

ROAD TO RECOVERY

A Priority Playbook
for YOUR School

Let's create a *Road to Recovery Community!*
Add your first name, role and location to the chat.



E3 ALLIANCE
EDUCATION EQUALS ECONOMICS

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ROAD TO RECOVERY– Presenters



Matt Pope

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Moderators:

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ROAD TO RECOVERY– E3 Alliance



Transforming education systems through data and collaboration so *all* students succeed!

E3 Alliance is a nonprofit 501(c)(3) organization based in Austin, Texas.



ROAD TO RECOVERY– Agenda



- Priority Playbook Overview
- Playbook Categories
- Priority Playbook Roadmap
- Closing



ROAD TO RECOVERY– Priority Playbook

COVID-19's impact on education has challenged our work like never before and we have learned many lessons.

This **Priority Playbook** will serve as a guide to transform our schools by providing a structure for planning and ideas for HOW to get this work done!



ROAD TO RECOVERY– Priority Playbook

Stage	Implications for School Leaders
Crisis	<ul style="list-style-type: none">● School buildings ordered closed
<i>Transition</i>	
Re-entry	<ul style="list-style-type: none">● Schools start virtually; School buildings partially reopen● Some students at school, some at home● Rolling closures
Recovery	<ul style="list-style-type: none">● School buildings fully back in session● School budgets reflect economic reality
<i>Transformation</i>	
New Normal	<ul style="list-style-type: none">● Schools reflect a changed society





We're in this Together

Support Student & Staff Attendance

Close the Gap

Equitable, High-quality instruction for all



Leading Forward

Leading the Transformation

A Safe Place

A Healthy, Secure Environment

A Place to Belong

Reignite School Culture

ROAD TO RECOVERY— Priority Playbook





Leading Forward

Leading the Transformation

ROAD TO RECOVERY— Priority Playbook



LEADING FORWARD



Leading the Transformation

- Engage with a diverse, representative leadership team
 - Meet **frequently for collaboration** (in-person or virtual)
 - Use **decision-making process** guided by your mission, vision, goals and improvement efforts
 - Check the **“pulse” frequently** with the team on the school community
- Recognize and focus on what is in your control
 - Build a **continuous improvement mindset** in school community
 - What was important before is **still very important**



LEADING FORWARD



Leading the Transformation

- Communicate, communicate & communicate
 - Keep all stakeholders up-to-date by **communicating explicitly, frequently & in transparent manner**
 - Implement **multiple modes of communication** by all leadership team members that reach **ALL** families, including non-English speakers
 - All leaders **shape communication** to focus the work and build the mindset for success



LEADING FORWARD—Pulse Check and Continuous Improvement Example

<i>Trailway Middle School</i> Campus Leadership Team Weekly Meeting Agenda: September 12, 2020		
Opening Ritual (5 min)	Present	Martinez (principal), Laramie (AP), Jackson (counselor), Donald (7 th), Aleman (8 th), De La Garza (6 th), Schlesinger (elective), Avila (office)
	Mission	We are a community of learners who maintain a safe environment, collaborate with others, and provide high-quality learning experiences to make sure all students learn and grow.
	Norms	Connected Solution Focused Student-Centered
Pulse Check (10 min)		<ul style="list-style-type: none"> • What is going well this week? • What has been a struggle for you or your teammates?
Culture (10 min)	Staff Commitment	We will collaborate and communicate frequently to increase and improve equitable practices in our school community.
	Continuity (review action items from last time) (5 min)	<ul style="list-style-type: none"> • Updates to check-in rosters and schedules been completed and communicated to all staff, students, and families • Counselor Lunch Bunches started with targeted groups of students. Participation log has been added to the attendance/engagement data collection system.
	New Items (5 min)	<ul style="list-style-type: none"> • Create a commitment awards system. Award for first grading period. What are the awards? How will they be determined? How will winners be communicated and celebrated?
Instruction (20 min)	Staff Commitment	We will plan for and facilitate high-quality instruction for our students that integrates research-based practices based on what they need.

Pulse Checks

Check Back on Previous Items



LEADING FORWARD—Frequent Communication Example



Jensen Elementary

Virtual Staff Huddle Everyday 3:15 P.M.

3:15-3:18	Welcome	Culture Connection: Principal shares one connection to mission and/or staff commitments observed today
3:18-3:23	Check-In (3 min Breakout)	Random partners to share one good thing from the day
3:23-3:30	Need to Knows	Review previous update status and share new information
3:30-3:35	Close	Reminder to submit questions to Staff Wonderings Doc Thank you for all you do everyday! Send staff home





Leading Forward

Leading the Transformation

A Safe Place

A Healthy, Secure Environment

ROAD TO RECOVERY— Priority Playbook



A SAFE PLACE



A Healthy, Secure Environment

- Continuously consider all stakeholders' needs
 - **Gather input** from your students, staff, families, district & community
 - Evaluate the **impact** of decisions **on different stakeholders**



A SAFE PLACE



A Healthy, Secure Environment

- Utilize continuous improvement to plan for physical safety
 - Adjust **movement patterns and visitor procedures** to minimize contact (building entrance & exit, common areas, passing periods, etc.)
 - Plan **family events** with staggered attendance times, virtual options & careful movement patterns (Open House, Family Nights, Class Awards)
 - Implement and support **variations in scheduling and options for modality** that provide differentiated & equitable support for ALL students and families



A SAFE PLACE– Continuously Consider ALL Stakeholders’ Needs Example



Devonville High School
Home of the Dragons

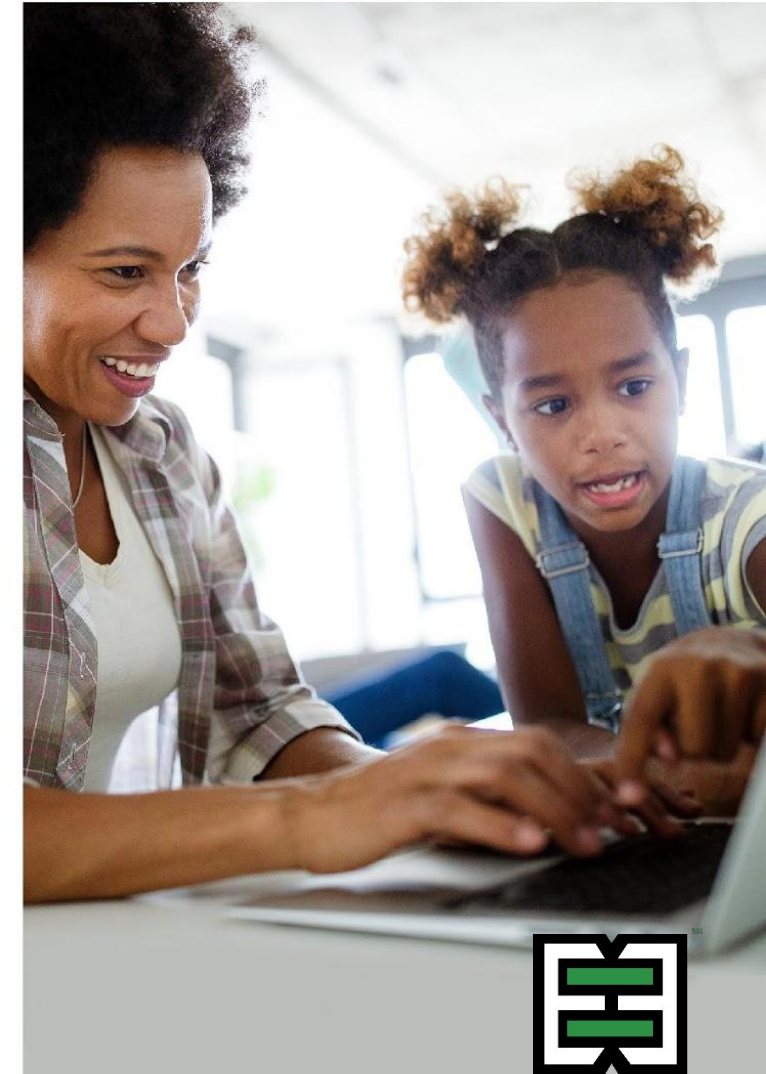
In this Edition:

- **NEWS!** What the first day of in-person school will look like on October 5th!
- **NEWS!** How UIL activities will work beginning October 5th!
- **YOUR VOICE!** This month’s survey & interview results
- **PRINCIPAL’S POST!** A message from Principal Hernandez
- **Q&A Breakout Groups!**

**Wednesday
September 30th
6pm-7pm
Join us on [ZOOM](#)**

**STATE
OF
OUR
SCHOOL**

MONTHLY SCHOOL
COMMUNITY MEET-UP



A SAFE PLACE– Continuously Consider ALL Stakeholders’ Needs Example



Devonville High School
Home of the Dragons

“State of OUR School (SOOS)” Survey Plan

• WHO PARTICIPATES?

- FAMILY & COMMUNITY (Principal Hernandez, Survey Lead)
- FACULTY & STAFF (Principal Hernandez & Grade Level Lead Teachers, Survey Leads)
- STUDENTS (AP Rodriguez (9/10 Survey Lead) & AP Johnson (11/12 Survey Lead))

• WHEN DO THE SURVEYS HAPPEN?

- Weekly Questionnaire (google form)
 - Email sent on Monday to all members of stakeholder group
 - Results analyzed each Friday
- Weekly Interviews (phone/in-person/video)
 - Conducted throughout the week
 - Randomized participants (3-5 each week)

- HOW: Questions for questionnaire and interviews will be developed at Monthly SOOS Planning Meeting to dynamically address the most up-to-date needs on campus



A SAFE PLACE– Continuously Consider ALL Stakeholders’ Needs Example



Devonville High School

Home of the Dragons

AGENDA → “State of OUR School (SOOS)” Planning Meeting

Date	September 11, 2020	
Attendees	Principal Hernandez, AP Martin, AP Rodriguez, AP Johnson, Smith (9th Lead), Markovich (10th Lead), Lozano (11th Lead), Albright (12th lead)	
TOPIC	WHO/LEAD	Important Information / Actions Needed
State of the School Update: Safety	Principal Hernandez	<i>Results of Current Weekly Family & Community Surveys & Interviews Reviewed--95% approve or very much approve our current plans and communication level.</i>
State of the School Update: Attendance	AP Martin	<i>Current Attendance Data Shared Great Concern for grades 11 and 12 rate of attendance (-20% from last week) ACTION: grade level leads will discuss and plan for intervention</i>
State of the School Update: Staff Culture	Principal Hernandez & Grade Level Leaders	<i>Results of Current Weekly Sample Staff Surveys & Interviews Reviewed--overwhelmingly positive about current plan for transition to in-person</i>
State of the School Update: Student Culture	AP Rodriguez AP Johnson	<i>Results of Current Weekly Student Surveys & Interviews Reviewed--Some concerns about attendance of fellow students</i>
State of the School Update: Learning-Obs/Feedback Data	Principal	<i>Content PLC's all learned about the new/revised obs form; ACTION: All obs will use new form beginning 9-14-2020</i>
State of the School Update: Learning-Student Assessment Data	Principal and Grade Level Leaders	<i>Next week CFA's will begin; reviewed campus assessment NORMS and plan for testing</i>
UPCOMING EVENTS	Grade Level Leaders	<i>9th/10th-Fall Festival; 11th/12th: Future Plan Night</i>





We're in this Together

Support Student & Staff Attendance



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WE'RE IN THIS TOGETHER



Support Student & Staff Attendance

- Ensure the Attendance Team is providing differentiated, individualized support
 - Frequently **review data** to inform decisions
 - Utilize and enhance **different paths of intervention and persistent communication** for attendance concerns
 - Continually provide **guidance on when to stay home when sick**
 - Use and update **coverage plan** when staff are not available for in-person or synchronous classes



WE'RE IN THIS TOGETHER



Support Student & Staff Attendance

- Implement systems for potential, non-traditional school environment(s)
 - **Collect and monitor multiple types of attendance data** in all modalities of school scheduling
 - Implement and adjust **systems to accurately report attendance** according to state/district guidelines
 - Support **roles and responsibilities** within attendance plans and systems



WE'RE IN THIS TOGETHER— Roles and Responsibilities Example

WHO		HOW	WHEN
Campus Level Data	Teacher	Submit Attendance via district system for all other periods/classes	At designated time
	Teacher	Record participation in Listening Lunch in Google Sheet (non-graded item)	Daily during lunch
	Teacher	Enter missing assignments into team Google Sheet	Monday by 4:00 P.M.
	Club Sponsor	Upload virtual and paper sign-in sheets to shared folder	Wednesday by 4:00 P.M.
	Staff	Check-in Log updated	Monday by 9:00 A.M.
Monitoring	Attendance Clerk	Run bi-weekly reports of campus level attendance	Tuesday by 12:00 P.M.
	Attendance Team	Review campus level reports, determine action steps, plan communication	Meeting every other Tuesday at 4:00 P.M.
	Team Leads	Run weekly missing assignment report and highlight concerns	Weekly team meetings
	Team Leads	Gather concerns from Listening Lunches and Check-ins from teachers to share with attendance team	Weekly team meetings



WE'RE IN THIS TOGETHER– Frequent Data Review Example

To: Team Leaders;

CC: Admin; Counselors; Front Office;

Subject: ACTION: Weekly Attendance/Engagement Data Review

Team Leaders:

Below is our School's Weekly Attendance/Engagement Data. You have also been provided with this data for your grade-level students/teachers in the shared folder.

ACTION: Review with your teams this week at your team meeting and document action plans using the Tiered Support Menu in the team log.

Data:

- Average Daily Attendance week of Sept 21-25= 89%
- 41 students only present 1 day last week
- Reasons report (based on phone calls): Technology troubles, forgot what time to log in, did not wake up, did not feel well

Missing Assignments

- 90% of students are missing 2 or more assignments
- 30% of assignments are turned in after 24hr period
- 58% of assignments are turned in after 4pm
- Cluster of missing assignments in 5th math

Check-in Logs

- 4 teachers need support to complete
- Concerns (heard from multiple students): don't understand what exactly is due in class, don't have any time to talk with my friends, Teachers don't tell me if I am doing my work right and I am not getting many grades

We look forward to participating with your teams this week to come up with plans to ensure all of our Eagles are successful!

Thanks for all you do,

Macie

Macie Roberts

Principal, Pecan Elementary School

232-143-2222

We are the mighty Eagles! Watch us SOAR!

Official Attendance Data

Informal Attendance & Engagement Data



WE'RE IN THIS TOGETHER-

Staff Coverage Plan Example

Teacher Expectations:

- Lesson plans with referenced videos and documents are uploaded to staff folder by Thursday @ 5:00 P.M. for the following week
- Create 2 days of "emergency sub plans" and post in staff folder by grade/subject/last name
- Keep LMS reference spreadsheet updated with links and login information
- Be prepared to provide coverage other classrooms (virtual or in-person)

Option 1: Substitute

Substitute:

- Dedicated to one campus
- Substitute completed safety protocols and systems training
- Participates in same ongoing health screeners as teachers
- Will provide in-person coverage while virtual coverage will be provided by partner teacher

Option 2: Partner Teacher

- Partner teacher will ensure daily lesson is posted in LMS
- Both classes will combine for any live virtual lessons with the Partner Teacher posting the link to LMS
- In-person classes may combine if space and social distancing guidelines allow (total students are less than 18)

Option 3: Staff Coverage

- A staff member from "Availability List" will be assigned to cover in-person classes and any live virtual lessons
- A coverage plan will be prepared by front office and emailed to all providing coverage and to the Team Leader by 7:30 A.M.
- Coverage staff will access and follow lessons plans posted in staff folder and use LMS login information in the LMS reference spreadsheet
- Front office will maintain coverage spreadsheet to monitor the frequency of coverage provided by each staff member





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ROAD TO RECOVERY— Priority Playbook



A PLACE TO BELONG



Reignite School Culture

- **Connections before Content**
 - **Deliberate, proactive alignment** with beliefs, mission, vision and values of your school
 - Support and reinforce **collective commitments** between staff and students
 - Integrate **healing-based practices** to support social-emotional health of students and staff
 - Extend **re-entry curriculum** throughout the school year to support students and nurture the school community



A PLACE TO BELONG



Reignite School Culture

- **Connections before Content**
 - Build **habits of connection and communication** that will persist throughout the year
 - Provide opportunities for **enriching relationships and shared fun**
 - **Engage families and community** in safe or virtual events



A PLACE TO BELONG—Culture Alignment Example

Martin High School We Believe...

- *positive relationships with students are a must.*
- *with our support, every student will grow and learn.*
- *high-quality instruction is the most effective way to improve student performance.*
- *in continuous improvement for ourselves and our students.*
- *in fostering a growth mindset for everyone in our community.*

MHS Vision

Our students know they are members of a community of learners who believe in themselves, support each other and work hard to pursue healthy, successful lives both in school and beyond.

MHS Mission

We are a community of learners who maintain a safe environment, collaborate with others, and provide high-quality learning experiences to make sure all students learn and grow.

MHS Values

MHS Collective Commitments

Collaboration

We will actively engage in collaboration with a learner-mindset.

Relationships

We will proactively build relationships with students and each other through strategic communication and empathic practices.

Accountability

We will hold each other accountable for aligning our professional practice with our shared beliefs, vision and mission.

Student-Centered


We will plan for and facilitate high-quality instruction for our students that integrates research-based practices based on what they need.

Urgency


We will engage with urgency in the study of our content and analysis of data to continuously improve our instructional plans.



A PLACE TO BELONG—Shared Fun Example



Centerville Elementary School

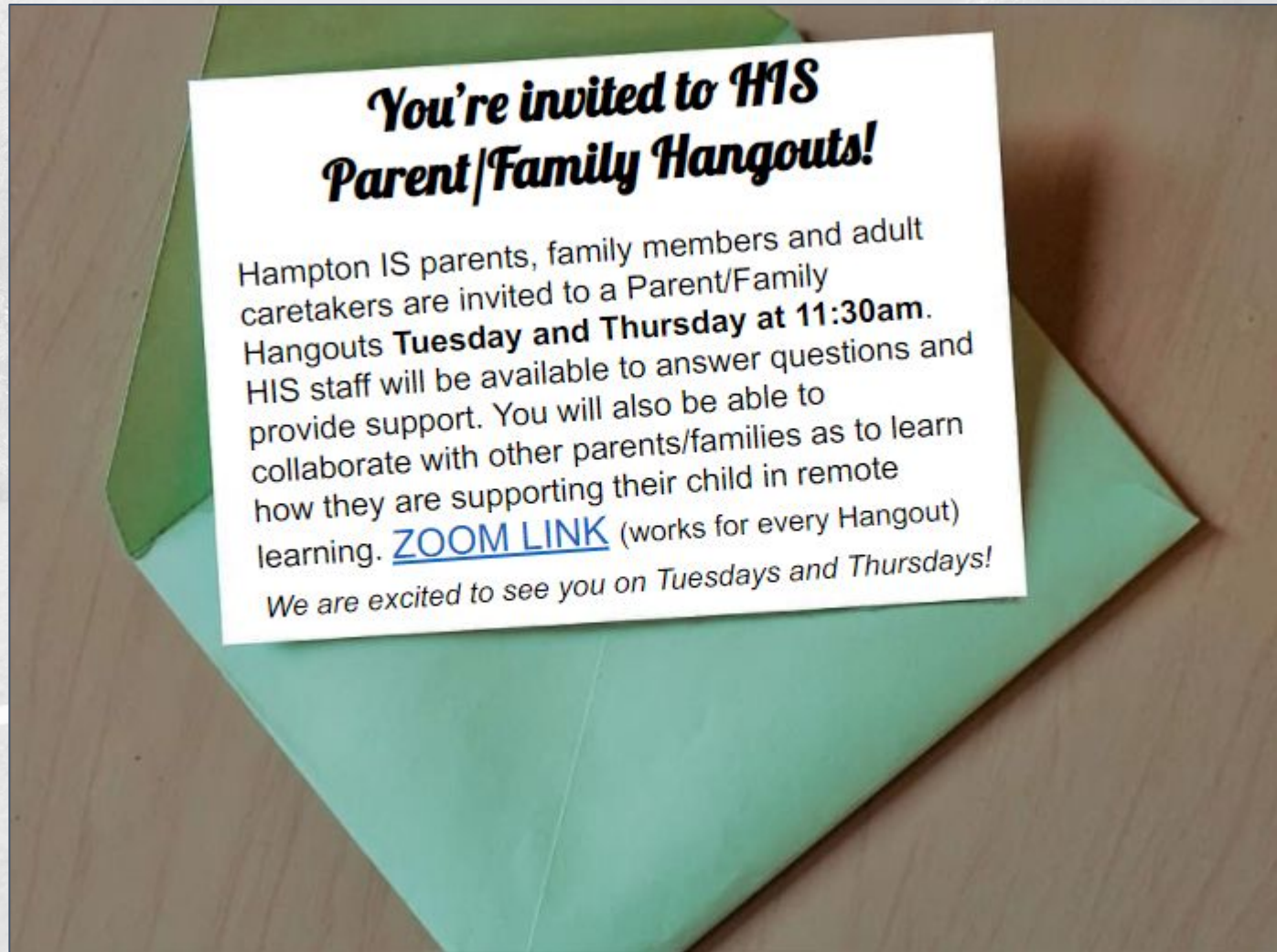


PRIDE Friday Fun Lunch

11:30-11:40	Welcome to PRIDE Friday Fun Lunch	ZOOM LINK <ul style="list-style-type: none"> Overview of Schedule/Options Expectations for PRIDE Friday Fun Lunch
11:40-12:20	PRIDE Friday Fun Lunch Options	ZOOM LINK Choice #1: Dance Party
		ZOOM LINK Choice #2: Crack the Game Code
		ZOOM LINK Choice #3: Trivia
		ZOOM LINK Choice #4: Movie Screening
		ZOOM LINK Choice #5: Art Extravaganza
		ZOOM LINK Choice #6: Sports Club
		ZOOM LINK Choice #7: Bingo!
		ZOOM LINK Choice #8: Karaoke Sing-along
12:20-12:30	Closing Surprise	ZOOM LINK (same link as welcome) Closing Remarks from a surprise staff member with a special send-off for the weekend



A PLACE TO BELONG—Engage Families Example





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ROAD TO RECOVERY— Priority Playbook



CLOSE THE GAP



Equitable, High-Quality Instruction for All

- Plan for strategic adjustments in curriculum
 - Collaborate to select **only the MOST essential standards** for current grade level
 - **Prioritize skills and concepts** that are foundational to college, career and real-world readiness
- Implement deliberate systems of assessment to inform curriculum focus and instructional plan
 - Monitor assessment norms for administering assessments in different modalities
 - Utilize common **pre-assessments** to narrow focus on the MOST essential standards
 - Implement **common formative assessments** frequently throughout unit of study; including analysis of student work.



CLOSE THE GAP



Equitable, High-Quality Instruction for All

- Focus on implementation of evidence-based instructional practices
 - Plan for **acceleration, not remediation**
 - Responsive instructional design should be **student-focused**, with increasing independent, critical thinking, speaking, reading and writing.
- Utilize effective virtual & blended learning models
 - Engage instructional technology in creative ways that enhances & elevates instruction
 - Use **virtual tools to personalize pathways for all students** to achieve mastery of essential standards



CLOSE THE GAP–Virtual Assessment NORMS Example



Eastside Elementary School Eagles



Virtual Assessment Norms

(Grades 3-5)

- Common Formative Assessment (CFA) Data Turnaround:
 - Shared with students within 3 days
 - Analyzed with teams/leaders within 5 days
- Facilitating Virtual Assessments:
 - Pre OR Post-Assessments (Unit CFA's) live in ZOOM
 - Review Campus Academic Honesty Pledge
 - Synchronous, Audio Mute, Video On
 - Use LMS Live Assessment Interface
 - Recurring Formative Assessment
 - Developed by teacher teams
 - Synchronous OR Asynchronous
 - Can be video, audio or written summaries to demonstrate mastery (must be linked in the LMS)
 - Max. 50% of RFA's can be T/F, MC or Matching



CLOSE THE GAP—Assessment Calendar Example

October 2020		GRADE 4 MATHEMATICS CALENDAR			
	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	5	6	7	8	9
UNIT 3 PRE-ASSESSMENT	UNIT 2 LEARNING & FORMATIVE ASSESSMENT	UNIT 2 LEARNING & FORMATIVE ASSESSMENT	UNIT 2 (add / subtract) POST-ASSESSMENT	UNIT 2 DATA ANALYSIS PRE-ASSESSMENT	
	12	13	14	15	16
UNIT 3 (multiplication) BEGINS	UNIT 3 LEARNING & FORMATIVE ASSESSMENT	UNIT 3 LEARNING & FORMATIVE ASSESSMENT	UNIT 3 LEARNING & FORMATIVE ASSESSMENT	UNIT 4 (division) PRE-ASSESSMENT	
	19	20	21	22	23
UNIT 3 PRE-ASSESSMENT	UNIT 3 LEARNING & FORMATIVE ASSESSMENT	UNIT 3 LEARNING & FORMATIVE ASSESSMENT	UNIT 3 (multiplication) POST-ASSESSMENT	UNIT 3 DATA ANALYSIS AND RESPONSE PLAN	
	26	27	28	29	30
UNIT 4 (division) BEGINS	UNIT 4 LEARNING & FORMATIVE ASSESSMENT	UNIT 4 LEARNING & FORMATIVE ASSESSMENT	UNIT 4 LEARNING & FORMATIVE ASSESSMENT	UNIT 4 LEARNING & FORMATIVE ASSESSMENT	



CLOSE THE GAP—Pre-Assessment Example

Gr 4 Math Unit 3 (Before Instruction Begins)

PRIORITIZE STANDARDS

4.4H (solve one and two step problems involving multiplication)

4.5A (represent problems involving multiplication and a letter standing for an unknown using equations and strip diagrams)

PRE-ASSESSMENT

2 multiple choice and 1 open ended item

2 multiple choice and 1 open ended item

DESIGN PERSONALIZED PATHWAYS FOR STUDENTS

4.4H (mastery)

4.4H (not yet)

4.5A (mastery)

4.5A (not yet)



CLOSE THE GAP—Pre-Assessment Example

Personalized Pathways Designed Using Pre-assessment Results





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ROAD TO RECOVERY— Priority Playbook



ROAD TO RECOVERY– Priority Playbook Roadmap

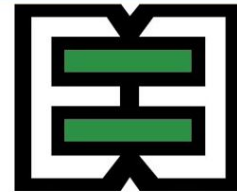
Roadmap to Recovery: A Priority Playbook

Planning for re-entry and transformation to your school community!

Welcome to the Roadmap

This tool is intended to support your planning throughout the 2020-2021 school year. You may choose to complete every section or only the parts that are most applicable to your school community.

Please contact us if you would like support as you and your team work through the Priority Playbook.



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E3 Alliance is a premier, national award-winning leader in collaborating with districts and schools to implement sustainable student outcomes with its unique, proven and data-backed frameworks and systems.

As a non-profit, E3 Alliance is a mission-driven organization focused on Impact for ALL Students by transforming school systems. As seasoned educators the E3 Alliance team possesses the knowledge and first-hand experience transforming schools to sustained success with solutions for:

- Leadership
- School Culture
- Effective Instruction
- Special Populations

Contact us if you would like to schedule a complimentary coaching session:
Lori Davis, Director of Transformation Partnerships

ldavis@e3alliance.org

[Visit our Website](#)



ROAD TO RECOVERY– Priority Playbook Roadmap

We're in this Together: Support Student & Staff Attendance

Compassionate but purposeful support to ensure all are present.

Attendance Team is providing differentiated, individualized support

Attendance Data to Collect and Review

Product	Purpose	Who
<i>EXAMPLE: Absences by period by week</i>	<i>Analyze trends for time of day, changes week to week</i>	<i>Attendance Clerk</i>
<i>Nurse visitation in school</i>	<i>Analyze trends in symptoms of common illnesses and covid</i>	<i>Nurse</i>
<i>student</i>	<i>Determine students in need of intensive intervention</i>	<i>Attendance Clerk</i>
<i>Staff absences by week</i>	<i>analyze changes week to week</i>	<i>Admin</i>
<i>Staff absences by reason</i>	<i>Inform support plans</i>	<i>Admin</i>
<i>Missing assignments/Incomplete make-up work</i>	<i>Inform support plans</i>	<i>Team Leads</i>
<i>Participation in check-ins, events, clubs, other activities</i>	<i>Inform support plans</i>	<i>Team Leads</i>



ROAD TO RECOVERY– Priority Playbook Roadmap

<i>Potential Attendance Interventions</i>		
Intervention	Details	Responsibility
<i>EXAMPLE: Schedule change</i>	<i>Adjust in-person and virtual times to allow for optimal participation</i>	<i>Admin, counselor, parents</i>
<i>Home visit</i>	<i>without other contact</i>	<i>Attendance specialist, admin</i>
<i>Automated wake-up call</i>	<i>virtual class</i>	<i>Attendance clerk</i>
<i>Personal phone call</i>	<i>Call each staff member on the day they are absent to check-in and determine needs</i>	<i>Admin</i>
<i>Managing Coverage on OUR campus</i>		
Action		Responsibility
<i>EXAMPLE: Maintain Substitute Roster with details about strengths, availability, multiple contact methods</i>		<i>Attendance Clerk</i>
<i>Send a thank you email to each substitute after a completed job</i>		<i>Attendance Clerk</i>
<i>Develop a coverage flow chart for in-person classes when subs are not available</i>		<i>Admin</i>
<i>Develop a coverage plan for virtual classes/office hours when staff is not available</i>		<i>Admin</i>
<i>Maintain sub plans database by subject/grade</i>		<i>Attendance Clerk, Team Lead, Dept Chair</i>



ROAD TO RECOVERY– Priority Playbook Roadmap

Implement systems for potential, non-traditional school environment(s)			
Collecting and Monitoring Attendance			
Data	Method	Reporter	Collector
<i>EXAMPLE: In-person attendance by teacher</i>	<i>Submitted through skyward (electronic program)</i>	<i>Teacher</i>	<i>Attendance Clerk confirms submission each period</i>
<i>Participation in live virtual class</i>	<i>Recorded in google sheet</i>	<i>Teacher</i>	<i>Attendance Clerk every two weeks on rotation schedule</i>
<i>Participation in live virtual class</i>	<i>Recorded in google sheet</i>	<i>Teacher</i>	<i>Attendance Clerk every two weeks on rotation schedule</i>
<i>Wellness conversation with mentor</i>	<i>Recorded in google sheet</i>	<i>Assigned mentor teacher</i>	<i>Team lead collects every month at team meeting</i>
Roles and Responsibilities			
Position	Actions		
<i>EXAMPLE: Teacher</i>	<i>Submit attendance each period in skyward, maintain participation google sheet, bring attendance concerns to weekly team meeting, call home after each absence</i>		
<i>Team Lead</i>	<i>Review attendance data weekly with team, identify new students in need of referral to support</i>		



ROAD TO RECOVERY– Priority Playbook Roadmap

<i>Roles and Responsibilities</i>	
Position	Actions
<i>EXAMPLE: Teacher</i>	<i>Submit attendance each period in skyward, maintain participation google sheet, bring attendance concerns to weekly team meeting, call home after each absence</i>
<i>Team Lead</i>	<i>Review attendance data weekly with team, identify new students in need of referral to support</i>
<i>Actions We Need to Take to because We're in this Together</i>	
<i>Example: Schedule attendance data reporting with nurse, attendance clerk, and team leads.</i>	
<i>Example: Create flow chart for in-person and virtual coverage for staff absences.</i>	



ROAD TO RECOVERY– Priority Playbook Roadmap

Roadmap: Putting the Playbook into action

Prioritizing and Detailing the work of your Leadership Team

Paste the actions from previous sheets and prioritize them by assigning a number.

Priority (1=highest)	Action
2	<i>Example: Create flow chart for in-person and virtual coverage for staff absences.</i>
1	<i>Example: Schedule attendance data reporting with nurse, attendance clerk, and team leads.</i>
3	<i>Example: Plan re-entry curriculum refresh for the first day of 2 six weeks, especially consider how to support students changing modality</i>

Next 30 days of Fall Semester

Action	Who	When	How	Communication Needs
<i>Example: Schedule Attendance data reporting</i>	<i>Administrators</i>	<i>By Sept 25</i>	<i>Kelly (AP) to develop schedule, review at weekly admin meeting, Kelly meet individually with each reporter to explain role and responsibility</i>	<i>Document each type of data, due date, and the roles and responsibilities of all involved, give an overview of the attendance data process at next faculty meeting so all staff know how it is being collected and used</i>





Leading Forward

Leading the Transformation



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ROAD TO RECOVERY— Questions?



ROAD TO RECOVERY



- *Use* the Playbook & Roadmap
- *Share* the Playbook & Roadmap
- *Partner* with us!
 - Ask about a Complimentary Coaching Session
 - Lori Davis, ldavis@e3alliance.org



ROAD TO RECOVERY



- ***Attend*** November 19th Webinar at 1:00 pm CST
 - Leverage end of semester messaging
 - Plan for a strong Spring launch



ROAD TO RECOVERY



- ***NEW WORLD, NEW WORK***
Virtual Learning Series
 - Begins September 24th
 - Virtual Learning Series on Attendance, Culture and Instruction



ROAD TO RECOVERY



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