DOINGWHATWORKS

SAMPLE MATERIAL

# Staff Meeting Agendas

Edgemont Elementary School, California

**Topic:** Turning Around Chronically Low-Performing Schools
**Practice:** Improved Leadership

This document illustrates the agendas for the bi-monthly staff meetings conducted at Edgemont Elementary School. This document provides a guide for ways principals can organize staff meetings but still allow for teacher teams to work together toward common goals. Each meeting has a specific focus throughout the school year.

To help understand the agenda, here is a list of acronyms used:

- APS: Academic Program Survey
- CST: California Standards Test
- CELDT: California English Language Development Test
- ELA: English Language Arts
- ELD: English Language Development
- M,V,V,G: Mission, Vision, Values, Goals
- PLC: Professional Learning Community
- SMART: Strategic and Specific, Measurable, Attainable, Results-based, Time-bound
- SPSA: Single Plan for Student Achievement
- SST: Student Study Team
- RCOE: Riverside County Office of Education

# Staff Meetings &
# Grade Level Team Meeting Topics
# 2007-08

| Month<br>*Incl. PLC dates & staff devel. | Staff Meeting (Information & Professional Development)<br>Room 18 | Grade Level Team Meeting (Data Protocol & Team Discussions)<br>Rooms 18 & 20 | Staff Meeting (Information & Professional Development)<br>Room 18 | Grade Level Team Meeting (Data Protocol & Team Discussions)<br>Rooms 18 & 20 |
|---|---|---|---|---|
| **August**<br><br>*Buyback 8/10/07 @ Ramona | **Monday, August 13, 2007**<br>First Staff meeting<br>Information, Instructional Focus, Professional Learning Communities | **Tuesday, August 21, 2007**<br>Review green folder assessments Review CELDT data<br>• K-3: Avenues groups<br>• 4-5: EL strategies | **Tuesday, August 28, 2007**<br>Review CST student data<br>Review writing programs and strategies (Step Up to Writing; Blueprint; 6-traits) | **NONE** |
| **September**<br>*Poverty training<br>*Buyback 9/22/07 @ TownGate | **Tuesday, September 4, 2007**<br>CELDT information and training<br>PLC buyback information<br>Establish Team norms | **Tuesday, September 11, 2007**<br>Review Norms for Collaboration<br>Bring writing samples & rubrics to establish consistent grading criteria<br>*RCOE Assessing Writing manual | **Tuesday, September 18, 2007**<br>SST information<br>New Social Studies adoption information (presented by pilot teachers) | **Tuesday, September 25, 2007**<br>Review Norms for Collaboration<br>• Data Protocol – Math Chapter |
| **October**<br>*PLC Collab. – Action Plan<br>*Step-Up ½ day training | **Tuesday, October 2, 2007**<br>"Team time" – Math SMART goal<br>"Game Day At School" training | **Tuesday, October 9, 2007**<br>Review Norms for Collaboration<br>• Data Protocol – ELA Theme Skills | **Tuesday, October 16, 2007**<br>Set SMART goal – ELA Theme Skills (data on 11/13/07)<br>Review Trimester Assessments<br>Review report cards & grading<br>Schedule P-T conferences | **Tuesday, October 23, 2007**<br>Review Norms for Collaboration<br>• Data Protocol – Math Chapter Test<br>**Tuesday, October 30 - NONE** |
| **November**<br>*11/27-28 Writing Demo. Lessons | **Tuesday, November 6, 2007**<br>Review writing strategies (buyback)<br>• Data Protocol – Writing (previewed on 9/11/07) | **Tuesday, November 13, 2007**<br>Review Norms for Collaboration<br>• Data Protocol Theme Skills<br>Gr. K-1 = Theme 3<br>Gr. 2-5 = Theme 2<br>(previewed on 10/16) | **November 20, 2007**<br>NONE – No School | **November 27, 2007**<br>• Preview Math & set SMART goal (analyze data on 12/11)<br><br>Introduction by Lori Oczkus – *Demo lessons 11/27 & 11/28/07 |
| **December**<br>*PLC Collab. – INSPECT data & review Action Plan | **Tuesday, December 4, 2007**<br>Topic: PLC information, create<br>staff norms, discuss "Mission"<br>Review ELA, set SMART goals and<br>strategies (bring data on 1/22:<br>Gr. K/1 = Th. 4; Gr.2-5 = Th. 3) | **Tuesday, December 11, 2007**<br>Review Norms for Collaboration<br>• Data Protocol – Math Chapter Test (previewed on 11/27) | **December 18, 2007**<br>Review Staff Norms<br>Topic: Mission, Vision, Values, Goals<br>Review Sequential Discipline Guide | **December 25. 2007**<br>**NONE** – No School |
| **January** | **January 15, 2008**<br>Review Staff Norms<br>Topic: APS & SPSA<br>Preview assessments & SMART goal | **January 22, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – ELA Theme Skills Test | **January 29, 2008**<br>Review Staff Norms<br>Topic: M,V,V,G (staff survey)<br>Staff Devel.: "Reciprocal teaching" | **NONE** |

Revised October 20, 2007

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# Grade Level Team Meeting Topics
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| Month<br>*Incl. PLC dates & staff devel. | Staff Meeting (Information & Professional Development) Room 18 | Grade Level Team Meeting (Data Protocol & Team Discussions) Rooms 18 & 20 | Staff Meeting (Information & Professional Development) Room 18 | Grade Level Team Meeting (Data Protocol & Team Discussions) Rooms 18 & 20 |
|---|---|---|---|---|
| | for Theme Skills (data on 3/11) | (previewed on 12/4 K/1 = Th.4; Gr. 2-5 = Th. 3)<br>• Review SPSA with team | Preview assessments & SMART goal<br>for Math (data on 2/12) | |
| **February**<br><br>*PLC Collab-2nd Trimester Action Plan INSPECT | **February 5, 2008**<br>Review Staff Norms<br>Staff Devel.– Systematic ELD<br>"Systematic ELD vs. Frontloading<br>vs. Content delivery"<br>Preview Writing & set SMART goal<br>(bring data/samples on 2/26) | **February 12, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – Math Chapter Test (previewed on 1/29) | **February 19, 2008**<br>Review Staff Norms<br>Staff Devel.– Tech: Social Studies &<br>Encyclopedia Britannica | **February 26, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – Writing (previewed on 2/5/07) |
| **March**<br><br>*PLC Collab. – INSPECT test review & test prep discussion | **March 4, 2008**<br>Review Staff Norms<br>Staff Devel.– Systematic ELD<br>"Systematic ELD vs. Frontloading<br>vs. Content delivery"<br>Preview Math & set SMART Goal (data due on 4/15/07) | **March 11, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – ELA Theme Skills Test (previewed on 1/15/08) | **March 18, 2008**<br>Review Staff Norms<br>Staff Development – PLC review<br>Preview ELA assessment & set SMART goal (data on 5/13)<br>K-1: Theme 8<br>2-5: Theme 5 | **March 25. 2008**<br>**NONE – Spring break** |
| **April** | **April 8, 2008**<br>Review Staff Norms<br>Staff Devel.– Systematic ELD<br>"Systematic ELD vs. Frontloading<br>vs. Content delivery"<br>Review writing strategies for 3rd trimester | **April 15, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – Math Chapter Test (previewed on 3/4/08) | **April 22, 2008**<br>Review Staff Norms<br>CST testing video & Practice test | **April 29. 2008**<br>**NONE – Begin CST test** |
| **May**<br><br>*PLC Collab. – Writing & TBD | **May 6, 2008**<br>Review Staff Norms<br>Staff Development – PLC review<br>Preview Math assessment & set<br>SMART goal (data on 5/27) | **May 13, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – ELA Theme Skills (previewed on 3/18) | **May 20, 2008**<br>Review Staff Norms<br>Vertical teaming – Essentials for next year. | **May 27, 2008**<br>Review Norms for Collaboration<br>• Data Protocol – Writing (previewed at May PLC collab.) |
| **June** | **June 3, 2008**<br>Review Norms for Collaboration<br>• Sort placement cards | **June 10, 2008**<br>Final staff meeting<br>Review progress of 07-08<br>Outlook for 08-09 | | |

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