

EMBEDDED COACHING REFLECTION

SCHOOL Riley Elementary School	
DATE September 6, 2017	
VISIT FOCUS <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Collaborative Team Time x Collaborative Coaching Reflection (Principal Collaboration) x Leadership/Guiding Coalition Meeting Instructional Rounds	
Team Focus Circle Grade: PreK K 1 2 3 4 5 6 7 8 <input checked="" type="checkbox"/> Math <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Common Formative Assessments <input checked="" type="checkbox"/> Data Analysis <input checked="" type="checkbox"/> Instructional Practices <input checked="" type="checkbox"/> Other:	Leadership/Guiding Coalition Focus <input checked="" type="checkbox"/> Data Analysis <input checked="" type="checkbox"/> PD Planning <input checked="" type="checkbox"/> Team Reflections <input checked="" type="checkbox"/> Other: 30/60/90 day goals
Team Discussions <p>No PLC meetings were observed</p> <p>PLC implementation is the first priority and SMART goals for 30 day time line:</p> <p>1. To build common understanding and focus of the Professional Learning Community protocol (<i>aligns with District Strategic Goal #3</i>) and develop processes to guide and improve this practice with the overall goal being to increase literacy achievement. (<i>as per School Improvement Goal and aligns with District Strategic Goal #1</i>)</p> <p>SMART Goal: We will increase common knowledge of the PLC process and the Instructional Leadership Team's capacity to lead the PLC process with a focus on PLC Question #1- What do we want students to know and be able to do?</p> <p>SMART Goal: PLC leaders will co-facilitate (with Coach Boynton) collaborative team meetings</p>	Leadership/Guiding Coalition Discussion <p>Coach Power met with Principal Coley, Instructional Coach Boynton and DOE Personnel, Dr. Astin. The purpose of the day was to review the current reality of data, goals and needs of Riley Elementary School and to plan for 30/60/90 SMART goals for our collaborative work this year. In an initial discussion with Coach Boynton, it was evident that there is a need to begin to build common understanding of the overall PLC process with all teachers and to develop lesson plans and unit plans that are based on unpacked, prioritized standards. Coach Boynton is working with all teams to do this planning and has introduced a new lesson plan rubric to the team. As the on-site coach, she recognizes a need to bring all of the teachers new to the school together, on one page, to understand PLC process. Dr. Coley and Dr. Astin confirmed the next steps identified by Coach Boynton. This informed the planning for the 30/60/90 day goals.</p> <p>During the day's discussion and planning, time was taken to review the PLC Critical Questions. The flow from Question #1 (What do we want students to know and be able to do?) through to Question #3 (What will we do when students do not learn?) will be the focus of the SMART goals for the first 90 days of our work together. An important</p>

	<p>discussion evolved to deepen understanding of the three Tiers of RTI. Through conversation, there was a realization that most of the Riley students are being identified as having Tier III needs and that little attention has been given to improving instruction at the Tier I level in the past.</p> <p>The following three priorities were established for the 30/60/90 days:</p> <ol style="list-style-type: none"> 1. To build common understanding and focus of the Professional Learning Community protocol (<i>aligns with District Strategic Goal #3</i>) and develop processes to guide and improve this practice with the overall goal being to increase literacy achievement. (<i>as per School Improvement Goal and aligns with District Strategic Goal #1</i>) 2. To implement common formative assessments that are aligned to grade level essential standards (skills and concepts)(<i>aligns with District Goal #3 and #4</i>) and specific learning targets with the overall goal being to increase literacy achievement. (<i>as per School Improvement Goal and aligns with District Strategic Goal #1</i>) 3. To establish non-negotiable literacy strategies that will be consistently used to respond to the needs of students with the overall goal being to increase literacy achievement (<i>as per School Improvement Goal and aligns with District Strategic Goal #1 and #3</i>)). This priority includes coaching, professional learning, observation and feedback of specific strategies (guided reading, close reading, shared reading, writers workshop, vocabulary, phonics).
<p>Next Steps</p> <ul style="list-style-type: none"> • PLCs will be reintroduced to the work of teams through the action steps outlined in the SMART goal document 	<p>Next Steps</p> <ul style="list-style-type: none"> • Review and finalize 30/60/90 day goals established based on the above priorities. (See document attached). Action plans are listed for each SMART goal. • Plan progress monitoring based on rubrics from “School Improvement for All” • Coach Power will support and prepare a Power Point for Dr. Coley to use with staff

	<p>to review PLC process and provide templates for team use (sent)</p> <ul style="list-style-type: none"> • Coach Power will be able to support PLCs on Thursday, October 19 • The 30 day SMART goals should be reviewed on October 6 by the leadership team and attention taken to the 60 day goals
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Complete each section that represents the session you attended.

<p>REFLECTION: What did I learn? Based on what I learned, what will have the greatest impact on student learning?</p>
<p>Principal Coley's Response:</p> <ul style="list-style-type: none"> • Through the discussion and reflection, although most of my children are operating in Tier III, for school improvement and sustainability, we must work in Tier I. Tier III will be planned appropriately, however the work to be done is to increase instructional effectiveness in Tier I and II. • Because we have so many new staff members, we have to create our own PLC definition- what Riley expects, what common understanding must be developed and how we will work together? • We will focus on literacy and almost everything we talked about will help children become more proficient with their literacy skills • How will respond to student needs is focused on literacy instruction? • I am excited to see how I can tie in the work of others- all coaches, resources, etc. I feel successful about this work
<p>NEXT STEPS: What are the actions needed before next coaching meeting?</p>
<ul style="list-style-type: none"> • Implement 30 day actions that align to 30 day goals • Review goals with state and leadership team • Re-introduce PLC work to staff
<p>AGENDA ITEMS: Topics for next coaching visit.</p>
<ul style="list-style-type: none"> • PLC meetings will be supported on October 19 • Review of SMART goals and action plans and revise if necessary • Leadership coaching based on PLC meetings