

Elk Grove Associate Feedback
School: Ellen Feickert ES
Associate: Bill Hall

Visit 1: 9/13/2016

What was accomplished?

We were able to identify what teams had in place and what they did not have in place. There were pockets of PLC implementation throughout the school. Some teams had teachers who had worked in PLC schools elsewhere, and they brought their experiences to their teams so they were more advanced in the process than other teams. Some teams had some understanding of basic terms and concepts but have a long way to go. We were able to determine that the foundational steps needed to be developed (see next steps - homework). We also discussed the leadership team's role. We discussed increasing the amount of times when the leadership team should meet. To begin this process, one leadership team meeting a month most likely is not enough time to get the work started. I have sent a tremendous amount of resources to Eric for his review. These resources are directly tied to the work the school will be doing between now and November 29th. Through DropBox, I sent 6 folders of resources entitled "Leadership Team, Mission, Vision, Collective Commitments, SMART Goals, Norms." These resources are intended to provide task teams and ad hoc committees the tools they need to accomplish the work to be completed before the next visit.

What are the next steps?

Eric and I communicate regularly. He is very responsive and receptive. He sees the value in this work and wants his school to become a true PLC. He does not want his school to become PLC lite. We plan to discuss in detail the November session after the planned principals' meeting. Hopefully specific direction will be given at this meeting to better provide principals the focus of our work. Depending on the outcome of that meeting, we may revise our course of action. We will be better prepared to plan our November session as a result of this meeting.

What homework was assigned?

Initially, the following work was assigned; however, as we discuss how we want to proceed, our focus may change especially in light of the fact that principals will be meeting shortly about the direction and implementation of this process. To be completed by November 29: Each team is to develop and agree to their team norms. They are to develop and agree to their accountability protocols. They are to begin using their norms and protocols immediately every time they meet. The leadership team is to review and revise the school's mission statement. Members of the entire staff including support personnel are to participate (give input) in the process. The leadership team is to oversee the development of the school's vision statement. The leadership team is to oversee the development of the school's collective commitments. The leadership team will review the school's data and determine at least one schoolwide SMART Goal for the year. Teams will determine at least one team-based SMART Goal for the year.

Visit 1: 10/24/2016**What was accomplished?**

This visit was a meeting of the school's leadership team. They discussed the products and work that were planned as a result of our first session. The agenda included: Review/Revise Work Products · PLC Leadership Team Norms · Grade Level Norms · Collective Agreements – Finalize · Mission Statement – Finalize · Vision · School-wide SMART Goal · Next Steps PLC · Grade Level Status Update · Requisites & Plan for PLC Meetings: Oct. 26, Nov. 30, Dec. 7 (subject to change as per consult) I sat in on the session and listened to their discussions. I provided comments and suggestions when asked.

What are the next steps?

The leadership team will be discussing the focus of our November 29th session. The principal and I will discuss the agenda for the day based on input and ideas from the leadership team.

What homework was assigned?

N/A

Visit 2: 11/29/2016**What was accomplished?**

The principal and I met to preview the plans for the day. We then met with all teams. Each team brought its latest CFA data to discuss next course of action. At the end of the day, we met with the leadership team to debrief the day. I finished up with an end-of-the-day wrap up with the principal. Teams brought to their team meetings the data from their most recent CFA. We reviewed the data and discussed what the data was telling us. We looked at reporting tools and processes. As expected, some teams are further along in working as a team when focusing on Questions 1 and 2.

What are the next steps?

I had a follow up conversation with the principal. We discussed what we learned. I asked what assistance, tools, or resources he needs at this time. He will be meeting with all his teams tomorrow and will get back with me. I will be forwarding the mid-year survey to him for review. He will determine whether or not it is the right time to gather that data right now. We will touch base in a couple of weeks to discuss the plans for our third session.

What homework was assigned?

Teams are to look at their reporting format and process. Focus is to be on one uniform data report that all teachers on a team can look at. The team goals and the schoolwide SMART Goal are to be refined and reviewed. Each team is to assess where they are in working toward their team goal. The leadership team will be finalizing the school's overall SMART Goal.

Visit 3: 2/9/2017

What was accomplished?

Teams met throughout the day. The principal and I recorded our observations on look for forms. Feedback was given to each team immediately after each session. The focus was on what positive aspects we saw. Each team was asked what went well followed by a question on what the team members would do differently the next time they met. Their reflection and processing were positive and productive.

The look for list included:

List of Potential Look Fors

Roles mentioned/observed/clarified– Facilitator, recorder, participants, etc.

Norms referred to/posted/written (ask for copy)

Norm violations are addressed

1 or more of the 4 Critical Questions are the focus of the team meeting

All team members arrive on time

All team members bring proper materials with them

Members have same data source to view

Meeting starts on time and ends on time

The purpose of the meeting is stated

A team agenda template/form is used

Feedback:

What went well?

What is one thing you would change or do differently the next time you meet?

Would you like feedback?

Positives followed by “you may wish to consider...”

What are the next steps?

The principal will meet again with the leadership team to review the observations notes and comments. This team will be attending the PLC Summit in Phoenix as part of a grant they wrote. I am very excited about their growth and interest in furthering their collective professional learning on the PLC concepts and their implementation. I suspect and am confident that there will be a huge number of Ah Ha's as a result of attending the Summit. After the Summit, the principal and I will discuss our next steps on how to communicate and implement the learning that the team experienced.

What homework was assigned?

The homework from this session was for the leadership team to process the feedback and input from each team session. This information along with the tremendous learning opportunities from the PLC Summit will determine the agenda for our fourth coaching session.

Visit 4: 3/20/2017

What was accomplished?

All teams conducted their team meetings like they did during session 3. There were positive differences noted for each team when comparing sessions three and four. The leadership team members shared their experiences attending the PLC Summit and talked about how they will use those experiences to continue the PLC initiative at their school. After the four coaching sessions, there is a markedly different understanding of the PLC basics and processes. The principal and I used the look for template that we collaboratively developed to observe and give feedback to each team following our observations of their team meeting. Each session was debriefed with team members. The look fors included:

Norms referenced

All team members have data uploaded to a central location

Meaningful discussion – 4 Critical Questions incorporated

Actions based on data (Next steps, resources, personnel, grouping, etc.)

SMART Goal – accurate in regards to specificity – not too broad, not too specific

What went well?

What is one thing you would change or do differently the next time you meet?

Would you like feedback?

At the end of the day, the principal and I met with the leadership team to share our observations of the days' team meetings. We then discussed next steps for the leadership team to ensure that Feickert continues its journey to becoming a PLC.

What are the next steps?

Next steps discussed included considering attendance at future PLC institutes, attending district PLC support sessions, providing school-based PLC professional development opportunities, etc. The principal and many team members have a good basic understanding of the PLC concepts and processes. By keeping the focus on these components, Feickert will continue to grow and develop its capacity as a PLC. The school knows that I am a phone call or email away to support their efforts. I promised them "service after the sale."