project Tuning</i></p> <p><i>Where: Grade Level Rooms</i></p> <p><b>Deliverable:</b></p>

	Tune your first projects in school wide content team project tuning sessions with <u>Project Tuning</u> protocol
3:40	Good - bye

## Thursday, August 18th

Day 4	<p>Understand: I can understand how I will be evaluated as a teacher at MMS and the importance of goal setting.</p> <p>Connect: I can make a connection to the importance of following our staff norms and policies outlined in our employee handbook.</p> <p>Create: I can create strong goals for this school year and articulate them in my annual evaluation instrument.</p>
7:40	<i>Prepare for the day of work</i>
8:00	<p><i>Full Staff Huddle in the Staff Development Room to go over the day's deliverables</i></p> <p><b>Optimizing the Art of Learning Step 6 -</b></p> <p>Furnishings</p> <ol style="list-style-type: none"> <li>1. <u>Employee Evaluation and Goals/self assessment</u></li> <li>2. <u>Employee Handbook overview</u></li> <li>3. <u>Paid Time Off Form</u></li> <li>4. <u>Staff coverage during absences/principle of reciprocity - helping each other for exhibitions etc.</u></li> <li>5. <u>Homework plan</u></li> <li>6. <u>Group Project/Collaboration Master Rubric</u></li> <li>7. <u>Exhibition Task Force - who, what, when, where</u></li> <li>8. <u>Review Rooftop Classroom Norms - <a href="#">copy the Google Calendar Link here to reserve the rooftop classroom</a></u></li> <li>9. <u>Copy our Van reservation Google Calendar link to reserve a van</u></li> <li>10. Teacher passion driven <u>Intersessions</u></li> <li>11. <u>Advisory Monthly letter home to parents - template</u></li> </ol>
10:00	<p><i>Who: Grade Level Teams</i></p> <p><i>What: Create Individual Goals and share with HOS</i></p>

	<p><i>Where: Grade Level Teams</i></p> <p><i>Deliverables:</i></p> <ol style="list-style-type: none"> <li>1. <u>First (make a copy of the master evaluation document)</u> and write your individual goals for the three domains - highlight each bullet point on the evaluation yellow, blue or red based on your self assessment of where you think you need to grow this year and then share with me when you are finished. Specialists copy your form from last year and create a new one for this year and share with me.</li> <li>2. Share your completed goals for all three domains with your team. Please take the time to do this, be vulnerable and push each other to be our best selves.</li> <li>3. Sign <u>Employee Handbook</u> agreement and turn in to Natalie by the end of the day. The agreement is the last page of the Employee Handbook. <u>Please review the entire document, especially the Communication Expectation/grievance policy and Paid Time Off Agreement.</u></li> </ol> <p><i>Review and update Important School Resources:</i></p> <ol style="list-style-type: none"> <li>1. <u>Staff phone tree</u></li> <li>2. <u>Staff Parking</u> and New Van Procedures</li> <li>3. <u>Drop Off /Pick Up and Lunch Duty Schedule</u></li> <li>4. Maintenance Request email Chris.Leanzo@mountainmiddleschool.org</li> <li>5. Tech Support email: support@seccurogroup.com</li> </ol>
12:00	<p><b>Lunch on your own</b></p> <p><b>7th grade team meet to review SPED/504 plans</b></p>
1:00	<p><i>Full Staff meet in the Staff Development room to learn about Staff PD - Lunch process/snacks/movement breaks/leaving campus etc.</i></p>
1:30	<p><i>Who: All Staff</i></p> <p><i>What: Classroom Work time</i></p> <p><i>Where: Classrooms</i></p> <p><i>Deliverable:</i></p>

	<ol style="list-style-type: none"> <li>1. <i>Refine your first project curriculum</i></li> <li>2. <i>Refine your Digital Portfolio</i></li> <li>3. <i>Refine 1st Quarter SIGS</i></li> </ol> <p><i>Review Important School Resources:</i></p> <ol style="list-style-type: none"> <li>1. <u>MTSS Process</u></li> </ol>
3:40	Good-Bye

## Friday, August 19th

Day 5	<p><b>Understand:</b> I can participate in getting certified to drive our vans.</p> <p><b>Connect:</b> I can work as a team on preparing for the school year.</p> <p><b>Create:</b> I create a well organized digital portfolio.</p>
7:40	<i>Prepare for the day of work</i>
8:00	<p><i>Full Staff Huddle in the Staff Development Room to go over the day's deliverables</i></p> <ol style="list-style-type: none"> <li>1. <u>Master Student Email addresses</u></li> <li>2. <u>CMAS 2022 Regional Comparison and over time</u></li> <li>3. <u>Safety Plan</u> - Bark, Lightspeed etc.</li> <li>4. <i>Van training test - Gary will visit each grade level team to administer.</i></li> <li>5. <u>Classroom phones set your voicemails etc.</u></li> <li>6. <u>Staff presentations at Board Meetings</u></li> <li>7. <i>Current Field Work Waivers</i> <ol style="list-style-type: none"> <li>a. <u>day trip waiver</u></li> <li>b. <u>overnight trip waiver</u></li> </ol> </li> </ol>
10:00	<p><i>Who: Grade Level Teams</i></p> <p><i>What: organize project supplies and classrooms</i></p> <p><i>Where: Grade Level Teams</i></p> <p><i>Review Important School Resources:</i></p> <ol style="list-style-type: none"> <li>1. <u>Managing your Energy as a Smart Tribe - "Energieplatz"</u></li> </ol>

12:00	<b>Lunch on your own</b> <b>8th grade team meet to review SPED/504 plans</b>
1:00	<i>Full Staff meet in the Staff Development room to review student dress code, cell phone policy etc.</i> <i><u>Student Parent Handbook</u> Understanding the fundamental attribution error and perceived adult consent</i>
1:30	<i>Who: Grade Level Teams</i> <i>What: Organize classrooms and conduct an open house</i> <i>Where: Grade Level Teams</i>  <i>Deliverable:</i> <ol style="list-style-type: none"><li>1. Classroom Organized</li><li>2. Conduct an Open House with students and parents sometime between 2:00 and 3:30. Send information in your welcome back newsletters.</li></ol>
2:00	<i>Open House for students and parents - meet and greet</i>
3:40	<b>Staff Social - Zia</b>

## Monday, August 22nd

<b>Day 6</b>	<b><i>Full Staff Huddle in the Reeder Room to go over the day's deliverables</i></b>
7:40	<i>Prepare for the day of work</i>
8:00	<i>Full Staff Huddle in the Reeder Room to go over the day's deliverables</i>
9:00-3:40	<i>Who: Grade Level Teams</i> <i>What: Whatever you need to do to be ready for the first day of school.</i> <i>Where: Grade Level Teams</i>

# Overview

*Review Important School Resources:*

## **Let's Build a School** - "The secret sauce" of Mountain Middle School's Art of Learning

*This full feature documentary is a great overview of our model from our "mother ship" - High Tech High in San Diego.*

["Most Likely to Succeed" click to view](#) This is a must view for all new staff to understand the underlying philosophy of MMS. I was at HTH with the teachers and students featured in the award winning documentary. Enjoy!

Video: [Dualities- Larry Rosenstock](#)

Video: [HTH overview Larry Rosenstock](#)

### **Step 1** - Meet with an architect and builder

- 32. [MMS Mission and Vision](#) - The Vision of Mountain Middle School posted on the homepage of our website
- 33. Two promises to our stakeholders - all children will be challenged academically and all children will feel safe.

### **Step 2** - Build the foundation

- 34. [Performance Based Learning at Mountain Middle School](#)
- 35. [Habits of Heart and Mind Rubric](#) - performance Character (effort/grit and refinement) relational character (integrity and Respect)

### **Step 3** - The Framing

- 36. [PBL Design Process at Mountain Middle School](#)
- 37. [Overview of Performance Based Grading at MMS](#)
- 38. [Project Planning Common Template](#)
- 39. [Colorado State Standards](#)
- 40. [Colorado's Power Standard Project Builder](#)
- 41. [HTH sample projects](#)
- 42. [Buck Institute sample projects](#)

	<p>43. <a href="#">Models of Excellence</a> balancing style and rigor project samples - What does it look like when state standards are met with integrity, depth, and imagination?</p> <p>44. <a href="#">Performance Based Grading Folder sample rubrics</a></p> <p><b>Step 4</b> - The Mechanical system</p> <p>45. <a href="#">Workshop Model</a> - the minute by minute of a class period</p> <p>46. <a href="#">Learning Targets</a> - purposeful learning each lesson</p> <p><a href="#">Blooms</a> key words for writing quality learning targets</p> <p>47. Teacher Leaders at MMS and <a href="#">The six co-teaching models</a></p> <p>48. <a href="#">Project Tuning</a> - how we help each other make amazing projects.</p> <p>49. <a href="#">Product Norms</a> how we structure our daily classes</p> <p>50. <a href="#">protocols</a>/silent routines- read, think, write, share</p> <p><b>Step 5</b> - Appliances and fixtures</p> <p>51. <a href="#">Syllabus 101</a> and <a href="#">Project One Pagers</a> outside of classrooms</p> <p><b>Step 6</b> - Furnishings</p> <p>52. Elective classes (<a href="#">SIGS</a>-student interest groups) samples</p> <p>53. <a href="#">Intersessions</a> sample</p> <p>54. <a href="#">Homework plan</a></p>
	<p><a href="#">Changing the Subject - Larry and Rob</a></p> <p>"Nuts and Bolts"</p> <p>Various other Resources:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Project Based Learning Overview</a></li> <li>2. Video: <a href="#">Praise Effort</a></li> <li>3. <a href="#">Personality Styles</a></li> <li>4. <a href="#">Personality Style Survey</a></li> </ol>

*The Mountain Credo - Our Common Purpose:*  
In our pursuit of excellence, we share a collective responsibility for the success of Mountain Middle School. We embrace the support and challenges that come with being part of a team. We stay focused on the critical path of holding each other accountable to our norms. We walk our talk. We stand together in creating an innovative and open community that inspires transformation. We lean into discomfort and ideological conflict. We have each other's backs and build trusting relationships. We embrace taking creative academic risks and support each other during our struggles. We trust and empower one another to find shared meaning through passionate learning.

VALUES

**MOUNTAIN**  
MIDDLE

EXPECTATIONS

Domain 1:  
*Effective (Planning and Preparation)*

- Teachers demonstrate..*
- Organization, Rules, & Procedures
  - Positive Relationships
  - Engagement and Enjoyment
  - A Culture of Thinking and Learning

Domain 2:  
*Effective Instruction*  
*Teachers are able to..*

- Prepare students for new learning
- Present new learning
- Deepening and Reinforcing Learning
- Applying Learning
- Reflecting on and celebrating learning