



Planning Time

The applicant will ensure that teachers have weekly planning time dedicated to the activities identified within ESSA and the grant and time to meet with the OPI contact during monthly visits.

Who: School leadership team, teachers, parents and caregivers, students, support staff

What: Here are some of the topics you might discuss during planning time with your staff:

- Data analysis
- Goals and objectives
- Comprehensive Needs Assessment
- Stakeholder involvement
- Curriculum alignment to needs
- Professional development needs
- Resource allocation

Where: Typically these meetings will be held when the region lead comes to visit the school and the SLT/DLT meeting is being held. Planning time could also take place during data meetings or during professional development opportunities.

When: The goal is to have weekly planning time with your region lead that aligns to the goals of the grant.

Why: Planning time with your region lead should help identify areas of improvement based on data analysis and research, and assist in setting specific goals and objectives. Planning time with your region lead can assist in analyzing the needs assessment and root cause analyses to identify underlying issues that need to be addressed. Your region lead can provide guidance on instructional strategies, differentiation, and the integration of innovative teaching methods.

How: Planning time topics can look different for different schools. Some ways that you can implement planning time with your region lead is:

- Collaborative leadership
- Data analysis and needs assessment
- Goal setting
- Professional development
- Curriculum alignment
- Resource allocation