

“Leadership Team Meeting Outcomes” e-mails SAMPLE #1

“Good News”

- [REDACTED] gave out several “Free Lunch” Certificates to staff.
- House Leaders may now do the same, and all members of the Leadership Team are encouraged to recognize staff in this way.
 - The seventh grade Leadership Team has begun its “Behavior Battle Plan!” We wish them well!
 - STAR is beginning to work – students are demonstrating their knowledge of what STAR stands for and are working on internalizing its steps.

Outcomes

- **Faculty Meeting “Enhancement:”** the Leadership Team will bring in refreshments for the February 7th faculty meeting; this will begin a practice of sharing the responsibility to provide goodies at these meetings – a schedule for the remaining meetings needs to be developed.
- **Learning Walks:** Assertive Discipline Learning Walks are scheduled for Thursday, February 2nd from 9-11. [REDACTED] will send this information to all staff via e-mail. LT members are asked to solicit volunteers for Learning Walk visits. The focus will be on observing “Evidence of implementation of an Assertive Discipline Plan;” potential walkers include all members of the Leadership Team, [REDACTED], [REDACTED], [REDACTED], and yours truly. “To be scheduled” is a Reading Action Plan Learning Walk, and we plan to include teachers and other district and RIDE personnel in future walks. On 2/2 “walkers” will meet @ 8:30 for an orientation and to develop ground rules, e.g. taking notes. [REDACTED] has sample letters that have gone out to staff, and she will give these samples to [REDACTED] who will send out the follow-up letter to WMS staff.
- **Anti-bullying video:** [REDACTED] has one that he will show at a future LT meeting. There was discussion about SIT creating a sub-committee to investigate and perhaps pilot an anti-bullying program. Please note that free newspapers with anti-bullying sections are available from the Journal for all students – teachers need to complete and mail the form that appeared in the paper.
- **Twenty-first Century personnel** will be given use of the second office on the 6/7th grade side. Please alert [REDACTED] to any anticipated problems with this plan.

Leadership Team Agenda for 1/18

- **Updates/reports:** [REDACTED]: Positive Reinforcement Programs; [REDACTED]: Calendar Highlights; [REDACTED]: duty descriptions; [REDACTED]: Dismissal; [REDACTED]: SIT; [REDACTED] and [REDACTED]: Celebration of Middle Level Month
- **Detention and PAOSS** concerns and problems - [REDACTED]
- **Organization Skills program** - [REDACTED]
- **How to start each class period** – [REDACTED]
- **Open House** – planning for

Food for Thought

- We need to consider holding a full **Leadership Team Retreat** to do some Strategic Planning. Agenda items include: planning for 8th grade graduation, looking at reconfiguration for the next school year, discussing the option of moving to the high school in the future (but not next year!), PD in dealing with ADHD students, Effective Teaming, and Differentiation of Instruction. We also need to look into the possibility of any PS and I monies (or other funds!) that would enable us to go to a retreat such as Alton Jones where we could engage in team-building while doing this important work. Is anyone able to help us with this 😊 ?

SAMPLE #2

- **Tardy policy and ID protocols:** “all set” and ready for implementation effective 12/5
- **PASS protocols:** [REDACTED] will present and distribute at 12/6 Faculty Meeting
- **Discipline Code:** will be presented for review/revision at Jan. faculty mtg.
- **Bus drivers** eliminating students without ID's: [REDACTED] will pursue
- **Dismissal:** a committee will be established and a meeting scheduled for review/revision of dismissal procedures
- **Detention:** agreement was reached on separating grade 7 from grades 6 and 8; implementation will require securing an additional detention supervisor
- **Saturday detention:** [REDACTED] will provide an update at our next meeting
- **Assertive Discipline Plans:** due before vacation to House Leaders; teachers will be asked to bring their plans to the January faculty meeting where [REDACTED] will do another presentation; make-up session originally scheduled for 11/22 needs to be rescheduled
- **Positive Reinforcement Programs:** Honor Roll ice cream parties have been very well planned and should be a great success!
- **Student-of-the-Month and Student Improvement Awards:** [REDACTED] will send out an “award matrix” for clarification of procedures, etc.

Additional Information:

- **Lunchtime student supervision** issues remain and will be presented for possible resolution at the 12/6 faculty meeting
- Consultant [REDACTED] will be at WMS at 9 AM on 12/8 to advise on **next year's schedule:** everyone is invited to attend
- At the 12/14 Leadership Team meeting, [REDACTED] will present **IFL Lesson Plans and Learning Walk Protocols**

New and Continued Items for our next agenda;

- Positive Reinforcement Programs: what else will we offer this year?
- Leadership Team attendance at TDT's
- Learning Walks – implementation
- Celebration of Middle Level Month in March
- Update on problems with building monitors

For Consideration

With the ice cream parties beginning @ 5:30 on 12/7, we may want to reschedule our Leadership Team meeting: your thoughts?

SAMPLE #3

Summer 2006

Pressing Issues

- Student and Faculty Handbooks; Student IDs
- Roles of grade level LT members
- NECAP results
- HL candidate pool
- PASS – status of
- Number of potential retainees

Clarify/Review

- Dismissal Procedures
- Announcements (when)
- Cafeteria/Hall Monitor duties/expectations
- Number of building monitors and their work hours
- Continuum of Teaming Expectations
- TDT Log Expectations
- Status of SRO
- Library issues esp. if we receive the grant
- SIP and how LT will support it
- Emergency “color codes” and how we will “practice”
- ASCA model and implementation status of WMS guidance counselors, esp. in regard to Advisory
- ELL scheduling/issues

Develop

- A “Parent Pak” – **F**amily **I**nformation, **R**esource, and **S**upport **T**oolkit – for dissemination at the beginning of school – include important information for parents such as volunteer form, SIT info’
- Social/Behavior Probation
- A Citizenship Award to promote good behavior
- “PD” on writing Discipline Referrals (for those teachers who need it and for new teachers)
- Administrative assignments for APs
- **Standard Operating Procedures** for staff to include such items as: check your mailbox before and after school; check your e-mail daily; follow rules for appropriate use of agendas; no gum chewing
- Three ring binders with TDT logs “all set to go” – include communication logs (from Cantor)

(Names have been blocked out.)

- A School-wide Assertive Discipline Plan for areas outside classrooms, e.g. the cafeteria
- School-wide procedure for updating parents' contact information

For Superintendent

- Team Leaders – status of
- SRO – status of
- After-school time: expectations for Team Planning
- Pulling teachers for coverage from TDT rather than Planning
- Data entry clerical support
- Guidance “chair”
- Scheduling of meetings/hearings during the school day – administrator participation

Needed Resources

- Wall charts from Premier
- Copies of “Results Statement for Behavior” for all classrooms, caf., etc.

Schedule:

- Honor Roll Celebrations and S-O-M
- Middle Level Month Breakfast
- SIT trainings (with AFT); IFL training for LT