

Center for School Improvement (CSI) Leadership Institute
January 24-26, 2019

Sustaining Transformative Systems Change Through Collaboration

Action Plan Template

United Federation of Teachers: IS 323 Bronx Writing Academy

Reflections

As you go through each session, make sure to take time to jot down your thoughts, ideas and questions. The session facilitators will allow time at the end for reflection. **This will help your team develop a joint action plan.** Below is a list of questions to help guide your reflections.

- How does the content connect to your school/district mission or vision?

- How will you use this content to inform your action plan?

- What current district/school-wide practices, policies, and/or data are in place that support or counter what your team learned in today's sessions?

- What messages and points from today's sessions do you want to use in developing a common language to engage all stakeholders?

Developing Your Action Plan

The questions below should be addressed in your final action plan

- What are your team's focus areas/goals?
- What long-term collaborative goal(s) to improve district/school culture and climate could your union, district and community commit to?
- What actions will your team take to begin movement toward your potential result(s)?
- What steps might strengthen implementation of intended results?
- What supports must be in place to realize intended results?
- What resources (time, people, space, information, technology) need to be allocated or reallocated to support this work?
- Who will be the person to "manage" or "move" the action plan amongst the team?
- When can you make time for check-ins, mid-year and end-of-year reflections?

Action Plan Template

Feel free to add more rows for goals and actions. This is just a template to kick you off!

Area(s) of Focus/Long-term goal (s) <i>(this should be based on your reflections & planning during your sessions)</i>	Action (s): <i>What needs to happen in order to achieve the area of focus/long term goal (s)? Make sure to include as many actions as your team thinks need to be taken.</i>				
EXAMPLE #1: <i>Create a collaborative school climate agenda</i>	EXAMPLE Action : <i>schedule coalition meeting and include three new partners – NAACP – St. Louis Chapter, CASA – Child and State Advocacy, and PTA Pres.</i>				
	<i>Planned Work, Activities and Tasks</i>	<i>Resources Needed</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Evidence of Success</i>

	- EXAMPLE: Conduct mapping of all potential partners, with labor-management-community team that attended CSI - EXAMPLE: create invitation for coalition meeting	- Access contact information to send email	-complete by Feb. 15, 2019	- Community partner on CSI team	- 75% of invited partners attend and want to collaborate on creating our school climate agenda
Area(s) of Focus/Long-term goal (s)	Action #1: Using the compass points and various strength based inventories to understand the communication styles in the workplace.				
Team Building					
Area(s) of Focus/Long-term goal (s)	Action #1: Analyze, discuss the results, importance and impact school's survey.				
Data: Leveraging the school's survey.					

Data: Good Standing Status	Action #1: Analyzing and reflecting the our new identification				
	<i>Planned Work, Activities and Tasks</i>	<i>Resources Needed</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Evidence of Success</i>
Revisit the Vision and Mission Statement	Action #1: Modify the vision and mission statement				
	<i>Planned Work, Activities and Tasks</i>	<i>Resources Needed</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Evidence of Success</i>

Quarterly Reflections

This is an opportunity for your team to make course adjustments to your plan, as well as to reflect and celebrate your efforts!

How are you progressing towards your <u>objectives</u> ?	
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How are you progressing towards your <u>criteria for success</u> ?	
What <u>modifications</u> to your team plan have you made or are planning to make?	
What has your team <u>accomplished</u> ?	
How will your experiences this year <u>shape</u> your shared work next year?	

How will you communicate the successes of your collaboration?