

Elk Grove Associate Feedback
School: Joseph Sims ES
Associate: Ginny Mahlke

Visit 1: 10/5/2016

What was accomplished?

We identified their WIN time as an area that would bring all the teachers on the team together to plan assessments, come up with strategies for intervention and figure out how to reassess students. The school is also looking at their meeting calendar to see how they can come up with bigger chunks of time for collaboration.

What are the next steps?

The principal and VP are going to meet with the leadership team to see how they can reconfigure their meeting calendar to allow more time for collaboration. They are going to look at including the 4 critical questions on the meeting agenda to guide the work.

What homework was assigned?

Work with the leadership team to help staff focus on WIN time: How to use assessment data to determine specific areas for intervention. Share strategies to address different levels of mastery in the 45 minute 4X per week WIN time. Come up with ways to reassess students who have received intervention to see what progress they made.

Visit 2: 12/13/2016

What was accomplished?

I met in the morning with the leadership team, the PLC guiding coalition, the principal, the VP and the instructional coach. We looked at what was going well in the early out collaborative meetings and what the leadership team/guiding coalition would like to change. Then we moved on to looking at the PLC culture from a school wide perspective, with a focus on what the role of the teacher leader is in embedding that culture into the school. Next we moved on to look at the work of the grade level teams - the work that the groups should be doing when they meet. In the afternoon I met with just the leadership team/guiding coalition since the principal had to attend a principal's meeting and wanted the teacher leaders to have time to address 3 things: What did they want to have happen when I return on February 21? What did they want from the principal to help get the PLC message/culture out to the staff? What could the principal do to support teachers in their collaborative work?

What are the next steps?

The leadership team/guiding coalition is going to meet with the principal to share their thoughts and suggestions from the discussion in the afternoon. Teams are going to review their norms to see if they are substantive enough to guide the work they are doing. The leadership team is going to develop collective commitments for their group, as a model for the rest of the staff. The principal and leadership team are going to make sure that the best practices of some teams are shared with the rest of the staff.

What homework was assigned?

There wasn't specific homework, but the teacher leaders took it upon themselves to follow up on their discussion this afternoon and propose some ideas to the principal for next steps.

Visit 3: 2/21/2017**What was accomplished?**

In the morning I met with the PLC Guiding Coalition, the interim principal and the VP. We reviewed the mission statement the staff had put together at the beginning of the year and picked out 4 key elements from it. Then the leadership team came up with a draft of a collective commitment that the staff would have to make for each of those aspects of the mission statement to become a reality. In the afternoon the entire staff came together to hear and see the draft of the collective commitments. For the remainder of the staff meeting I presented the key elements of a high functioning PLC, something the Guiding Coalition had asked me to do after I worked with them on visit #2.

What are the next steps?

For the fourth and last visit, I will be working with grade level teams throughout the day, something we have not done yet. The PLC leaders will determine what type of work each team will do with me.

What homework was assigned?

The homework is for the Guiding Coalition and the staff to review the collective commitments and come up statements that the entire staff can agree to.

Visit 4: 4/19/2017**What was accomplished?**

I met with each team throughout the day for 45 minutes. Teams had a choice of what to work on they could conduct a regular PLC meeting; they could ask for feedback about specific things; they could work on creating or analyzing an assessment. I gave feedback and answered questions from the teams as they conducted their meeting. Because the first two visits were not as focused, we all felt that we wished we had more time together.

What are the next steps?

The interim principal and the retiring VP are working hard to get things ready for a new admin team next year. They have asked teachers to create a year long curriculum map and to put together the plan for the first trimester. They have also asked teams to come up with a consistent homework policy to begin with next year. Some of the teams were working on this as we met today.

What homework was assigned?

N/A