

RESOURCE Z

Monthly Planning Guide for the Learning Fair

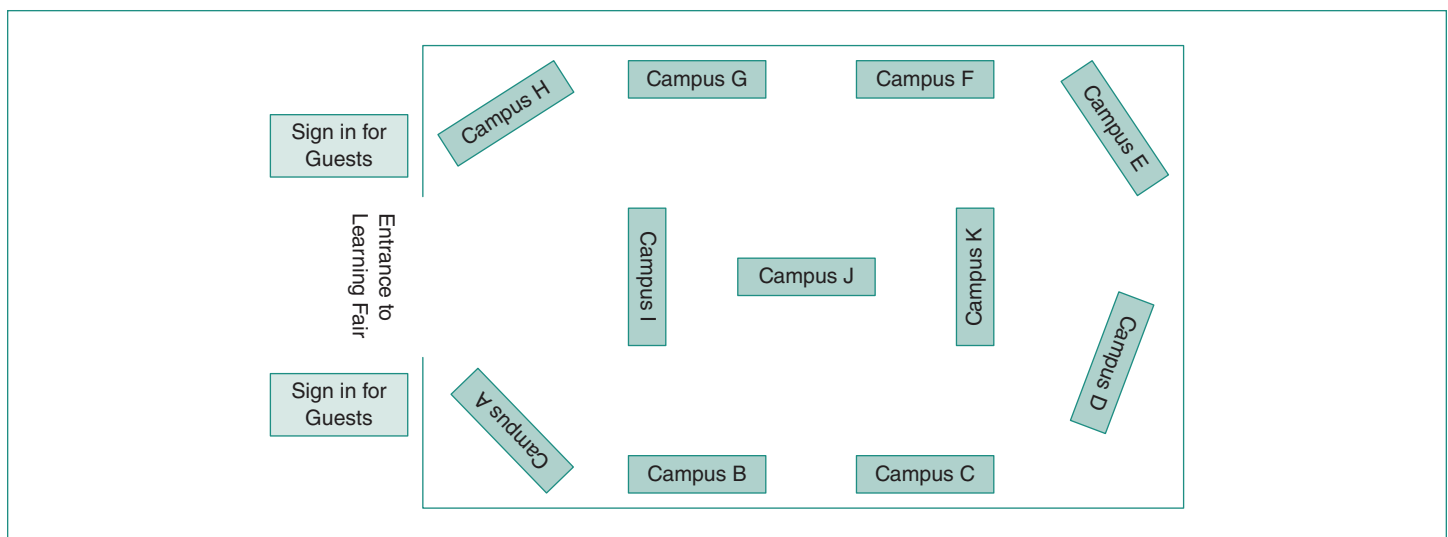
Month	Action Required
July	<ul style="list-style-type: none"> Determine when and where the Learning Fair will take place and reserve the room. Reserve additional rooms for the luncheon and the afternoon session with the teachers.
August	<ul style="list-style-type: none"> Send a “save the date” invitation for the Learning Fair to the superintendent, school board members, and Central Office staff. Meet with the district Public Relations (PR) team to share the plan for the academy and to arrange for a district social media account to use throughout the year. Share the dates for each session with this team so that they can be available to attend any session. Confirm availability for the Learning Fair. Meet with the district Instructional Technology (IT) team to confirm availability for the Learning Fair.
September	<ul style="list-style-type: none"> Speak with principals of academy teachers to seek financial support for lunch for the teachers and principals after the Learning Fair. Scan social media for posts by academy teachers and place in a file for a Learning Fair video. Send a “save the date” invitation to all principals in the district.
October	<ul style="list-style-type: none"> Scan social media for posts by academy teachers and place in a file for a Learning Fair video.
November	<ul style="list-style-type: none"> Scan social media for posts by academy teachers and place in a file for a Learning Fair video.
December	<ul style="list-style-type: none"> Scan social media for posts by academy teachers and place in a file for a Learning Fair video. Teachers submit “before and after” pictures of their classrooms showing the changes that have taken place up to this point in the year. The pictures will be placed in a file for a Learning Fair video.
January	<ul style="list-style-type: none"> Finalize luncheon plans with schools providing financial support and/or parent volunteers. Scan social media for posts by academy teachers and place in a file for a Learning Fair video.
February	<ul style="list-style-type: none"> Begin digital recording of each academy teacher in the classroom. Scan social media for posts by academy teachers and place in a file for a Learning Fair video.
March	<ul style="list-style-type: none"> Complete digital recording of each academy teacher in the classroom. Scan social media for posts by academy teachers and place in a file for a Learning Fair video. Meet with the appropriate personnel at the facility where the Learning Fair will take place to confirm details for the day. Send a formal invitation to the superintendent, school board members, and Central Office staff. Send a formal invitation to all principals. (The principals are encouraged to forward the invitation to the members of the parent teacher organization at the campus as well as other parents as they deem appropriate.) Send a formal invitation to all consultants.

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Month	Action Required
April	<ul style="list-style-type: none">• Scan social media for posts by academy teachers and place in a file for a Learning Fair video.• Create a video to use at the Learning Fair. (The video will showcase each teacher and will be available on screens in the hall where visitors sign in for the Learning Fair.)• Email the Learning Fair room set-up document to the teachers.• Teachers submit “before and after” pictures of their classrooms showing the changes that have taken place since December. The pictures will be placed in a file for a Learning Fair video.• Create certificates to distribute to the teachers at the Learning Fair.• Confirm availability for the Learning Fair with PR and IT teams.
May	<ul style="list-style-type: none">• Create a video using social media posts and “before and after” pictures that have been filed throughout the year. (The video will be available on the screens located in the Learning Fair room.)• Set up the room for the Learning Fair.
June	<ul style="list-style-type: none">• Send thank you notes to superintendent, board members, principals, and parent volunteers.

Learning Fair Room Set-Up and Presentation Instructions



Room Set-Up Information:

1. Each Transform Academy campus will have two tables. You may push them together (as shown in diagram) or separate them. Space will be limited.
2. Power strips will be available at all tables.
3. Each campus is responsible for bringing any technology that is needed for the display.
4. This is your opportunity to showcase your work from the year. The Superintendent, members of the Board of Trustees, Central Office staff, and principals will attend this event. Your display is one way they can evaluate the impact of the Transform Academy in your classroom.

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5. The tables will be set up the afternoon prior to the Learning Fair. You may go to the facility after school on Tuesday to begin setting up your presentation if you would be more comfortable having everything ready to go before you arrive on Wednesday. The Learning Fair begins at 10:00 on Wednesday, so you will have time Wednesday morning to set up if you prefer to do it then.

Presentation Instructions:

You will need an “elevator speech” (about 3 minutes) that you will present to the guests as they arrive at your table. Use the information below as a guide so that you will be prepared to clearly articulate the highlights of your learning this year.

1. Share your Transform Academy goals for the year. (You need to have a copy of your personal learning plan available for your use and to share with guests.)
2. Refer to your display to provide evidence of how you have progressed throughout the year to attain your goals.
3. Provide samples/pictures of the items you ordered and be prepared to explain why those items were important to achieving your goals.
4. Share the ways that student engagement and learning have improved as a result of your involvement in the Transform Academy.

Checklist

You may or may not need all of the items listed below, but the list may help you think through your presentation. *You are responsible for providing the items.*

Technology	Presentations	Attention Getters/Decorations
<input type="checkbox"/> Laptop	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Table cloth
<input type="checkbox"/> Mouse	<input type="checkbox"/> Slideshow	<input type="checkbox"/> Table decorations
<input type="checkbox"/> Projector	<input type="checkbox"/> Trifold	<input type="checkbox"/> Signs
<input type="checkbox"/> Presentation clicker	<input type="checkbox"/> Music	<input type="checkbox"/> Balloons
<input type="checkbox"/> Screen to project (if your table is not by a wall)	<input type="checkbox"/> Video	<input type="checkbox"/> School sign/mascot
<input type="checkbox"/> Power strips	<input type="checkbox"/> Pictures	
<input type="checkbox"/> Extension cords	<input type="checkbox"/> Handouts	
<input type="checkbox"/> Manipulatives	<input type="checkbox"/> QR Codes	
	<input type="checkbox"/> Manipulatives	