

Willowbrook Leadership Meeting

Wednesday, December 7, 2022 at 3:15 pm

Meeting Outcomes

- Reconnect with the priorities that impact student learning.
- Revisit our development in a shared mission and vision.
- Celebrate our learning journey as a PLC.

Time	Agenda Item	Resources & Notes	Meeting Minutes
3:15	Celebrations		Photo Manager in District Links; Celebrate previous students success of graduating from sped
3:20	Scavenger Hunt: Student Learning	<ul style="list-style-type: none"> ● What are the best influences on student achievement and performance? ● Visible Learning 250+ 	Highest rating is Teacher Efficacy– Collective Teacher Efficacy- teacher group as a whole believes that all students can learn at high level
3:30	Shared Mission & Vision	<ul style="list-style-type: none"> ● Revisiting our Revising and Editing Work ● Planning next steps 	Reviewed 2nd Grade and K....again. Still confusion on Mission/Vision/Motto? January we will make a decision!!!!
3:40	Our Journey as a PLC	<ul style="list-style-type: none"> ● Team Check-In on 1-5-10 ● Data & Assessment Talks toward Schoolwide goal ● Action Planning & Next Steps ● Redefining Tier 2 & Tier 3 - clean up list 	<p>Specials feel good that as a group that they feel that they have the same questions and thoughts that other grade levels have.</p> <p>Trying to not get overwhelmed with upcoming standards and planning vs. the now of testing and meetings</p> <p>Maybe feeling behind in the current meeting and not caught up on the future stuff</p> <p>Teams would love a work day for their building grade-level.</p> <p>The grade-levels want time to work on PLC work/data/common assessments/grading together</p> <p>PPC proposal regarding District PD/Building PD days</p> <p>-----</p> <p>Clean up the Tier List with teams</p>
4:00	Rewards Suggestions	<ul style="list-style-type: none"> ● The Process ● Spreadsheet & Requests 	Can reward money be used for subs? For full day for each quarter

			<p>The process is the same</p> <p>Making 1 spreadsheet</p> <p>Smaller tables for Roughton</p> <p>Headphones without mics for classrooms/A few sets of mics for grade-levels (Gopher lifetime warranty)</p> <p>Supplies: dry erase, clipboards, binders</p> <p>Hamilton sharing spreadsheet with Team Leads</p>
4:05	AMI Days	<ul style="list-style-type: none"> District Process 	<p>Dr. Jones is proposing true snow days. No AMI on first 3 days of snow. After that, there is a proposal with a choice board for students and one for Google Meets and scheduled learning</p>
4:10	Leadership Team: Questions, Comments, and/or Concerns	<ul style="list-style-type: none"> Revisit your team's collective commitments in January 2023 Winter Celebrations: Parents invited? 	<p>Teacherease is messed up (line through standards, grades not staying in,</p> <p>Kindergarten party - parents coming</p>

Next Meeting:

Time	Agenda Item	Resources & Notes	Meeting Minutes
4:15	Leadership Team to Facilitate PD for Staff	<ul style="list-style-type: none"> Be thinking our all that you have learned as a team lead this year. What do we need to present to our staff? 	Please vote for the calendar BEFORE Friday

Willowbrook Leadership Meeting

<p>Wednesday, November 2, 2022 at 3:15 pm</p> <p>Meeting Outcomes</p>
<ul style="list-style-type: none"> ● Celebrate our success as a school so far this year! ● Gain understanding and new learning from the RTI team that attended the institute in Rogers. ● Reflect and review our current learning and growth through the PLC at Work process. ● We will identify our next steps and determine if we need to adjust and modify our

process for learning and implementation.

Time	Agenda Item	Resources & Notes	Meeting Minutes
3:15	Celebrations	SMART Goals presentation from Kelli	<ul style="list-style-type: none"> -Celebrating the hard work we've done so far this year and the brave conversations that have been observed happening during team meetings -Kaci Berry is doing a fabulous job with our 3rd grade program - it sounds great! -Celebrating the 1st grade and 2nd grade team's work on their essential standards! -RTI training that team leadership went to was really helpful and had great takeaways!
3:20	Jeanne Spiller and RTI at Work Institute	<ul style="list-style-type: none"> • Grade Level Team Leads share biggest take-aways, aha's, and questions from: <ul style="list-style-type: none"> -Solution Tree institute -Team Leader training with Ashley, Marla and Allie -Jeanne Spiller training at ESE 	Based on all of our new learning: <ul style="list-style-type: none"> -What questions do your teams have? <ul style="list-style-type: none"> -How can we structure our meeting space so that it feels more like a conversation than a panel interview? -Can we continue our SMART goal if it hasn't been met yet? -What have you noticed from the changes you have made? -What support do you still need? -Next Steps? <ul style="list-style-type: none"> -How can we do Tier 3 math support?
3:30	Posting of Learning Objectives		<ul style="list-style-type: none"> -Talk with team to agree how to post the learning objective/target in your classroom so that it is meaningful and purposeful for kids
3:45	SEL Morning Meetings: Presented by Collen & Deb	Presentation Actors Toolbox - Link	Colleen & Deb will present the Conscious Discipline approach to morning meetings. Team leads will present their learning to their teams in planning meetings. <ul style="list-style-type: none"> • Every grade level team has one team member registered for the Conscious Discipline online PD. There are 10 courses. Team members may present their learning to team members slowly over the school year in planning meetings.

4:10	Leadership Team: Questions, Comments, and/or Concerns	<ul style="list-style-type: none"> • Print & Copy Charges • Next Meeting Date: December 7th 	
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Next Meeting:

Time	Agenda Item	Resources & Notes	Meeting Minutes
4:15	Check-in on the 1-5-10 progress	<ul style="list-style-type: none"> • Where is your team in looking at progress with 1-5-10? 	

Willowbrook Leadership Meeting

Wednesday, August 14, 2022 at 3:15-4:15 Meeting Outcomes
<ul style="list-style-type: none"> • Review the current list of committees formed, make any final decisions, proceed with updating our staff. • As a team we will make a decision regarding Houses: Yes or No? • Begin drafting the mission and vision statement for Willowbrook that aligns with our staff, student, and parent beliefs.

Time	Agenda Item	Resources & Notes	Meeting Minutes
3:20	Committees	<p>Shaping Culture for Learning Copy of Sign-Up Sheets for each team lead Any Questions about Campus Team Jobs:</p> <ul style="list-style-type: none"> • The office will be in charge of Spirit & Morale and Pot Lucks. • 3rd Grade: Recycling: paper & markers • 1st Grade: Imagination Station: includes keeping it tidy in addition to the STEM and transformation closets • Sped, Support, & Activity: Pep 	4th grade will rotate classes to pick up the lost and found from the playground Kindergarten asked about repairing and replacing equipment; Gilchrist has a pump

		<p>Rallies: planning and organizing with a structured agenda each time that includes student awards</p> <ul style="list-style-type: none"> • 4th Grade: Lost & Found: collecting it around the building and bagging it up to donate each 	
3:25	Classroom Evaluations and Observations	<p>5 Minute Faculty Meeting Transforming Teaching & Learning (video in the staff update) Handout</p>	Evaluator will reach out to schedule PGP only/walk throughs, summative, evaluator line-up and who's where will be shared; coming soon
3:30	Student Focus Groups	<p>Managing Accountability Systems Link: Quick discussion and questions surrounding feedback from students.</p>	<p>Kids are interested in making money for our school with fundraising Keep eyes and ears open for student issues maybe not being reported; Many students reported not feeling comfortable talking to adults about issues</p>
3:35	Houses	<p>Managing Accountability Systems Decision on how to move forward regarding houses.</p>	<p>Sped- Like houses, don't want them to go away but see the importance of safety. Activity/Specials- go with the flow want to help with whatever the decision; if we do them do it in a thoughtful. Kinder- not 100% agreement but could leave them but also don't mind be separate from the other grades 2nd- on the fence either way; do the it intentionally; take the year to plan it out 1st- ready to move on; wants to get back to the core of Willowbrook 4th- wants to do the houses; could be an upper grade; shouldn't take the place of our school culture; have something for lower grades to look forward to 3rd- want to do the houses and wants everyone to buy in Support- no but would like to tweak it; challenge with instructional time</p> <p>3rd and 4th (2nd possibly) will do Houses; Take the year to rebuild and reorganize;</p>
3:40	Drafting Mission & Vision	<p>Setting a clear and compelling direction. Previous products provided by the staff.</p>	<p>We really like what 2nd grade has shared and created. We also like Kinders "world changers". We will narrow down to these two and continue to use the other suggestions as inspiration as we finish the</p>

			draft for mission and vision.
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Next Meeting:

Time	Agenda Item	Resources & Notes	Meeting Minutes
4:05	Agenda Items for the Next Meeting	Collecting rubrics from our Learning by Doing continuums <i>Setting a clear and compelling direction</i>	Next Meeting Date? TWD: Wednesday, Oct. 19?
	Questions to Follow-up and Share		n/a
	Comments and/or Concerns to Consider from this Meeting that may require follow-up		n/a

Christina's Notes on Housekeeping Items:





Leadership Team 2022-2023

Be Like Maverick!

Welcome Team Members

Christina Hamilton, Principal	Matt Allen, Assistant Principal & 504 Designee
Amie Armstrong, Counselor & Parent Facilitator	Jennifer Bowen, Literacy Coach
Jennifer Howard, Math Coach	Andrea Yates, Sped Lead
Brittany Tavernaro, Activity Team Lead & Student Council	Brett Long, Kinder Team Lead
Leslee Foreman, First Grade Team Lead	Amy Poland, Second Grade Team Lead
Kim Herdes, Third Grade Team Lead	Jessica Eckert, Fourth Grade Team Lead

Culture Keepers 2022-2023

Christina Hamilton, Principal	Matt Allen, Assistant Principal
Andrea Yates, Sped Lead	Jennifer Bowen, Literacy Coach
Bentley Kirkland, ESL Teacher	Emily Eason, Third Grade Teacher
Brittany Tavernaro, Activity Team Lead	Kim Herdes, Third Grade Team Lead

Tuesday, July 26, 2022 at 10am - 12pm (Thaden Fieldhouse)

Meeting Outcomes

- We will develop relationships and connections with our WES Leadership Team of colleagues.
- We will explore our personal leadership traits that influence the relationships and results in our school.
- We will identify our beliefs needed in setting a clear and compelling direction for our school.
- We will strive to build trust and depend on the people in the room.

12pm-1pm First Friday Committee Meeting

- Leadership team members are welcome to stay for the Back to School First Friday Committee meeting if you would like. We are teaming up with PTO and TJE

I. Leadership:

Time	Agenda Item	Resources & Notes	Meeting Minutes
10:00	Welcome!	Brunch from Cafe' Louise at Thaden Fieldhouse.	
10:20	Culture Keepers	<p>Shaping a culture for leading and learning.</p> <p>Learning by Doing, Leading with Intention, and the LBD Planbook for teams (Resource Books for Teams)</p> <p>Model PLC School</p>	<ul style="list-style-type: none"> • Every choice is made with intention • PLC is still the same focus as it was in the past • We must focus on the children and focus on having a collaborative culture. • These are all of our kids. • PLC is not a meeting, it is a culture. • Bring back the fun.
10:50	Be Like Maverick	<p>Promote a safe, positive, and supportive culture.</p> <p>Handout: Be Like Maverick Looks Like, Sounds Like, Feels Like</p>	<ul style="list-style-type: none"> • Permission to be a daring leader. • Definition of Leadership and Top Gun • Brene' Brown's Daring Leader Manifesto • Focus on our talent, our ideas, and our passion • Be brave, be vulnerable

		(Chart Paper) What is Leadership? What is Top Gun? Dare to Lead by Brene Brown (Post-It Notes)	<ul style="list-style-type: none"> ● Focus on doing the right thing ● Dare to Lead Exercise: What do you need for you to be able to show up and do the work? What will get in the way of you showing up to do the work? What does support look like for you.
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II. Learning & Teaching:

Time	Agenda Item	Resources & Notes	Meeting Minutes
11:15	Staff PD Day: August 9th	Setting a clear and compelling direction. -Schoolwide goals: PLCs	skipped

III. Strategic Planning, Processes, and Procedures

Time	Agenda Item	Resources & Notes	Meeting Minutes
11:35	Housekeeping Items	Christina's Notes - at the bottom of agenda	<ul style="list-style-type: none"> ● K-4 team leads let Christina know if you will be attending the RTI Workshop by Solution Tree in Rogers Oct. 11-13 ● Report if you have any extra robotics kits ● Leadership team be thinking about the pros/cons for providing a protected hour in the master schedule for collaborative team planning & data dives ●

IV. Next Meeting:

Time	Agenda Item	Resources & Notes	Meeting Minutes
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11:50	Agenda Items for the Next Meeting	-PLC Norms & Collective Commitments	skipped
	Questions to Follow-up and Share		
	Comments and/or Concerns to Consider from this Meeting that may require follow-up	Leadership Environment: What Christina needs from you... Link	

Christina's Notes on Housekeeping Items:

- Enrollment #s, this # changes everyday; Classroom funds \$400-printing, copy paper, and laminating

		WB		Capacity=853	
Grade		Predicted Sections		Total seats	Enrollment
K	20		6	120	114
1	25		5	125	109
2	25		5	125	122
3	25		6	150	129
4	28		6	168	141
TOTAL			28	688	615

- Building Update: Beautification Committee working on Decorating, New Furniture Delivered to Kinder Classrooms, Old and Extra Furniture removed from WES. Memo from Matt regarding classroom do's and don'ts for facilities. Keys are activated on Aug. 5
- Building Map & Layout Update: See handout
- Open House is Thursday, Aug. 11th. Kinder is 1pm-3pm, 1st through 4th is 4pm-6pm, Parent Orientation in the Cafeteria at 1:30pm, 4:30pm and 5:30pm; Staff will email their families introducing themselves and reminding them of open house. Remind

your teams the importance of BCC on parent emails. We will not give these out to PTO this year so our classroom teachers will have to forward any homeroom parent information for them. Hope to have a family handbook resource ready for all parents at open house. (See handout, Parent Letter 22-23 will go out on Aug. 1)

- Summer Planning Meetings taking place: First Friday today at noon, Thursday - Master Schedule 7/28 at 11am, Calendar of Events 7/28 at 1pm, Friday - Duty/Arrival/Dismissal 7/29 at 10am, 10 Year Anniversary 7/29 at 11am (theme)
- TSS Update: Natali Martinez. Process change for loaners and technology (see handout)
- October 11-13 Solution Tree RTI Workshop in Rogers; Team Leads grades K-4, a team member may go in your place if you are unable to attend; I need to finalize your registration this week
- Update on Robotics Kits: Tell me what you have and what you think your team needs. Some extra kits have been scheduled to be picked up or delivered to areas of storage. Each classroom should have one kit. Extra kits working on extra storage.
- Science Curriculum Money Coming: Team lead will handle the PO and ordering for the grade level to fulfill the curriculum requirement.
- Instructional Assistants: How we want to use them this year; Personal spaces
- We have a new website. Please plan for a team picture that will go on the website. Be creative and have fun. We will post these on the school website. Due by Aug. 12
- Quarter End Dates, P/T Conference Dates, PLCs, etc. - [Link](#). Attached is a Memo about Faculty Meetings: Dates have been set, required to meet twice a month, suggestion for teams to rotate bringing snacks; Faculty Meeting purpose will be for professional development, training, and EdCamps. Aug. 15 at 3:10 we will meet in the library to debrief the day. Safety Training has been scheduled for Aug. 24 at 3:30 at Osage
- District Student & Staff Handbook Reminders - the important big things to watch out for - [Link](#); During PD week staff will receive a copy of the handbook, Need to Know Notebook, and a PD quiz to complete by the end of the week. (See handout)
- Master Schedule Suggestion: Collaborative Team Meetings for planning instruction and Data Dives: once a week for one hour?
- Willowbrook Official Hours, also included in Memo of dates

Office Hours- *7:00am - 3:30pm

Licensed Contract Hours- 7:30am - 3:15am (7.25 hours)

Front School Doors Open & Breakfast- 7:25am

Nurse- 7:15am - 3:15pm

Students in Hallway or Cafeteria- 7:25am - 7:38am

Teachers Greet Students at the Door & Students Enter Classrooms- 7:38am

Class Begins- 7:50am

School Ends- 2:50pm

*The office will open at 7:00am for parents/subs

but students will not enter the building until 7:25am.

- I'm going to ask that you not forward leadership meeting agendas to your teams, but instead meet with them face-to-face. Second hand information can be confusing, we owe them explanations and answers to their questions. Schedule team planning meetings to review information throughout the year.



Estimated End Time: 12:00 pm