

DODGE CITY MIDDLE SCHOOL

TEAM LEADERS MEETING

August 17, 2015 Agenda

REFLECTION EXERCISE ON TEAM BUILDING

- Please complete the self inventory form provided.
- The form is only for your reflection and will not be shared with anyone—confidential private. Once you have completed the form look at your score and write a summative statement of something you have learned from this inventory.
- Please keep this information for a mid-term review and reflection as a team leader.

BACK TO SCHOOL TEACHER ACTIVITIES AND IN-SERVICES DATES

- [See In-service Schedule](#)
 - [Tuesday, General Session Agenda \(8:00 - 8:25\)](#)
 - [Tuesday, Break-Out Session Agenda \(8:30 - 9:30\)](#)
 - Elective Teachers Meet with Assigned Grade Levels by Advisory
- Team Meetings (9:30 - 10:30)
 - Elective Teachers Meet with Assigned Teams by Advisory
 - First Day Distribution of iPads
 - See iPad Distribution Procedures Page 2
 - See 6th Grade Relationship Building Schedule
- [Parent Open House Invitation](#) (See Parent Open House Invitation)
 - Difference in 6th Grade Distribution of Schedules by Advisory
 - Teachers arrive to your classroom at 6:15.
 - 6:30 -6:55 meet with students and parents and hand out schedules.
 - 6:55 lock your room and go to your Teams designated area.
 - Elective Teachers Open House by Advisory

OVERVIEW OF TEAMING: [LEVEL III SCHOOL IMPROVEMENT MODEL](#)

- Team 's accountability for student learning (See School Improvement Model)
 - How as a team will you develop solutions to ensure student success and provide evidence of student growth in both math and ELA?
 - What resources will you need to support student growth?
 - What kinds of application assessments can be developed to ensure both rigor and relevance can be applied?
 - How will you measure student progress to ensure students are provided with the additional time to close the achievement gap?
 - What are your targets for professional development?
 - Who will be your resources? (Team Members, Outside Consultants, and or Instructional Coaches)

IPAD DISTRIBUTION AND SETUP

- First Day Distribution
- Students in grades 7 & 8 will be dismissed from the auditorium and will go directly to their last year's advisory class to pick up their iPads. The 8th grade will be dismissed first, about 7:50am followed by the 8th grade at 7:57.
- When student arrive to their assigned advisory class teachers should begin completing the [iPad Student Inventory Form](#). ([Click Here for iPad Inventory Form](#))
- Each advisory teacher in grades 7 & 8 will receive an iPad inventory form for recording student's name, and condition of the student's iPad.
- Check each iPad for student serial number by:
 - opening the settings icon
 - select "general" (Middle of iPad screen left-hand side)
 - select "about" (Top of Screen)
 - only record the serial number if it is different.
 - Check each iPad for condition or damages.
 - iPads with damages should be recorded. Example: One corner has a ding and cover is torn.
- iPads will be checked out to student officially after the iPad inventory form has been completed and a copy submitted to the office.
- All iPads not checked out (remaining iPads) are to be sent to the office, even if you know the student will be returning and is on your roster.

Student Mandatory Home Screen Set Up Protocol – Pic Collage Chart Application

- Student are required to have the following information on their iPad home screen at all times and will be initially set up during connect classes.
 - Student Photo
 - Students Name and Grade level
 - Student ID
 - Advisory Teachers Name & Room Number
 - [Go Over iPad Usage](#)

INTERVENTION AND TIER SUPPORT

- After School Program
 - After School BLT Discussions Items Included
 - 21st Century Skills
 - Grit and Mindset
 - Traditional Math and Reading Tutoring
 - Test & Retest Mastery Concepts

TITLE I TEAM PARENT NIGHTS

- Teams Organize
- Must Have Three
- Teacher Payment \$11.48
- Provided Budget
- First parent night must be before September 20.
- SIT Teams Intervention Time
 - Talk about the solution not the problem

BREAK-OUT SESSION AGENDA ITEMS

- [Overview Team Schedule 2.05](#)
 - Monday: Kid Day with Principals and Counselors
 - Tuesday: Professional Development (Instructional Improvement or Technology)

- [Grade Level PLC See Schedule 2.04](#)
 - Wednesday: Grade Level PLC's Expectations
 - Think of innovative ways to make multi-discipline applications in math and reading
 - Put share-outs on next day team meetings.
 - Grade Level PLC's can set their own agendas but must include a balance of time between the following topics
 - Review of curriculum units as applied to instructional practices.
 - Bring student samples of work for the discussion of common trends in student learning.
 - Review assessments to drive instructional practices ensuring mastery and application of standards.
 - Equally discuss the rigor of content and how to apply learning concepts to real world problems as a part of the assessment process.
 - Grade level principals will monitor accountability for these expectations.

- [Advisory Five Day Cycle Schedule 2.05](#)
 - Monday & Tuesday: Building 21st Century Skills Portfolios ([See Advisory Page](#))
 - Hold yourselves accountable for engaging enrichment activities during advisory.
 - Develop additional resources for student portfolios' What artifact selections gives important evidence to demonstrate grade level expectations for student growth?
 - How will you use advisory time?
 - What resources will you need?
 - How will you reflect its effectiveness in achieving results?
 - Grade level principals will monitor effectiveness.

- Wednesday: Missing Assignment Return Day
 - Each team has developed accountability standards for missing assignments that will be communicated to parents at the first of each school year.
 - All missing assignments, including homework, will be recorded as missing in Skyward. Missing work will be accepted with the following conditions:
 - If a student is missing three (3) assignments for any one subject the advisory teacher will make contact with the parent/guardian by the preferred method of communication.
 - Wednesday will be the day that work will be returned for missing assignments.

- Thursday: Silent Reading

- Friday: Grade Checks & Missing Assignment Sheets
 - Missing assignments will be printed and handed out to students every Friday during advisory class. The sixth grade requires teacher signature for completion of missing assignments.