

PART ONE: Preparing for the Assembly as a team

The best way to use this planning tool is to carve out the time to meet as a team prior to the start of the Assembly on April 6 to discuss the following questions and jot down answers. Afterwards, each team member should receive a copy of the plans to take with him or her to the Assembly.

1. **Team members** attending the Assembly:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. **Point Person:** Which team member will serve as the point person to check in with team members and convene our group at the Assembly?

3. **Goals:** Below, please record your team’s goals for attending the Assembly as you think about the following:

- addressing our most pressing needs
- aligning to our mission
- furthering our strategic plan

4. **Assignments:** After reviewing the program, discuss and decide who should be attending which sessions? Use the chart below to make notes (knowing that this may later need to be modified at the Assembly).

TIME FRAME	SESSION #/EVENT	NAMES
Sunday Pre-Assembly Workshop <i>(requires advanced registration)</i>		
Sunday Session I		
Sunday Session II		
Monday Session III		
Monday Session IV		
Monday Session V		
Tuesday Session VI		
Tuesday Session VII		
Tuesday Session VIII		

5. **Check-In:** When would be the best times for a team check-in? Specify the times and place. There will be designated areas for teams to comfortably meet.

TIME SEGMENT	SPECIFIC TIME	PLACE
Saturday night		
Sunday morning		
Sunday afternoon <i>*Team Meeting time designated from 5:15-6:00 pm</i>		
Monday morning		
Monday afternoon		
Tuesday morning <i>*Team Meeting time designated from 9:00-9:45 am</i>		
Tuesday afternoon		
Other times		

PART TWO: At the Assembly

When your team filled out Part One of the tool, Preparing for the Assembly, you specified times and places to check-in with each other intermittently during the Assembly. Now as you meet with your team, this part of the tool will help you record what you are learning, names and contact information of people you want to follow up with, and possible next steps. Based on what you are learning, it can also be used to modify plans previously identified in Part One. This part of the tool also encourages you to think ahead to sharing back at your school.

1. **Modify:** After reviewing the plans previously outlined in Part One for attending sessions, and your personal plans, the overall team plan may need to be modified. The chart below can be used to make needed changes.

TIME FRAME	SESSION #/EVENT	NAMES
Sunday Pre-Assembly Workshop <i>(requires advanced registration)</i>		
Sunday Session I		
Sunday Session II		
Monday Session III		
Monday Session IV		
Monday Session V		
Tuesday Session VI		
Tuesday Session VII		
Tuesday Session VIII		

2. **Record:** Fill in the grid to capture relevant information.

TIME	LEARNING
Sunday morning	
Sunday afternoon	
Sunday night	
Monday morning	
Monday afternoon	
Monday night	
Tuesday morning	
Tuesday afternoon	
Other times	

NAMES/CONTACT INFO	NEXT STEPS

3. **Sharing Back at Your School:** To make sure that the attendance of your team benefits others back at your school, identify what information is important to share, with whom, by when, where it will happen, and how it will be done. Use the NOTES section at the back of the Program Book if you need additional space.

WHAT TO SHARE?	WITH WHOM?	WHEN, WHERE, AND HOW?

PART THREE: After the Assembly

Part Three will help your team to turn what it has gained from the Assembly into action. Because it is designed to help you extend the benefits of the Assembly for your school into the future, it guides you to consider ways in which you can (1) join PEJE initiatives, and (2) stay in touch with PEJE.

1. Join PEJE Initiatives: At the Assembly, members of your team have learned about different PEJE initiatives. Below you can note which ones you are already involved in, which you want to be involved in, and who the follow-up person in your school is or should be.

PEJE INITIATIVE	ALREADY INVOLVED?	WANT TO BE INVOLVED?	FOLLOW-UP PERSON
Communities of Practice (CoPs) <i>Admission CoP</i>			
<i>Development CoP</i>			
<i>Diverse Learners CoP</i>			
<i>Financial Management CoP</i>			
<i>Israel Engagement CoP</i>			
<i>Leadership CoP</i>			
<i>Professional Development CoP</i>			
Leadership Line for telephone consultation			
Day School Peer Yardstick™ Suite of Tools			
Regional Conferences			
Grants			

