**Action Plan**

**Legacy Heritage Instructional Leadership Institute**

**Action:**

Establish date for deliberation of selection of priority standard(s):

Schedule a coaching session for planning the deliberation

Who should be included in this session:

**Action:**

Create a timeline for weekly phone conference with TEC:

**Action:**

Determine professional development topics and dates for TEC visits (4-2 day visits)

Who needs to be informed:

Who will attend:

Where will it take place:

Will there need to be subs:

Who will arrange for subs, snacks:

**Action:**

Develop a schedule and topics for bi-weekly meetings:

**Action:**

What topic(s) will the JS Head facilitate for professional development and when:

**Action:**

Schedule the dates for two units to be completed:

**Action:**

Approximately when will the units be implemented in the classroom:

**For Discussion:**

What are your expectations for your school?

What do you want your school to accomplish by the end of this year?

What are your long term goals for your school in relation to this project?

How can you cultivate support from the head of school?

What do you need to be able to confidently share this information with your staff?

Which parts do you feel more comfortable with?

Which specific part(s) would you like your TEC to support you in?

How can the TEC best help you meet your expectations and needs:

More in-depth information regarding each of the components?

Small group discussion?

Practice delivering information to a group?

Other?