**GOAL SETTING WORKSHEET (LCS Required)**

**Examples are provided; please replace examples with your goals, standards, artifacts, etc.**

**Name:** _____ **School:** _____ **School Year:** _____

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| **Goal**: Create a schedule that provides daily common planning time for all classroom teachers | |
| **Standard(s) and Element(s) addressed by the Goal:** Instructional Leadership:<br>b. Focus on Instructional Time: The principal creates processes and schedules which protect teachers from disruption of instructional or preparation time. | |
| **Actions to be taken to meet the Standard(s) and Element(s)**:<br>o Staff meeting to surface instructional planning time needs<br>o SIT meeting to plan process develop plan to share with staff<br>o Focus group meetings with classroom teachers, specialists, EC/ESL staff, assistants, parents.<br>o Feedback shared from focus groups<br>o Schedule committee formed<br>o Optional plans shared<br>o Select schedule option.<br>o Plan a four week "trail run" | **Timeline for Progress:**<br>Complete by March 2008<br>Monthly Meetings to review process and procedures<br>Through Teachers/Administrators: Communicate expectations by the end of the first week of school and periodically as recommended by School Improvement Team.<br>Monthly Newsletter, mailings, School Functions (e.g. Back to School Night) |

How will you Monitor Progress toward Goal Attainment and which artifacts would illustrate such progress?

Monthly staff meetings and SGC meetings

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| SIT meetings | SIT Minutes |
| Newsletters | Newsletters and Feedback sessions |
| The development of a new schedule | SGC Minutes and Faculty meeting minutes. |