

**Needs/Agenda for Woonsocket Middle School
Administrators' Retreat**
(sent to Central Office)

- IFL: on Thursday, the administrators will need an overview, perhaps a “mini-training” to familiarize everyone with this model. We would also like to know what training has been provided to WMS teachers, and what the plan/timeline is for training teachers who have not been trained. We would also like to know the status of Learning Walks and how we can start to use them to support the WMS SIP.
- Literacy: what school-wide programs are in place in ELA
- Teacher evaluations: a list of who needs to be evaluated this year, tenured and non-tenured teachers; a copy of the evaluation instrument and policy
- A Woonsocket School Dept. Policy manual (we definitely need copies of the retention, grading, and sexual harassment policies), and a RI law book if you have one
- Confirmation of WMS Article 31 allocation (17K?)
- Clarification of any “promotion letters” that may have gone out from McFee this summer
- We would also like to order a copy of DuFour’s Whatever it Takes – is there a specific vendor you use for professional resources?

Outcomes of Administrators' Retreat

- We developed Leadership Team group norms which we used during the retreat and which we will use for our future meetings.
- We developed Common Planning Time Protocols and a reporting format: to be reviewed and endorsed by SIT and to be included in the WMS SIP.
- We developed a “Continuum of Teaming” to be reviewed and endorsed by SIT and to be included in the WMS SIP.
- We reached consensus on restructuring WMS into three multi-graded houses for the 2006-7 school year.
- We developed an action plan to ensure administrative monitoring and supervision of teachers' Assertive Discipline plans.
- We scheduled Learning Walks for the Reading Action Plan.
- We scheduled events and activities for the rest of the school year, to include a “first ever” 8th grade graduation.