



CUSD Wednesday Meeting Calendar 2015-16

Weekly PD and Collaboration Tier II of CUSD PD Plan

Date	CHS 7:15-8:25 am	CMS 1:45-3:15 pm	SSES 1:45-3:15	Crown PS and VES 1:45-3:15	Special Education 2:30-3:30
August 19	District PD Day	District PD Day	District PD Day	District PD Day	District PD Day
August 26	All Staff PD	Department	BTS Night Prep	PLC	All SpEd Meeting*
September 2	Department Business	No Meeting – BTS Prep	Grade Level	BTS Night Prep	Prep for BTS Night/Case Mgt.
September 9	Write Your Goals	Write Your Goals	Write Your Goals	Write Your Goals	Write Your Goals
September 16 (Late Start next day)	Curriculum Teams	Staff	Staff	PLC/Staff Meeting	Site Staff
September 23	All Staff PD	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
September 30	Instructional Practice Teams	PD	PD	PD	PD with GenEd Peers
October 7	Department Business	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
October 14	Curriculum Teams	Staff	Staff	PLC/Staff Meeting	Site Staff
October 21	All Staff PD	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
October 28	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
November 4	Department Business	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
November 11	No School	No School	No School	No School	No School
November 18	Curriculum Teams	No meeting- Parent Conferences	No meeting – Parent Conferences	No meeting – Parent Conferences	Parent Conf./Case Mgmt.
November 25	No School	No School	No School	No School	No School
December 2	All Staff PD	Staff	Staff	PLC/Staff Meeting	Site Staff
December 9	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
December 16	Department Business	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
Dec 23/Dec 30	Winter Break	Winter Break	Winter Break	Winter Break	Winter Break
January 6	Curriculum Teams	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
January 13	All Staff PD	Staff	Staff	PLC/Staff Meeting	Site Staff Meeting
January 20	Final Exams—No meeting	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
January 27	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
February 3	Department Business (Day after CHS Strat Planning)	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
February 10	Curriculum Teams	Staff	Staff	PLC/Staff Meeting	Site Staff Meeting
February 17	All Staff PD	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
February 24	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
March 2 (Late Start next day)	Department Business	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
March 9	Curriculum Teams	Staff	Staff	PLC/Staff Meeting	Site Staff Meeting
March 16	All Staff PD	Grade Level / Articulation	Open House Prep – VES	Open House Prep	SpEd Articulation
March 23	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
March 30	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break
April 6	Department Business (Islander Awards)	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
April 13	Curriculum Teams	Staff	Staff	PLC/Staff Meeting	Site Staff Meeting
April 20	All Staff PD	Grade Level / Articulation	Articulation	PLC/Articulation	SpEd Articulation
April 27	Instructional Practice Teams	PD	PD	PD	PD with GenEd peers
May 4	Department Business	Department	Grade Level	PLC/Grade Level	All SpEd Meeting
May 11	Curriculum Teams	No meeting – Spring Faire Prep	Articulation	PLC/Articulation	SpEd Articulation
May 18	All Staff PD	PD	PD	PD	PD with GenEd peers
May 25	Instructional Teams	Staff	Staff	PLC/Staff Meeting	Site Staff Meeting
June 1	Department Business	Department or Grade Level / Articulation	Grade Level	PLC/Grade Level	All SpEd Meeting
June 8	Final Exams--No Meeting	Last Day of School Prep	Last Day of School Prep	Last Day of School Prep	Last Day of School Prep

Definitions:

Staff Meeting (Certificated at all sites): Certificated staff meetings are primarily for professional development related to site Strategic Plan goals, data review, team building, and other topics organized by site administrators. They include minimal site management information (handled primarily via staff bulletin, email, leadership teams, etc.). Part-time certificated staff members are to participate in staff meetings as much as possible as allowed by schedule/budget, to be determined by site administrator.

SpEd staff meeting: All SpEd staff meetings are held in the DO on “off” weeks from site staff meetings so that SpEd staff is able to both attend site staff meetings and SpEd staff meetings.

Articulation/Collaboration (organized by site and/or CUSD administrators): Articulation/collaboration meetings are for cross-site, cross-grade, K-8 vertical team meetings; special education articulation meetings (SpED certificated, counseling, health department, etc.), and are organized according to site needs by CUSD administrators. Articulation/collaboration meetings ensure preschool-grade 12 articulation, critical in a unified school district. Part-time certificated staff members are to participate as much as possible in articulation/collaboration as allowed by schedule/budget, to be determined by site administrator. If needed, these meetings could be used for all-CUSD staff training. K-12 vertical team meetings are held after school hours due the CHS Wednesday morning schedule.

Department (Secondary)/Grade Level (Elementary): *Secondary* department meetings are primarily for planning common instruction and assessments, reviewing student work and data, reviewing progress towards department goals, and determining next steps for instruction to meet students’ needs. *Elementary* grade level meetings are primarily for management of grade level activities (field trips, common activities, ordering, etc.) and other related grade level tasks, whereas dedicated elementary Professional Learning Community (PLC) time –separate from this calendar— are primarily for planning common instruction and assessments, reviewing student work and data, reviewing progress towards grade level goals, and determining next steps for instruction to meet students’ needs. All department and grade level meeting notes are to be shared with site administration. Part-time certificated staff members are to participate as much as possible in department/grade level meetings as allowed by schedule/budget, to be determined by site administrator.

Professional Development: Professional development aligned to CUSD PD Plan and site Strategic Plans; developed by District and/or site administrators and Leadership Teams including CUSD PD Committee; part-time certificated staff are to participate as much as possible in grade level meetings allowed by schedule/budget, to be determined by site administrator; may be provided for individual or multiple sites; if needed, could be used for all-CUSD staff training.

Curriculum Teams (CHS): The first SQUAD is a department-based group, as your goal is to develop a project or assessment that is relevant to your discipline or course. The product should represent a Common Core, student-centered activity or assessment that transforms an area of your curriculum with opportunities for creativity, collaboration, critical thinking, and communication and demonstration of student understanding.

Instructional Practice Teams (CHS): The second SQUAD is interest based, and should comprise staff members with common interest in a particular instructional strategy or approach. This team will spend the year exploring, experimenting, observing, presenting, collecting data, and sharing out ideas and discoveries with other staff.

Professional Learning Community (Village Elementary) - VES terms most of their Wednesday meetings “PLCs”. The nature of the meetings align with Silver Strand Elementary (some PLCs are articulation, others are grade level meetings).

Each year, CUSD administration plans the Wednesday schedule with as much balance as possible, and considers school schedules, events, holidays, and other considerations in building the schedule.

Site	Dept/GL Meetings	Staff Meetings	Artic. Meetings	PD
CHS	8	9	8 (Instructional Practice)	8 (Curriculum Teams)
CMS	9	8	8	8
PS/Elementary	9	8	7	8
SpEd	9 All SpEd Meetings	8	8 SpEd Articulation	8