

**Rise Up Elementary School**  
 Instructional Leadership Team Agenda  
 December 9, 2014 ★ 3:30-5:00

**Norms**

- Assume positive intent
- Be fully present
- Seek to understand
- Stay on topic

**Intended Outcomes:**

1. To analyze self-reflection data from PLC meetings
2. To identify priority areas for next month's whole staff PD session and determine plan for delivering PD

**Roles**

Process Checker: Sharon  
 Timekeeper: Francisca  
 Note taker: Martin  
 Facilitator: Elena

Time	Activity or Topic	Purpose	Decision-Making Process
3:30-3:45	<b>Opening</b> <ul style="list-style-type: none"> <li>• Review agenda and outcomes</li> <li>• Review norms and set intentions</li> <li>• Team building activity</li> </ul>	<input type="checkbox"/> Information Sharing <input checked="" type="checkbox"/> Relationship Building <input type="checkbox"/> Learning <input type="checkbox"/> Planning <input type="checkbox"/> Problem Solving	None
3:45-4:15	<b>Data Analysis</b> <ul style="list-style-type: none"> <li>• Share data on self-assessments from PLCs</li> <li>• Analyze data</li> </ul>	<input type="checkbox"/> Information Sharing <input type="checkbox"/> Relationship Building <input type="checkbox"/> Learning <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Problem Solving	None
4:15-4:45	<b>PD Planning</b> <ol style="list-style-type: none"> <li>1. Identify content areas</li> <li>2. Determine who will design and facilitate which sections and when planning will be done</li> </ol>	<input type="checkbox"/> Information Sharing <input type="checkbox"/> Relationship Building <input type="checkbox"/> Learning <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Problem Solving	<ol style="list-style-type: none"> <li>1. Multi-Voting (with stickers)</li> <li>2. Consensus</li> </ol>
4:45-5:00	<b>Closing</b> <ul style="list-style-type: none"> <li>• Review agreements and next steps</li> <li>• Reflection on norms and intentions</li> <li>• Process observer report</li> <li>• Feedback for facilitator</li> <li>• Appreciations</li> </ul>	<input type="checkbox"/> Information Sharing <input checked="" type="checkbox"/> Relationship Building <input type="checkbox"/> Learning <input type="checkbox"/> Planning <input type="checkbox"/> Problem Solving	None