

# DODGE CITY MIDDLE SCHOOL

## TEAM LEADERS MEETING

August 15, 2016

Library Conference Room (2:15 – 3:15)

### **What are the Roles and Responsibilities of A Team Leader? – 10 Minutes**

- [Self Evaluation and Review of Team Leader Task & Expectations](#)
- Over the course of the school year team leaders will take time to self reflect with your team?
- How would you like the reflective time to occur?

### **Team Weekly Schedule – 5 Minutes**

- Monday – Team Agenda
- Tuesday – Professional Development
- Wednesday – Team Agenda (Third Wednesday Grade level PLC)
- Thursday – Data Driven Interventions and After School Referrals
- Friday – Team Agendas

### **Team Agenda Expectations – 10 Minutes**

- Team should hold regular team meetings with predetermined agendas and concise minutes. Team agendas should include:
  - determining of revised schedules and special flex times
  - discussion of students
  - evaluation of programs including the effective use of advisory time
  - designing special team events and cross curriculum activities

### **Team Goals – 5 Minutes**

- Each team should establish a team goal for instructional focus base on what will make the greatest impact on student learning.
- Establish a team goal for student advocacy based on growth mindset practices.

### **In-service Week Schedule – 5 Minutes**

- [Back to School Nights and Open House](#)
- [Overview of Team Preparation Times and Breakout Sessions](#) – August 16
- Elective Teachers Meet with Team
- Items for Discussion Should Include
  - Scheduling of Special Education Review of IEP's
  - Review of student Performances on State Assessments
  - Review of SMI & SRI Scores
  - Setting Team Goals

## **Title I Parent Nights and Stepping Up Parent Involvement – 10 Minutes**

- [Title I Parent Orientation](#) – Held on Thursday, August 4
  - See Parent Signup Spreadsheet
- [Overview of Stepping Up Program](#)
- Two Parent Recognition Banquets and Literacy in Home Programs
  - Tuesday, November 29, and on Tuesday April 25.
- Holiday Reading Program
  - November 17 and 21 (Library will be open from 6:00 – 8:00 P.M.)
  - December 13 and 15 (Library will be open from 6:00 – 8:00 P.M.)
  - March 6 and 8 (Library will be open from 6:00 – 8:00 P.M.)
- Need Team Support for Home Reading Forms
- [Title I After School Program \(Needs Conversation & Adjustments\) See Section V.\(A\)](#)
  - Teachers will be paid at \$29.69 and teams will need to identify after school grade level teachers.
  - The after school math and reading seminar is held from 3:20 – 4:20 P.M. Monday through Thursday and provides re-teaching opportunities in both a 30 minute session in math and a 30 minute session in reading.
  - Students are identified by their performance on state achievement test. Students who score between 199 and 299 on their state math and reading assessments will be re-taught units of study they are currently receiving during regular instruction.
  - Students will receive 16 days of re-teaching opportunities and will be reassessed through formative process at the end of the 16th day session in both math and reading. Students will also be considered for these classes when SMI and SRI scores fall below proficient.
  - Teams need to identify students who qualify during kid days/grade level PLC's

## **Team Leader Task/Expectations – 5 Minutes**

- [Review of Team Leader Responses](#)

## **Effective Team Building and Problem Solving Solutions – 5 Minutes**

- [Team Problem Solving Part 1](#)
- [Team Problem Solving Part 2](#)
- [Observing Problem Solving Session](#)