DOINGWHATWORKS

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 *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
August *Buyback 8/10/07 @ Ramona	**Monday, August 13, 2007** First Staff meeting Information, Instructional Focus, Professional Learning Communities	**Tuesday, August 21, 2007** Review green folder assessments Review CELDT data • K-3: Avenues groups • 4-5: EL strategies	**Tuesday, August 28, 2007** Review CST student data Review writing programs and strategies (Step Up to Writing; Blueprint; 6-traits)	**NONE**
September *Poverty training *Buyback 9/22/07 @ TownGate	**Tuesday, September 4, 2007** CELDT information and training PLC buyback information Establish Team norms	**Tuesday, September 11, 2007** Review Norms for Collaboration Bring writing samples & rubrics to establish consistent grading criteria *RCOE Assessing Writing manual	**Tuesday, September 18, 2007** SST information New Social Studies adoption information (presented by pilot teachers)	**Tuesday, September 25, 2007** Review Norms for Collaboration • Data Protocol – Math Chapter
October *PLC Collab. – Action Plan *Step-Up ½ day training	**Tuesday, October 2, 2007** "Team time" – Math SMART goal "Game Day At School" training	**Tuesday, October 9, 2007** Review Norms for Collaboration • Data Protocol – ELA Theme Skills	**Tuesday, October 16, 2007** Set SMART goal – ELA Theme Skills (data on 11/13/07) Review Trimester Assessments Review report cards & grading Schedule P-T conferences	**Tuesday, October 23, 2007** Review Norms for Collaboration • Data Protocol – Math Chapter Test **Tuesday, October 30 - NONE**
November *11/27-28 Writing Demo. Lessons	**Tuesday, November 6, 2007** Review writing strategies (buyback) • Data Protocol – Writing (previewed on 9/11/07)	**Tuesday, November 13, 2007** Review Norms for Collaboration • Data Protocol Theme Skills Gr. K-1 = Theme 3 Gr. 2-5 = Theme 2 (previewed on 10/16)	**November 20, 2007** NONE – No School	**November 27, 2007** • Preview Math & set SMART goal (analyze data on 12/11) Introduction by Lori Oczkus – *Demo lessons 11/27 & 11/28/07

December
*PLC Collab. – INSPECT data & review Action Plan
	Tuesday, December 4, 2007
	Topic: PLC information, create
	    staff norms, discuss "Mission"
	Review ELA, set SMART goals and
	    strategies (bring data on 1/22:
	    Gr. K/1 = Th. 4; Gr.2-5 = Th. 3)
		Tuesday, December 11, 2007
		Review Norms for Collaboration
		• Data Protocol – Math Chapter Test
		(previewed on 11/27)
			December 18, 2007
			Review Staff Norms
			Topic: Mission, Vision, Values, Goals
			Review Sequential Discipline Guide
				December 25. 2007
				NONE – No School

January	**January 15, 2008** Review Staff Norms Topic: APS & SPSA Preview assessments & SMART goal	**January 22, 2008** Review Norms for Collaboration • Data Protocol – ELA Theme Skills Test	**January 29, 2008** Review Staff Norms Topic: M,V,V,G (staff survey) Staff Devel.: "Reciprocal teaching"	**NONE**

Revised October 20, 2007

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

Revised October 20, 2007