**IPLI Year 2 Coaching AR Summary Sheet**

(Adapted from the work of Nancy Fichtman Dana, University of Florida)

**In year two, it is our intent that principals will coach their teams through the action research process. Mentors will support principals’ work.**

**TEAM: July Institute - Action Research Kick-Off**

* Introduction to Year 2 (Linda & Brian)
* Overview of HRS Framework (Tammy Heflebower from Marzano Research)
* Intro to Mini Team AR (Linda)

**TEAM: Start of School**

* Principal leads Ttam in selection, development, and implementation of AR Mini-Cycle.

**PRINCIPAL: August Regional Focus-Cohort Meeting (principals only) - Checking-In: The AR “Try It” Mini-Cycle**

* Opening Activity – *One word to describe how you feel about the opening of the school year;* *If I were forced to leave the principalship tomorrow, three things I would most want my faculty to say about me …*
* Meeting Goal and Review Ground Rules
* Team AR Mini-Cycle: How’s It Going?
* Development of IPLI AR Team Project (September)
* Closing Thoughts-
	+ *One thing I learned from this meeting was …*
	+ *Something about our September Seminar I am looking forward to is …*

**TEAM: September Seminar – Sharing Learning: The AR Mini-Cycle**

* Opening Activity – *During this last part of September, think back on this past month and your work as a team. Briefly share one great thing that happened this month at your school.*
* Meeting Goal and Review Ground Rules
* Silent/Solo Time – Mini-Cycle Data Analysis Worksheet
* Mini-Cycle Sharing –
	+ *The option we chose for our AR Mini-Cycle was …*
	+ *Our wondering was …*
	+ *We collected data by …*
	+ *From reading and rereading the data we brought with us today, the most important thing we learned is … (select one bulleted item from your Worksheet to share)*
	+ *Any action we might take as a result of this mini-cycle:*
* Discussion –
	+ *What have you learned about the process of action research as a result of completing the IPLI Action Research “Try It” Mini Cycle?*

**TEAM: End of September…**

* Developing AR Wondering
	+ *The Great Wondering Brainstorm* for Teams: Based on your team’s review of Level 1 and Level 2 HRS data, list a few wonderings that have emerged from the data. Once your list is complete, as a team, review the entire list and place stars next to the three wonderings that you feel would be most important for your team to explore through the process of inquiry this IPLI year. Share your top three wonderings with your faculty and staff. Discuss both the wondering itself and your reasons for selecting that wondering as one of your top three choices for exploration through the process of inquiry. As a faculty, select one wondering to explore.
	+ *Wondering Development Litmus Test*
		- Is your team’s wondering something they are passionate about exploring?
		- Is your team’s wondering focused on increasing the leadership capacity of your school?
		- Is your team’s wondering a REAL question (a question whose answer is not known)?
		- Is your team’s wondering focused on your own school’s practice?
		- Is your wondering phrased as a dichotomous (yes/no) question?
		- Is your team’s wondering specific?

**PRINCIPAL: October Regional Focus-Cohort Meeting (principals only): Checking in on AR Team Project**

* Opening Activity – *Personal/Professional Life Share -  Share something fun/interesting/exciting that happened* personally *since our last meeting, and something fun/interesting/exciting that happened* professionally *since last meeting on September 25.*
* Meeting Goal and Review Ground Rules
* AR Team Project Sharing
	+ *After reviewing our data, a few of our wonderings were..*
	+ *Our wondering is …*
* Coaching School Teams Through the Next Steps in the AR Team Project
* Closing Thoughts -
	+ *One word that describes how I feel about exploring the wondering my team developed is \_\_\_\_\_ .  Why I chose that word: …*

**TEAM: End of October**

* Develop Inquiry Brief
	+ Develop action plan
	+ Develop data collection plan
	+ Complete the “Action Research Plan Litmus Test”

**PRINCIPAL: November Seminar (principals only): Checking in on AR Team Project**

* Opening Activity – *Thanksgiving Share* – *share something thankful for in relationship to work as a principal*
* Meeting Goal and Review Ground Rules
* AR Team Project Sharing & Feedback
	+ *Our wondering is …*
	+ *Are action plan is …*
	+ *We are collecting data by …*
	+ *Our timeline is …*
* Coaching School Teams Through the AR Team Project
* Closing Thoughts – *One word that describes how you feel about embarking on your team’s inquiry journey*

**TEAM: Late November**

* Implement action plan
* Start data collection

**TEAM: Prior to January Seminar: Pre-data Analysis Protocol**

* Read through all the data collected to date
* Discuss the data as a team
* Identify three (3) things you are learning from your data to share at the January Seminar

**TEAM: January Seminar: Checking in on Team AR Project**

* Opening Activity – *New Year’s Resolution*
* Meeting Goal and Review Ground Rules
* Data Collection – How’s it going? Sharing – 3 Things We Are Learning from Our Data
* Closing Thoughts – Share Data Analysis Protocol & How to Prepare for February and March Meetings

**PRINCIPAL: February Regional Focus-Cohort Meeting (principals only): Analyzing Data**

* Opening Activity – *Valentine’s Day – share one thing you love about being a principal*
* Meeting Goal and Review Ground Rules
* Review Data Analysis Protocol
* Each Principal Takes Turn Presenting Using Data Analysis Protocol (Half of Group)
* Coaching School Teams Through the AR Team Project Data Analysis Protocol
* Closing Thoughts - *An important learning for me today that resulted from participation in the data analysis protocol was …*

**PRINCIPAL: March Regional Focus-Cohort Meeting (principals only): Analyzing Data**

* Opening Activity – *March Madness – share times in your work as a principal it is important to act like a lion and times in your work as a principal it is important to act like a lamb*
* Meeting Goals and Review Ground Rules
* Review Data Analysis Protocol
* Each Principal Takes Turn Presenting Using Data Analysis Protocol (Remaining members of group present)
* Coaching School Teams Through the AR Team Project Data Analysis Protocol
* Overview of April Seminar and Creation of Titles and Abstracts for the Showcase of Schools Program
* Closing Thoughts - *Something I’m looking forward to at the April Seminar is …“*

**TEAM: April Seminar: Sharing Your Action Research**

* Team Action Research Sharing via Round Table Conference Format
* Reflections on Morning
	+ *What did you learn from participating in today’s session both as a presenter and as an audience member from other schools’ presentations?*
	+ *What did you learn about action research from participating in today’s session both as a presenter and as an audience member from other schools’ presentations?*
	+ *What did you like about today’s session?*
	+ *How might the IPLI team action research sharing be improved in the future?*
* Writing AR Up Instructions