



Coaching Reflection Form

School: Ballard-Hudson Middle

Date: November 6-9, 2016

Coach: Michelle L. Dillard

Solution Tree PLC Coach Schedule

Day 1

Monday

9:30-10:55 7th grade RTI

11:00-11:30 Meeting with principal

11:45-1:10 8th grade RTI

1:10-1:40 Lunch

1:40-2:40 Review lesson plans with academic coaches

2:40-3:55 6th grade RTI

4:15-4:45 Review Intervention plan process with APIs, coaches

Day 2

Tuesday

7:30-8:45 Leadership Team meeting

9:30-10:55 7th grade collaborative planning

11:45-1:10 8th grade collaborative planning

1:10-1:40 Lunch

2:40-3:55 6th grade collaborative planning

4:15-5:00 Debrief with principal

Solution Tree PLC Schedule

Day 3

Wednesday

8:15-8:45 Principal debriefing

9:30-11:00 Data Meeting, Intervention Plan revisited (API & Academic Coaches)

11:10-11:30 IR-Calla Busby, Room 62- 8th grade, ELA

11:35-11:55 IR- Beverly Williams, Room 111-7th grade, Math

12:00-12:30 Lunch

12:35-12:55 IR-Dannita Stanley, Room 130-6th grade, Math

1:00-1:20 IR-Teresa Murray, Room 152-6th grade, ELA

1:25-1:55 IR-Linda Hall, Room 143-6th grade, ELA

2:00-2:20 IR-Doneshia Gordon, Room 154-6th grade, Math

2:30-2:50 IR-Yu'Nise Evans, Room 72-8th grade, Math

3:00-4:00 Reflections/notes

4:00-4:30 Final principal debriefing/next steps



What I learned:

- RTI process had no protocol, clear processes and procedures
- Teachers didn't truly understand the protocol
- No formalized system to track data systematically with fidelity
- Data was not fresh or real time current data
- No SMART goals
- Remediation teachers was expected to remediate a standard and retest in the day
- Students still didn't master the standard
- Students were given 5 questions to retake on a standard
- Collaborative planning needed to create a framework
- Needed to tightened up on the protocol
- Teachers need to create a PLC calendar to include times to plan, create common formative assessments and analyze data, plan for RTI and enrichment
- Administrators are not apart of the collaborative planning process
- No current protocol in place for students who return form alternative school or suspension
- School culture results showed some concerns with trust, communication with some staff members
- Task report is a document that has the areas of improvement aligned with the school CSIP that is important for all staff to know the indicators

Next Steps:

- Principal, leadership team created a schedule to modify weekly planning
- Principal will roll out the modified schedule to teachers on Thursday
- Teachers will have an open planning period opportunity to plan, assess and desegregate data prior to attending collaborative planning on Tuesday's for this work on Monday's, Thursday's or Friday's
- Wednesday's will be school wide PLC professional learning
- Monday 's will be for counselors to set up RTI meeting planning if needed with teachers
- Coaches and AP's will conduct more walkthroughs and provide effective specific feedback to teachers to improve instructional practices
- Coaches and AP's will also model lessons as needed in the classroom for the teachers as needed



- Drilling down to specific standards by learning targets for students
- The teachers will have a cycle protocol framework to guide the work of the collaborative planning process when they begin a unit for planning instruction, creating formative assessments and analyzing the progress and/or benchmark assessment results
- Coaches will help plan instructional activities with the new teachers and long term subs in the building to ensure they are following standards to prepare students for the GA milestone
- AP's, Principal and coaches will monitor the PLC process to ensure it is implemented with fidelity
- Connection teachers will be included in the student led conferences
- Leadership team decided to add another student led conference
- APO will create a transition plan for students upon returning from suspension and how to get work to students while on suspension as well as when the students who go to alternative school
- Counselors will meet with the students when they return from suspension that fight to do peer mediation before returning to the classroom sitting
- Counselors will refer students to inside or outside mental health services if needed working with family engagement coordinator to get paperwork completed from parents
- Principal will roll out the task to the staff after the leadership team reassigns the roles of responsibilities to include more than just two people on the leadership team
- Principal will ensure to reiterate teachers are implementing the PBIS plan adopted by the school
- Principal will get Mrs. Dillard access to data dashboard