**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 expectationrequire that teachers use one of the 3 PDP goals as a Keys to Literacy goalmeet 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 goingbriefly 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 implementationcirculate during CPT to check-in on how KTL work is going | conduct walk throughs and observations looking for evidence of implementationcirculate during CPT to check-in on how KTL work is goingmeet with KTL trainer during the Dec. 6th follow up day | conduct walk throughs and observations looking for evidence of implementationcirculate during CPT to check-in on how KTL work is goingbriefly 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 implementationcirculate during CPT to check-in on how KTL work is going | conduct walk throughs and observations looking for evidence of implementationcirculate during CPT to check-in on how KTL work is goingbriefly 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 implementationcirculate during CPT to check-in on how KTL work is goingwork 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 implementationcirculate 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 yearwrite a PDP goal in order to share/lead by example for other staffcontinue 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 strategiesuse 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 strategiesuse one CPT block to plan, share, refine use of the routine  |  implement the Key Comp strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse 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 strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse one CPT block to plan, share, refine use of the routine  | implement the Key Comp strategiesuse 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 coachesmeet with building leadership during school visitssend 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 coachesmeet with building leadership during school visitssend 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) |