

**GOAL SETTING WORKSHEET (LCS Required)**

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

Name: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

<b>Goal:</b> Create a schedule that provides daily common planning time for all classroom teachers							
<b>Standard(s) and Element(s) addressed by the Goal:</b> Instructional Leadership: b. Focus on Instructional Time: The principal creates processes and schedules which protect teachers from disruption of instructional or preparation time.							
<p><b>Actions to be taken to meet the Standard(s) and Element(s):</b></p> <ul style="list-style-type: none"> <li>○ Staff meeting to surface instructional planning time needs</li> <li>○ SIT meeting to plan process develop plan to share with staff</li> <li>○ Focus group meetings with classroom teachers, specialists, EC/ESL staff, assistants, parents.</li> <li>○ Feedback shared from focus groups</li> <li>○ Schedule committee formed</li> <li>○ Optional plans shared</li> <li>○ Select schedule option.</li> <li>○ Plan a four week "trail run"</li> </ul>	<p><b>Timeline for Progress:</b></p> <p>Complete by March 2008</p> <p>Monthly Meetings to review process and procedures</p> <p>Through Teachers/Administrators: Communicate expectations by the end of the first week of school and periodically as recommended by School Improvement Team.</p> <p>Monthly Newsletter, mailings, School Functions (e.g. Back to School Night)</p>						
<p>How will you Monitor Progress toward Goal Attainment and which artifacts would illustrate such progress?</p> <p>Monthly staff meetings and SGC meetings</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">SIT meetings</td> <td>SIT Minutes</td> </tr> <tr> <td>Newsletters</td> <td>Newsletters and Feedback sessions</td> </tr> <tr> <td>The development of a new schedule</td> <td>SGC Minutes and Faculty meeting minutes.</td> </tr> </table>		SIT meetings	SIT Minutes	Newsletters	Newsletters and Feedback sessions	The development of a new schedule	SGC Minutes and Faculty meeting minutes.
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