



R3 Zone Director Principal Meeting

January 15, 2020

1:00 p.m. – 3:00 p.m.

Agenda

- Welcome/Celebrations/New Year Goals.....Dr. Marcus Jackson
- Awards.....Dr. Jackson
- Do Your Best on the Test Rally? February 27th?
- Harvard Urban School Leader Institute (***Airline Ticket, Harvard Registration Invoice, Hotel Registration***)
- PD Planning Template
- Mid-Year Principals Review
- Instructional Rounds.....Jesse Unkle/Erica Guillory
- School Support Institute
 - 1.) **Common Planning**
 - 2.) Observation Feedback
 - 3.) Building Leadership
 - 4.) Culture & School Climate
- ***All Subjects Matter*** – Mrs. Jackson
- ***A Deeper Understanding of the Lesson*** – Mrs. Anderson
- ***Chunking the Lesson*** – Mrs. Bell
- Questions
- Closing.....Dr. Jackson

GIVING EFFECTIVE FEEDBACK:

See it. Name it. Do it.

Prepare During observation	Prepare
	<ul style="list-style-type: none"> • Have your tools in hand: <ul style="list-style-type: none"> ○ Get Better Faster Scope & Sequence, teacher lesson plan, video tool, observation tracker • Select the highest leverage, measurable, bite-sized action step • Plan your feedback while observing: <ul style="list-style-type: none"> ○ Fill out planning template ○ Videotape while you observe: mark the time stamps in your planning template
See It 2-8 mins	See it: Success, Model, & Gap
	<p>See the success:</p> <ul style="list-style-type: none"> • “We set a goal last week of _____ and I noticed how you [met goal] by [state concrete positive actions teacher took].” • “What made that successful? What was the impact of [that positive action]?” <p>See the model:</p> <ul style="list-style-type: none"> • Narrow the focus: “Today, I want to dive into [specific element of lesson, action step area].” • Prompt the teacher to name the exemplar: <ul style="list-style-type: none"> ○ “What are the keys/criteria for success to _____ [action step/skill]? What is the purpose?” ○ “What did you ideally want to see/hear when _____?” ○ “What was your objective/goal for _____ [activity/lesson]? What did the students have to do to meet this goal/objective?” ○ Connect to PD: “Think back to the PD on _____; what were the keys required for _____?” ○ Read a one-pager or prompting guide: “What are the essential elements of _____?” • (If unable to name the exemplar) Show a model—choose one: <ul style="list-style-type: none"> ○ Show video of effective teaching: “What actions did the teacher take to do _____?” ○ Model: “What do you notice about how I _____?” “What is the impact and purpose?” ○ Debrief real-time feedback: “When I gave real-time feedback, what did I say? What did I do? What was the impact of the real-time feedback?” <p>See the gap:</p> <ul style="list-style-type: none"> • “What is the gap between [the model/exemplar] and what happened in your class today?” • “What was the challenge in implementing [technique/content] effectively during the lesson?” • (If unable to name the gap) Present the evidence: <ul style="list-style-type: none"> ○ Present time-stamped video from observation: “What are the students doing? What are you doing?” “What is the gap between what we see in this part of the video and the exemplar?” ○ Present classroom evidence: “Two students in the front row had their heads down during independent practice. How does this impact student learning?” “What is the gap between [the exemplar] and class today?” ○ Present student work: “What is the gap between the [exemplar] and [student work] today?”
Name It 2 mins	Action Step: What & How
	<p>Name the action step:</p> <ul style="list-style-type: none"> • “Based on what we discussed today, what do you think your action step should be?” • “What are the key steps to take to close the gap?” <p>Punch it:</p> <ul style="list-style-type: none"> • “So your action step today is _____”--state clearly and concisely: <ul style="list-style-type: none"> ○ <u>what</u> the teacher will work on (e.g., what-to-do directions) ○ <u>how</u> the teacher will execute (e.g., “1.Stand still, 2.Give a what-to-do direction, and 3.Scan”) • Have teacher restate the action step; then write it down