**MO SW-PBS Summer Training Institute June 13-15, 2016**

***“Leading The Way For Student Engagement”***

**Leadership Team Action Planning Worksheet**

**School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Pre-Sessions Planning:** Assign team members by session time, name and location

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| --- | --- | --- |
|  | **Monday, June 13** | **Tuesday, June 14** |
| **Team Member** | **Welcome and Opening Remarks****By: Nanci Johnson and Dr. Stephen Barr****1:00 – 1:45** | **Regional Time & Recognitions****2:00 – 3:15** | **Session 1****3:30 – 4:45** | **Poster Session****5:00 – 6:00** | **Breakfast Buffet****7:00-7:45** | **Keynote Address by Terry Scott****8:00 – 8:45** | **Session 2****9:00 – 10:15** | **Session 3** **10:30 – 11:45** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

|  |  |  |  |
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|  | **Tuesday, June 14 (continued)** |  | **Wednesday, June 15** |
| **Team Member** | **Lunch and Team Time****11:45 – 1:00** | **Session 4****1:15 – 2:30** | **Session 5 2:45 – 4:00** | **Ignite Sessions****4:15 – 5:30** | **Evening Social with Karaoke****8:00-11:00** | **Breakfast Buffet****7:00 – 7:45** | **Session 6****8:00 – 9:15** | **Session 7****9:30 – 10:45** | **Team Time****11:00 – 12:00****Thank you for attending STI 2016!** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

**Step 2: Team Member Session Notes**

**Team Member Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 1** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 2** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Additional Info:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 3** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 4** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Additional Info:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 5** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Ignite Session** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Additional Info:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 6** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **Session Information** | **Presentation Takeaways** | **Implementation Ideas** | **Action Plan Step** |
| **Session 7** | **Title:****Presenter:****Resources:** | **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Additional Info:**

**Step 3: Team Action Planning Assessment and Revision**

**1. Determine a time to review and analyze the following documents in order to define your current status**

* **Self-Assessment Survey results**
* **Most recent Big 5 data report**
* **School Matrix**
* **School Safety Survey**
* **SET**
* **School Improvement Goals**
* **ODR Form**
* **Social/Behavioral Lesson Plans**

**2. Have each team member share their session notes and ideas to brainstorm possible additions/revisions to further enhance the Action Plan.**

**3. Review your current Action Plan – is it being implemented consistently and with fidelity? How do you know? Are you making adequate progress toward desired outcomes for your students?**

**4. Revise the Action Plan to include appropriate ideas from Summer Training Institute (STI). Ensure that action plan addresses needs identified in data review and analysis. Establish a timeline for implementation and evaluation of the action plan.**

**5. How will you communicate your Summer Training Institute information and Action Plan to the rest of your staff? How will you gather their input?**