**Our Month-by-Month Plan for Implementing Keys to Literacy**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
| **Building Administrator** | communicate vision and strategic plan during a faculty meeting | conduct walk throughs and observations looking for evidence of implementation  meet with KTL trainer during follow up days | communicate that the dept mtg this month should dedicate time to Key Comp share  conduct walk throughs and observations looking for evidence of implementation | conduct walk throughs and observations looking for evidence of implementation | conduct walk throughs and observations looking for evidence of implementation  revisit vision and strategic plan during a faculty meeting | communicate that the dept mtg this month should dedicate time to Key Comp share  conduct walk throughs and observations looking for evidence of implementation | conduct walk throughs and observations looking for evidence of implementation  meet with KTL trainer during follow up days | conduct walk throughs and observations looking for evidence of implementation | conduct walk throughs and observations looking for evidence of implementation | conduct walk throughs and observations looking for evidence of implementation |
| **Curriculum Team Leaders** | use curriculum mtg time to discuss SMART goals related to literacy; provide examples (optional for teachers)  draft an agenda for the October curriculum mtg Key Comp share | participate in a KTL follow up day with KTL trainer  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | participate in a KTL follow up day with KTL trainer  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda |
| **Building KTL Coaches** | Current coaches conduct KTL optional support sessions on 9/1 PD day  monthly KTL mtg with literacy director  maintain and publish blog and newsletters  coach training for (WL, sci, math) | meet with KTL trainer for a session during the follow up schedule  monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | maintain and publish blog and newsletters  monthly KTL mtg with literacy director  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters    share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | meet with Shauna Cotte for a session during the follow up schedule  monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda | monthly KTL mtg with literacy director  maintain and publish blog and newsletters  share ideas and strategies at monthly curriculum mtg; facilitator (coach, team leader) sets agenda |
| **New Teachers**  (science, math, World Lang & any new ELA, SS, Sped) | day 1 (9/1) of initial training for Key Comp  begin to implement components from day 1 training (top-down webs, categorizing, main idea/text structure & 2 column notes) | participate in a KTL follow up day with KTL trainer  continue to implement components from day 1 training (top-down webs, categorizing, main idea/text structure & 2 column notes) | continue to implement components from day 1 training (top-down webs, categorizing, main idea/text structure & 2 column notes) | day 2 (12/1) of initial training for Key Comp  implement all Key Comp strategies | implement the Key Comp strategies | participate in a KTL follow up day with KTL trainer  implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies |
| **Teachers Who Have Already Been Trained** | implement the Key Comp strategies | implement the Key Comp strategies  participate in a KTL follow up day with KTL trainer | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies  participate in a KTL follow up day with KTL trainer | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies | implement the Key Comp strategies |
| **Keys to Literacy Trainer** | Provide SMART goal examples  conduct initial training for new teachers | conduct follow up days at the MS & HS  meet with building leadership during school visits | support coaches (i.e., provide resources, replay to communication from coaches & literacy director | support coaches (i.e., provide resources, replay to communication from coaches & literacy director | support coaches (i.e., provide resources, replay to communication from coaches & literacy director | support coaches (i.e., provide resources, replay to communication from coaches & literacy director | meet with building leadership during school visits  support coaches (i.e., provide resources, replay to communication from coaches & literacy director | meet with building and district leadership to draft a strategic plan for the 2017-18 school year  support coaches (i.e., provide resources, replay to communication from coaches & literacy director | support coaches (i.e., provide resources, replay to communication from coaches & literacy director | support coaches (i.e., provide resources, replay to communication from coaches & literacy director |
| **Central Office Staff** | monthly mtg with literacy director  stop in on day 1 (9/1) of initial training for Key Comp  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  meet with building leadership during school visits  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  stop in on day 2 (12/1) of initial training for Key Comp  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  meet with building leadership during school visits  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  meet with building and district leadership to draft a strategic plan for the 2017-18 school year  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  Support teachers- coach, model, co-teach, etc. | monthly mtg with literacy director  Support teachers- coach, model, co-teach, etc. |