



PMS Leadership Group Meeting Notes

Leadership Meeting - Monday, 3/18/19 - 1-8 Conference Room

1. Opener
2. Equity Update
 - a. How do we share with all staff?
3. Explanation for a kids challenging behavior
 - a. [Video](#)
4. How are we doing? What are some steps that we need to take?

Leadership Meeting - Monday - 2/18/19 - 1-8 Conference Room

Present: Laufenberg, Weckerly, Pittner, Morton, Kallungi, Morrissey, Pritzl

1. Opener
2. Puma Pride Update
 - a. Thank You
 - b. How's it going?
 - i. Good way to be able to track and see week to week changes for teachers and students
 - ii. Some are updating weekly and some are doing so daily
 - c. Reports
3. Ross Greene - Approach to Challenging Students - www.livesinthebalance.org
 - a. [Video](#)
 - b. Discussion - Reflection - Assignment

Leadership Meeting - Monday - 1/7/19 - 1-8 Conference Room

Present: Laufenberg, Weckerly, Pittner, Ferkovich, Morrissey, Kallungi, Morton, Pritzl

1. Opener
2. Puma Pride Discussion
 - a. Update from last meeting
 - i. Keep putting out overall grades for the remainder of the year (8th grade team)
 - ii. Can keep track of student progress in your class more accurately
 - iii. Push back can come from having people putting in individual assignments - maybe start by having people updating overall grade
 - iv. Keeping things streamlined for everyone - people need to hear how things are going
 - v. Week before break, Greg had a spreadsheet before class, and kept track through the week, and put in an assignment for weekly progress
 - b. Guidelines for 2nd semester discussion



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- i. Completes and Returns Work in a Timely Manner might be redundant
 - ii. Follows Classroom Expectations is one that we don't report out on yet
 - iii. Maria uses the Effort standard grade tagged with individual assignments or projects
 - c. Staff Meeting Preparation
3. Homeroom Battles Update
4. Spring Conferences-
5. Open

Leadership Meeting - Monday - 12/17/18 - 1-8 Conference Room

Present: Pittner, Weckerly, Kallungi, Laufenberg, Pritzl

1. Opener
2. Puma Pride Check-In
 - a. How we got here...(data started discussion)
 - b. Review Staff Meeting Discussion
 - c. Review Staff Feedback
 - d. Discuss Guidelines
3. Overall Puma Pride Standard/Rubric Discussion
 - a. Still appropriate? Need Revision?
4. Open

Leadership Meeting - Monday - 11/5/18 - 1-8 Conference Room

Present: Pritzl, Pittner, Morrissey, Laufenberg, Ferkovich, Kallungi

1. Opener
2. School Culture Check-In
 - a. Better this year, gradual thing - Lucy in ELA - students doing deeper level things in class - at times, hearing students call each other "try harders" - still a bit of students showing they don't care
 - b. Organic, things seem to be not stagnant, working on innovative teaching strategies, working to promote innovation, willing to take risks
 - c. Student-focused discussions, improving curriculum focused, classroom management, positive conversations overall
 - d. Overall pretty good, it's gone down a little bit as we have come into November (consulted with a teacher about 3rd block struggles, and that really helped)
 - e. Pretty good - positive student to student interactions, still early
3. Puma Pride Data Review



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- a. Review of data led to discussion about how we currently use our Puma Pride data
- b. Joel shared how the high school teachers each report Puma Pride data for their own classes
- c. Teachers in attendance seemed in favor of trying to report certain Puma Pride standards in their own classes, but we struggled because Molly was the only one who had Puma Pride standards available for her to use in IC.

Leadership Meeting - Tuesday - 10/9/18 - 1-8 Conference Room

Present: Gavin, Pittner, Morrissey, Weckerly, Pritzl, Laufenberg

1. Opener - Share one to glow
 - d. Gavin - running smoothly in class, higher level of understanding
 - e. Pittner - written essays from the kids - they get it - understand concept
 - f. Morrissey - conferring with elementary students
 - g. Weckerly - more AD on recent Math tests
 - h. Laufenberg - 1st and 2nd block, going really well - 3rd block has been challenge (noticing positives, being calm, pausing) - today used different management techniques which led to better outcomes
 - i. Pritzl - getting into classrooms
2. School Culture Check-In
 - j. In terms of...
 - i. Collective Teacher Efficacy
 - ii. Student Discourse
 - iii. Things building-wide that need to be considered
 1. Applied lacking time for collaboration and discussion - Gavin's using discourse strategies in class
 2. Staff is positive about students, things hearing are framed in a more positive way than previous years
 3. Team meetings have been good - positive, feeling like we've got each other's back - have somebody to talk to about if struggling
 4. Student discourse - in ELA use turn and talks, found a way to do peer editing, video tape themselves having a conversation with a partner, forced them to slow down and think about feedback given to each other (Molly shared) Used sample video to show students how it looks
 5. More teachers are using discourse strategies so it appears kids are getting better - students all talk to each other when you give them 30 seconds to talk



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6. We need to work on as a staff on how to bring the level of discussion up, in depth discussions on how to get students thinking more deeply - Weckerly has used sentence starters to help get students to deeper level of conversation
4. Staff Meeting Next Week **SEND GOOGLE INVITES FOR ALL STAFF MEETINGS**
 - a. Efficacy/Discourse/Connection with each other/Teachers talking teaching/Student Information-Connections
 - i. Snowball Fight - compliments to each other
 - ii. Adopt-a-Student Conversations
 - iii. Math team needs to present
 - iv. Molly will share her "Flip-Grid" feedback way to each other
 - v. Student Updates
5. Instructional Rounds Update
 - a. After some skepticism, teachers thought it went well after we actually did it.
6. Open

Leadership Meeting - Wednesday - 9/5/18 - 2:45 pm - 1-8 Conference Room

Present: Pittner, Gavin, Morrissey, Laufenberg, Pritzl

1. Describe the start to your school year.
2. Teacher Collective Efficacy Work
 - a. Review Staff Meetings - Monday, 8/27 and Tuesday 8/28
 - i. Positive response, people were serious and talks were good
 - ii. Goal writing - teachers took them seriously and wrote positive goals
 - b. What is the pulse of the staff now?
 - c. Plan for next Staff Meeting on 9/19
 - i. Structure of team meeting, discussion (how the start of the school year has gone - pair/share at beginning), student updates (for all to know), adopt-a-student check-in, video that Morgan sent (environment) - Student discourse??
3. Instructional Rounds - High Leverage Teaching Strategies
 - a. [Student discourse](#) - [Student Discourse](#) - Closure
 - b. Establishing a culture that promotes discussion about effective teaching practices
4. Open

Summer Planning Meeting - Monday - 7/30/18

Present: Laufenberg, Weckerly, Kallungi, Pittner, Pritzl

1. Culture Builder



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2. Review Last Year's Work and Accomplishments
3. Teacher Collective Efficacy
 - a. Our baseline would indicate that we have some work to do. We have a culture of "complaining about kids in conversation" This is an area we should focus on...high Effect Size (1.57)
 - b. Brainstorm -
 - i. "critical friend groups" that routinely would bring student work into a meeting and analyze the student work - look at student work from other subjects...how does that look here? - interdisciplinary groups
 - ii. Each time they meet, one teacher bring up a scenario - situational about how they handled an incident
 - iii. Team building for the leadership group
 - iv. Team meeting structure and efficiency (we can look at that)
 1. Team meeting notes document
 - v. Culture of how we talk about students as a staff - diminish complaining about students - having a conversation like this with all of the staff, bring awareness to the staff that it's an important thing
 - vi. Clips of standout teachers and what they have in common (from Ellen) -
 - c. What does our plan look like for the 18-19 school year?
 - i. Bring awareness to staff about...1. Conversations about students, more positive relationships with colleagues, trickles down to students, 2. Modeling, examples of what exemplar teachers look like and how they act in this area
4. Building Instructional Focus
 - a. Instructional Rounds
 - i. Team meeting time will be utilized once a month (for 20 minutes) to go into one other classroom that is of interest to the team. They will observe for 10 minutes and discuss as a group after for 10 minutes with either Jerry or Katie. A feedback form will be filled out and shared with the teacher observed.
 - ii. Focus:
 1. Student Engagement
 2. Group Discussion
 3. Questioning
 4. Formative Assessment
 5. Student Feedback
5. Puma Pride Grading Discussion
 - a. Are we getting the most out of Puma Pride Grades?
 - i. Hold students more accountable for Puma Pride Grades
 1. Possibly tied to sports as an incentive



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2. Positive rewards for students meeting in all Puma Pride Standards
 - a. End of the Quarter Celebration - Off campus (KEVA, Movie Theater)
 - b. Ice Cream Party
 - c. Subway/Pizza brought in for lunch
 3. Parent Information Night Session on Puma Pride Grades?
6. Cell Phone Policy
- a. Proposed Handbook Changes
 - i. Mixed feelings
 1. Pros of Cell Phones:
 - a. Online resource
 - b. Calculators
 2. Cons
 - a. Distraction
 - i. Communication with home (parents send texts when they can)
 - b. Social Media
 - i. Snapchat is a problem
 - ii. Overall, we feel that the current cell phone policy is okay as is- we have not seen any problems

Meeting #4 - Monday, 4/23/2018

Present: Morrissey, Gavin, Pittner, Weckerly, Laufenberg, Pritzl

1. Review Previous Meeting Notes
2. One to Glow
 - a. Morrissey - almost done with state testing (successfully)
 - b. Laufenberg - Lucy Calkins Units of Study has gone well (dystopian)
 - c. Weckerly - redid a Physics Unit (roller coaster project)
 - d. Pittner - today, kids were intrigued by the idea of heat, cool conversations in class figuring out what heat was - Will Plenty did a good job taking deep breaths (listened to Ms. Pittner's advice)
 - e. Gavin - 6th grade group has gotten off to a good start
 - f. Morton - 6 Connections Conferences to go
 - g. Pritzl - 7th grade intervention system
3. Review Title [Needs Assessment](#) and [Action Plan](#) for Home-School Relations
 - a. Discussion



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- b. Planning the carrying out of Action Plan
4. Open

Meeting #3 - Wednesday, 3/14/2018

Present: Gavin, Morrissey, Pittner, Kallungi, Pritzl, Laufenberg

1. Review Previous Meeting Notes
2. One to Glow
 - a. Gavin - learned a lot at conference - incorporate different way of assessment (integrated assessment per unit)
 - b. Morrissey - Kam O'Connor - coaching up elementary student in a very positive way
 - c. Pittner - Students were positive about missing work reports (students took accountability for their work)
 - d. Kallungi - Brandon R. choose to stay inside during walk-out, on verge of breakdown, and Mr. K. worked with him closely and he did well - he was fired up about it...worked well later in the day
 - e. Pritzl - Walk-Out went well - Mr. Johnson's report of using Google Sites
 - f. Laufenberg - Socratic Circle - deeper level questions, and did a great job with that
3. Positive Home-School Relations
 - a. Reflections from article
 - i. Why parents don't come to school- don't know how to help their child or what to do
 1. How can we help parents feel more comfortable and confident in coming to school?
 - ii. Teachers can see barriers and can sometimes use those as a reason. Assume teaching in a rural district won't have issues, but in reality do have needs as well
 1. How can we as a staff be more aware and be able to support - Trauma informed care training
 - iii. Teachers feel less informed about students as the school year goes on
 1. How can we continue that process throughout the year?
 - iv. Online portfolio as a way to communicate with families as well as non-electronic way
 1. How can we create a blend of ways to communicate with parents?
Possibly weekly question to discuss with parents/families at home
 2. Parent workshops on school goals and expectations - possibly a quarter session?
 - a. How to help your kids with math homework



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- b. Reading research and importance of reading 20-30 minutes a night
- c. Standards based grading
- d. Behavior/ puma pride expectations
- e. Interpreting test scores (STAR & Forward Exam)
- f. How to use parent portal & set up accounts / alerts
- g. Aspen counseling or services that are offered at the school
- h. Social Media & screen time research
- 3. Weekly blog post for parents from principal
- v. 2 times a year to have parent presentations (evening sessions)
 - 1. 25 minute rotation sessions
- vi. Planning
- 4. Title Process

Meeting #2 - Tuesday, 2/27/2018

Present: Pritzl, Weckerly, Pittner, Gavin, Kallungi, Laufenberg

- 1. Review Previous Meeting Notes (Forward Testing Schedule Update)
- 2. One to Glow
 - a. Weckerly - 6th graders good academically/behaviorally - impressed
 - b. Pittner - way more impressed with 8th graders so far - have a really good drive to do well
 - c. Gavin - 8th graders doing well/solid overall performance and effort
 - d. Kallungi - Google classroom implementation is going very well
 - e. Laufenberg - efforts to talk to kids individually (writing conferences)
 - f. Pritzl - Leadership students asking to plan/help with activities
- 3. 7 Correlates of Successful Schools Activity
 - a. [7 Correlates Summed Up](#)
 - b. Review Staff Survey Results
 - i. Rankings (bottom to top - Home-School Relations (5.333), Safe and Orderly Environment (5.095), Opportunity to Learn and Student Time on Task (4.238), Frequent Monitoring of Student Progress (4.048), Climate of High Expectations for Success (3.810), Clear and Focused Mission (3.095), Instructional Leadership (2.095)
 - ii. After discussion about Survey methods and the Activity used to collect the data, the group decided to focus on our initial efforts on Home-School Relations
 - c. Review 2nd Generation characteristics of correlates of focus - Home-School Relations - The focus is on building a partnership based on trust and understanding.
 - d. Planning



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- i. Doing well - Grade Level Blogs, Weekly Positive Post-Cards, Student of the Month Breakfasts, High % of attendance at PT conferences in fall, 6th Grade Parent Meeting in August
 - ii. Potential ideas for areas for growth to do better - Parents have questions about curriculum (what students are studying in class, questions about lack of homework, potential to email more positives home, understanding grading system, potential weekly message sent to parents)
4. Open
- a. Interested in taking a closer look at our culture (how kids treat each other)
5. **Next Meeting: Wednesday, 3/14/18 - 2:50 in 1-8 Conference Room**

Meeting #1 - Wednesday, 1/17/2018

Present: Pritzl, Morton, Pittner, Anderson, O'Connor, Gavin, Morrissey, Kallungi, Odden

1. Testing Schedule Input
 - a. Window March 14- May 4th
 - b. Consideration of having 6-8th grade testing at the same time & days
 - i. Allow more test administrators for the exam
 - ii. Would like to do it in homeroom groups if possible and make minor modifications if needed to student groups
 - iii. Would like to give students snack before they start testing
 1. Would like to do 8:30 or 9:00 am start time for testing
 - iv. Week of April 16th (Tuesday/ Wednesday/Thursday) M/W possibly to include Social Studies
 - v. Celebration (successful testing sessions) day possibly on the 27th or 28th after testing concludes
2. Report Card Comments - model/expectations
 - a. What do we want that to look like at the middle school level?
 - i. Some classes are sharing a short piece on what was done in class and then a short individual description as well
 1. Most teachers have been putting this in practice, just want to ensure consistency from class to class
 2. Maria will share a sample with Jerry
 3. Jerry will share with staff
3. Hallway Supervision - System for having eyes in between classes
 - a. Bring to middle school leadership students and get their ideas as to how to address the issue
 - b. Would like some supervision especially around the ramp area



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- c. Ideas:
 - i. Remind students of expectations for the hallway - possibly during class or homeroom
 - ii. Walk students down to the lockers
 - iii. Send email reminder to be down during passing period and remind students of behavior
 - 1. Will discuss as a team and then bring back ideas
 - 2. Will go through expectations piece in homeroom again
 - 3. Jerry will go and talk with the student leadership team to get input and ideas
- 4. Puma Pride Standard - Effort Standard Discussion
 - a. Jennifer H- report out on effort standard more frequently than just at the end of the quarter
 - b. Currently we report out once a quarter. HS level they are each reporting out on their own.
 - i. Is this something we would like to report out on more frequently?

The following will be discussed in future meetings:

- 5. Puma Pride Intervention - Work Completion
- 6. Puma Pride Intervention Plan
- 7. Open

Next meeting 2/14/2018

- 1. Follow up on Forward Exam testing schedule
- 2. Follow up on hallway behavior -