To: Instructional Leadership Teams

From: Instructional Services

Date: November 1, 2012

Re: Instructional Leadership Symposium; November 28/29, 2012

Welcome to our next WAWM Instructional Leadership Symposiums (ILS). Thank you in again for your leadership in ensuring the success of all students in the West Allis-West Milwaukee Schools.

Purpose: The Instructional Leadership Symposium is a forum for school leadership teams to utilize new and learned collaborative behaviors in a critical feedback model in order to develop specific actions plans in relation to current data for school improvement planning and instructional change.

Instructional Leadership Team Expectations:

ILS teams will:

* Gain a greater knowledge and depth in understanding data investigation.
* Bridge gaps across the all levels (K-12) to build a systematic and on-going improvement model.
* Collect, monitor, and analyze formative data in making data based decisions for school improvement and instructional planning.
* Form and practice new collaborative skills and behaviors.
* Ask critical questions and provide honest feedback to other ILS teams.
* Come to each symposium prepared with data updated on the ILS WIKI
* Think Outside of the Box when generating solutions based on data.
* Demonstrate deep thinking, be open minded, and willing to officer and receive critical feedback.
* Monitor and continually update data collection and review data on the ILS WIKI.
* Utilize ILS data and critical feedback to develop specific action plans and/or make on-going adjustments to the school improvement plan.
* Be active listeners.
* Engage entire staff in the implementation and progress monitoring of district and building identified data points.
* Share building progress at each ILS.

Instructional Leadership Symposium

November 28/29, 2012

Please bring:

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| District Data Review Book | Administrator |
| MAP Data- School overview | Instructional Services |
| Achieve 3000 Data | Administrator |
| Attendance data update | Administrator, Team |
| Ideas and strategies | Team |

Agenda

7:30 – 8:00 Welcome and Introductions

* Team Activator:
* Instructional Leadership Symposium Review(ILS)
* District Updates

8:00-10:15 **MAP Data Protocol**

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| 15 minutes for each school, the whole group works together  (3 minutes for school to share data, 3 minutes for tables teams to generate questions, 1 minute to post questions, 9 minutes for the moderator to choose and pose questions to the larger group for reflection)  School teams sit at the panel when it’s their turn | * First school shares three things about what their data shows with the whole group * Table teams formulate essential questions about the first school’s data and record the questions on post-its (i.e. In your data I see that your Hispanic students are several percentage points lower in reading than your Asian students, what types of data conversations have you had about that data and what strategies do you have in place to address that?) * Table teams place their post-it questions on the 1st school’s parking lot/chart paper * Moderator sorts the post-its and pulls out select questions to pose to the 1st school in front of the whole group. The moderator shares the questions in a “critical friends” format where the focus is on reflection of the question versus answering the question. * Second school shares and the process repeats |

10:00 – 10:15 BREAK

10:15-11:30 **Attendance- Please update your monthly attendance and place data in the wiki**

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| 5 minutes for each school, the whole group works together  (45 minutes for schools to present & 15 minutes for schools to generate questions and post questions) | * First school shares three things about what their data shows with the whole group * Table teams formulate essential questions about the first school’s data and record the questions on post-its (i.e. In your data I see that your Hispanic students are several percentage points lower in reading than your Asian students, what types of data conversations have you had about that data and what strategies do you have in place to address that?) * Second school shares and the process repeats * After all schools share, table teams place their post-it questions on the schools parking lot/chart paper for any school they have a question for |

11:30-12:30 Lunch on Your Own

**12:30 – 2:30 ACHIEVE 3000 Protocol**- **Please see attachment for ACHIEVE 3000 data to bring for this segment**

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| 15 minutes for each school, the whole group works together  (3 minutes for school to share data, 3 minutes for tables teams to generate questions, 1 minute to post questions, 9 minutes for the moderator to choose and pose questions to the larger group for reflection)  School teams sit at the panel when it’s their turn | * **3 minutes**- First school shares three things about what their data shows with the whole group * **3 minutes** -Table teams formulate essential questions about the first school’s data and record the questions on post-its (i.e. In your data I see that your Hispanic students are several percentage points lower in reading than your Asian students, what types of data conversations have you had about that data and what strategies do you have in place to address that?) * **1 minute**- Table teams place their post-it questions on the 1st school’s parking lot/chart paper * **9 minutes**- Moderator sorts the post-its and pulls out select questions to pose to the 1st school in front of the whole group. The moderator shares the questions in a “critical friends” format where the focus is on reflection of the question versus answering the question. * **REPEAT** -Second school shares and the process repeats |

2:30 -3:25 Team Time

* Reflection/action planning sheet
* Highlight changes or modification to SIP in Wiki

3:25-3:30 Wrap Up and THANKS!