



**LEADERSHIP TEAM**

DECEMBER 18, 2002

**DEBRA BARNARD, SHELLY CORDTS, TODD TENNELL, DEBBIE DAVIS, TIFFANY CASCIA, SUZANNE ADCOCK, KRIS ROGERS, MARIAN GRAY, SHEILA WATSON, BRENDA GRAFELMAN**

**RE: MEETING SUMMARY**

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Leadership Team met last night from 4:30 to 6:30. For various reasons Tiffany, Suzanne, Sheila, and Debra were absent. Below is a summary of our activities.

- We examined the first four categories—Leadership, Planning, Student and Parent Focus, and Information Analysis.
- We reviewed the questions from a student, teacher (classroom), principal (school) and SILT/STAT/PTA perspective.
- For each of the categories we created a lotus that captured the essence of the category.
- We identified possible data sources that already exist.
- Below are the lotus charts and the data sources.

Clear sense of purpose	Quality Improvement Principles	Focus on improvement
All stakeholders	<b>LEADERSHIP</b>	Communication
Responsibility	Shared Governance	Monitor

- Data Sources:
  - Mission, Vision, Values, School Improvement Plans, Targets, Long Range Plan

Alignment	Processes (clear understanding and evidence)	Goals Measures Results
All Stakeholders involved	<b>IMPROVEMENT PLANNING</b>	Action Plans
Communication and Feedback	Connections	Awareness of Results

- Data Sources:
  - School Improvement Plans, PDSA projects

Seek Information	Monitor	Review
Satisfaction	<b>STUDENT AND PARENT FOCUS</b>	Value input
Participation	Communication and Feedback	Respond

- Data Sources:
  - Parent Satisfaction survey, Communication Systems

Accessible	Multiple relevant data sources	Communication and feedback
Progress	<b>INFORMATION AND ANALYSIS</b>	Monitor at all levels
Evidence Measure Compare	Data drives decision making	Reflective

- Data Sources:
  - Quality Tools used to collect data, Published & shared data
  - We will complete the last 3 categories at our next meeting in January. Our next meeting is scheduled for Tuesday, January 28.