

Elegant Simplicity: Build Exceptional Clarity

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

CUE '24

AUBREY PATTERSON

@PATTERSONAUBREY



WARM DEMANDERS



VISIT WARM DEMANDERS

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 away!

Aubrey





VISIT WARM DEMANDERS

Impactful Staff Meetings

with Bring Forwards and Google Sheets Agendas!

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY



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!

CUE '24
AUBREY PATTERSON
@PATTERSONAUBREY



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!

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Elegant Simplicity: Build Exceptional Clarity

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

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www.warmdemanders.com/cue24

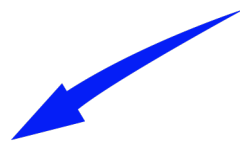
CUE



7 Courses, over 120 videos and tons of resources ... FREE!

Click the CUE logo to get FREE access to everything until April 30

Click the cards below for course descriptions



THE LEADERSHIP BOOTCAMP



WARM DEMANDERS

25+ VID TASTER!

CHATGPT: A BOOM OR OUR DOOM?



WARM DEMANDERS

TECH TIMESAVERS



WARM DEMANDERS

TELLING THE STORIES OF YOUR SCHOOL



THE REMARKABLE ADMINISTRATIVE PROFESSIONAL!



WARM DEMANDERS

LITTLE THINGS MAKE YOU BETTER



GETTING YOUR DREAM POSITION



WARM DEMANDERS



[www.youcangettherightthingsdoneandknow
whowilldowhatbywhenandnotbeparanoid
aboutmissingimportantstuff.com](http://www.youcangettherightthingsdoneandknow
whowilldowhatbywhenandnotbeparanoid
aboutmissingimportantstuff.com)

www.warmdemanders.com



To each there comes in their lifetime a special moment,

when they are figuratively tapped on the shoulder and offered the chance to do a very special thing, unique to them and fitted to their talents.

What a tragedy if that moment finds them **unprepared** or unqualified for that which could have been their finest hour.

- Winston Churchill

Ready in your special moments?

Calm in your special moments?

Thoughtful in your special moments?

Manage things, lead people

Manage knowns, lead through unknowns



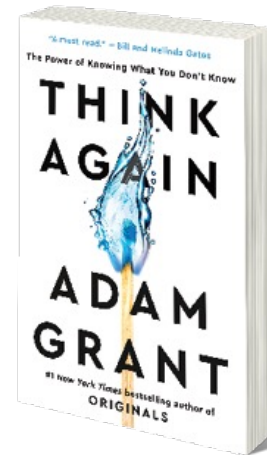
Elegant Simplicity

So well-designed, it's appealing.

So simple, everyone can understand it right away.

Confident Humility

I don't know how to do this, but I'll figure it out.



45 Elegantly Simple Clarity Docs

1 → annual events blueprint

2 → monthly events doc (who will do what by when?)

3 → monthly agenda

4 → a quick ongoing agenda

5 → traffic light document

1. Annual Events Blueprint





Meeting About Meetings

An Annual Meeting About Meetings

Meetings 2022-2023													
	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
CASS	CASS/ASBDA Summer Learning Conference - August 15-17, 2022 - Calgary - Deerfoot Inn		Fall Pre-Conference & Conference - Oct. 26-28, 2022 - Calgary/Oxerfoot Inn					Annual Learning Conference - March 22-24, 2023 - Edmonton - Fantasyland	First Nations, Metis & Inuit Education Gathering - April 24-26, 2023 - Edmonton - Fantasyland				CASS/ASBDA Summer Learning Conference - August 15-17, 2023 - TBD
CASS 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		
PSBA	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		
Board Meetings (pending org-meeting)	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		
Alberta Rural Ed Symposium								TBD					
The Principal version of this document for 2022-2023 is linked here													
Days in Use				November 9 and 10						May 18 and 19			
BTPS Learning Days	August 24							March 10					
Self Directed Teacher Days	August 26 and 29					January 31					June 28		
School Based PL Days	August 25		October 7	November 7		January 30				May 5			
Convention				November 8			February 16 and 17						
Support Staff Learning Day			October 7 - WHS					with Div PL March 10					
Celebration/Retirement			Oct 5										
August Start Up Learning Day	August 24												
New Teacher Orientation	In person August 22												
New Principal Orientation	In person August 22												
Senior 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		
Leadership Workshop/Board				November 2 and 3									
Admin Matters		Sept 8	October 6				February 2	March 30		May 11	June 22		
Leadership Team Monthly	August 23 South TC	September 22 North TC	October 20 South TC	November 24 Online V	December 15 South TC	January 19 Online V	February 23 Online V	March 16 North TC V	April 20 Online V	May 25 North TC V	Tuesday June 6 South TC		
Admin Assistants Sessions	August 23 South TC	September 15 - LIVE PL											
Instructional Leadership Visits			All schools set up for October 2022 In person visits					2 schools/day and 90 minutes scheduled					
BTPS Student Day - Leah Goldstein				November 14									
Learning CO Meetings		Sept 1	Oct 6		Dec 6		Feb 9		apr 6		June 8		
CO 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		
CO 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		
Empower Women Event								March 9 Communiplex					
Superintendent's Public Speaking Competition									April 4				
Leadership Academy/Learning Bar		Sept 15	Oct 20	Nov 17		Jan 19	Feb 16	Mar 16	Apr 20	May 18			
Leadership, Mentorship, Friendship		In person if possible		Online		Online		Online					
Health & Wellness Champions		Sept 20 - In person			Dec. 6 - online		Feb 7 - in person			May 9 am - online			

How could you use the Sheets' monthly doc?



2. The Monthly Events Doc

Who Will Do What by When?

WARM DEMANDERS



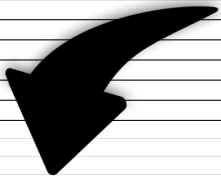
WWDWBW

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October Items				
Who	Action (with link where possible)	Due	Status	
General				
Principals	Social Media and Online Posting	10/7/2023	In Progress	
Assoc. Superintendent	Technology/Online Acceptable Use	10/7/2023	Haven't Started	
Principals	Health and Safety of Students and Staff	10/19/2023	Haven't Started	
Entire LT	Safe Schools - note #7 Critical Incident Form	10/4/2023	Completed	
Entire LT	Critical Incident Response Team (CIRT)	10/10/2023	Haven't Started	
Principals	Critical Incident Response Team (CIRT) Protocol	10/11/2023	In Progress	
Assistant Principals	Video Surveillance	10/12/2023	In Progress	
Principals	Security Alarm Procedure	10/13/2023	In Progress	
Assoc. Superintendent	Family Life Program	10/14/2023	Haven't Started	
Spec. Ed	English As An Additional Language	10/14/2023	Haven't Started	
Assoc. Superintendent	EAL Intake and Initial Assessment Procedures	10/16/2023	Completed	
Principals	Substitute Teacher Supervision	10/17/2023	Haven't Started	
Assoc. Superintendent	Driver Education	10/20/2023	In Progress	
Assoc. Superintendent	Digital Media Instrucional Resources	10/19/2023	Completed	
Principals	Security Alarm Procedure	10/7/2023	In Progress	
Assoc. Superintendent	Family Life Program	10/7/2023	Haven't Started	
Principals	English As An Additional Language	10/19/2023	Haven't Started	
Entire LT	EAL Intake and Initial Assessment Procedures	10/4/2023	Completed	
Entire LT	Substitute Teacher Supervision	10/10/2023	Haven't Started	
Principals	Driver Education	10/11/2023	In Progress	
Assistant Principals	Digital Media Instrucional Resources	10/12/2023	In Progress	
Principals	English As An Additional Language	10/13/2023	In Progress	

Every Month August September **October** November December January February March April May June



Who	Action	Due	Status
August 2023 Items			
Policy, Procedure, Monthly Things To-Do			
Entire ILT	Go over ILT agenda and links	2023-08-18	
Principals	Submit Bullying Complaint Logs to Ed Services (from the previous month)	N/A	
Principals	Submit non-SPED Behavioral Emergency Logs to Ed Services (from the previous month)	N/A	
Site Admin	Submit Warm Body Counts to Ed Services by ????		Not Started
Principals	Submit Final Copy of Student Handbook to Ed Services by 10:30 AM on Friday, August 25th, 2023.	2023-08-25	In Progress
Educational Services Including Student Services			
Ed Services	Meet with counselors and admin to go over SST process and 504s (Jon and Jenn) Meet with principals weekly for 15-20 minutes for Clarity Meetings Four questions: 1. What's the most important thing we should talk about today? 2. How'd it go with ___? 3. What are you working on this week? 4. What (if anything) is getting in the way? How can I help?	2023-08-18	
Ed Services			
Ed Services	Send out NaviGate, radio, and Raptor lists to admin	2023-08-01	
Principals	Confirm NaviGate, radio, & Raptor lists accounts	2023-08-31	
Ed Services	Set up Warm Body Counts (spreadsheet, reminders, meetings)	2023-08-15	
Principals	Confirm who will be submitting Bullying Complaint Log & BER Log each month	2023-08-31	
Curriculum, Assessment, & Accountability			
Special Education			
Instructional Technology			
Business Services Including Maintenance, Transportation, and Food Services			

Browser address bar: <https://docs.google.com/spreadsheets/d/1GC1QQAs34yWU31cptGSucQkWOHW4Qb5CAaqs/edit#gid=41102908>

Page Title: Copy of CHUSD District Monthly Admin Items

Spreadsheet Content:

September 2023 Items			
Who	Action	Due	Status
Policy, Procedure, Monthly Things To-Do			
Entire ILT	Go over ILT agenda and links		
Principals	Submit Bullying Complaint Logs to Ed Services (from the previous month)		
Principals	Submit non-SPED Behavioral Emergency Logs to Ed Services (from the previous month)		
Principals	Hold Title 1 Parent Meeting		
Tech	Begin scanning Income Survey forms 8/28.	2023-09-30	In Progress
Curriculum	Ensure all schools have all textbooks		
Educational Services Including Student Services			
Entire ILT	Director and Principal training on Apptegy/Thrillshare web site	2023-09-05	Completed
Business Services	Ask Rhianna about CTE Textbook Adoption	ASAP	
Curriculum, Assessment, & Accountability			

Bottom navigation: Aug 23 | **Sept 2023** | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 | Apr 2024 | May 2024 | Jun 2024 | July 2024 | Aug 2024



<https://docs.google.com/spreadsheets/d/1GC1QQAs34ywU3t3cptGSucQkWOHW4Qb5CAaqs/edit#gid=41102908>

Tech \$\$\$ IRS Taxes Warm Demanders >> Warm Starred 365 Apps Kajabi Kajabi pages Kajabi Blog Kajabi people The Laws of Simpl... Morning Brew

Copy of CHUSD District Monthly Admin Items

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Who	Action	Due	Status
September 2023 Items			
Policy, Procedure, Monthly Things To-Do			
Entire ILT	Go over ILT agenda and links		
Principals	Submit Bullying Complaint Logs to Ed Services (from the previous month)		
Principals	Submit non-SPED Behavioral Emergency Logs to Ed Services (from the previous month)		
Principals	Hold Title 1 Parent Meeting		
Tech	Begin scanning Income Survey forms 8/28.	2023-09-30	In Progress
Curriculum	Ensure all schools have all textbooks		
Educational Services Including Student Services			
Entire ILT	Director and Principal training on Apptegy/Thrillshare web site	2023-09-05	Completed
Business Services	Ask Rhianna about CTE Textbook Adoption	ASAP	
Curriculum, Assessment, & Accountability			

2024 July 2024 Aug 2024

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H4

A B C D E F G H

August ILT Meeting



Date	Time	Location
August 21, 2023	3:30 - 5:30 pm	Baker Street Complex - PDC

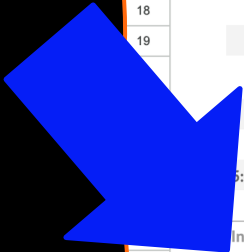
Item	Who
3:30 pm	Welcome
	Check-in
3:40 pm	Support and Time Blocking
	Back-to-School Hiccups
	Benchmarks
	Parent Meetings, SSC, & ELAC Schedules
	Healthy Kids Survey
	Site PD Day Schedules (Listenwise, Newsela, IXL, Renaissance, MyAccess)

5:00 pm Adjourment

Information Items:

[District Monthly Admin Items - August 2023](#)

[Annual Meetings](#)



Clarity precedes competence

How could you use the Sheets' monthly doc?



3. The Monthly Agenda





H4

A B C D E F G H

August

ILT Meeting



Date	Time	Location
August 21, 2023	3:30 - 5:30 pm	Baker Street Complex - PDC

Item	Who
3:30 pm	Welcome
	Check-in
3:40 pm	Support and Time Blocking
	Back-to-School Hiccups
	Benchmarks
	Parent Meetings, SSC, & ELAC Schedules
	Healthy Kids Survey
	Site PD Day Schedules (Listenwise, Newsela, IXL, Renaissance, MyAccess)

5:00 pm	Adjournment
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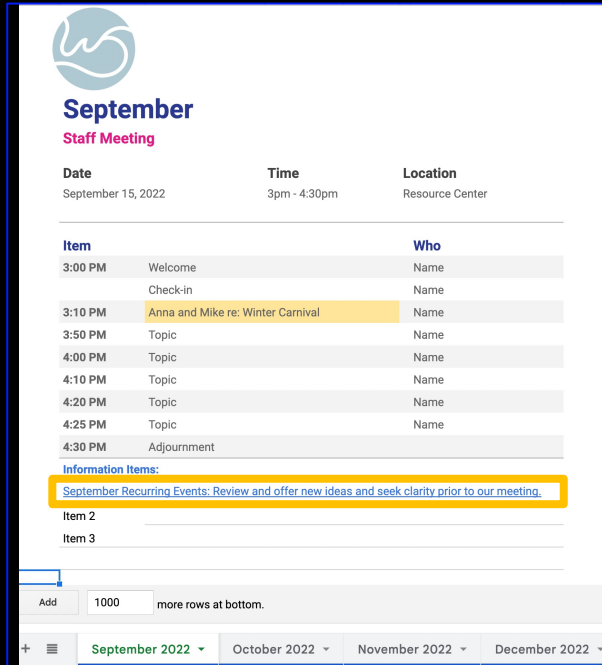
Information Items:

[District Monthly Admin Items - August 2023](#)

[Annual Meetings](#)



BF September



September
Staff Meeting

Date	Time	Location
September 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	Name

Information Items:

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

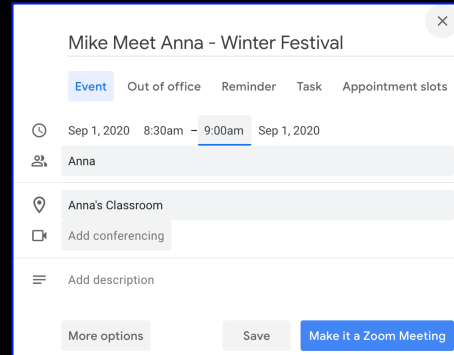
Item 2

Item 3

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022

Time Block



Mike Meet Anna - Winter Festival

Event | Out of office | Reminder | Task | Appointment slots

Sep 1, 2020 8:30am - 9:00am Sep 1, 2020

Anna

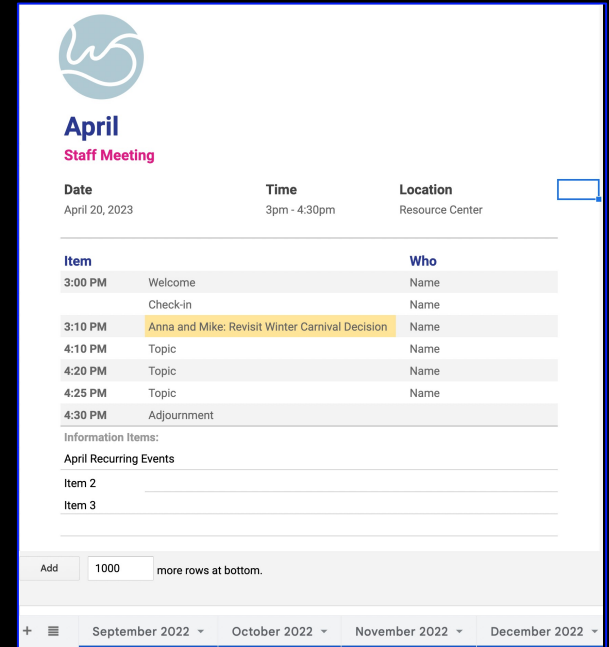
Anna's Classroom

Add conferencing

Add description

More options | Save | Make it a Zoom Meeting

BF April



April
Staff Meeting

Date	Time	Location
April 20, 2023	3pm - 4:30pm	Resource Center

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Anna and Mike: Revisit Winter Carnival Decision	Name
4:10 PM Topic	Name
4:20 PM Topic	Name
4:25 PM Topic	Name
4:30 PM Adjournment	Name

Information Items:

April Recurring Events

Item 2

Item 3

Add 1000 more rows at bottom.

September 2022 | October 2022 | November 2022 | December 2022



September

Staff Meeting

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

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	Name
3:20 PM Topic	Name
3:30 PM Topic	
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 the bottom

A	B	C	D	E	F	G	H
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September

Staff Meeting

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

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	Name
Topic	Name
Topic	Name
Topic	Name
	Name
	Name
	Name
	Name
	Name
	Name
	Name
	Name
	Name
	Name



- Delete
- 4:20 Duplicate
- 4:25 Copy to
- 4:30 Rename
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- Change colour
- Protect the sheet
- Hide sheet
- View comments
- Move right
- Move left



Add



September

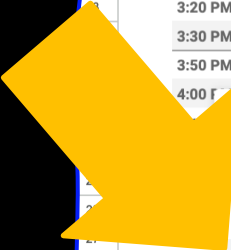
Staff Meeting

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

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	
3:20 PM Topic	
3:30 PM Topic	
3:50 PM Topic	
4:00 PM	

Reset

- Delete
- Duplicate
- Copy to
- Rename
- Change colour
- Protect the sheet
- Hide sheet
- View comments
- Move right
- Move left



Add

A	B	C	D	E	F	G	H
---	---	---	---	---	---	---	---



September

Staff Meeting

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

Item	Who
3:00 PM Welcome	Name
Check-in	Name
3:10 PM Topic	Name
3:20 PM Topic	Name
3:30 PM Topic	Name
3:50 PM Topic	Name
4:00 PM	Name
4:10 PM	Name
4:20 PM	Name
	Name

- Delete
- Duplicate
- Copy to
- Rename
- Change colour
- Protect the sheet
- Item : Hide sheet
- View comments
- Move right
- Move left



Add



H4

A B C D E F G H

August

ITL Meeting



Date	Time	Location
August 21, 2023	3:30 - 5:30 pm	Baker Street Complex - PDC

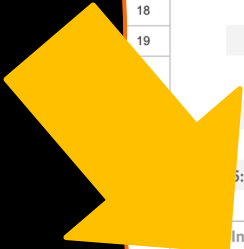
Item	Who
3:30 pm	Welcome
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3:40 pm	Support and Time Blocking
	Back-to-School Hiccups
	Benchmarks
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	Healthy Kids Survey
	Site PD Day Schedules (Listenwise, Newsela, IXL, Renaissance, MyAccess)

5:00 pm	Adjournment
---------	-------------

Information Items:

[District Monthly Admin Items - August 2023](#)

[Annual Meetings](#)



Meetings done well = fewer email.

Email done well = fewer meetings.



Protocols and Planning

Protocols

if this, then that

Agendas shared 3 working days ahead



For example,

- the principal will share an agenda by Friday 3 pm for faculty meetings held on Wednesday at 3 pm.
- the faculty commit to watch videos, read attachments, and come prepared to discuss.

Email Protocols



- We send work emails between 8am and 5pm from Monday to Friday, unless it is an emergency or requested.
- Emails with a delayed send are timed between 10am and 2pm.
- Email sent by 5pm will be read by 1pm the following workday.
- *Reply All* is used only when requested by the sender.

Will they do it?



How could you use the Sheets' meeting doc?



4. A Quick Ongoing Agenda

[SCHOOL LOGO]

Team (Ex. Grade 3)

Team member name 1
Team member name 2

Team member name 3
Team member name 4

Team member name 5
Team member name 6

November 22, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____, and we will work on _____.

December 10, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____, and we will work on _____.

January 12, 2024

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

🔍 Menu

- ✎ Mode
- ✓ Show print layout
- ✓ Show ruler
- ✓ Show outline Ctrl+⌘A Ctrl+⌘H
- Show equation toolbar
- Show non-printing characters ⌘+Shift+P
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2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19



[SCHOOL LOGO]

Team (Ex. Grade 3)

Team member name 1
Team member name 2

Team member name 3
Team member name 4

Team member name 5
Team member name 6

November 22, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____ and we will work on _____.

December 10, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____ and we will work on _____.

January 12, 2024

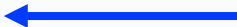
Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4





Summary



This is the PLC Agenda for the Grade 3 teachers at Sunshine Elementary School

Outline

November 22, 2023

December 10, 2023

January 12, 2024

February 14, 2024



(SCHOOL LOGO)

Team (Ex. Grade 3)

Team member name 1
Team member name 2

Team member name 3
Team member name 4

Team member name 5
Team member name 6

November 22, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____, and we will work on _____.

December 10, 2023

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

Actions:

1. Action 1
2. Action 2

Our next meeting will be _____, and we will work on _____.

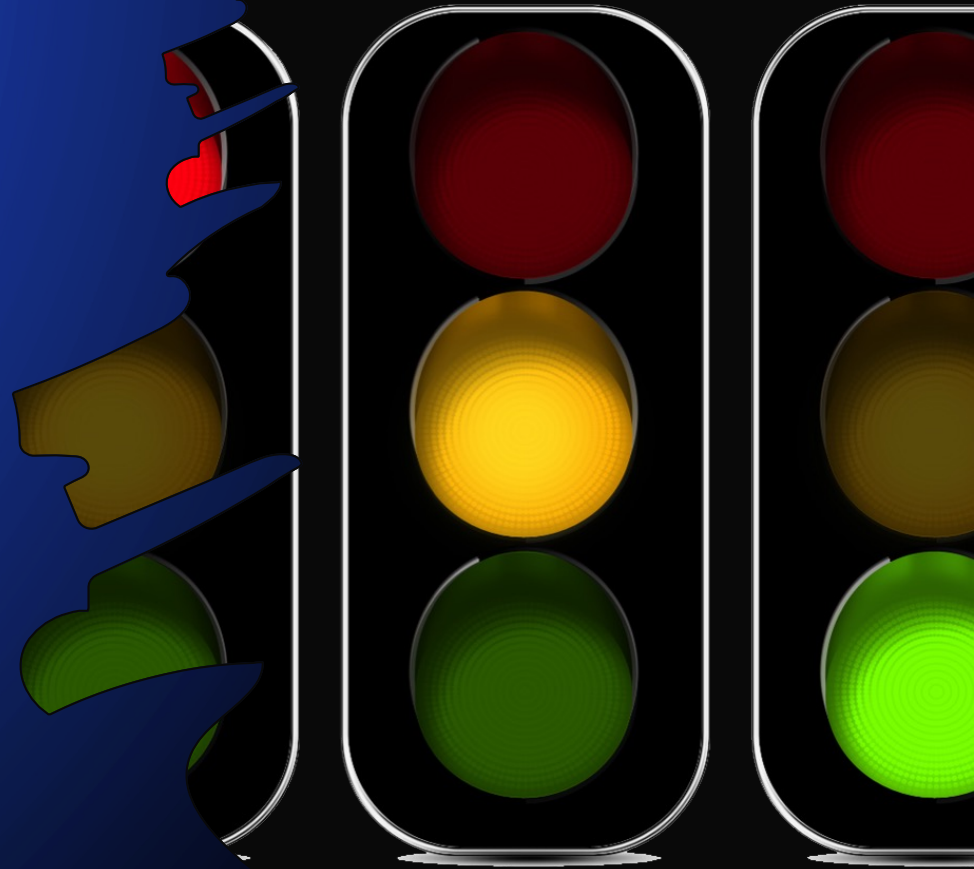
January 12, 2024

Main Topic: _____

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

5. Traffic Light Document

Harmony





The Way We Do Things at (School/District) - Table of Contents (Sample)

How to link items to pages in the document

Learning Targets	Page 1
Bell Work	Page 5
The Curriculum Drive	Page 7
Data Teams: District	Page 9
Data Teams: School	Page 11
RTI: Academic	Page 13
RTI: Behaviour	Page 15
Reading Assessments	Page 17
Math Assessments	Page 19
District Assessments	Page 21
Approved Resources	Page 22
Professional Learning Requests	Page 23
School PLC Teams	Page 24
District Teams	Page 26
Reporting: Key Communicators	Page 27
Early Dismissal	Page 28

[Learning Targets \(Sample created/adapted from our friends in LCSD\)](#)

What?

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- a clear statement of what a teacher expects students to know or be able to do as a result of learning in a lesson or series of lessons.
- linked to instruction and assessment (formative and summative)
- provided with built-in, regular check-ins with students
- given and reinforced in a manner that supports students regularly monitoring their learning progress
- written in student-friendly "I can" statements (visible to students)
- stated regularly in addition to being provided and visible
- easily measurable by the learner
- related to knowledge, reasoning, performance skills, and/or products
- used to collect feedback in order to plan the next steps of instruction

May be:

- carried over from previous lessons
- cross-curricula (themes)
- tied to exemplars and/or bellwork
- provided to students at the beginning of a unit
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Is Not:

- an accountability piece
- referred to once in a lesson
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- written as a curricular outcome or indicator
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- a list of student-friendly skills referred to only at the beginning and end of a unit
- an essential outcome (for example, "I can read.")

Why?

- Students can identify what they are supposed to learn to outperform those who cannot.
- It is very difficult for anyone to hit a moving target.
- Learning targets make it easier for teachers and students to answer the following three questions:
 - Where am I going?

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- Where am I now?
- How can I close the gap?
- Learning targets engage students to a high level and engaged students perform better.
- Learning targets make it easier to communicate between home and school regarding desired learning outcomes.
- Learning targets clarify the work of high performing PLCs by providing a common language and essential outcomes.
- Learning targets eliminate the need for outcome-based reporting as their use provides the opportunity for parents and learners to dig deeper into the learning required in a unit and a learner's progress towards the achievement of them.

Who Does It?

Kindergarten-Grade 12 all classes

- All teachers must demonstrate the student use of learning targets in their daily instruction.

Who Supports or Answers Questions? (in order of contact)

1. Instructional Coach
2. Assistant Principal
3. Principal
4. Assistant Superintendent of Teaching and Learning

How?

1. Start with the *District Curriculum Map* and your PLC team learning targets to find outcomes and targets
2. Build your targets into your plans using the curriculum
3. Find the best way for you to share the targets with your students in your lessons
4. Build-in check-ins during the lessons (one formative assessment piece)
5. Use the data from your formative assessment to drive instruction
6. Think about building in self or peer assessment (reflection)
7. Think about how students can take more responsibility for their learning
8. Talk to your students about how you use learning targets, how they could use them, and how you can work together when there is a target they don't understand

When?

- Used in planning and assessment (formative and summative)
- In all lessons
- All schools are required to carry out a walkthrough process to support the proper use of learning targets throughout the school year.
- All schools survey students to determine student perceptions on the use of learning targets

Feedback?

- Contact the Superintendent of Teaching and Learning at supetl@warm.demanders

Learning Targets

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Elegant Simplicity

PLC's

What?

Professional Learning Communities (PLC'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. PLC'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 review 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*
- *have defined roles and responsibilities for members of the team*
- *receive team feedback from an administrator at least once a month*
- *operate with an agenda, take minutes, and utilize data sheets, with all submitted as prescribed by their administrator*

May be:

- *made up of subject-a-like, grade-a-like, or other purposeful groupings*
- *peer observation, collaboratively looking at student work, or attending professional learning opportunities that will enhance the group's learning*
- *led by a department head or other team leader designated by their administrator*
- *supported by an administrator posting pre and post data on data wall*

Is Not:

- *a committee or social group*
- *used for "housekeeping" purposes*
- *a "venting" session*
- *a short term commitment*
- *a unit planning group*

Why?

When teachers work collaboratively, student learning happens in every classroom. All students deserve appropriate interventions delivered with consistency.

Who Does It?

All teachers and counselors.

Minimum Expectations for Implementation

All Teachers attend weekly meetings

Who Supports or Answers Questions?

1. Team Members
2. Designated Department Lead, Grade Chair, or Leadership Team
3. Instructional Coach, Coordinator, or School Administrator
4. Curriculum Department
5. Assistant Superintendent of Educational Services

How?

PLC's follow a process of establishing team norms, identifying sources of student data, analyzing student data, creating consistent outcomes and indicators, building common assessments, and prescribing intervention strategies that maximize student success.

When?

Wednesday mornings, not to exceed one hour.

Feedback?

Contact the Assistant Superintendent of Educational Services at jarza@chusd.org

[LOGO]

Read, Write, Pair, Share

What?

Read, write, pair, share is a strategy that has team members read a selection, write a few thoughts, share thoughts with a partner, then share their thoughts or the those of a partner with the room.

Must be:

- *always in this sequence*
- *an active listener*
- *sitting at a desk or table*

May be:

- *words written on paper or a digital device*

Is Not:

- *a brainstorming session*
- *loud talking*
- *sitting on the floor, standing, or moving around*

Why?

When people get their thoughts down first, conversations are more likely to be focused, less time is needed, and better ideas will result.

Who Does It?

Students.

Minimum Expectations for Implementation

Fully participate in at least the first 3 steps.

Who Supports or Answers Questions?

1. Instructions on the Board
2. Team Members
3. Teacher

How?

The teacher will assign the reading. Students will then be paired by the teacher, with the teacher acting as the time-keeper for each part of the activity.

When?

As directed by the teacher.



Summary



Outline

Read, Write, Pair, Share

Activity #2

Activity #3



[LOGO]

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The Way We Do Things at (School/District) - Table of Contents (Sample)

How to link items to pages in the document

<u>Learning Targets</u>	Page 1
Bell Work	Page 5
The Curriculum Drive	Page 7
Data Teams: District	Page 9
Data Teams: School	Page 11
RTI: Academic	Page 13
RTI: <u>Behaviour</u>	Page 15
Reading Assessments	Page 17
Math Assessments	Page 19
District Assessments	Page 21
Approved Resources	Page 22
Professional Learning Requests	Page 23
School PLC Teams	Page 24
District Teams	Page 26
Reporting: Key Communicators	Page 27
Early Dismissal	Page 28

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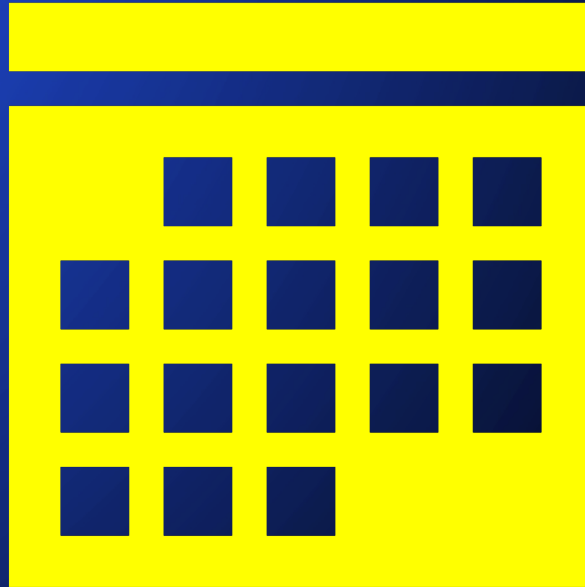
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How might you use a doc like this?
What might you put on a 'traffic light document'?



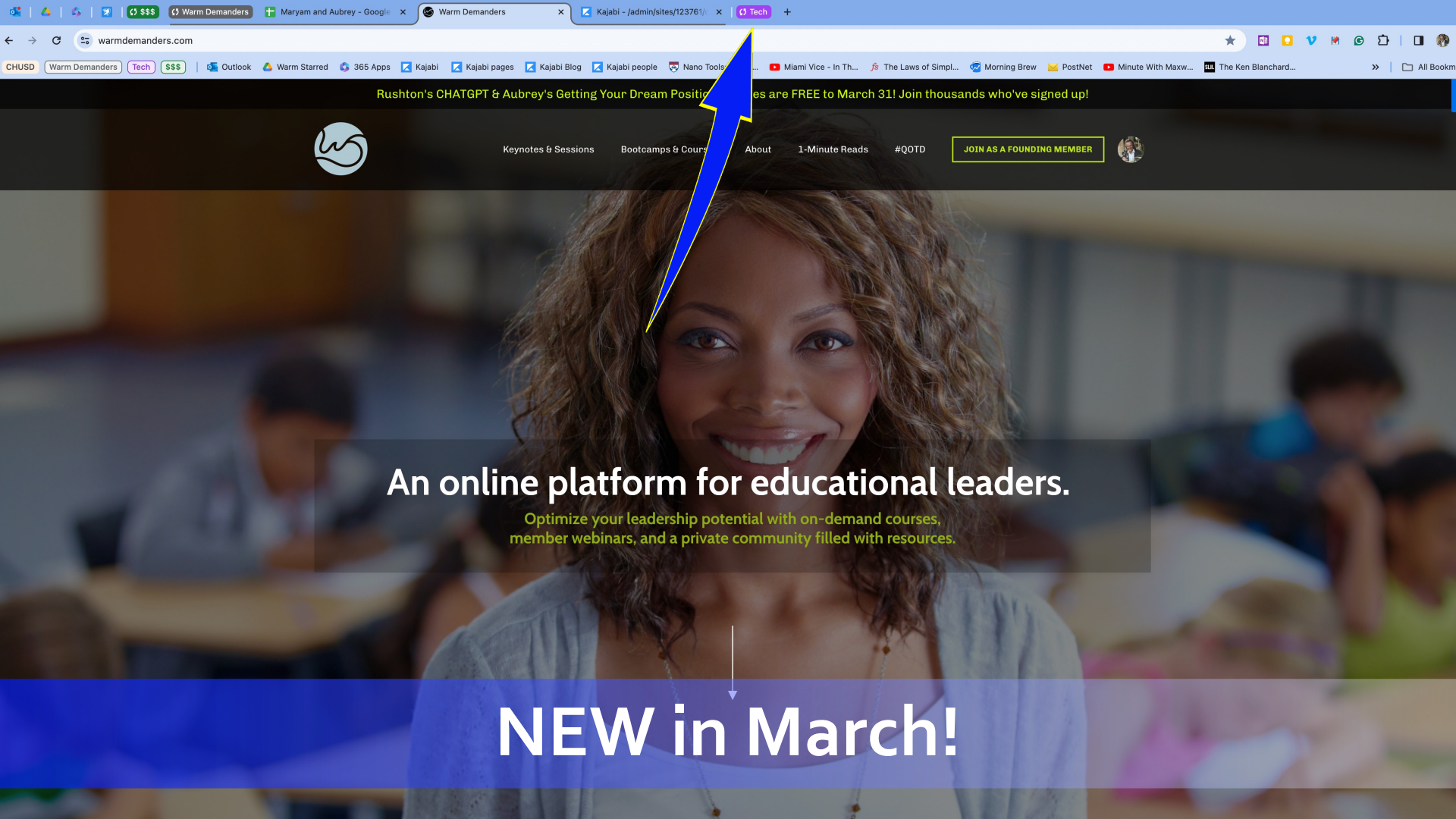
Time Block & Add a Tab Group



But wait ... there's more!
Let's jump into Chrome ...

Add docs to color groups & pin tabs

(and use ctrl/cmd + 1,2,3, etc.)



Rushton's CHATGPT & Aubrey's Getting Your Dream Position are FREE to March 31! Join thousands who've signed up!



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About

1-Minute Reads

#QOTD

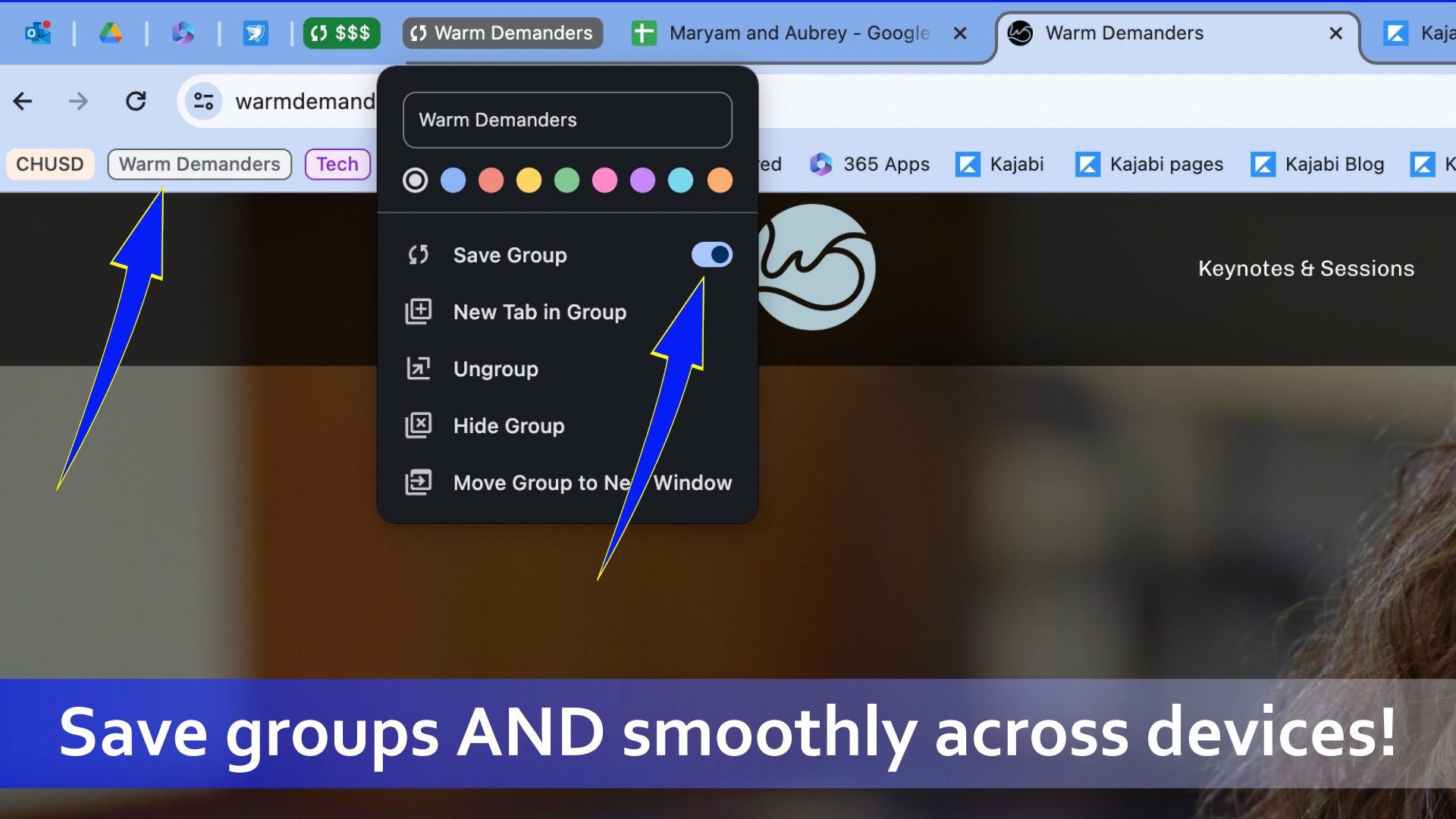
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An online platform for educational leaders.

Optimize your leadership potential with on-demand courses, member webinars, and a private community filled with resources.

NEW in March!



Warm Demanders



Save Group

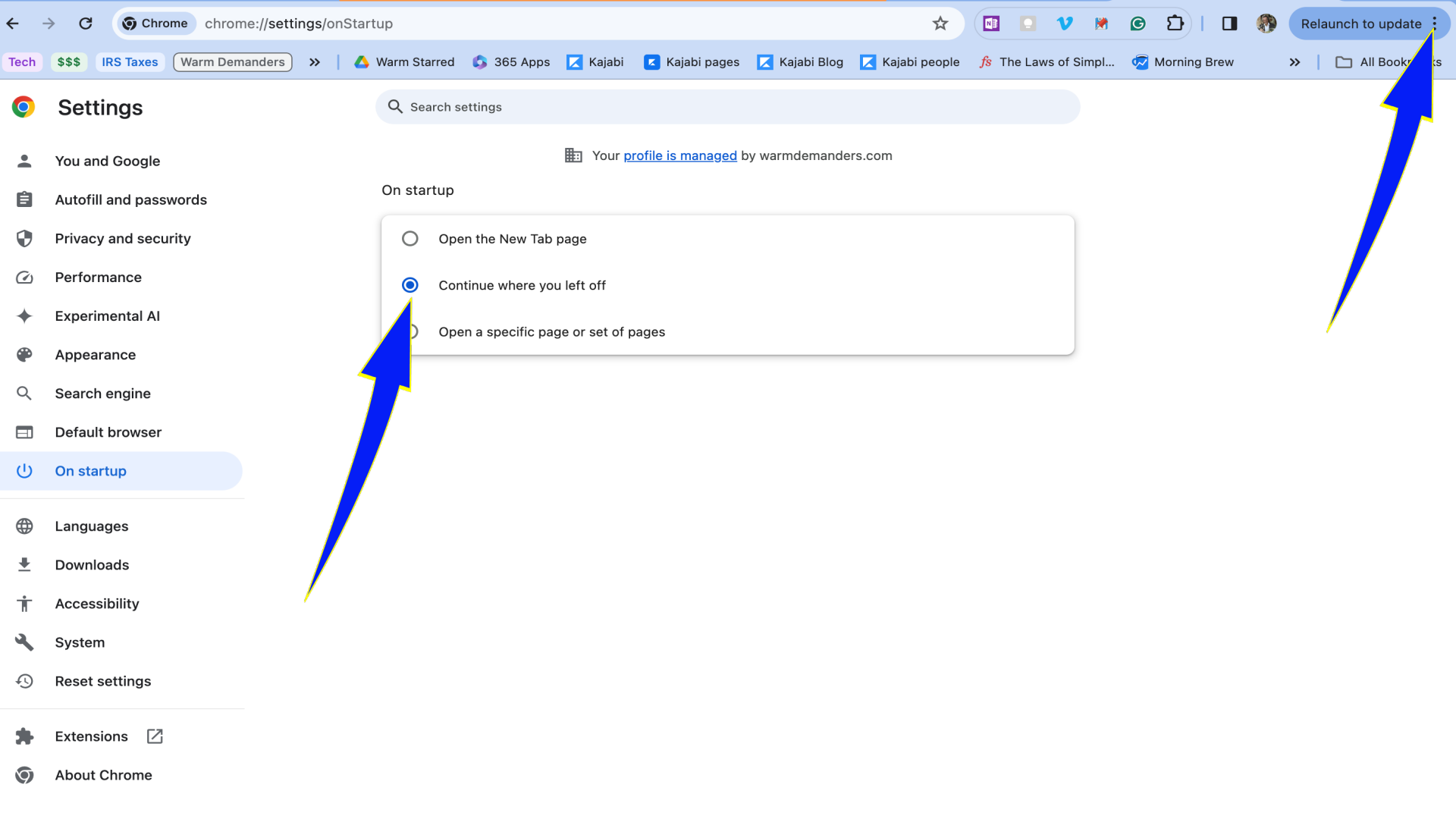
New Tab in Group

Ungroup

Hide Group

Move Group to New Window

Save groups AND smoothly across devices!



Settings

Search settings

Your profile is managed by warmdemanders.com

On startup

- Open the New Tab page
- Continue where you left off
- Open a specific page or set of pages

On startup

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System

Reset settings

Extensions

About Chrome

Relaunch to update

THE LEADERSHIP BOOTCAMP



**25+ VID
TASTER!**



WARM DEMANDERS

Categories

6

THE LEADERSHIP BOOTCAMP



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! 😊



GETTING STARTED



Getting Started

Welcome to your Leadership Bootcamp!

EXCEPTIONAL TIME BLOCKING



Week 1: Exceptional Time Blocking

Time block your priorities and create a weekly finish line.

IMPACTFUL MEETING SYSTEMS



Week 2: Impactful Meeting Systems

Impactful meetings don't happen by accident. Meetings done well lead to less email, fewer parking lot discussions, and incredible clarity.

REMARKABLE CLARITY



Week 3: Remarkable Clarity

Manage hard, lead easy! Impactful school leaders stay on top of things with an information management system and exceptional clarity tools.

THE PRODUCTIVITY ALGORITHM



Week 4: The Productivity Algorithm

Manage hard, lead easy! Impactful school leaders stay on top of things with an information management system and clarity tools.

THE LEADERSHIP BOOTCAMP



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.



1-MINUTE READS



The Bee Hive Mentality

Constructive

Apr 11, 2022

by Aubrey Patterson

In 1965, the founder of Intel, Gordon Moore, predicted that computer chips would exponentially increase in power while decreasing in size. This became...

[Continue Reading...](#)



Is Your Email a Progress Trap?

Communication Impact Tips


Apr 04, 2022

by Aubrey Patterson

 Search...

Categories

- [All Categories](#)
- [Communication](#)
- [Compassionate](#)
- [Constructive](#)
- [Courageous](#)
- [Culture](#)
- [Impact Tips](#)
- [Meetings](#)
- [Time Blocking](#)



I HAVE NOT FAILED.
I'VE JUST FOUND
10000 WAYS THAT
WON'T WORK.

THOMAS EDISON




Also
toget




A SMILE IS A CURVE THAT
SETS EVERYTHING
STRAIGHT.

Phyllis Diller



Our prime purpose in this life is to help others.
And if you can't help them, at least don't hurt
them.

Dalai Lama




Be w
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R
ER,
E
NK.




to those
beauty of
-



IT DOES NOT MATTER
HOW SLOWLY YOU GO SO
LONG AS YOU DO NOT
STOP.

Confucius



*The most effective way to do it,
is to do it.*

Amelia Earhart



Thank you!

www.warmdemanders.com/cue24



VISIT WARM DEMANDERS

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 away!

Aubrey

