

# Leadership Team Notes

## Members

Teacher 1, Teacher 2, Teacher 3, Teacher 4, Teacher 5, Problem Solving Team Member,  
Coach, Specials Team Member, Principal

### Leadership Team Norms

- #1. Be ready to go at 7:30 & end by 8:15am.
- #2. Keep work focused on what is best for kids
- #3. Maintain a safe environment and respect all opinions
- #4. Solution orientated, don't get lost in the problem: use review protocol
- #5. Hear all voices and participate fully
- #6. Stay focused on agenda items

### Intervention Block Norms

- 1. If you have a standing intervention, evaluate at least every 4-6 weeks to see if students should be moved in or out.
- 2. Consider the most "prepared" adult for the need. Mix-up who works with various groups, if possible.
- 3. Teachers point out to kids when something is not expected to be mastered because of student frustration.
- 4. Classroom Teacher and Service Provider determine if intervention is an appropriate time to pull students based on what's best for the student.
- 5. New instruction occurs based on student needs
- 6. Use data to drive decisions
- 7. Differentiate instruction during intervention block to meet the needs of all levels of learners, including 4.0 and beyond.
- 8. If a target is not extendable then move to alternative options; menu or activity that challenges the students learning in an applicable way.

### District Goals

- 1.13 - Maintain high levels of student growth & achievement through tiered implem
- 2.13 - The district will focus on building capacity & engagement at all levels of the

### Building Goals

- 1.13 - We will strengthen our "overall true sense of community" as in

### LT Roles

Notetaker: Teacher 3  
Time Keeper: Teacher 1 & Problem Solving Team Member  
Summarizer: Coach  
ATC: All  
Semester Rotation

### Quick Notes

Item	I/D/A	Activity	Time	Outcomes/Decisions
Build Team Meeting Agenda				
Teambuilding	A	Up-Pair-Share: Getting to know each other through a discussion question	7:30:00	We were each given a card with a shape. Based on the shape, we partnered up. Shared our answer to the following question: "If you could be present for any event in history, what would it be?"

Review Protocol:

1. Limit time spent on the issue.
2. Who does the topic affect?
3. What's causing/contributing to the issue?
4. What are possible solutions?
5. Solving the problem may occur outside meeting time and be communicated by email or other manners.

Anything from your team?		1st- 2nd- 3rd- 4th- 5th- PIT- Specials-	7:40	Nothing this week	
SMART Goal Round Up		To complete a 3-2-1 and discussion each team's SMART goal creation & progress. To clarify any questions	7:45:00	<p>Completed 3-2-1. 3 things that went well at the SMART goal meeting, 2 implications for your team's practice around literacy instruction, and 1 comment or question from the team.</p> <p>Teams shared their thoughts. Overall, we felt that the SMART goal time was very well spent. Teams had great discussions which led to some immediate action plans.</p> <p>Teams discussed how to focus on vocabulary and/or use aides differently.</p> <p>1 question . . . Teams need time to finish the discussion. When does implementation start? Answer: ASAP! By the first week of March, all teams should have plans in place and working on items to help meet our SMART goal. First check in is in APRIL.</p> <p>4th grade is starting today with a group of kids across all the classes. They are reading a novel together. The kids are reading the books, focusing on vocabulary as well as some target skills.</p>	
2/17 Faculty Meeting		To determine agenda	8:07:00	Team building, committee share out, SMART goal completion, KEA time starts at 4. PIT team will go with the same grade level they worked with last year.	

Community Day Discussion 5.22.15				In place of the evening portfolio night, we will be doing something in the school. Last year we did the Positively Prairie rotations (parents came in with the kids). Start thinking about some ideas. Could be as short as an hour. We have school that morning, but the afternoon is an institute meeting.	
2 minute warning/summary			8:13:00		
Adjourn			8:15:00		