**Monthly District Implementation Plan**

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|  | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
| **Building Administrators**    **ONGOING**  **Faculty Meeting Share**  photo w/ claim it, name it, explain it  **Peek at the Week** – include a KTL piece | communicate vision and expectations during the first faculty meeting; hand out the walk through document to reinforce expectations; use of CPT as expectation  require that teachers use one of the 3 PDP goals as a Keys to Literacy goal  meet with KTL trainer during the Sept 26th follow up day | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going  briefly reinforce the KTL work at the faculty mtg (i.e., use a top down web to explain something, share a quick highlight of what you are seeing, etc.) | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going  meet with KTL trainer during the Dec. 6th follow up day | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going  briefly reinforce the KTL work at the faculty mtg (i.e., use a top down web to explain something, share a quick highlight of what you are seeing, etc.) | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going  briefly reinforce the KTL work at the faculty mtg (i.e., use a top down web to explain something, share a quick highlight of what you are seeing, etc.) | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going  work with district literacy coordinator to begin to lay the groundwork for the 2017-18 school year/PD plan | conduct walk throughs and observations looking for evidence of implementation  circulate during CPT to check-in on how KTL work is going | conduct walk throughs and observations looking for evidence of implementation |
| **Building Coaches** | shadow KTL trainer for the Sept. 26th follow up day  send out the initial coach introduction email for the 2016-17 school year  write a PDP goal in order to share/lead by example for other staff  continue to create solid examples from their own classroom work in order to lead by example | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | shadow KTL trainer for the Dec 6th follow up day  share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work | share ideas and strategies at monthly required CPT dedicated to KTL work |
| **Teachers Who Have Already Been Trained** | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine  participate in a KTL follow up day with KTL trainer | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine  participate in a KTL follow up day with KTL trainer | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine | implement the Key Comp strategies  use one CPT block to plan, share, refine use of the routine |
| **Keys to Literacy** | conduct follow up on Sept. 26th –create schedule and agenda with input from admin, district literacy coordinator and coaches  meet with building leadership during school visits  send follow up notes to building administration and MTSS coordinators | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | conduct follow up on Dec. 6th –create schedule and agenda with input from admin, district literacy coordinator and coaches  meet with building leadership during school visits  send follow up notes to building administration and MTSS coordinators | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) | support coaches remotely (i.e., provide resources, answer questions, help set CPT agendas) |