

# Heritage Elementary School



Building Leadership Team

Date: January 13, 2014



## The Seven Norms of Collaborative Work

	Pausing	Paraphrasing	
	Putting inquiry in the center	Probing	
	Placing ideas on the table	Paying attention to self and others	
	Presuming positive intentions		

### Heritage Elementary Norms

- Start and end on time
- Focus on the agenda
- Every voice counts (all actively involved)
- Stay positive, constructive, and professional

### Building Leadership Team

X	Stacy Barker	X	Crystal Miller
X	Rachel Barhorst	X	Staci Sims
	Denise Thomas	X	Angie Miller
X	Erica Marshall		Jenna Bica
X	Nicole Hughes	X	Dawn Smith
X	Tracy Wehner	X	Val Robb
X	Val Conrad		Jackie Blosser

### Roles:

Facilitator: Stacy Barker

Note Taker: Rachel Barhorst

Time Keeper: Crystal Miller

5-Step Process Checker: Tracy Wehner and Erica Marshall

Reflective Questioner: X

## Heritage - BLT Agenda –

### Step 1: Collect Common Data – TBT Rubric Data

	Full Implementation	Progressing Implementation	Basic Implementation	Limited Implementation
Organization		K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	2 <sup>nd</sup>	
Step 1		K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	2 <sup>nd</sup>	
Step 2	3 <sup>rd</sup>	K, 2 <sup>nd</sup> , 4 <sup>th</sup>	1 <sup>st</sup>	
Step 3		K, 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	1 <sup>st</sup>	
Step 4	3 <sup>rd</sup>	K, 1 <sup>st</sup> , 4 <sup>th</sup>	2 <sup>nd</sup>	
Step 5	3 <sup>rd</sup> , 4 <sup>th</sup>	K, 1 <sup>st</sup>	2 <sup>nd</sup>	

\*collected December 2013

### Step 2: Analyze the Data

<p>1. <u>What are overall strengths?</u> Third grade TBT team was either progressing or at full implementation.</p>
<p>2. <u>What is/are the area/s and locations of highest need?</u></p> <ul style="list-style-type: none"> <li>• First Grade TBT team struggles with step 2. They are proficient with collecting subgroup data, however would like to be more analytical.</li> <li>• Second Grade TBT team struggles with organization and communication.</li> </ul>
<p>3. <u>Is there a trend?</u> There was a discussion with the feeling that many grade levels have one member of the team struggling with the 5 steps or bringing common data.</p>
<p>4. <u>Prioritize needs for next step.</u> First Grade TBT team – step 2 support Second Grade TBT team – organization and communication</p>

### Step 3: Plan Support Strategies

1. <u>As the Building Leadership Team, what strategies will we use to support the TBTs needs?</u> <ul style="list-style-type: none"><li>• Rachel Barhorst will e-mail the second grade team with clarifications and reminders on what to bring to the next TBT meeting.</li><li>• PD on step 2 by Val Robb "Stepping up Step 2"</li></ul>
2. <u>Determine length and frequency of strategies.</u> <ul style="list-style-type: none"><li>• Bi-weekly emails</li><li>• 45 minute PD with Val Robb</li></ul>
3. <u>What support / training is needed?</u> <ul style="list-style-type: none"><li>• Mrs. Barker will continue doing periodic walkthroughs of TBTs</li><li>• Date has been chosen for the Step 2 PD, January 22<sup>nd</sup></li><li>• Val Robb will also continue to attend TBTs focusing on the weaknesses and trends</li></ul>
4. <u>How will we know that the support provided is making improvement and what will be our post-assessments?</u> <ul style="list-style-type: none"><li>• Walk through evidence</li><li>• TBT notes</li><li>• TBT rubrics completed again in the Spring</li></ul>

### Step 4: Implement

<u>How will we know that the support strategies are being implemented?</u> <ul style="list-style-type: none"><li>• PD occurs on January 22<sup>nd</sup></li><li>• Walkthrough evidence collected by Mrs. Barker</li><li>• TBT notes</li><li>• Observations during TBT meeting</li></ul>
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### Step 5: Evaluate

1. <u>What was our level of implementation?</u> Fully _____, Partially _____, Not at All _____.
2. <u>What we learned</u> (Successes and Obstacles)
3. <u>Our recommendation:</u> (Continue with this strategy for..., Get additional PD, Abandon, Select alternative, Adapt)

4. Where are we in relation to our goal of 100% of our Staff Will Implement TBTs with Fidelity by Spring 2012 ?

**Start Process Again**