

Elk Grove Associate Feedback  
School: James Rutter MS  
Associate: Dennis King

**Visit 1: 10/10/2016**

**What was accomplished?**

The day was spent with the principal and academic coach at the school. We met with four different teams to learn more about their process. Additionally time was spent with the adm. team and instructional team (coaches and principal) to learn more about the process. Team meeting were observed to gain stronger understanding of the process taking place at the school.

**What are the next steps?**

The overall goal is to focus on a short cycle SMART goal and develop formative assessments through collaboration. Due to the school culture concern the implementation will begin with 8th grade science as these teachers are new to the school and eager to implement new strategies. Additionally, the principal is going to meet with the department leaders and assess the school culture with the Laying Foundation Continuum in LBD. This information will be shared at our next meeting and specific team processes will be developed with the 8th grade science team.

**Visit 2: 12/12/2016**

**What was accomplished?**

This visit was focused on meeting with 7th grade teams. The principal wanted me to visit each level (8th grade was completed in visit 1) and gain an understanding of where teachers are in the process. There was tremendous growth from session one as teachers were beginning to discuss student work as it pertains to the cycle of inquiry. The principals has highlighted this process to help content teams understand the purpose of collaboration. Teachers were more clear about heir focus on students and have begun to support the process of increased collaborative time.

**What are the next steps?**

In February, Ken would like an all school PD on assessment and SMART goal development. The focus will allow teachers to align the assessment process to the current cycle of inquiry in which teams are exploring this fall. Additionally, we will discuss SMART goals and ask each team to develop a short cycle goal based upon a common standard or unit. Teams will be asked to implement the assessment process and set a SMART goal for a unit to be completed prior to visit #4. Visit 4 will allow teams to report and ask questions about the process created in session 3.

**What homework was assigned?**

No specific homework was assigned to teams

**Visit 3: 2/1/2017**

**What was accomplished?**

The day began with an all staff meeting and presentation on formative assessment and student involvement. Once the session was complete, individual team coaching occurred with the English 8 team and 8th grade science team. The two hour session with each team was designed to support both teams towards the develop common formative assessments. Additionally a 90 minute session with all administrators allowed for a reflection of the day's activities and a short PD on formative assessment in a collaborative team.

**What are the next steps?**

The need to develop capacity and common understanding of the assessment process with all adm. is a desire of the principal. The teams are at very different stages and some lack the common understanding of collaboration and the assessment process. Administrators are assigned to lead with various team and it was determined they need additional support to help teams move forward in the school. Therefore a half day session with adm. will set the foundation as the school moves forward with a common set of understanding of the PLC process next year.

**What homework was assigned?**

None assigned

**Visit 4: 3/31/2017**

**What was accomplished?**

I met with the adm. team to review the basic structures of collaboration, team protocols and how to develop each within their teams. After the adm. meeting, team meeting were held with 8th grade social science, 7th grade ELA, 7th grade science and 7th grade math team. We spent our time discussing their current work and transition to elements of effective teams. I shared a video clip of teams working and we discussed the foundation pieces to help them get started. The teachers appreciated the example and we discussed strategies to create protocols for their team. The day concluded with an adm. team meeting and discussion next steps to lead the foundation process with each group.

**What are the next steps?**

The adm. are going to meet with their respective teams to create team protocols this spring. Ken Smith would like to start next year with a strong focus on school culture, revising his vision and collective commitments, followed by an emphasis on team collaboration. He would like help in the beginning of the year with school culture and continue support/coaching on multiple days throughout the year.

**What homework was assigned?**

None.