**EQUILT Meeting Agenda**

**Eastern Quaker Unified Instructional Leadership Team 2014-2015**

October 22, 2014 | Eastern Collaboration Room 101 | 7:45am-3:30pm

1. Check In with Substitute Teacher (7:35-7:45)
2. Welcome, Sign In, and Coffee (7:45-8:00)
3. Review Norms (8:00-8:10)
* How are norms working in Team Collaboration? Wednesdays? Other meetings?
* Do Your PART

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| **Professional** | * Presume positive intentions
* Be respectful
* Have fun
* Support each other's learning
* Be enthusiastic & appreciative
* Be committed and cooperative
* Be fully present and participate
 | **Reflective** | * Use paraphrasing & pausing
* Take responsibility for your own learning
* Give gentle reminders
* Avoid Tangents - be clear and concise
* Honor reflection in silence
* Celebrate successes
* Share air time - 3 before me
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| **Accountable** | * Provide data
* Be punctual - begin and end on time
* Everyone shares responsibility
* Focus on the task at hand
* Pay attention to self and others
* Be prepared and follow through
* Follow discussion protocols
* Listen for understanding
 | **Tenacious** | * Lean into the discomfort
* Maintain confidentiality
* Ask if you wonder - pose questions
* Be truthful and speak up
* Be brave
* Put ideas on the table
* Expect to be disturbed/interrupted
* Accept non-closure
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1. Operation “Support Quaker Staff” (8:10-9:00)
	* Change to this week Wed
	* Change to Friday Team Collaboration
	* What needs should be addressed next?
2. Professional Reading: Change Leader by Michael Fullan (9:00-9:30)
	* Highlight Golden Lines to share with a partner.
	* Under Motion Leadership
		1. Relationships First: p62-66
		2. Beware of Fat Plans & Behavior Before Beliefs: p66-70
		3. Honor the Implementation Dip & Communication During Implementation is Paramount: p71-75
		4. Learn About Implementation During Implementation & Excitement Prior to Implementation is Fragile: p75-79
		5. Take Risks and Learn & It’s OK to be Assertive: p79-81
	* All Read “Really Motivating the Masses” p 82-86

Summary of the Sections I was Assigned:

1. SIG Update (9:30-10:00)

Final budget, timelines, and how it will create systemic support.

1. Break (10:00-10:15)
2. Role of EQUILT for Delayed Start (10:15-10:30)

*Do Task or Get Volunteers*

* Time Keeper
* Note Takers
* Materials & Set Up
* Greeters/Agendas/Announcements
* Attendance (have ready by 8:10)
1. Eastern is IB and Instruction aligned to Curriculum (10:30-11:00)

*How can we ensure that MYP unit plans and curriculum/standards are being used?*

MYP Unit Plans

Curriculum & Standards

1. Instructional Learning Cycles (11:00-11:30)
* ILC 1 Data
* ILC 1 Samples
* ILC 1 Surveys
1. Lunch (11:30-12:15)
2. Finish ILC Discussion (12:15-12:45)
* ILC 2 Weekly Overview
1. Team Collaboration Reporting Data (12:45-1:30)

Individual Team Reports

How are teams spending their time?

How often are teams reporting and who is completing the report?

1. Break (1:30-1:45)
2. Trouble-Shooting Transformation Plan Changes & Operation Support Quaker Staff (1:45-3:00)
3. Check Out with Substitute Teacher (3:30-3:45)
4. Next EQUILT Meeting
	* Nov 25th 8:00am-3:30pm
	* Homework: Review Chapters 1-3 of Change Leader