

Elk Grove Associate Feedback
School: Union House ES
Associate: Matt Devan

Visit 1: 9/19/2016

What was accomplished?

- The principal and I spent time discussing their current state and what PLC training/work had taken place during recent years - We discussed possible ways to use our available time together to provide the most support and impact on staff - The principal and I visited classrooms at all levels to see instruction, get a sense of the instructional atmosphere and the engagement level of students/staff, as well as become more familiar with the curriculum resources and routines that are in place throughout the school - During the afternoon staff meeting I facilitated a 1 hour session on the foundations of a PLC, assumptions schools make about student learning, and my experiences being a part of a highly effective PLC

What are the next steps?

- Come back tomorrow to work with the leadership team for the day to assess their current state and support them with the next level of their work with their teams

What homework was assigned?

NA

Visit 2: 9/20/2016

What was accomplished?

- I spent the entire day working with the principal and leadership team on understanding the work that highly effective teams engage in - We practiced prioritizing the indicators they are using to direct their lesson planning - The leadership team worked as a group to identify a key indicator for grade 3 reading, then went through the process of defining each aspect of that indicator using the Essential Standards Chart from Mike Mattos to help each member understand the work, anticipate discussions that would come up during their team meetings, and most importantly practice supporting each other as a leadership as they prepared for this level of work

What are the next steps?

Email from the principal: -----
From: Dorothy Stoppelmann at Union House [dstoppel@egusd.net] Sent: Friday, September 23, 2016 6:04 PM To: Devan, Matthew A Subject: follow up from Union House Matt, Thank you again for coming to work with us this week. I sent out a summary to the staff on Wednesday giving them information about what we worked on Tuesday with the Leadership team. Our Leadership team then discussed it a bit more with their teams during their collaboration time on Wednesday. I was also able to meet with the Leadership team on Thursday afternoon to discuss next steps. We are going to do the "Lost at Sea" activity with the whole staff on Monday prior to our grade level

meetings. They will then begin the work of identifying 2 essential standards in Reading. The team is going to facilitate the lost at sea activity. They are very excited about our next steps and feel well supported by each other to do the work. We did discuss some ideas about your next visit with us. We thought it would be a good idea to try and release as many grade levels that we can to have collaborative time while you are here to work with them. One thought was that we could release 2 grade levels at a time in the AM and 2 grade levels in the PM so we could actually meet with 4 grade levels in a day. I hope that the rest of your week went well. Have a good weekend! J Dorothy Stoppelman Principal, Union House Elementary School (916) 424-9201 dstoppel@egusd.net

What homework was assigned?

- As noted above - each grade level team will be going through the process of prioritizing their reading standards and selecting a small number 2-3 to define in detail to ensure all teammates understand the standard, the expected rigor, pre-requisite skills, when it will be taught, common assessment that will be used, extension standards, and how they will communicate expectations to students - This work will be the focus of my conversations with teams when I return in November - we will identify successes to celebrate and problem-solve challenges that came up

What was accomplished?

Visit 3: 11/7/2016

The principal and I met with in three hour blocks. This provided the opportunity to allow teams the opportunity to share the work they accomplished since the first time we met (the essential standard they each identified and thoroughly defined), spent time reinforcing key PLC concepts and connecting it to their daily practice, then introduced a format to frame their team discussions and actions related to student performance.

What are the next steps?

Teams are working to identify and define priority learning targets within their identified essential standard that they will be providing direct instruction on. They will use these learning targets to have teams data discussions and determine next steps for students who have already learned the targets and for students who have not yet learned the targets.

What homework was assigned?

All teams will use the collaboration tools introduced and discussed to guide their team collaboration and allow them to determine which students learned what they taught and what their next steps need to be for their students as well as the adult learning for the team.

Visit 4: 2/6/2017**What was accomplished?**

The principal provided three hour sessions to work with two teams at a time over the two day visit. During each session teams:

- Practiced sharing, "How effective their team's instruction was related to their identified and defined essential standard"
- Used a, "Dear Abby" protocol to listen to the work of the other team, ask them for advice, and offered suggestions and considerations for their work
- Diagnosed their teams work with critical question #1 and #2 based on the artifacts and evidence they generate through their norms and routines
 - Spent time revisiting their instructional plans for the next three weeks to make adjustments and refinements based on their discussions throughout the session

What are the next steps?

The principal is working with the instructional coaches as well as each team leader to support their collaborative practices and their instructional practices related to their identified essential standards.

The principal and I will be determining nexts steps for my final visit when we talk in two weeks. She wanted the opportunity to reflect on the work completed during these sessions with the instructional coaches and classroom teachers to help determine the most significant needs to focus on.

One area that we plan to focus on are structures and routines that will allow their leadership team to share their work and performance results as well as provide support to their fellow team leaders.

What homework was assigned?

Teams are working to refine their collaborative practices, identify additional time that they can collaborate as a team on a routine basis, and they are working to strengthen their ability to identify the individual learning barriers for each student.

Each team will contiue their focus on their essential standards through the end of this tri-mester and be prepared to share how effective their team's instruction was.

Visit 5: 3/6/2017**What was accomplished?**

As noted above each grade level team facilitated a planning meeting around their work with their identified essential standards as another team, instructional coaches, and administrators observed and provided thoughtful feedback grounded in the Four Critical Questions. A staff meeting was held on Monday afternoon to conduct a common formative assessment of our adult learning of our common PLC language and explore how the school is explicitly answering the questions their students are asking related to their PLC work. In addition, planning meetings were held with the instructional coaches and the intervention teachers to discuss the work each specific team is facing next. A meeting was held with some paraeducators and non-instructional staff to share the common PLC language and highlight everyone's critical role within their collective PLC.

What are the next steps?

The principal has done an impressive job supporting teams and ensuring they stay focused on the most important aspects of their team collaboration. The principal is working with the leadership team and instructional coaches to reinforce the effective planning routines of each team and increase the visibility and positive peer pressure routines to help teams continue to grow and strengthen their effectiveness of a team.

What homework was assigned?

We discussed the next steps of their work for this school year and next year. No specific homework was assigned due to this being the final coaching visit.