

CFI Calendar: 2009-10 - version 2.0

| Date | Event | Due Date | Topic | Task |
|--------|---------------------|-----------------|---|--|
| 19-Oct | Dept. Conf. | | Schol. Guide | Assistant principals ask teachers for subject-specific vocabulary for the <i>LaGuardia Arts Scholastic Guide</i> . |
| 21-Oct | | DUE DATE | CFI Team | The appropriate parties will explain CFI expectations to Mr. Hawrylczak. |
| 22-Oct | CFI Meeting | | Technology, Cross-curricular, Teacher Teams | Review the tentative CFI goals and calendar for the year, prepare to take the next steps toward the creation of the Curricular Calendar and the Teacher Reference, and discuss the festivals further. |
| 29-Oct | CFI Meeting | | CFI Team/Teacher Teams | Special guests: Mr. Hawrylczak, English Teacher Team, Math Teacher Team; the foci will be familiarizing educators with the Inquiry Process and preparing them to use the online interface to upload required information by no later than 11-25. |
| 3-Nov | Prof. Dev. | DUE DATE | Technology, Cross-curricular, Teacher Teams | The Power Point Presentation must be completed. The CFI Team will present to the faculty information about the Program Office Web Site [Programming (online registration, academic sequencing, calendar); testing and attendance; CFI resources; and upcoming projects (weekly Curricular Calendar, Teacher Expertise Directory, Online Proctoring Application, completed Scholastic Guide)]. We will also introduce members of the new Teacher Teams. In addition, English and Math Teacher Teams will participate in a separate Professional Development session on ACUITY, which will prepare members for Inquiry Work. |
| 5-Nov | CFI Meeting | | Teacher Teams | The proliferation of Teacher Teams |
| 12-Nov | CFI Meeting | | Cross-curricular | Planning the first Festival and encouraging cross-curricular work |
| 16-Nov | Dept. Conf. | DUE DATE | Cross-curricular | Assistant principals collect information about curricula so that we can use it to create the Curricular Calendar. |
| 19-Nov | CFI Meeting | | Cross-curricular | The CFI Team reviews and organizes curricula so that it can be displayed online in a weekly calendar. |
| 25-Nov | | DUE DATE | CFI Team/Teacher Teams | The following information must have been uploaded by this day at laguardiaartsprogramoffice.org : the Team's target population, sub-skill, S.M.A.R.T. goal, benchmark assessment, description of ongoing assessments, and potential lesson plans. |
| 26-Nov | CFI Meeting | | CFI Team/Teacher Teams | Uploading CFI and Teacher Team information to Central's Web site and planning the 25th Century Anniversary #1 so that it involves cross-curricular work |
| 3-Dec | CFI Meeting | | Cross-curricular | Preparing for a presentation at the Faculty Conference that includes the SMART Goals and baseline data of Teacher Teams |
| 4-Dec | 25th Anniversary #1 | | Cross-curricular | |
| 7-Dec | Faculty Conf. | | Cross-curricular | Each teacher lists two academic or studio interests on the sign-in form for the Teacher Directory. |

CFI Calendar: 2009-10 - version 2.0

| Date | Event | Due Date | Topic | Task |
|--------|-------------|-----------------|--------------------------------|--|
| 10-Dec | CFI Meeting | DUE DATE | Cross-curricular | The Teacher Directory will be completed and be made available online. We will focus during our meeting on collecting teachers' academic and studio interests and uploading them to the Teacher Directory |
| 14-Dec | Dept. Conf. | | Cross-curricular | Assistant principals collect information about curricula so that we can use it to create the Curricular Calendar. |
| 15-Dec | | DUE DATE | Cross-curricular | Collect all necessary information for Curricular Calendar and Teacher Directory |
| 17-Dec | CFI Meeting | | Teacher Teams | Upload results of the work done by Teacher Teams. |
| 7-Jan | CFI Meeting | | Teacher Teams | Prepare for the Teacher Team meeting. |
| 14-Jan | CFI Meeting | | CFI Team/Teacher Teams | Special guests: Mr. Hawrylczak, English Teacher Team, Math Teacher Team; focus: sharing results thus far. |
| 21-Jan | CFI Meeting | | Teacher Teams | Analyze results of Teacher Teams |
| 28-Jan | CFI Meeting | | Techno. | Prepare for the Technology Staff Development Day. |
| 1-Feb | Prof. Dev. | | Techno. | Staff Development Day |
| 4-Feb | CFI Meeting | | Teacher Teams | Analyze results of Teacher Teams |
| 11-Feb | CFI Meeting | | CFI Team | Analyze results of CFI Team |
| 22-Feb | Dept. Conf. | | Schol. Guide | Work on the <i>LaGuardia Arts Scholastic Guide</i> . |
| 25-Feb | CFI Meeting | | Cross-curricular | Work on the Curricular Calendar. |
| 1-Mar | | DUE DATE | Cross-curricular | Post a fully functional Curricular Calendar online. |
| 4-Mar | CFI Meeting | DUE DATE | Schol. Guide | Complete the <i>LaGuardia Arts Scholastic Guide</i> . Discuss in our meeting how to promote the use of the Guide in a way that is consistent with our school and CFI goals. |
| 8-Mar | | DUE DATE | Cross-curricular, Schol. Guide | Complete a Power Point presentation. During the faculty conference, explain the benefits of the Curricular Calendar and the <i>Scholastic Guide</i> to the faculty. |
| 11-Mar | CFI Meeting | | Schol. Guide | Discussing ways to encourage teachers to use <i>Scholastic Guide</i> |
| 15-Mar | Dept. Conf. | | Schol. Guide | Department Conference focus on <i>Scholastic Guide</i> |
| 18-Mar | CFI Meeting | | Techno. | Encouraging use of Program Office Web Site |
| 25-Mar | CFI Meeting | | Cross-curricular | Planning for the second festival |

CFI Calendar: 2009-10 - version 2.0

| Date | Event | Due Date | Topic | Task |
|--------|---------------------|-----------------|---|--|
| 26-Mar | 25th Anniversary #2 | | Cross-curricular | |
| 8-Apr | CFI Meeting | | Schol. Guide | Preparation for Faculty Conference Presentation |
| 12-Apr | Faculty Conf. | DUE DATE | Schol. Guide | Create a PowerPoint presentation about the <i>LaGuardia Arts Scholastic Guide</i> with explanation of how to introduce it. This will be used at the faculty conference. |
| 15-Apr | CFI Meeting | | Teacher Teams | Review of Teacher Team work |
| 19-Apr | Dept. Conf. | | Teacher Teams | Focus in department conferences on Teacher Team work |
| 22-Apr | CFI Meeting | | CFI Work | Review of CFI work |
| 29-Apr | CFI Meeting | DUE DATE | CFI Team/Teacher Teams | All participants in the CFI Team and Teacher Teams will have uploaded final results by today. Special guests to the CFI meeting: Mr. Hawrylczak, English Teacher Team, Math Teacher Team; focus: sharing final results, reflecting on the Inquiry Process, and preparing to share findings in faculty and department conferences |
| 3-May | Faculty Conf. | | CFI Team/Teacher Teams | All participants in the CFI Team and Teacher Teams will have uploaded final results by today. Special guests to the CFI meeting: Mr. Hawrylczak, English Teacher Team, Math Teacher Team; focus: sharing final results, reflecting on the Inquiry Process, and preparing to share findings in faculty and department conferences |
| 6-May | CFI Meeting | | Teacher Teams | Planning for further proliferation |
| 13-May | CFI Meeting | | Teacher Teams | Preparation for the Quality Review |
| 17-May | Dept. Conf. | | CFI Team/Teacher Teams | Participants explain the Inquiry Process to colleagues and share the successes of their projects. |
| 20-May | CFI Meeting | | CFI Team | uploading of CFI results |
| 27-May | CFI Meeting | | Cross-curricular, Schol. Guide, Teacher Teams, CFI Teams, Techno. | reflecting on successes and shortcomings |

CFI Calendar: 2009-10 - version 2.0

| Date | Event | Due Date | Topic | Task |
|-------|--------------------|----------|--|-----------------------------|
| 3-Jun | <i>CFI Meeting</i> | | <i>Cross-curricular, Schol. Guide, Teacher Teams, CFI Teams, Techno.</i> | planning for the year ahead |