

Weekly Leadership Team Outcomes and Objectives

A-Team Weekly Leadership Team Agenda - Objectives

The "essential tools" listed here are essential documents that used in the planning, preparation, and analysis that takes place in leadership team meetings.

The planning calendar and data gives a picture of students' current achievement. The exemplar assessment, assessment frequency, and STAAR testing resources set the destination or academic goal(s) they are working towards, and the instructional execution gives insight into teachers' current performance and growth.

Essential Tools

- Instructional Planning Calendars for all grades
- Weekly data from bi-weekly quiz/assessment (by teacher) and/or last year's performance
- Exemplar assessment (District Common, Released STAAR)
- Lead4ward frequency distribution
- STAAR testing resources
- Instructional execution (Teacher Education Institute, Get Better Faster, etc.) data within tracker and coaching steps.

The outcomes of these recurring leadership team meetings can be distilled into the following outcomes:

- 1. Determine upcoming academic priorities, driven by standards and upcoming assessments.*
- 2. Analyze student achievement data, culture data, and teacher performance data to determine the current reality of the school's implementation.*
- 3. Determine action steps moving forward and schedule when they will happen concretely in a calendar or action tracking format.*

Desired Outcomes

- For assistant principal, instructional coach and principal coaching: To ensure annotated instructional planning calendars with prioritized standards for the year updated with weekly data from bi-weekly quiz/assessment (by teacher) and/or last year's performance.
- For assistant principal, instructional coach, and principal coaching actions: To ensure targeted standards, unpacked for professional learning community - completed by teachers.
- Student achievement standard based data gaps identified, teacher actions to fill gaps identified, and assistant principal, instructional coach and principal coaching actions named to coach and support teachers to fill gaps in execution.
- Instructional execution (based on best practices from Teacher Education Institute and Get Better Faster, block implementation, etc.) gaps identified, teacher actions to fill gaps identified. Assistant principal, instructional coach, and principal coaching actions named to coach and support teachers to fill gaps in execution.
- Culture data (school-wide systems) gaps are identified, teacher actions to fill gaps are identified. Assistant principal, instructional coach and principal coaching actions are named to coach and support teachers to fill gap(s) in execution.
- Campus-based priority data gaps identified, teacher actions to fill gaps are identified, assistant principal, instructional coach, and principal coaching actions named to coach and support teachers to fill gap(s) in execution.

- Outlook or other weekly calendar with A-Team and/or instructional priorities scheduled on specific days and at specific times. Action Tracker next steps and coaching items will be captured during leadership team meetings.

Texas Elementary School “A-Team” Meeting Agenda

The topics of discussion in the meeting logically progress from upcoming instructional priorities, to current student data, to teacher execution data, to culture, to other campus priorities, to planning next steps/actions.

1. Welcome Norms (2 minutes)
2. Celebrations and Leader Actions (4 minutes)
 - a. Discuss celebrations with data
 - b. Name leader actions
3. Instructional Planning update - Professional Learning Community Planning (7 minutes)
 - a. Identify highest leverage priority student expectations or standards
 - b. Discuss student data to help identify priority standards
 - c. Name coaching actions to support teachers and ensure follow-up
4. Targeted standards, unpacked for Professional Learning Community (7 minutes)
 - a. Analyze focus parts of the Standard
 - b. Ensure questions stem from STAAR and success criteria are included
 - c. Name coaching actions to support teachers and ensure follow-up
5. Student Achievement SE Data - PLC Reflect Back (7 minutes)
 - a. Analyze data and prioritize highest leverage standards to reach
 - b. Identify gap in teacher performance based on data
 - c. Name teacher actions to fill gap
 - d. Name coaching actions to support teachers fill gap and ensure follow-up
6. Instructional Execution (7 minutes)
 - a. Discuss weekly classroom goals
 - b. Identify gap in teacher performance
 - c. Name teacher actions to fill gap
 - d. Name coaching actions to support teachers fill gap and ensure follow-up
7. Culture (7 minutes)
 - a. Discuss weekly culture goals and data
 - b. Identify gap in teacher or leader performance
 - c. Name teacher or leader actions to fill gap
 - d. Name coaching actions to support teachers or leaders fill gap and ensure follow-up
8. Campus based priorities (7 minutes)
 - a. Analyze upcoming school priorities not previously discussed
 - b. Leverage KWLM structure (Information we **know**, information we **want to know**, what we **learned**, and where we want **more information**) to ask questions when needed.
 - c. Other topics not discussed?
9. 70% Priority Calendar (14 minutes)
 - a. Calendar priority action items, ensuring it occupies at least 70% of instructional day

Prework

Pre-work is divided among leadership team members, and they focus on a particular area ahead of the leadership team meeting - such as student achievement data, culture based data, etc. In the actual meeting, the understandings the leadership team members bring from their pre-work helps to focus more time on analysis and action planning.

Leadership Team Member (assistant principal, instructional coach)	Principal
<p>Bring data for the priority he/she is responsible for:</p> <ol style="list-style-type: none"> 1. <u>Content Team Review: Data, Planning, Coaching Practices</u> <ol style="list-style-type: none"> a. Annotated instructional planning calendar with prioritized standards for the year updated with weekly data from bi-weekly quiz/assessment (by teacher) and/or last year's performance. b. Targeted standards, unpacked c. Student achievement data organized by standard (common assessments, demonstrations of learning, mock STAAR, etc.) d. Instructional execution (Teacher Education Institute, Get Better Faster, etc) data with tracker and coaching steps 2. <u>Culture</u> 3. <u>Campus-based Priority</u> 4. <u>Priority/Big Rock Calendar</u> <p>Outlook or other weekly calendar with three priorities scheduled on specific days and at specific times</p> <p>Action Tracker with next steps and coaching items captured during leadership team meetings</p> <ul style="list-style-type: none"> ● Data ->70% of instructional day spent implementing four priorities or big rocks 	<p>Analyze data for the applicable priority areas or big rocks and prepare back-pocket answers for the highest leverage...</p> <ol style="list-style-type: none"> a. Gap in performance b. Teacher actions to fill gap c. Coaching actions to help teacher(s) fill gap d. Principal coaching actions to help team member help teacher(s) fill gap <p>...fill each team member's priority data he/she is responsible for.</p>