

# Past History

Our district has been a SMART district for about 10 years.

We are all newer to our roles: New Principal from different district, Two 2nd-year Assistant Principals, a first-year Assistant Principal, two teachers moved into instructional coaching roles. (3 are new to the district and 3 have changed positions within the district)



# SMART Tree Diagram 2018-2019

## Results Goal

**By May 2019,  
QB16 SMART  
Learners will  
Increase  
Leadership  
Capacity as  
Individuals and  
for Staff.**

## School Indicators (Standards or Skills)

**Relationships  
(Trust and  
Voice)**

**Opportunities  
(Visibility and  
Time)**

## School Measures (Assessments)

- Checklists
- Staff Surveys: 5 Essentials,
- School Self Assessment (6, 4, 8, 9)
- School Self Assessment (7, 5, 4)
- Checklists
- Staff Surveys: 5 Essentials,

## School Targets (short term goals)

- 
- Will not have until June
- 
- 
- 
- Will not have until June

# Action Plan

Tasks Desired Outcomes	Evidence	Professional Learning Support	Timeline, Responsibilities & Resources
<ul style="list-style-type: none"> <li>-Send out our school surveys</li> <li>-Analyze each school's surveys as a team.</li> </ul>	<ul style="list-style-type: none"> <li>-Notes from Notice and Wonder</li> <li>-Data from survey</li> </ul>	<ul style="list-style-type: none"> <li>-Support from SMART trainers</li> </ul>	<ul style="list-style-type: none"> <li>-Nov 14th, 8:30-10:30</li> <li>-SMART team</li> <li>-Survey results, Queen Bee Coaching Guiding document.</li> </ul>
<ul style="list-style-type: none"> <li>-Being included in team CPTs</li> <li>-Gathering data</li> </ul>	<ul style="list-style-type: none"> <li>-dates and times of meetings</li> <li>-Anecdotal notes from CPT</li> </ul>		<ul style="list-style-type: none"> <li>-December-March</li> <li>-Spreadsheet for accountability</li> <li>-SMART team-1 person reminding?</li> </ul>
<ul style="list-style-type: none"> <li>-Teachers observing one another</li> </ul>	<ul style="list-style-type: none"> <li>-Spreadsheet of sub time used</li> <li>-Asset map?</li> </ul>		
<ul style="list-style-type: none"> <li>Jill and Jessie will meet to compile data</li> </ul>	<ul style="list-style-type: none"> <li>-CPT anecdotal checklist and notes in a spreadsheet to determine targets</li> </ul>		<ul style="list-style-type: none"> <li>-Admin per building will email a request for info on current CPT</li> <li>-Jill and Jessie will meet Dec. 21 to compile Dec data</li> </ul>

# Staff Survey: Given in October 2018

1. Do you feel comfortable with the aforementioned team members from your building in discussing feelings, concerns, and frustrations regarding: (Relationships)
2. Has this team supported your instruction/role? (opportunity)
3. Have you had the opportunity to observe another teacher's classroom? (opportunity)
4. Do you feel like you have the opportunity to lead in your building? (opportunity)
5. Circle all leadership opportunities in which you have participated (opportunity)
6. How often do you utilize common plan time to: (time)

# Reflection on Staff Survey

Language around the word “team”

Still no teacher observations

Staff felt comfortable with team members

## Common Plan Time Checklist and Anecdotal Notes

**Coach Pop-in** or **Coach Invited** or **Coach Requests Meeting**

- ☐ Date, time and length of the meeting:
  
- ☐ Is everyone there?
  - ☐ Team:
  - ☐ Members:
  - ☐ Number of people in attendance:
  - ☐ Number of people who contributed:
  
- ☐ Is there an outcome in the end? (Lesson? Shared resource? Student action plan? Data analysis? Assessment decisions?)

Additional Notes:

# Checklist

## Common Plan Time

83%

Of people who attended at  
meeting had an active voice

8% of the time

Coach popped in to meeting

56% of the time

Coach was invited to meeting

36% of the time

Coach requested the meeting

# Checklist

Data

# Strategies:

Encouraging use of Common Plan time (tracked in checklist)

Praise Walk-Throughs

Mentoring: Instructional Coaches were part of mentoring program in district (20 new teachers in 4 buildings)

Admin encouraged teachers to observe other teachers strengths

Admin provided opportunities for teachers to observe each other



# What We Learned Along the Way

Know the tree better - we found gaps in our own building trees we need to fix

Wish we would have looked at ELA, Math, Culture goals at each building to collaborate into one goal

We were able to control what was in our sphere of influence: (shared leadership was our team's goal but teachers we work with did not have ownership or a sense of purpose with this goal)

Data protocol - Math Coach at AM (notice, wonder, action)

Modeling - during coaching and during evaluation conversations

# Questions

What surprised you about what you heard?

What do you want to know more about?