

## EMBEDDED COACHING REFLECTION

<b>SCHOOL</b> MLK Jr. Elementary	
<b>DATE</b> October 7, 2017	
<b>VISIT FOCUS</b> <input type="checkbox"/> Collaborative Team Time <input checked="" type="checkbox"/> Collaborative Coaching Reflection (Principal Collaboration) <input checked="" type="checkbox"/> Leadership/Guiding Coalition Meeting, Planning of next steps <input type="checkbox"/> Instructional Rounds	
<b>Team Focus</b> Circle Grade: PreK K 1 2 3 4 5 6 7 8 <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Intervention <input type="checkbox"/> Common Formative Assessments <input type="checkbox"/> Data Analysis <input type="checkbox"/> Instructional Practices <input checked="" type="checkbox"/> Other: <b>planning for next steps for teams with admin team</b>	<b>Leadership/Guiding Coalition Focus</b>  <input checked="" type="checkbox"/> Data Analysis <input checked="" type="checkbox"/> PD Planning <input type="checkbox"/> Team Reflections <input checked="" type="checkbox"/> Other: <b>Attended Kramer PD with Principal, started GOAL setting and created a timeline for PLC focus for next month</b>
<b>Team Discussions</b> <b>No PLCs were observed however much time was spent creating next steps in the attached time line</b> PLC implementation is the first priority and SMART goals for 30 day time line: <ul style="list-style-type: none"> <li>To build common understanding and focus of the Professional Learning Community protocol (<i>aligns with District Strategic Goal #3</i>)</li> <li>To build proficiency maps, unit plans, common formative assessments and use data to support next steps</li> </ul> <b>(see timeline document attached)</b>	<b>Leadership/Guiding Coalition Discussion</b>  Coach Power attended professional learning with Principal Watkins and AP Wright. This session was focused on common assessments and provided an opportunity to begin considering a 30/60/90 day plan for MLK Jr.  Coach Power met with Principal Watkins and Assistant Principal Wright to develop a timeline for six weeks. The administrative team is deeply interested in the ensuring that the collaborative teams understand the urgency of the collaborative process.  It was decided that the teams would begin right away by developing proficiency maps. Coach Power provided a template and sample documents. The teams will then plan a unit to begin in October. This will include the prioritized standards, scoring guides, common assessment plans and how data will be used to inform instruction and intervention next steps.  Coach Power created a time line (see attached) with the team and this will begin the 30/60/90 day

	<p>goal setting process. The 30/60/90 SMART goals have only been lightly started and will be the focus of the visit on October 20.</p> <p>Coach Power provided other resources to the team included Power Point slides that can be used to support implementation and to build common understanding by all teachers of the work needed. Several DOK documents were sent as well as samples of unit plans and maps.</p> <p>The Georgia DOE website has important blue prints:  <a href="http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Test-Blueprints.aspx">http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Test-Blueprints.aspx</a></p>
<p><b>Next Steps</b></p> <p>PLC teams to work on Proficiency maps and continue to build skills as outlined in attached time line</p>	<p><b>Next Steps</b></p> <p>Continue in October with the 30/60/90 day SMART goals.</p> <p>The 30 day SMART goals are reflected in the timeline created and attached</p>

*Complete each section that represents the session you attended.*

<p><b>REFLECTION:</b> What did I learn? Based on what I learned, what will have the greatest impact on student learning?</p>
<p>During the visit, I learned that we would have to do a school-wide reset with re-implementing the PLC cycle. During our discussion, the decision was made to begin with 3-5 before working with K-2. In addition, we talked about the importance of systemizing our approach. For example, we needed to develop a teacher friendly lesson planning sheet, instructional calendar, etc.</p>
<p><b>NEXT STEPS:</b> What are the actions needed before next coaching meeting?</p>
<ul style="list-style-type: none"> <li>Principal Watkins will implement steps as outlined in timeline (which may be adjusted based on school being out during hurricane)</li> <li>Principal Watkins will prepare for 30/60/90 day goal setting session on October 20</li> <li>K Power will inform STree that she will be on site on Oct 20 (not the 19<sup>th</sup>) as requested by two Bibb schools</li> </ul>
<p><b>AGENDA ITEMS:</b> Topics for next coaching visit.</p>
<ul style="list-style-type: none"> <li>Review of progress of timeline</li> <li>30/60/90 day goals</li> <li>Classroom observations</li> <li>PLC updates</li> <li>Plan for November visits</li> </ul>

