Impactful Staff Meetings

with Bring Forwards and Google Sheets Agendas!

CUE '24
AUBREY PATTERSON

@PATTERSONAUBREY





www.warmdemanders.com/cue24

SPRING CUE 2024

I'm thrilled to be part of Spring CUE!

Don't forget to check out Rushton's resource page for even more excellent leadership and learning resources.

If you have questions during the sessions or after you're home, just email me and I'll get back to you right awav!

Anbrey



www.warmdemanders.com/cue24



VISIT WARM DEMANDERS



Impactful Staff Meetings

With Bring Forwards and Google Sheets Agendas!

Friday, March 22, 9:00 AM - 9:50 AM PT

Click the image for the slides.

Click here for the folder with the agenda templates and more!



Build a Remarkable 1:1 Meeting System

With 20-minute check-ins and seasonal menus!

Friday, March 22, 10:05 AM - 10:50 AM PT

← Click the image for the slides.

Click here for the Canva menus and here for tracking spreadsheets!



Elegant Simplicity: Build Exceptional Clarity

With 4 High-Impact Docs You'll Start Using Monday!

Saturday, March 23, 9:00 AM - 9:50 AM PT

← Click the image for the slides.

Click here for the folder with the doc templates and more!

www.buildsystemssoyoucanleadauthenticallyand benicetopeopleandnotbefreakedoutandworrying allnightandhavecoolmeetings.com

warmdemanders.com

Are your meetings filled with déjà vu?

- Didn't we talk about this last year?
- Do we have to talk about this every year?



April Meeting





The Scene

- ✓ Scheduled 3:30 4:30 pm
- ✓ The time is 4:23 pm and Anna has a question ...



Anna: I wonder if we can talk about the Winter Carnival last month (March)?

ILOVED the activities, but the snowman contest really would've been so much better with some snow.

Can we talk about moving the date to January? This is the 2nd year in a row without snow.



Principal Mike's inside voice:

Anna is soooo good, AND positive like a proton, AND this makes perfect sense, AND Susan asked the same question last year...

but it's 4:23 pm and only April!



Some of the best ideas ...





... show up at the most inopportune times

All Eyes Are Upon You

Will you choose

the Genius of AND

or

the Tyranny of OR?





The Genius of AND vs The Tyranny of OR

How do I capture the best of my staff **AND** get us out on time?









How might Mike be able to choose the *Genius of AND* (and avoid the *Tyrαnny of OR*)?







Are you preparing or repairing?

You should never go to a meeting or make a telephone call without a clear idea of what you are trying to achieve. - Steve Jobs This Photo is licensed under CC BY-NO



Bring Forward Paper



Bring Forward November 14

• Future Task/Meeting/TTD ...

• Write BF, Name and Date

• Secretary/Assistant creates a time block

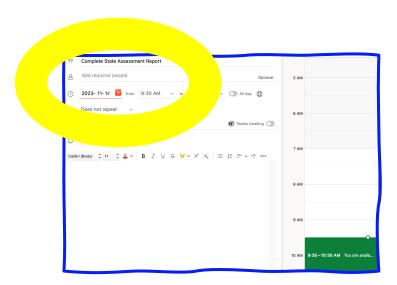
• Secretary/Assistant brings item forward





Bring Forward with Time Block

- Future Task/Meeting/TTD ...
- Write BF, Name and Date
- Secretary/Assistant creates a time block
- Secretary/Assistant brings item forward





Recurring Bring Forward

- Future Task/Meeting/TTD ...
- Write BF, Name and Date
- Secretary/Assistant creates a time block
- Secretary/Assistant brings item forward

Wendy, Pls BF every Nov 14 for the next 3 years





How we do one thing is how we do everything.

Bring Forward Email

Superintendent/Principal - Sample email BF

From: Aubrey

Date: Thursday, September 24, 2019 at 2:47 PM

To: Principal

Cc: Admin Assistant; Superintendent

Subject: Job Description Discussion Sept 24 2019

Hi again _____,

Thank you for meeting with me today to discuss your job description and a few other items relating to learning. I am very thankful for your initiative, creativity and work ethic and as would be predicted am very confident that this year will see you greatly surpassing all indicators in all categories of your job description. In particular, this month has been a change for all of us to some degree and the questions you are asking related to learning and the decision-making processes... (address questions and remove obstacles)

In February or before, please show me (1) how you are getting people more involved in entering items/using our google meeting agendas and (2) any other tricks you might come up with to make our operations more efficient and our meetings more focused on action.

(Wendy, please BF Feb 1, 2020. Please place a paper copy of this in ____'s file along with a copy of my notes to ____ and his file.)

Aubrey









How could you use a bring forward system?







Will Mike ...

→ choose the *Genius of AND* or the *Tyranny of OR*?

---> encourage and capture ideas?

→ prevent *meeting déjà vu*?





1. Does everyone understand Anna's question?

Should we discuss this in a future meeting?

When would it be best to discuss this?

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any change we make in next years April staff meeting.





1. Does everyone understand?

Should we discuss this in a future meeting? (fist to 5 or equivalent and "yes")

When would it be best to discuss this?

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any we in next years April staff meeting.



1. Does everyone understand?

2. Should we discuss this in a future meeting?

3. When would it be best to discuss this? (September)

Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?

Rylee (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any changes we make in next years April staff meeting.





- 1. Does everyone understand?
- 2. Should we discuss this in a future meeting?
- 3. When would it be best to discuss this?
- 4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September? (Anna: Of course!)

Wendy (Secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?

Oh, and Wendy, we better check on any changes we make in next years April staff meeting.



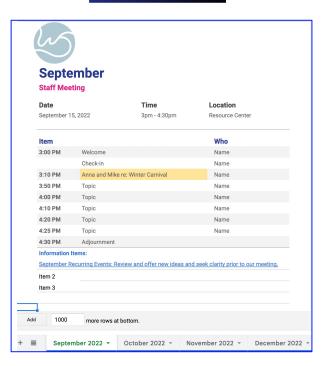
There's something special about feeling special.

- 1. Does everyone understand?
- 2. Should we discuss this in a future meeting?
- 3. When would it be best to discuss this?
- 4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?
- 5. Wendy (secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?
- 6. Oh, and Wendy, we better check on any changes we make in next years April staf meeting.



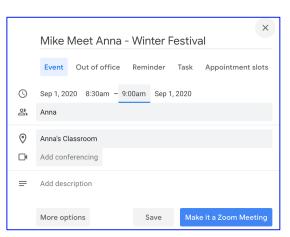


BF September





Time Block



Wendy



September

Staff Meeting Date

ite	Time	Location
ptember 15, 2022	3pm - 4:30pm	Resource Center

Item		Who	
3:00 PM	Welcome	Name	
	Check-in	Name	
3:10 PM	Anna and Mike re: Winter Carnival	Name	
3:50 PM	Topic	Name	
4:00 PM	Topic	Name	
4:10 PM	Topic	Name	
4:20 PM	Topic	Name	
4:25 PM	Topic	Name	
4:30 PM	Adjournment		
Information I	tems:		

September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.

Item 2

Item 3

1000 more rows at bottom.

September 2022 ▼ October 2022 🔻

November 2022 🔻

December 2022

Principal Mike Responds

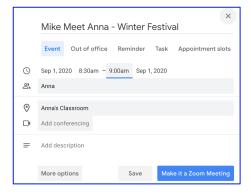
- 1. Does everyone understand?
- 2. Should we discuss this in a future meeting?
- 3. When would it be best to discuss this?
- 4. Anna, would you be willing to prep a bit with me a couple weeks before our meeting in September?
- 5. Wendy (secretary), can you put this in our agenda and BF to Anna and me, and carve out 30 minutes for me to stop by and see Anna in her room?
- Oh, and Wendy, we better check on any changes we make in next year's April staff meeting.



BF September

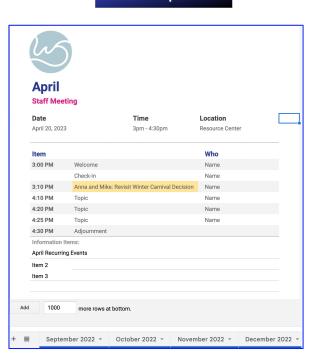
September Staff Meeting Date Time Location September 15, 2022 3pm - 4:30pm Resource Center Who Item 3:00 PM Welcome Name Check-in Name 3:10 PM Anna and Mike re: Winter Carnival Name 3:50 PM Topic Name 4:00 PM Topic Name 4:10 PM Topic Name 4:20 PM Topic Name 4:25 PM Topic Name 4:30 PM Adjournment Information Items: September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting. Item 2 Item 3 Add more rows at bottom. September 2022 ▼ October 2022 V November 2022 V December 2022

Time Block





BF April



Wendy







What do you like about how Mike handled

Anna's inopportune question?





Build a Remarkable 1:1 Meeting System

with 20-Minute Check-ins and Seasonal Menus!

Today@10:05AM

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY





Are you preparing or repairing?

Make time for planning; Wars are won in the general's tent.

- Dr. Stephen R. Covey

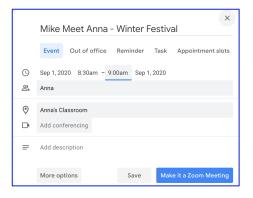


Sheets or Excel for Agendas?!?

BF September

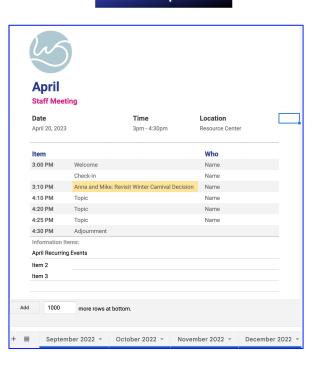
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Time Block





BF April





Time Location September 15, 2022 3pm - 4:30pm Resource Center

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Item Who 3:00 PM Welcome Name 6 Check-in Name 3:10 PM Topic Name 3:20 PM Topic Name 3:30 PM Topic Name 4:00 PM Topic Name 4:10 PM Topic Name 4:20 PM Topic Name 4:25 PM Topic Name 4:30 PM Adjournment Information Items	3:00 PM Welcome Check-in Name 3:10 PM Topic Name 3:20 PM Topic Name 3:30 PM Topic Name 4:00 PM Topic Name 4:10 PM Topic Name 4:20 PM Topic Name 4:25 PM Topic Name 4:30 PM Adjournment Name										
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September Recurring Events: Review and offer new ideas and seek clarity prior to our meeting.											
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Add more rows at the



Item 3

















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February 2023 ▼ March 2023 ▼







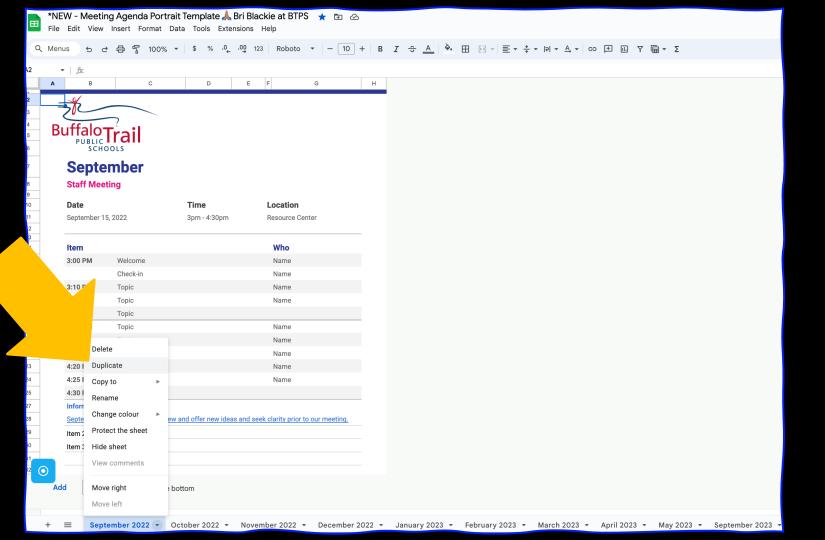
April 2023 ▼

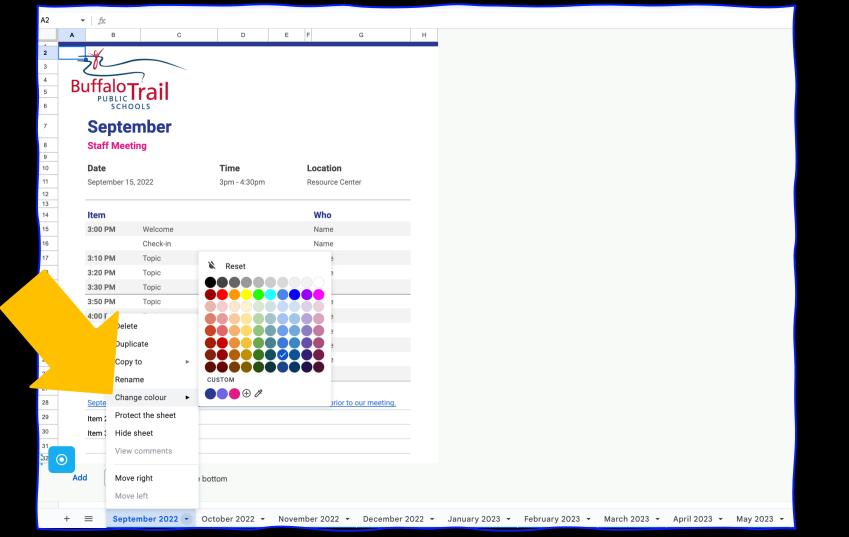


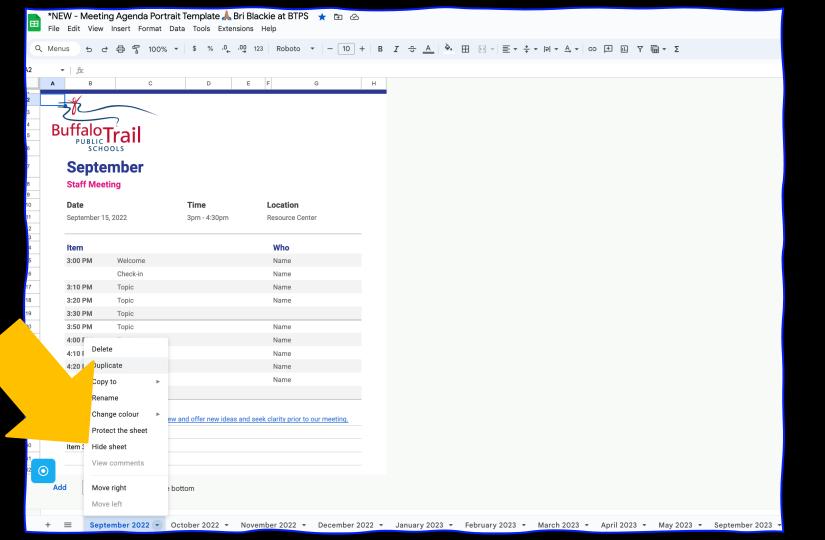


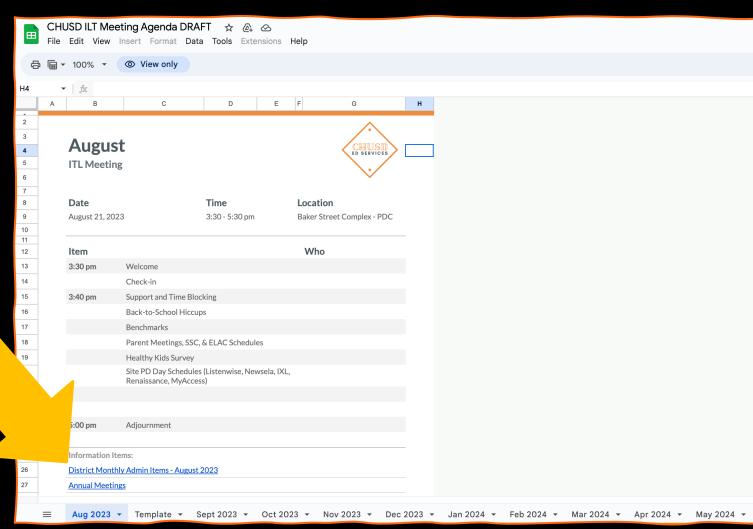












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		August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023
c	ASS	CASS/ASBOA Summer Learning Conference - August 15-17, 2022 - Calgary - Deerfoot Inn		Fall Pre-Conference & Conference - Oct. 26-28, 2022 - Calgary/Deerfoot Inn					Annual Learing Conference - March 22-24, 2023 - Edmonton - Fantasyland	First Nations, Metis & Inuit Education Gathering - April 24-26, 2023 - Edmonton - Fantasyland			Start Right - July 4-7, 2023 - Olds College Leading for Learning - July 4-6, 2023 - Olds College	CASS/ASBOA Summer Learing Conference - August 15-17, 2023 - TBD
c	ASS Zone 2/3		September 16, 2022 - in person - location TBD			December 9, 2022 - Virtual			March 3, 2023 - Virtual			June 9, 2023 - In Person - Location TBD		
P	SBA	PSBC Meeting - August 11-12, 2022 - DoubleTree Hilton Edmonton		PSBA FGM - October 12-14, 2022 - Double Tree Hilton - Edmonton	PSBC Meeting - November 16-18, 2022 - DoubleTree Hilton Edmonton	Viituai		PSBC Meeting - February 8-10, 2023		PSBC Meeting - April 12-14, 2023		PSBA SGM - June 1-3, 2023		PSBC Meeting - August 9-11, 2023
A	SBA				ASBA FGM - November 20-22, 2022 - Delta Edmonton South							ASBA SGM - June 5-6, 2023		
С	ommittee of Whole	August 10, 2022	September 14, 2022	October 12, 2022	November 9, 2022	December 14, 2022	January 11, 2023	February 8, 2023	March 8, 2023	April 19, 2023	May 10, 2022	June 14, 2022		
	oard Meetings (pending org.	August 17, 2022	September 21, 2022	October 19, 2022	November 23, 2022?	December 21, 2022	January 18, 2023	February 15, 2023	March 15, 2023	April 26, 2023	May 17, 2023	June 21, 2023		
A	Iberta Rural Ed Symposium								TBD					
	he Principal version of this docur	ment for 2022-2023 is link	ked here											1
_	ays in Lieu				November 9 and 10						May 18 and 19			
_		August 24							March 10					
_		August 26 and 29					January 31					June 28		
-		August 25		October 7	November 7 November 8		January 30	Coherent 16 and 17	-		May 5			
_	onvention upport Staff Learning Day			October 7 - WHS	November 8			February 16 and 17	with Div PL March 10					
_	elebration/Retirement			Oct 5					WIGH DIV PE MAICH 10					
_	-	August 24						-	+	1	1	+	+	+
_		In person August 22												
_		In person August 22												
-			Sept 12, 19	Oct 3, 17, 24, 31	Nov 7, 14, 28	Dec 5, 12, 19	Jan 9, 16, 23, 30	Feb 6, 13, 27	Mar 6, 13, 20, 27	Apr 3, 17, 24	May 1, 8, 15, 29	June 5, 12, 19, 26		
_	eadership Workshop/Board	-			November 2 and 3		,							
-	dmin Matters		Sept 8	October 6				February 2	March 30		May 11	June 22		

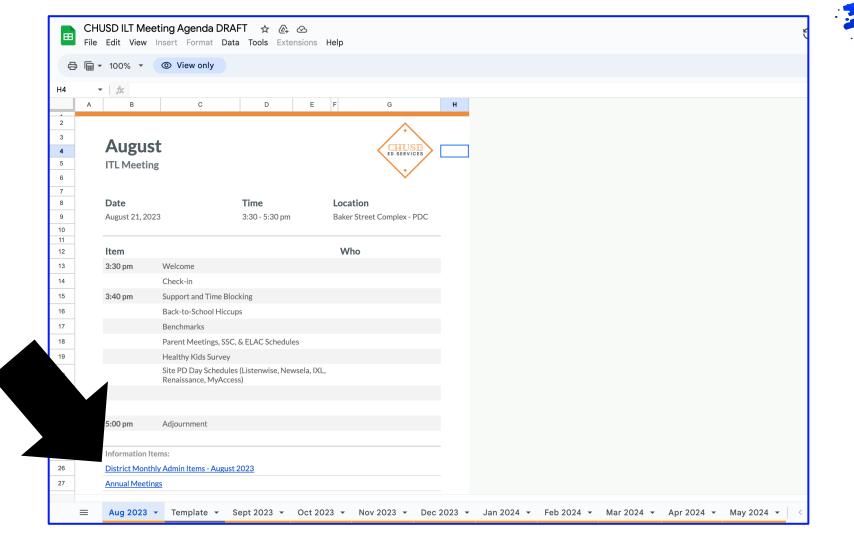
	ASS Zone 2/3		September 16, 2022 - in person - location TBD			December 9, 2022 - Virtual			March 3, 2023 - Virtual			June 9, 2023 - In Person - Location TBD	
s <u>i</u>	SBA	PSBC Meeting - August 11-12, 2022 - DoubleTree Hilton Edmonton		PSBA FGM - October 12-14, 2022 - Double Tree Hilton - Edmonton	PSBC Meeting - November 16-18, 2022 - DoubleTree Hilton Edmonton			PSBC Meeting - February 8-10, 2023		PSBC Meeting - April 12-14, 2023		PSBA SGM - June 1-3, 2023	PSBC Meeting - August 9-11, 2023
,	ASBA				ASBA FGM - November 20-22, 2022 - Delta Edmonton South							ASBA SGM - June 5-6, 2023	
	Committee of Whole	August 10, 2022	September 14, 2022	October 12, 2022	November 9, 2022	December 14, 2022	January 11, 2023	February 8, 2023	March 8, 2023	April 19, 2023	May 10, 2022	June 14, 2022	
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1	Alberta Rural Ed Symposium								TBD				
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1 1	Days in Lieu				November 9 and 10						May 18 and 19		
2	TPS Learning Days	August 24							March 10				
3 5	elf Directed Teacher Days	August 26 and 29					January 31					June 28	
4 5	ichool Based PL Days	August 25		October 7	November 7		January 30				May 5		
5 (Convention				November 8			February 16 and 17					
6 5	upport Staff Learning Day			October 7 - WHS					with Div PL March 10				
7 (Celebration/Retirement			Oct 5									
8 /	August Start Up Learning Day	August 24											
9 1	lew Teacher Orientation	n person August 22											
0 1	lew Principal Orientation	n person August 22											
1 5	enior Leadership Team (4)	August 29	Sept 12, 19	Oct 3, 17, 24, 31	Nov 7, 14, 28	Dec 5, 12, 19	Jan 9, 16, 23, 30	Feb 6, 13, 27	Mar 6, 13, 20, 27	Apr 3, 17, 24	May 1, 8, 15, 29	June 5, 12, 19, 26	
2 1	eadership Workshop/Board				November 2 and 3								
3 /	Idmin Matters		Sept 8	October 6				February 2	March 30		May 11	June 22	
4 1	eadership Team Monthly	August 23 South TC	September 22 North TC	October 20 South TC	November 24 Online	December 15 South TC	January 19 Online	February 23 Online	March 16 North TC	April 20 Online	May 25 North TC	Tuesday June 6 South TC	
5 /	Admin Assistants Sessions		September 15 - LIVE PL		v		v		V		v		
	nstructional Leadership Visits			All schools set up for October 2022 In person visits					2 schools/day and 90 minutes scheduled				
	TPS Student Day - Leah Goldstein				November 14								
	earning CO Meetings		Sept 1	Oct 6		Dec 6		Feb 9		apr 6		June 8	
9 (O Staff Meetings	August 29	October 3 (for Sept)	October 24	November 28	December 22	January 23	February 27	March 20	May 1 (for April)	May 29	June 26	
0 (O Directors Meetings	August 29	October 3 (for Sept)	October 24	November 28	None	January 23	February 27	March 20	May 1 (for April)	May 29	June 26	
1 1	mpower Women Event								March 9 Communiplex				
	uperintendent's Public peaking Competition									April 4			
	eadership Academy/Learning lar		Sept 15	Oct 20	Nov 17		Jan 19	Feb 16	Mar 16	Apr 20	May 18		
	eadership, Mentorship, riendship		In person if possible		Online		Online		Online				
5 1	lealth & Wellness Champions		Sept 20 - in person			Dec. 6 - online		Feb 7 - in person			May 9 am - online		
	NC.												

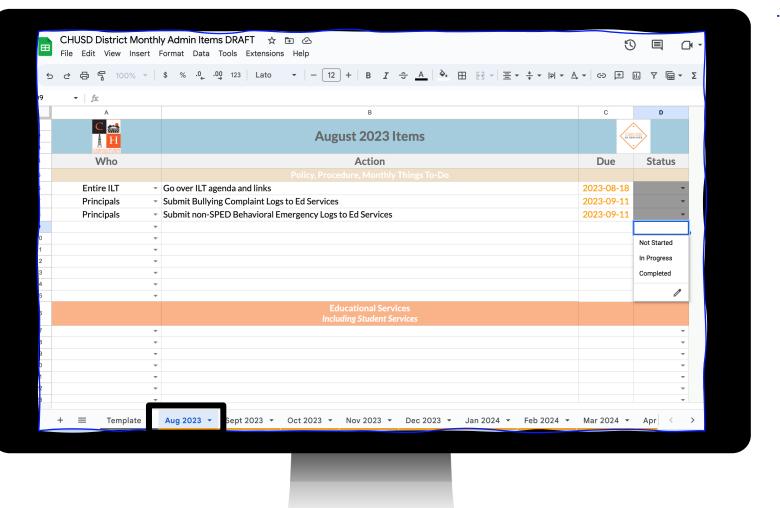
An Annual Events Planner

ΚI	▼ JX March 2020												
	A	В	С	D	E	F	G	Н	I I	J	к	L	М
1	C H	Notes	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 20
2			July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025
3	Instructional Calendar												
4	Breaks & Holidays	Breaks are based on calendar, staff holidays are based on past patterns	Jul 4 - Independence Day		Sept 2 - Labor Day		Nov 11 - Veterans Day Nov 25-29 - Fall Break Nov 27 - Thanksgiving 1/2 Day Nov 28-29 - Thanksgiving	Dec 23-Jan 10 - Winter Break Dec 24 - Christmas Eve Dec 25 - Christmas Dec 31 - New Year's Eve 1/2 Day	Dec 23-Jan 10 - Winter Break Jan 1 - New Year's Day Jan 20 - MLK, Jr. Day	Feb 10 - Lincoln's Birthday Feb 17 - Presidents' Day		Apr 14-21 - Spring Break Apr 18 - Staff Spring Holiday	May 26 - Memoria
5	Minimum Days	CONFIRMED	Aug 14-16 @ 1-1:30pm				Nov 12-14@ 1-1:30 pm Nov 19@ 1-1:30 pm	Dec 20 @ 12 pm				Apr 1@ 1-1:30 pm Apr 3@ 1-1:30 pm	
6	Trimesters, Quarters, & Conferences	CONFIRMED		Aug 14 - 1st Day of School		Oct 11 - End 1st Quarter (Secondary)	Nov 8 - End 1st Trimester (Elementary) Nov 12-14 & 19 - Fall Conferences	Dec 20 - End 2nd Quarter (Secondary)			Mar 7 - End 2nd Timester (Elementary) Mar 21 - End 3rd Quarter (Secondary)	Apr 1 & 3 - Spring Conferences	
7													
8	Team or Group Meetings												
9		nistory	Jul 23	Aug 13 & 27	Sept 10 & 24	Oct 8 & 22	Nov 12	Dec 10	Jan 28	Feb 11 & 25	Mar 11 & 25	Apr 8 & 22	May 13 & 27
10	Executive Cabinet Tuesday of Board Meeting @ 10-11 am	Based on this year's possible pattern	Jul 23	Aug 13 & 27	Sept 10 & 24	Oct 8 & 22	Nov 12	Dec 10	Jan 28	Feb 11 & 25	Mar 11 & 25	Apr 8 & 22	May 13 & 27
	Cabinet Tuesday Week Before Board Meeting @ 10 am-12 pm	Based on this year's possible pattern	Jul 29 (retreat)	Aug 6 & 20	Sept 3 & 17	Oct 1 & 15	Nov 5	Dec 3	Jan 21	Feb 4 & 18	Mar 4 & 18	Apr 1	May 6 & 20
12	ILTC 1st Monday (unless noted w/ *) @ 3:30-5:30 pm	Based on this year	Jul 26 (retreat)		Sept 9*	Oct 7	Nov 4	Dec 2	Jan 13*	Feb 3	Mar 3	Apr 7	May 5
13	ILT 3rd Monday (unless noted w/ *) @ 3:30-5:30 pm	Based on this year	Jul 25 (retreat)	Aug 19	Sept 16	Oct 21	Nov 18	Dec 16	Jan 27*	Feb 24*	Mar 17	Apr 28*	May 19
	Admin Team Meeting w/ Curriculum 2nd/4th Tuesday (unless noted w/*) @ 8:30-10:30 am				Sept 10 & 24	Oct 8 & 22	Nov 12	Dec 10	Jan 14 & 28	Feb 11 & 25	Mar 11 & 25	Apr 8 & 22	May 13 & 27
15	Secretaries & Office Staff 4th Wednesday (unless noted w/ *) @ 3:30-4:30 pm	Based on this year		Aug 28	Sept 25	Oct 23	Nov 20*	Dec 18*	Jan 22	Feb 26	Mar 26	Apr 23	May 28
16	Community Liaisons 3rd Tuesday (unless noted w/ *) @ 10:30-11:30 am	CONFIRMED		Aug 20	Sept 17	Oct 15	Nov 19	Dec 17	Jan 21	Feb 18	Mar 18	Apr 8*	May 20
17	Counselors Last Tuesday (unless noted w/ *) @ 2-3 pm	CONFIRMED		Aug 27	Sept 24	Oct 29	Nov 19*	Dec 17*	Jan 28	Feb 25	Mar 25	Apr 29	May 27
18	SPED												
19	Certificated SPED PLC												
	Classified SPED PLC												
	1st & 3rd Friday @ 8-10 am	Changed from this year where it was every 2 weeks		Aug 16	Sept 6 & 20	Oct 4 & 18	Nov 1 & 15	Dec 6 & 20	Jan 17	Feb 7 & 21	Mar 7 & 21	Apr 4	May 2 & 16
	Business Services												
	IT Staff												
24	Food Service Leads												

An Annual Events Planner

	A	В	C	D	E	F	G	н	I	J	К		M
1	C	Notes	July 2024				November 2024				March 2025	April 2025	May 20
2	Monthly Admin Items		July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025
26			- Indiana	Cingalization .					PARTITION OF THE PARTIT	10014417.2020	LINE STATE OF THE	CONTROLS.	C.III, EURO
	Workgroups Community Schools Advisory				Sept 18		Nov 13		Jan 22		Mar19		May 14
	DA w/ FCSS					Oct 18	Nov 22		Jan 22	Feb 7	Mar 3		May 2
	CIM (SPED)				Зерт 20	Oct 16	1407.22			reb /	Mai 2		IVIAY Z
30													
31													
22	EL Team 1st Thursday (unless noted w/*) @ 10:30-12:30pm				Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1
	Literacy Team 1st Thursday (unless noted w/*) @ 8:30-10:30 am				Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1
34	Math Intervention 1st Thursday (unless noted w/*) @ 1:00-3:00 pm				Sept 5	Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1
	Welcome Back Planning Meeting w/ Cabinet											Apr 2	May 7
36	Mobile Rural Health Clinic Thursdays (food days noted w/ *) @ 2:00-7:00 pm				Sept 5, 19*	Oct 3*, 17	Nov 7*, 21	Dec 5*					
31	CCT Every Wednesday @ 8:00-9:00 am			Aug 8, 14, 21 & 28	Sept 4, 11, 18, 25	Oct 2, 9, 16, 30	Nov 9, 13, 20, 27	Dec 4, 11, 18	Jan 8, 15, 29	Feb 5, 12, 19, 26	Mar 5, 12, 19, 26	Apr 2, 9, 16, 13	May 7, 14, 21, 28
38													
39	Administrator Trainings & Conferences												
	Thematic Units (Training & UDDs)			Aug 27 & Aug 29	Sept 6, 9, 10, 11, 12, 13, 16	Oct 8 & 9 (L), 15, 16, 17, 21, 22, 23, 24		Dec 2, 3, 4, 9, 10, 11, 12	Jan 21 & 23	Feb 11, 12, 13, 18, 19, 20, 21	March 4&5 (L), 17, 18,19, 20, 25, 26, 27	April 28, 29, 30	May 1, 6, 7, 8
	BeGLAD												
	Hatching Results (Counselors)												
	SPED												
	English Language Arts Mathematics												
47													
	CPR/AED												
	Capturing Kids' Hearts				Sept 3 & 4	Oct 1 & 2	Nov 5 & 6						
	Summative ELPAC Training (Aides/Support Staff)	8:30am-11:30am								Feb 5			
	Wayfinder SEL Curriculum			Aug 8th									
52	Panormama				Sept 8								
53	CAASPP Coordinator Training	12:30pm-2:30pm								Feb 5			
54	Data, Assessments, Testing Windows												
	Elementary Data Analysis Teams	Testing Schedule			Sept 17 (K-2) & 18 (3-5)		Nov 20 (K-2) & 21 (3-5)			Feb 24 (K-2) & 25 (3-5)			May 19 (K-2) &20
56	Secondary Data Analysis Teams	Testing Schedule			Sept 19 (6-8) & 20 (9-12)		Nov 15 (6-8) & 18 (9-12)			Feb 26 (6-8) & 27 (9-12)			May 22 (6-8) &23



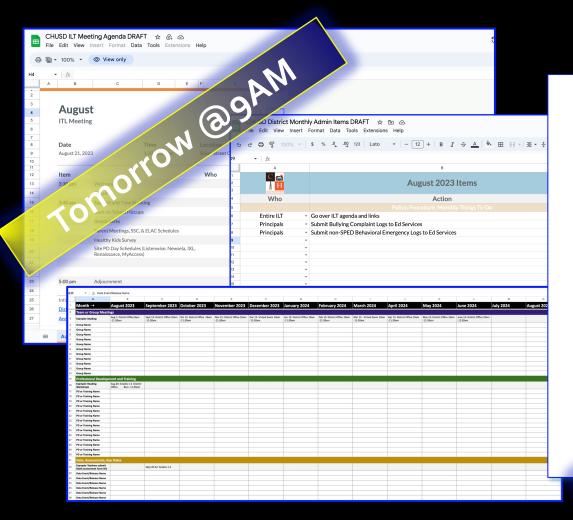


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PLC's and PLT's

What?

Professional Learning Teams (PLT's) are groups of educators engaged in working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve.

A Professional Learning Community (PLC) is a larger overarching team (school or district) of PLT's.

PLC's and PLT's operate with the assumption that the key to improved learning for students is continuous, job embedded learning for educators.

Must be:

- focussed upon four critical questions (1) what do we want students to learn? (2) how will we know if they have learned it? (3) what will we do when they don't learn? (4) what will we do if they already know it?
- · regularly reviewing norms
- using common formative assessments
- planned for data discussions using common formative assessments and a common set of action steps to improve student learning
- planning for professional learning within the team to address student needs
- meeting at least twice a month including early dismissal (at least one hour)
- meeting during time in the timetable, lunch and learns, or early releases
- have a team leader
- receive team feedback from an administrator at least once a month

May be:

- made up of subject-a-like, grade-a-like, or other purposeful contains
- ow agam peer observation, collaboratively looking at student work opportunities that will enhance the group's learning

- · a committee or social group
- · a short term commitment
- a unit planning group

Why?

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Timely Thoughts module

Beginning September. Deeper dives into strategies and tools from Aubrey and guest experts. Don't worry ... if you can't make it, the sessions will be recorded and saved for you!



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Welcome to your Leadership Bootcamp!



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Time block your priorities and create a weekly finish line.



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1 of 59 Lessons Completed

Instructor



Aubrey Patterson

Executive Coach --->
Consultant ---> Speaker --->

CEO of Warm Demanders

Aubrey's been a teacher, principal, director, deputy superintendent, and superintendent. He loves coaching K-12, post-secondary, and corporate leaders and teaches university leadership and EdTech courses.



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Feb 05, 2023

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Thank you!



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SPRING CUE 2024

I'm thrilled to be part of Spring CUE!

Don't forget to check out Rushton's resource page for even more excellent leadership and learning resources.

If you have questions during the sessions or after you're home, just email me and I'll get back to you right awav!

Anbrey

