



West Potomac High School Administration

We believe in collaborative, shared, and supportive leadership that is focused on the success of all students. We achieve this through open communication, united decision-making, and honored team commitments.

Administrative Team Meeting

Thursday, August 27, 2015




8:00am to 10:00am










Principal's Conference Room


Attendees Kathy Bowdring, Alex Case, Kevin McMahon, Aaron Helmick, Maria Faz, Drew Hamlin, Michelle Lyttle, Laura Moore, Janice Monroe
Colleagues invited and encouraged as available: Yanna Copeland, Barbara Mahony, Emily Millians

Working Agreements

- The team will meet when there is a meaningful agenda of items that pertains to the team as a whole. Topics that pertain to a few team members will be discussed in a separate meeting.
- The team's agenda will be developed and shared (preferably electronically) prior to a scheduled meeting.
- The team will honor the time commitments of its members by sticking to the agenda, and the facilitator will start and end the meetings in accordance with the agenda.
- Team members will:
 - Listen respectfully to ideas and opinions, presume positive intentions, and avoid interrupting others.
 - Express disagreement with ideas not individuals.
 - Maintain confidentiality regarding disagreements, and as specified, during meetings.
 - When stating a problem, attempt to pose solutions.
 - Remember and honor the professional tone of the meeting.
- Decisions will be made by consensus unless that topic requires an alternative method (vote, executive decision).
- Electronic devices are permissible, but use should be minimized to maximize listening and mutual respect.

TOPIC	LEAD	TIME	TYPE	EXPECTED OUTCOMES	NOTES AND ACTION ITEMS
Admin Team Photo – 20 minutes (8:00 to 8:20)					
Check-In and Celebrations	Alex	10 min (8:20-8:30am)	I	Call meeting to order, check-in with colleagues, and review major events upcoming this week and next.	•
Strategic: Shared Messaging for the Kick-Off Week	Alex	20 min (8:30-8:50)	D,P,A	Review the back to school week calendar and major agenda items for the principal's kick-off presentation and department meetings on Monday, 8/31.  First Week Back Calendar - 2015-201  Opening of School Educator Rally.docx  2015 teacher basics.doc	<ul style="list-style-type: none"> • Opening Ed Rally Meeting Logistics <ul style="list-style-type: none"> ○ Outstanding items ○ Clark will have an iPod playing music ○ Drew/Michelle finalize the new faculty introductions ○ Announce Leadership team ○ Have a card for people to put questions on to be submitted at the end of the Ed Rally ○ For the 8:55-9:05 Processing Activity <ul style="list-style-type: none"> ▪ Processing questions (see Emily) ▪ Led by Maria and Michelle ○ 9:25-9:35: Laura and Kathy ○ 9:35-9:40: Aaron presents work week calendar ○ 9:40-9:45: Janice and Drew present Wolverine Impact Award (Rita) ○

				 2015-08-23 Goal Setting Think Sheet.	
Global: 2015-2016 Major Committee Membership	Emily	10 min (8:50-9:00)	D,P	<p>View draft team membership and discuss necessary tweaks to ensure committees have strong and balanced representation.</p>   2015-08-19 Shared 2015-08-21 School Leadership - School Wide Teams Meeting	<ul style="list-style-type: none"> • See updated membership
Stretch and Connectivity Break – 5 min (9:00 to 9:05)					
Tactical: Hallway and Cafeteria Duty	Alex	5 min (9:05-9:10)	D,A	<p>Lock in positions for both administrators and security to support hallway and Wolverine Time transitions and needs.</p>   Breakfast and Hall Duty Lunch Duty Respon:Responsibilities - 20	<ul style="list-style-type: none"> • Reviewed and changes noted by Alex
Tactical: Prepping Our Classrooms	Drew	5 min (9:10-9:15)	D,A	<p>Review numbers to set the 2015-2016 department lunch schedule.</p>   Lunch Schedule Lunch Schedule 2015-16-trailers NO12015-16-trailers sep:	<ul style="list-style-type: none"> •
Tactical: Wolverine Time Logistics	Laura	5 min (9:15-9:20)	D,A	<p>Review messaging shared with the instructional council as compared to documents used the last few years with teachers and students about Wolverine Time; discuss any needed messaging leading into 2015-2016.</p>   Wolverine Time Wolverine Time summary - for stude summary - for teach:	<ul style="list-style-type: none"> •
Strategic: WPHS Grading Focus Group Membership	Alex	5 min (9:20-9:25)	I	<p>Select a replacement from the faculty for Emily Millians on the FCPS county-wide Grading and Reporting Focus Group.</p>	<ul style="list-style-type: none"> •

				 Grading Focus Group Members.pdf	
Roundtable for Soundbytes	All	5 min (9:25-9:30)	I	Share pertinent updates about current workload and focus areas.	<ul style="list-style-type: none"> • Bowdring: encourage participation in the Scavenger Hunt • Case: Admin CT planned out (1st/3rd Wednesdays for Instruction; 2nd/4th Wednesday for Student Support) • Copeland: • Faz: • Hamlin: IEPs will be available in SIS as of 9/8; Security: need to change parking restriction signs in the circle (change times) • Helmick: • Lyttle: • Mahony: • Millians: • Monroe: • Moore: • McMahon: Strike teams need to carve out time for admin/counselors to meet
Closing Kudos	All	5 min (9:30-9:35)	I,P	Share kudos about colleagues around the table—remember, praise never gets old, particularly when it is about you!	<ul style="list-style-type: none"> •
Administrative Coverage Assignments – 25 minutes (9:35 to 10:00)					

I= Information D= Dialogue A= Action P = Participation

Parking Lot for Future Meetings

Meeting Topic	Facilitator	Time	Type	Expected Outcomes
Five for Five Expectations for 2015-2016	Case	5 min	I,A	Roll out enhancements/changes to the weekly report out tool
Genesys Works Pilot Program	Case, McMahon, and Bowdring	10 min	I,D,P	Update team on initiative and discuss how to recruit students for program

Task List

No	Category	Item Descriptor	Leads	Status Summary	Return To Date	Due Date
1	Global	AVID: Continue marketing and recruitment efforts of the AVID program	Monroe	2016-17 incoming YS students need to be in AVID. We also need to assess to see which YS students need to be in AVID during grades 10-12	Continue efforts outside of scheduled Admin Meetings	2015-09-08 First Day of Class

2	Global	On-Time Graduation: Clarify the form and role of Admin Strike Teams	McMahon	Validated want to clarify the roles at July 27 th Admin Retreat; waiting on counselor caseload finalization	2015-08-11 Admin Meeting	2015-09-08 First Day of Class
3	Strategic	Collaboration: Consider how to expand Math intervention model (Wednesdays in the library) to other subject areas	Faz, Moore, Millians	Validated want to plan at July 27 th Admin Retreat	2015-08-11 Admin Meeting	2015-09-08 First Day of Class
4	Strategic	On Time Graduation: Create a schedule of school-wide Wolverine-Time freezes for academic check-ins each quarter	All	Validated want to plan at July 27 th Admin Retreat	2015-08-11 Admin Meeting	2015-09-08 First Day of Class
5	Strategic	School Culture: Improve student attendance with more consistent enforcement and monitoring system	All	Working on it; possible idea of all tardies going to the office	2015-08-11 Admin Meeting	2015-09-08 First Day of Class
6	Global	Advanced Academics: Clarify the role of mentors to ensure adequate support for OTG and Advanced Academic programs	McMahon, Hamlin, Millians	Validated want to clarify the roles at July 27 th Admin Retreat	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
7	Strategic	On-Time Graduation: Revise report-out mechanism for mentors' efforts	McMahon	Kati Ellsberry working on this at present	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
8	Global	On-Time Graduation: Clarify roles of the members and leaders of the OTG team	McMahon	Validated want to clarify the roles at July 27 th Admin Retreat	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
9	Global	Socio-emotional Support: Continue analysis of assets for students as part of the beginning of Project AWARE	McMahon	Update administrative team by time school starts and discuss needed next steps and areas of support from the administrative team	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
10	Strategic	Technology: Plan the SIS grading roll-out to ensure success of teacher teams and positive parent communication	Hamlin	Initial training on week of 8/10 with turnaround for teacher leads on 8/19	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
11	Strategic	Technology: Review the technology asset map to make necessary modifications with new laptops carts for '15-16	Hamlin	Meeting with Zina Facemire on 8/12 to review current assets	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
12	Global	Advanced Academics: Set tone with a welcome session for Young Scholars at Wolverine Welcome transition event	Hamlin	Finalizing with Sara Veinbergs	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
13	Strategic	School Culture: Leverage a new PBIS token system and perhaps school store rewards program to extend Renaissance	Case, Olivo	Meeting with Renaissance Team on 8/10 to discuss next steps	2015-08-25 Admin Meeting	2015-09-08 First Day of Class
14	Tactical	Advanced Academics: Educate the faculty on the Young Scholars program	Hamlin	There will be a fall offering in the FCPS Academy course; virtual messaging of what YS program and support are	TBD at Admin Team in September	2015-09-30 End of September
15	Tactical	Technology: Continue the Vanguard Team expansion to drive instructional technology integration across the school	Hamlin	Renew and finalize membership; strategic planning meeting TBD	2015-08-25 Admin Meeting	2015-09-30 End of September

16	Tactical	Technology: Develop and roll out instructional technology look for's to the faculty for observational feedback	Hamlin	To be done as part of the 1 st AP Instruction CLT	First Admin CLT (schedule by 8/25)	2015-09-30 End of September
17	Strategic	Socio-emotional Support: Conduct a faculty activity wherein staff are asked to identify students they know well	McMahon	Do activity at October School Planning day given full Back to School calendar	2015-10-06 Admin Meeting	2015-10-09 School Planning Day
18	Tactical	On-Time Graduation: Evaluate success of our current intervention courses	McMahon	Data analysis of what courses are working to help students graduate on time; set metrics for '15-16 school year	TBD at Admin Team in 1 st Quarter	2015-10-30 End of 1 st Quarter
19	Global	School Culture: Continue to expand student recognition efforts including Honor Roll and Rising Stars	McMahon	Validated want to continue and support this work at the July 27 th Admin Retreat	TBD at Admin Team in 1 st Quarter	2015-10-30 End of 1 st Quarter
20	Global	Arts: Increase connectivity with elementary and middle school feeder programs to strengthen the pipeline	Lyttle	Validated want to continue and support this work at the July 27 th Admin Retreat	Continue efforts outside of scheduled Admin Meetings	2016-02-04 End of 2 nd Quarter
21	Global	Community Outreach: Identify best community locations to hold outreach sessions and target efforts to Black and Hispanic student subgroups	Monroe, Faz	Gum Springs; Have church leaders come to school for a breakfast; Validated want to continue and support this work at the July 27 th Admin Retreat	2015-10-30 End of 1 st Quarter	2016-02-04 End of 2 nd Quarter
22	Strategic	Activities: Publish and work to begin implementing a local school facilities improvement plan (short and long term)	Helmick	Translate requests from WABC into school-specific document	2015-10-30 End of 1 st Quarter	2016-02-04 End of 2 nd Quarter