

Woodrow Wilson Leadership Team

Agenda and Minutes

Date: March 26, 2018

Time: 3:15 pm-4:00 pm

Location: Woodrow Wilson Conference Room

Norms:

- **Respect**
 - Positive tone
 - Be polite
- **Focused and Organized**
 - Targeted
 - Clear Agenda
 - Stay on topic
 - Prior information of target
 - Bring ideas specific to target
 - Be okay with a follow-up
- **Trust**
 - Safe place
 - Know your audience
- **Communication**
 - Encourage participation and communication
 - Listen to understand
 - Give time to process

Agenda: See targets below.

Target-create our campus system for Professional Learning Communities for next year.

Please open the link below for a draft of the proposed PLC plan for next year.

<https://docs.google.com/document/d/12tEt3N4Q7gtAFbGPG3oo7IZAScnjH753MaDlLz3M--s/edit>

Notes: We reviewed the PLC process for next year. We talked about the components. The calendar should allow for all the district days to match the calendar for the full PLC days. The district PLC days will follow this time schedule. 8-9 Dual Language, 9-10 Vertical PLC, 10-3:30 Grade Level PLC. Teams will be moving along the campus PLC continuum that is included.

Target-create a staff development plan than meets the unique needs of each grade level while continuing to build on our Assessment for Learning work.

Please open the link below for a draft of the proposed AFL plan for next year.

<https://docs.google.com/document/d/1UTfKPre2kpExiYBCTUDICefOy87GXUv2YHhnrDy3AyE/edit?usp=sharing>

Notes: The draft AFL plan was shared. The feedback is to make sure it is clear with all the dates at the beginning of the year. This will allow teams to properly plan for the year.

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Target: Review process for developing class list.
Draft process for developing class list is attached.

<https://drive.google.com/file/d/12X9pqsYi6KhJvVPLWjwnmN-T7sh8IIhD/view?usp=sharing>

Notes

Blank draft document is below.

<https://docs.google.com/spreadsheets/d/1YOKx-xbkC-jmLsBevgklx2OiGF5z15I81zrv-XRQNao/edit?usp=sharing>

Notes: Print in two colors. Not that big of deal when LS pushes in. Print in blue and pink so teachers can separate out by girls and boys.

Target: Finalize the End of Year Recognition Awards plan.

Draft of procedure is below.

<https://docs.google.com/document/d/1bAGRjKt4cjtBaAtP1zNJvWyszEEjGwPdLP4QhKT48iQ/edit?usp=sharing>

Notes: The draft was updated. We increased the expectations for gold and silver awards.