

# Shared Leadership Peer Feedback - Project Checklist

Project Initiator: \_\_\_\_\_

Peer Assessor: RAY

Has a title page (Project Name, Participants, Date, Contact Information)	✓
Is written in such as way as it could be shared with others to initiate your project	
a) Provides a description of your population and situation.	✓
b) Identifies the individuals who will participate in the project	✓
c) Clearly states the results you hope to achieve (goals)	✓
d) Identifies necessary supports (time, expertise, training, etc.)	✓
e) Contains a timeline (with approximate dates) that guides the process.	✓
Shows an understanding of the change process	
a) Stages (info/interest/preparation/early use/ routine use)	✓
b) Individual differences (motivations/personality types)	✓
Identifies the role of the principal	○
Clearly connects leadership efforts to student achievement	✓
Connects leadership to learning (co-learning, constructivist approach,	✓
Addresses pertinent mental models	✓
Contains steps/processes/structures that broaden participation/involvement	✓
Addresses the development of leadership skills:	
a) Team building	✓
b) Trust building	✓✓
c) Conflict resolution	✓
d) Consensus building	○
e) Decision making	○
Has an action orientation that gathers and analyzes measureable data	✓
Incorporates:	?
a) reflective practice,	✓
b) inquiry	✓
c) innovation	✓
Contains plans to deal with resistors	○
Builds in short term success celebrations	○

*You may want to build in monthly reflections and acknowledge improvements*

So far an (A)

A very solid plan for your project.  
My comment on the bottom of page 7 is  
very important if you wish to share leadership  
in the focusing of team meetings. You will need  
to be the "leader of leaders". You will need to  
further address the role of the principal and  
plans to address resistors.

# Building Leadership Skills in Young Learners and their Families

Shared Leadership  
EDUC 6133

Elementary School  
@nbed.nb.ca

## Our School

Elementary School is one of two K-5 schools in , New Brunswick. There are approximately 200 students, 14 teachers and 5 Educational Assistants. This year the school has 2 classes at each grade level, some of those including split classes. Students who are interested in French Immersion have the option to travel to the other elementary school in St. Stephen at grade three; otherwise they participate in pre-intensive French instruction at grade four and Intensive French at grade five. School begins each day when the first buses arrive at 7:45am. All students initially go to the supervised playground until the first bell at 8:15, when they go to their homeroom classes. Primary and Intermediate students each have 20 minutes of recess, twice daily. Primary students end their day at 2:00pm, while Intermediate students leave at 3:00pm. MES has a busy breakfast program which is run in collaboration with volunteers from various community business groups. Many students at ES are also able to take advantage of a program that is organized by one of our local churches called, "We've Got Your Back", which provides a backpack full of food for students to take home each weekend. Our PSSC meets five times per year, and is minimally attended. There is a group of about 3 parents who attend regularly, one of whom will be leaving since her children are moving on to the middle school. A large number of our students belong to young, single-parent families.

The current principal at ES has held that position for 8 years; within that time she has made significant progress with the culture of the school (which previously had a strong top-down model of leadership). The majority of the staff has changed over that time (mostly due to retirements) creating a staff that has, for the most part, 'grown up' with a PLC culture. Teams meet weekly and are expected to create goals and follow an agenda that is created by individual teams. Intermediate teams meet before 3:00, and primary teams meet at 2:00, once the students have left for the day. Every week the principal meets with one staff member in a 'Learning Focused Conversation' to continue work through each teachers' professional goals or other professional development that he or she may be exploring. Teachers are encouraged to align their professional goals with school goals. In December 2011, Elementary School took part in the School Review Process, and as a result of that review created goals in four target areas for the 2012-2013 school year.

These areas include:

1. Instruction: Differentiation in all areas-more student led practices and a move away from traditional practices.
2. Behavior-systematic response to behavior. ✓
3. Data-continuous use of data to inform next steps. ✓
4. Project-based and problem based learning. ✓

Hm? Not sure what this entails:

Work has already begun in many of these areas. Teacher teams within the <sup>#2</sup> primary and intermediate wings collectively created behavior rubrics for playground behaviors and <sup>#1</sup> interventions; staff meetings have included exploration in differentiated instruction and an <sup>#4</sup> enrichment team has been created to investigate and share ways to incorporate project and problem based learning within the classroom, as well as within our block of enrichment clusters that take place each fall and spring. The other development that occurred as a result of the school review process was the creation of a 'Core Leadership Team' who will work with the administration to serve as the 'keepers of the vision'. A teacher from each grade level was invited to serve on this team in order to maintain consistency through the building; however it was made clear that everyone is welcome and encouraged to participate. The team met for the first time at the end of the previous school year to explore what the function of the group would be, and how often they should meet. The next meeting will occur the week prior to when teachers return to school, and will re-visit the school goals for the school year 2012-2013. ✓

## Team

For the purpose of this project, the K/1 PLC team will be the ~~core~~<sup>focus</sup> team. Last year, the kindergarten and grade one teams met separately, however for the coming year they will meet as one team consisting of teachers from 2 kindergarten classes, one k/1 split and one grade one class (who is also the vice-principal), as well as the literacy support teacher. Although these teachers each have wonderful things happening in their classrooms, there has been minimal collaboration or teaming beyond the weekly PLC meeting up to this point. With the exception of a grade three teacher who will be retiring this year, these staff members would have the most years of experience on staff and would be the only teachers who would have worked with the previous administration.

In order to improve parental involvement, teachers will be encouraged to seek parent participation in a literacy-based 'Leader in Me' project. Since all students in kindergarten and grade one will be involved, parents will be invited to attend our monthly celebrations. Through this project, it is hopeful that improved participation in the PSSC will also occur.

This past year, the grade 4/5 PLC team began work with the grade 4 and 5 students in what they have called "Leader-in-Me" class, following Covey's '7 Habits of Happy Kids' and 'The Leader in Me'. Every week, these students meet for 45 minutes to explore and learn about leadership skills that will help them improve as lifelong learners and citizens of a community. From these students, a 'leadership team' has developed. These students were initially selected by their teachers, however, as the year progressed others asked if they could join the team, which was allowed. These students are responsible, (under the supervision of the team of 4/5 teachers) for leading a monthly assembly that is themed around the habit being taught that month. They are also the 'go-to' students when different activities or projects arise throughout the school year and assistance is required in either the primary or intermediate end of the building. During the assembly, student grade-level awards are also given out for students who have been found to be exhibiting good leadership skills. This year, the 'leadership team' of grade five students will be able to share their leadership experience with the new students who are entering grade four. It is the hope that through the collaborative efforts of teacher teams, students from the primary end will be able to participate in this leadership team in order to build student leadership capacity through the building.

Excellent

Goal - to broaden student leadership across all grade levels

## Goals

1. To improve collaboration and teaming within the kindergarten/grade one PLC team by incorporating 'leadership skills' within the context of a common literacy project. ✓
2. To collaborate within school teacher and student teams (K/1 and 4/5) to create short presentations for PSSC meetings about 'Leader-in-Me' projects that are happening at Milltown Elementary School to increase consistency of habits through the school. ✓
3. To explore and further leadership skills with primary learners using Covey's "The Seven Habits of Happy Kids" and "The Leader in Me" ✓
4. To build relationships with parents of early learners and create sustained parent participation in our school's PSSC. ✓

## Resources

- "Seven Habits of Happy Kids" (Covey) ✓
- "The Leader in Me" (Covey) ✓
- Building Leadership Capacity (Lambert) ✓
- Time on the agenda at PSSC meetings ✓
- Time on the agenda at PLC meetings ✓
- Picture books that align with the seven habits to use for book study or other literacy project. (to be determined by teacher teams) ✓

## Timeline

### July 2012

- Meeting with (principal) to discuss project idea and get initial approval to move forward. ✓

✓ "Talk To" process

### August 2012

- August 20<sup>th</sup>-Meeting with Core Leadership team to present idea and obtain feedback for moving forward. ✓
- August 20<sup>th</sup>-With Core Leadership team, create dates for monthly assembly celebrations. Have conversation about how primary students can be involved in the student 'leadership team' along with intermediate students to present information at PSSC meetings. ✓
- August 20<sup>th</sup>-send email to K/1 PLC team to provide initial information and request feedback on how we can move forward. ✓
- August 27<sup>th</sup>-Meeting with Kindergarten/Grade One PLC team to further discuss idea, discuss proposed timeline, make changes as needed. ✓
- August 28<sup>th</sup>- Back to School BBQ- first contact with parents. Teachers can make initial contact with parents and get contact information from anyone who is willing to volunteer in the classroom. A volunteer sign-up sheet will be available in each room for parents to share what areas of expertise they have. (Cooking? Knitting? Singing?) ✓

### September 2012

#### K/1 team meetings

- Team Building activities ✓
- Creation of team norms ✓
- Examine school goals for 2012-2013. ✓
- Creation of PLC goals that align with school goals. Project/problem based learning? Behavior? Differentiated Instruction? Data monitoring? ✓
- Explore mental models of teaming ✓ and sharing leadership ✓
- Explore conflict resolution styles ✓

#### Staff meeting (led by 4/5 PLC team)

- Explore options for combining 'Leader-in-Me' skills and products with improved parent participation at PSSC meetings. ✓
- Explore mental models of shared leadership and how parental involvement fits in schools ✓
- Explore options for involving students from primary grades in monthly assemblies. ✓

## October 2012 (Habit 1-Be Proactive)

### K/1 team meetings

- Trust building activities ✓
- Re-visit PLC goals. How are we going to get there? ✓
- Explore options for moving forward. What types of projects can align with our goals including more parental involvement? A book study that aligns with 'Seven Habits'? Other ideas?
- Re-visit mental models of 'shared leadership'. In what ways can we, as classroom teachers encourage and build relationships with parents in our classrooms, particularly those who may be resistant to becoming involved? ✓

*How does building leadership capacity help us get there?*

### Staff meeting

- Personality types activity ✓
- K/1 team will share ideas for 'Leader-in-Me' project

### PSSC meeting

- Sharing of school vision and goals. ✓
- Share goals for primary leadership project. (from a member of the K/1 team) ✓
- Core student leadership teams present Habit #1 at PSSC meeting. (Different students can be highlighted at each meeting) ✓
- Explore goals for the PSSC. What suggestions do people on this committee have for improved membership? ✓

### Student-led assembly (under the supervision of the 4/5 PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school. ✓

## November 2012 (Habit 2-Begin with the End in Mind)

### K/1 team meetings

- Team building activity (Led by kindergarten members of the team)
- Focus will be determined by the direction of the primary leadership project.

### Staff meeting



- Prior to the staff meeting, address members of the 4/5 PLC team and K/1 PLC team ✓ informally to invite them to collaborate on a student leadership project that will be shown at the next PSSC meeting. Are there parents within the school community who might be interested in participating in this collaboration?
- Ask members from this team to share with staff at the monthly staff meeting. They may want to invite others who are interested to participate as well. ✓

Student-led assembly (under the supervision of 4/5 PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.

December 2012

K/1 and 4/5 team meeting (or Leadership PLC team)

- Team building (led by 4/5 team)
- Focus will be determined by the direction of the collaborative student 'leader-in-me' project.

*Will this focus on teacher teams or student leadership teams?*  
*December might be a good time to reflect on the progress of teacher leadership and celebrate your successes.*

January 2012 (Habit 3-Put First Things First)

K/1 team meetings

- Team building activity (Led by grade one members of the team)
- Invite parents from each K/1 class to a team meeting to share vision for project and discuss plans for collaboration and moving forward.

Leadership PLC team

- Focus will be determined by the direction of the group

*(X)* - *This works if the team is aware of the dual focus of the project and can make informed decisions on what needs to be done for each.*

Staff meeting

- Team/trust building activities ✓
- K/1 team will share progress for primary leadership project
- Leadership PLC team will share work being done with those students.

PSSC meeting

- Student leadership team will present habits 2 and 3 (under the supervision of Leadership PLC team)
- Exploring notion of parents within the context of shared leadership in school. How can parent members of the committee play a larger role in the PSSC?

*Broadening the leadership capacity*

Student-led assembly (under the supervision of Leadership PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.

February 2012 (Habit 4-Think Win-Win)

K/1 team meetings

- Focus will be determined by the direction of the group
- Begin work on collaborative project with students. (timeline? 7 weeks?)
- How can we use data to help us to move forward?

*(as before stated)*  
*inquiry*

Leadership PLC team

- Focus will be determined by the direction of the group

*(as before stated)*

Student-led assembly (under the direction of the Leadership PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.

March 2012(Habit 5-Seek First to Understand, Then be Understood)

K/1 team meeting

- Focus will be determined by the direction of the group.
- Are we meeting our goals? Do we need to adjust the sails?
- Continued examination of data for next steps

Leadership PLC team

- Focus will be determined by the direction of the group

PSSC meeting

- Student leadership team will present habits 4 and 5 (under the supervision of Leadership PLC team)

Student-led assembly (under the supervision of the Leadership PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.

April 2012(Habit 6- Synergize)

K/1 team meetings

- Invite parent participants to a team meeting once classroom project has ended. What went well? What changes do we need to make for next year?
- Focus of other meetings will be determined by the direction of the group.

Student-led assembly (under the supervision of the Leadership PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.
- Highlight projects that from the Primary Leadership Project.

*both student and teacher leaders  
Having students recognize teacher leadership would send a powerful message to everyone.*

May 2013 (Habit 7- Sharpen the Saw)

*Does the K/1 team meet in May?*

Leadership PLC team

- Focus will be determined by the direction of the group

PSSC meeting

- Student leadership team will present habits 6 and 7 (under the supervision of Leadership PLC team)
- Re-visit goals for current year.
- Create goals for PSSC for following school year. Do they need to change?

Student-led assembly (under the supervision of the Leadership PLC team)

- To showcase leadership skills learned this month and highlight leaders within our school.

June 2013

*In order to measure results  
you may want to word your  
goals as SMART Goals.*

K/1 team meetings

- How did we do? What goals were we able to reach? Which goals do we need to improve on for next year? (Examine the data)
- Create goals for September 2013

Leadership PLC meeting

- Student leadership team will present habits 6 and 7 (under the supervision of Leadership PLC team)
- Which goals did we reach? How can we improve for next year? What will we do differently?
- Create goals for September 2013

Student-led assembly (under the supervision of the Leadership PLC team)

- To showcase leadership skills learned this year and highlight leaders within our school.