

**SMART STEP
LEADERSHIP TEAM PLANNING CALENDAR**

October 2000

Prior to meeting:

1. Prepare calendar of meetings for remainder of year
2. Determine time of first meeting; distribute information to staff
3. Locate from elementary (K-4) building Tape #1 and #2 of Doug Reeves series *Standards, Assessments, and Accountability* from principal or site facilitator (Tape may be duplicated)
4. Visit with K-4 Leadership Team on proper facilitation of videos and other tips (if further help is needed, please contact Janice Peters at 501-754-4347, or email at nsciar@arkansas.net)
5. Locate Benchmark Data
6. Contact Co-op for date of a Data-Driven Decision Making Workshop
7. Review Smart Step Facilitator's Manual, Teleconferencing Guide, Video and Video print materials, determine processing activity; make copy of the following for each participant:
 - ACTAAP Document
 - Journal pages (page of Facilitator Manual)
 - Evaluation sheet (page of Facilitator Manual)
 - Materials that accompany Session 1 video (pages)
8. Get materials for journey mapping (butcher paper, markers, tape)
9. Make arrangements for refreshments
10. Check to be sure that VCR and television are in working order and that tape #1, Session 1: *Why Standards?* is ready for session
11. _____
12. _____

During meeting:

1. Distribute and explain handouts: journal pages, formative evaluations to be used during session; Reeves materials to be used during viewing of session; calendar for remainder of year
2. Organize Learning Teams; discuss shared responsibilities, resources, and accountability
3. Discuss ACTAAP document, Benchmark Data, Student Academic Plans
4. View Session 1: *Why Standards?*
5. Facilitate discussion during STOP breaks
6. Encourage participants to use journal page throughout month to record learnings, actions, progress, needs, etc.
7. Explain and begin Journey Map
8. Use formative evaluation to recap your time together, celebrate what went well, address changes that need to be made, discuss possible answers/solutions to remaining questions
9. Review upcoming dates and determine next meeting
10. _____
11. _____
12. Adjourn

Between meetings:

1. Participants make journal entries
2. _____
3. _____
4. _____

Reminders:

1. All participants share responsibilities for professional development activities
2. Stay informed – check ADE website frequently – arkedu.state.ar.us
- 3.

Ideas!

1. Teachers can write in Smart Step journals while students do journal writing...what great modeling!
2. Try the STOP model of individual/group processing with students

November 2000

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries
2. Review and make copies of session materials – (Classroom Checklist and pages for session 2)
3. Bring materials for journey mapping, evaluation
4. Make arrangements for refreshments
5. Check to be sure that VCR and television are in working order and that tape for session is ready
6. _____
7. _____
8. _____

During meeting:

1. Distribute Session 2 materials
2. View Session 2: *What Makes a Standards-Based Classroom Different?*
3. Complete classroom checklist
4. Learning Teams meet OR can meet at a separate time to discuss journal entries, successes, challenges, next steps
5. Journey Mapping
6. _____
7. _____
8. _____

Between meetings:

1. Journal entries
2. _____
3. _____

December 2000

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries
2. Review and make copies of session materials (pages)
3. Bring materials for journey mapping, evaluation
4. Make arrangements for refreshments
5. Check to be sure that VCR and television are in working order and that tape for session is ready
6. _____
7. _____

During meeting:

1. Learning Teams meet/discuss checklist implementation
2. Distribute materials for session
3. View and process Session 3: *Leadership Issues in Standards Implementation*
4. Journey Mapping

Between meetings:

1. Journal entries
2. Learning Teams meet

January 2001

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries and Classroom Checklist
2. Review and make copies of session materials-(Session 5 – pages)
3. Bring materials for Journey Mapping, evaluation
4. Make arrangements for refreshments
5. Check to be sure that VCR and television are in working order and that tape for session is ready
6. _____

During meeting:

1. Distribute materials
2. View and process Session 5: *Practical Performance Assessment – Middle School*
3. Review Standards-Based Classroom Checklist
4. Review ACSIP
5. Learning Teams meet to discuss classroom implementation
6. Journey Mapping
7. _____

Between meetings:

1. Journal entries
2. Learning Teams meet

Reminders:

1. **January 25** Quarterly Meeting at Co-op
2. **January 30** Midyear End of Course Algebra Pilot Exam
3. If you have questions concerning information on Doug Reeves videos, you may call the Center for Performance Assessment 1-800-844-6599, Ext. 510 or email www.testdoctor.com

February 2001

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries
2. Review session materials, determine discussion questions to be used for processing (page 4 of guidebook)
3. Review video tape-Program 1: *Using Authentic Assessments and Scoring Guides*
4. Bring materials for journey mapping, evaluation
5. Make arrangements for refreshments
6. Check to be sure that VCR and television are in working order and that tape for session is ready
7. _____

During meeting:

1. Review Classroom Checklist
2. View Video Journal – Program 1: *Using Authentic Assessments and Scoring Guides through Making Scoring Guides (continue Program 1 at next month's session)*
3. Process with chosen questions from guidebook
4. Discuss schoolwide scoring guide
5. Learning Teams meet
6. Journey Mapping
7. _____

Between meetings:

1. Journal entries
2. Learning Teams meet to discuss schoolwide scoring guides

March 2001

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries
2. Choose processing activity for viewing of remainder of Program 1
3. Make copies of page 5 in guidebook
4. Bring materials for Journey Mapping and evaluation
5. Make arrangements for refreshments
6. Check to be sure that VCR and television are in working order and that tape for session is ready
7. _____

During meeting:

1. View and process Video Journal, Program 1 beginning with *Limitations of Multiple Choice and Standardized Tests* (Green-30:59)
2. Process with discussion questions
3. Make a scoring guide using page 5 of guidebook/discuss
4. Review Standards-Based Classroom Checklist
5. Journey Mapping
6. Learning Teams meet continuing to discuss classroom implications and implementation

Between meetings:

1. Journal entries
2. _____

April 2001

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries and Classroom Checklist
2. View Video Journal Program 2 - *Writing As An Assessment Tool*
3. Determine processing activities
4. Make arrangements for refreshments
5. Bring materials for Journey Mapping and evaluation
6. Check to be sure that VCR and television are in working order and that tape for session is ready
7. _____

During meeting:

1. Review/discuss Standards-Based Classroom Checklist
2. Discuss/review schoolwide scoring guide
3. View and process Video Journal Program 2 – *Writing As An Assessment Tool*
4. Journey Mapping
5. Learning Teams meet
6. _____

Between meeting:

1. Journal entries
2. Student-developed scoring guides
3. Schoolwide scoring guides-discussion in Learning Teams
4. _____

Reminder:

1. **April 8-10** - AAMLE Pre-conference and Conference
2. **April 23-27** - Intermediate Benchmark Exam

May 2001

Prior to meeting:

1. Distribute meeting reminders; remind to bring journal entries and Classroom Checklist
2. Plan activity for reflection of year and celebration of successes
3. Make arrangements for refreshments
4. Gather materials for celebration and Journey Mapping
5. _____

During meeting:

1. Review Standards-Based Classroom Checklist
2. Reflection activity (Classroom changes, student work, student scoring guides, schoolwide scoring guides, student writing)
3. Celebration activity
4. Prepare Journey Map for sharing
5. _____

Between meetings:

1. Journal entries
2. Learning Teams meet to discuss student writing
3. _____

Reminders:

1. **May 2** – End of Course Pilot Algebra Exam
2. **May 10** – Quarterly Meeting at Co-op (Share – Journey Maps)
3. Share successes and challenges by fax, e-mail, or real mail to Janice Peters
 - 600 Stegall, Clarksville, AR 72830
 - Fax – 501-705-8091
 - Phone – 501-754-4347
 - E-mail – nsciar@arkansas.net
4. **July** Growing Smarter Summer Conference, Little Rock Statehouse Convention Center