

FEBRUARY 2008: SAMPLE SIP SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
11	1:15 pm: Resource Teacher (RT) meeting 3 pm: Leadership Team (LT) mtg	12	11 am: Grade Level (GL) mtg – facilitate 1 st grade w/ Literacy Coach	13	Thinking Day! Connect w/ teachers and curriculum	14	7:45 am: One-on-One (“1:1”) w/ Principal & Supervisor	15	8:30 am - 4:30 pm: PartnersSI Professional Development (PD) in San Francisco
Language Arts Benchmark 4: Grades 2-5 Galarza									
18	School and Organizational Holiday	19	School Holiday 9 am: Interview SIP candidate	20	12 pm: Meet w/ Supervisor for coaching and article review	21	7:45 am: 1:1 w/ Principal & Supervisor; connect w/ Sheltered English Immersion teachers re observation and planning	22	8:30 am - 4:30 pm: PartnersSI PD in San Jose
25		26	8 am - 3 pm: Frontloading Training	27	12 pm: 3 rd grade release day: planning Theme 6; 3 pm: Meet w/ Supervisor for coaching	28	7:45 am 1:1 w/ Principal and Supervisor	29	8:30 am - 4:30 pm: PartnersSI PD in SF

Monday 2/11		Tuesday 2/13		Wednesday 2/14		Thursday 2/15		Friday 2/16	
8	Morning check-in, email	8	Morning check-in, email	8	Morning check-in, email	8	1:1 w/ Principal & Supervisor focus: Standards Plus, ROCI calendar	8	PartnersSI Professional Development – Lead SIP Learning Team discussion focused on sharing best practices for 3 rd grade bilingual classroom teachers
9	Check-in w/ Supervisor	9	Prep for focal student observation at 10 am	9	Organize and analyze data	9	Debrief w/ Supervisor Organize data, scan benchmark test results	9	
10		10	Focal student obs in Teacher A's class: Student "Mary"	10	Draft Fri's SIP Learning Team Agenda (3 rd grade best practices)	10		10	
11	Prep for RT meeting: Monday Protocol	11	Check in w/ RTs about GL mtas	11	Work on 3 rd grade planning tools	11		11	
12		12	Prep Supervisor on facilitating 3 rd grade GL mtg	12	Lunch w/ PartnersSI SIP from Washington	12		12	
1	Facilitate weekly RT meeting; topic: focal student observations	1	Check-in w/ Principal about GL mtgs	1		1	Meet w/ RT to discuss 3 rd grade teacher obs	1	
2	Debrief RT mtg w/ Supervisor	2	Prep for 1 st grade GL mtg; focus: reading comprehension	2	Classroom visits	2	Double-check w/ Teacher B about scanning assessments	2	
	Prep for Tues Grade Level mtg		Facilitate 1 st grade GL mtg w/ Lit Coach; focus: obj lesson plan						
3	Leadership Team mtg	3		3		3	Meet w/ 3 rd grade teacher, plan	3	
4		4	Debrief focal student obs w/ Teacher A	4		4		4	
5		5		5		5		5	
6		6		6		6		6	
To Do's: ID heavyweight standards by grade level; give focal student list to RTs; meet w/ 1 st grade T		To Do's: Type up focal student obs for Teacher A; create 3 rd grade mini-quiz on Inference and Subject Pronoun		To Do's: 3 rd grade LT agenda		To Do's: Revise long-term vision for school, check-in w/ Principal about 1 st grade		To Do's: Research Parent Involvement/Community	