



Jefferson Primary School
 ♦ <http://www.pekin.net/pekin108/jeff/>

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LEADERSHIP TEAM

JANUARY 31, 2003

DEBRA BARNARD, SHELLY CORDTS, TODD TENNELL, DEBBIE DAVIS, TIFFANY CASCIA, SUZANNE ADCKOCK, JENNIFER MILLER, TIFFANY CASCIA, MARIAN GRAY, SHEILA WATSON, BRENDA GRAFELMAN

RE: MEETING SUMMARY

Leadership Team Met on Tuesday, January 28 in the PDSA room at from 4:30 to 6:30. Below is a summary of our activities. We discussed the final two areas of a quality school and created lotus charts of our perceptions of the key ideas.

Cooperation	Seek Feedback	Motivation
Support Systems	FACULTY & STAFF FOCUS	Recognition
Innovation	Climate	Professional Development

- Staff Development
- Collaboration Time
- Staff Meeting Format

Quality Tools	PDSA	SAI
Feedback	PROCESS MANAGEMENT	Accountability
Resource Management	Culture of Improvement	Effective/ Efficient

- Quality Classroom initiative
- Flow Charts
- Information Sharing

- ❑ We talked about the format of the visit and what we would like to learn. We reviewed our 3 targets, the district strategic plan goals and our plan for improvement. From the external review we hope to learn—
 1. What processes are in place that support; Student and Stakeholder Focus, Information and Analysis, and Faculty and Staff Focus?
 2. Are those processes consistently applied throughout the school?
 3. Are processes at the school, classroom and student level aligned? If so, how effective and efficient are they?
- ❑ We discussed flex time and our contractual obligation to monitor its use. The feedback suggests that we would like to know how many people abuse flex time—flex in early and leave early on a daily basis or flex in late and leave late on a daily basis and what is being done to address it.

Our next meeting is scheduled for Tuesday, February 25 at 4:30.