**MO PLC IMPLEMENTATION REVIEW**

**INTERVIEW QUESTIONS**

**CENTRAL OFFICE**

***STRAND 3: Administrative Leadership (CO only; P-Use Strand 2 Questions)***

1. **In what ways does the CO support and model professional learning?**

The CO at Milan C-2 serves as the guiding foundation for professional learning in the following ways:

* Hold monthly District Leadership Meetings to discuss various district-wide learning activities; team has fifteen (15) teachers throughout district;
* Gather and organize a Quarterly Data Template each quarter throughout the district – including, but not limited to: *grades for core/elective classes, reading levels for all students K-12, SMART Goal progress, principal/admin walk-throughs, etc.*
* Meets with Admin Leadership Team at least twice per month to solely discuss professional learning and development – this is done through the review of the Marshall Memo and at least 2-3 book studies per year.
* Expects each area/building to submit and frequently review *Improvement Plans* with measurable goals – both long-term and near-term goals; the plans are reviewed and adjusted at the end of each year, then utilized for the following year. The Improvement Plans guide all that is done within the school/area – celebrations are had when objectives are met and adjustments are made if/when necessary. All information within plan aligns with the district’s Comprehensive School Improvement Plan.
* A refined focus on the true and fundamental objectives within the PLC process has been one of our primary PD initiatives for the 2nd year – meaning the district provides many collaboration opportunities and the admin sets the agendas for all team meetings, with the requirement that each team submits its notes from the respective meetings.

1. **Describe the manner in which the CO leads the change process.**

The change process at each school is different. At Milan C-2, all administrators were new to their positions beginning with the 2014-15 School Year. The superintendent had served as a superintendent in another school and the HS principal was the MS principal in the district in the 13-14 School Year – all other admin was new to administration. This called for an aggressive approach to change. The superintendent began with instilling a vision and a mission, plus three (3) guiding goals to promote a new culture. The new mission was *Striving for Excellence in Everything* and the three goals were:

* Enhancing community engagement and involvement;
* Improving student achievement of excellence in all facets within the district;
* Striving for better resources, facilities, etc.

The CSIP was then established around the three guiding goals and mission statement. The Building Improvement plans were also ‘branches’ of the goals, mission and CSIP.

This, plus frequent checking allowed *change* to take place; the district has also remained consistent in its professional focus – *refining the true elements of the PLC process* and *implementing an intense focus on pertinent data, then making instructional decisions based on that particular data.*

The ‘change’ process is never complete and must be evaluated/assessed regularly. The district completes this by reviewing a Quarterly Data Template and mandating at least three (3) SMART Goals per quarter per class. The Student Learner Objective (SLO) process is also being implemented in the 15-16 SY, with full use in the 16-17 SY expected.

Essentially, the CO (superintendent) in this district must be the change agent and constantly reviews all actions to support a refined vision of *excellence in everything*.

1. **How is leadership shared in the district?**

Leadership is shared in the following ways:

* Admin team meets at least three (3) times per month – the meetings are organized in the following format:
  1. Housekeeping – the content in these meetings deal specifically with non-instructional/academic issues (open positions, staff attendance, equipment needs, etc.).
  2. Professional Development – the content in these meetings tie directly to the *professional learning and growth* of the team. This is done through book studies and reviewing other periodicals that specifically addresses *Instructional Leadership*.
  3. Data Review – each quarter, the Admin team reviews the quarterly data template and discusses the results, plus plans to address or celebrate any accomplishments.

Other Admin team meetings deal with Board meeting preparation, Directors/Coordinators reports, etc.

* District Leadership Team – this team meets once per month and is made up of all admin in the district, plus twelve teachers – with representation from each building or area. The topics include – *Professional Learning Communities information (common assessments, collaboration information, etc.), Positive Behavior Support information (Tier placement or other PBS information), Facility information, Professional Development Committee discussion, etc.* Essentially, this team provides input to the superintendent and other admin regarding district-wide initiatives.
* Directors/Coordinators Meetings – once per quarter, the admin team meets with every director or coordinator to discuss the details relating to their specific duties:
  1. Curriculum Coordinator
  2. Federal Programs Coordinator
  3. Activities Director
  4. Custodial/Maintenance Director
  5. Transportation Director
  6. Food Service Director
  7. Technology Coordinator
  8. Health Services Coordinator (Nurse)
  9. Safety/Emergency Coordinator

1. **How does the CO monitor the building(s) PLC work?**

The CO monitors the PLC work of each building in the following ways:

* SMART goal review – each quarter, the buildings/areas must submit their progress on meeting the respective SMART goals;
* Agenda review – each team meeting has an administrative agenda prepared and distributed, during the meeting – one of the members records the decisions and discussions from the meeting, the information is then organized in a notebook in specific areas – the superintendent reviews the agendas at least once per quarter;
* Frequent discussions with building/area admin – the following items are covered:
  1. Curriculum discussion
  2. SMART Goal setting/progress
  3. SLO progress
  4. Staff morale
* Visibility in every classroom, nearly every day – the superintendent begins each day by walking every hallways and greeting every classroom.
* Review the work of the Network of Educator Effectiveness (NEE) evaluation process – all admin submits the evaluation information in the NEE database and the superintendent has access to all evaluation information.
* Quarterly Data Review – close analysis of the Quarterly Data Template.