GOAL	**PURPOSE OF THIS POWER MEETING**
	● Morning Arrival Strengths and Gaps ● Action Step Tracker Clarity and Share Out on Info Collected ● Revisit Strong Start Playbook (What to Monitor) ● Instructional Calendar
PREPARE	**PREPARE**
	Principal Materials: ● Leadership Calendar ● Starting from playbook, identify key data to review and analyze **Instructional Leader (IL) Materials:** ● Follow up on last ILT meeting (ex: completed walkthrough, coaching cycle or real time feedback, practice clinic, PLC) ● Current playbook ● Instructional Leader Calendar
(80%) **SEE IT**   <

DO IT	instead of only choosing one action to address my suggestion is that we address them both. What are your thoughts. ○ Dowless/Carr: We agree ● (What are the gaps in what we planned for and what we are seeing in teacher instruction/student work? Are there any trends across classrooms?) ○ What are the highest priority gaps? What's causing them? **Name the Action Step(s)**: ● Chart: Write your gap statement for the school (or department) ○ <u>What</u>: students/teachers are not… Teachers are not at 100% with being on time, at their door and greeting students, with them not being in the correct location our students are not at 100% with understanding their "Do Now" assignment and being able to complete it on their own. ○ <u>Because</u>: because teachers/leaders are not… ○ Because our teachers are not at their correct location greeting students and because teachers have not modeled clear and concise steps for the "Do Now" our students are NOT able to begin working as soon as they enter every classroom. ● Chart: What are the most important actions we should take next week to close those gaps? . ● Utilize examples of potential actions to spur thinking: ○ Graham: Reassign leaders to monitor morning arrival by grade level. Being ready to take the next step of having a conversation or sending an email or text referencing anyone not on duty at the correct time modeling morning arrival. ○ Dowless: Real-time feedback on Get Better Faster culture or rigor action steps ○ Carr: Create a Practice Clinic for teachers that have students still struggling with completing their "Do Now" without guidance from their teacher. **Stamp It:** ● Write down your final action steps into your playbook/calendar and when you will do them. ○ Let's stamp out our action step…"Reassign the ILT to specific grade levels to monitor in order to provide specific RTF centered around our GAP with morning arrival." Examples of RTF could be… Leader One: Mr. Young, I missed seeing you at your door this morning during morning arrival, let's remember to be on time and in place to ensure our routine is effective and purposeful." ○ Or… " An email is sent to Mr. Fox stating please see me at 10:10 in the conference room during your planning period."
	PRACTICE POWER MEETINGS **(WEEKLY DATA MTGS, PLANNING MTGS, FEEDBACK, PRACTICE CLINICS)**
	Now plan or practice for one of the following (based on what was selected from the *Name It* section above): Now we want to take out our ILT Calendar for next week and be intentional about where we will be monitoring, who will be monitoring and what we will be saying. If time permits we will role play some scenarios between a ILT member and a teacher by giving RTF.

EVERYTHING ELSE (20%)	**PLAN AND PRACTICE FOR KEY SCHOOL MOMENTS BEYOND POWER MEETINGS** Discuss updates from the leadership team meeting/training that pertain to ILT members ● Rover ● RAVE ● EC
FOLLOW UP: LOCK IT IN	**CONFIRM THE FOLLOW UP PLAN AND PLAN FOR MONITORING** **Name key deliverables and dates:** Now that we have specific grade levels assigned to us and specific tasks embedded into our instructional calendar. We will use our monitoring times and type into our teacher action step tracker for next week's ILT meeting. Take 2 minutes to put some work time down for each of you following your monitoring of the minute by minute roll out. Strategically place moments throughout your calendar to monitor the students completing their "DO NOW" assignment around the 7:55 am time!!