

DODGE CITY MIDDLE SCHOOL

TEAM LEADERS MEETING

August 17, 2017

Library Conference Room (10:00 – 11:00)

Revised 8/9/17

Our goals for this meeting will be:

- to set a norm for respectful listening,
- to get everyone's voice into the room,
- to allow people to connect with one another,
- to allow for the expressions of hopes and apprehensions,
- to value thinking and feeling,
- and to elicit agendas that might not otherwise be heard.

Promoting A Spirit of Inquiry – (Activity 10 Minutes)

- Opening Quote: *"We can make our world significant by the courage of our questions and the depth of our answers."*
- Divide into two groups make sure all grade levels are equally distributed among the group.
- Read the opening quote above and as individual groups;
 1. Pose a question of what might be some outcomes we are envisioning from this statement.
 2. What might be an example of that statement?
- You have 5 minutes to construct your thoughts on questions 1 and 2.
- Group Share Out
 - Members take turns talking.
 - When one member talks, all others are silent. Full nonverbal attention is given to the speaker.
 - After everyone has talked, the first speaker will summarize what was said.
 - What questions do you have about these directions?

Understanding Group-Member Capabilities – (Activity 15 Minutes)

- [Understanding Group-Member Capabilities – See Handout](#)
- Divide into three groups.
 1. Group one reads intro paragraph and paragraph 1
 2. Group two reads paragraph 2
 3. Group three reads paragraph 3 & 4
 4. After reading discuss the key points of your paragraph and illustrate on your chart paper by labeling key points.
- You have 10 minutes to complete this activity
- You will have a total of five minutes allotted to the whole group for each small group to share out key points.

Establishing Working Agreements? – (Activity 10 Minutes)

- Teams should distinguish first between “Norms,” which are general best practices of a productive team, and Working Agreements,” which are general agreements that your team creates depending on their needs. For example, “come on time,” “silence cell phones,” and “demonstrate mutual respect” are Working Agreements.
- Working agreements are agreed upon guidelines for how team members will conduct themselves to achieve meeting outcomes.
 - As team leaders through a consensus process collectively establish a working agreement for team leaders.

Sustaining Working Agreements – (Explanation/Activity 10 Minutes)

- Set a group working agreement goal
- Process the working agreement goal
- Make the working agreement visibly available for each meeting and connect them to the team agenda.
- Revisit working agreement as needed for relevance and effectiveness
- Introduce working agreements to visiting group members

Team Weekly Schedule (Explanation – 5 Minutes)

- [Team Planning Schedule](#) (2.05)
- [Grade Level PLC](#) (2.04)
- [Professional Development](#) (2.04)