

**New Leaders Meeting
Archbishop Quigley Center
835 N. Rush St. Chicago, IL 60611-2030**

**Meeting Agenda
September 12, 2018
Start Time: 8:30 am – End Time: 3:00 pm**

Topic: New Leaders Meeting

Attendees: Leaders New to Administration in Catholic Schools
Facilitator: Elise Matson-Dite
Note taker:
Timekeeper:

Meeting Objectives:

- Prayer, review objectives, norms and plus deltas from our last meeting.
- **Objective 1** - Sue Bordenaro - Legislative Action Plan
- **Objective 2** - Discussion of high school visits and recruitment - Maria Hawk
- **Objective 3**- Important upcoming due dates - Navigating Requirements: What is a “must do” what is a “can do?”: Review Checklist from OCS and Sr. Marie Michelle
- **Objective 4** - Small groups work with the following topics and switch after 20 minutes:
 - HR - General Questions (Kim O’Donoghue and Erika Gallardo)
 - Accessing and Using Federal Funds (Katrina McDermott)
 - Inclusive Education (Judy Doyle)
 - Mission and Vision - Ways to review and/or revise with the community (Elise Matson Dite)
- **Objective 5** - How to conduct observations and give meaningful feedback. Phyllis Cavallone
- **Objective 6** - Become familiar with the Archdiocese of Chicago Performance Standards for Principals. Ms. Carrie Forestor, Principal at St. Zachary
- **Objective 7** - Using customer service skills as a principal - Kurt Lewis and Elise Matson-Dite

Meeting Norms:

1. *Take an inquiry position: ask “why” questions*
2. *Ground statements in evidence: “Give me an example;” define, identify, explain; and data, observations, and evidence are used*
3. *Assume positive intentions: positive intentions from all stakeholders;*
4. *Start and end on time: self-explanatory*
5. *Stick to protocol: stay on task to address the issues at hand*
6. *Be here now: avoid distractions (mobile phone, email, internet, etc.*

To Prepare for this Meeting, Please:

- Bring a Mac or PC to begin adding evidence to your principal evaluation tool.
- Come with questions for the breakout groups. See above for topics.
- Bring any burning general questions with you for the whole group.

Schedule 6.5 hours

Time	Minutes	Activity																										
7:45-8:15	30	Continental Breakfast																										
8:15-8:30	15	<p>Check in, Prayer, review objectives, norms and plus deltas from our last meeting.</p> <p>Assess what worked well and what didn't in this meeting.</p> <p>Thursday</p> <table border="1"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td>Well organized session ++</td> <td>Each school is very different; it would be nice to address that</td> </tr> <tr> <td>Topics covered + + + +</td> <td>More breaks to digest information + + + + +</td> </tr> <tr> <td>Small group Inquiring introductions activity + + + + +</td> <td>Would have enjoyed more "getting to know you" time at the beginning</td> </tr> <tr> <td>Personal experiences from the speakers + + + + +</td> <td>There is a lot of information to process + + +</td> </tr> <tr> <td>Resources and suggestions</td> <td>More Q and A with the presenters</td> </tr> <tr> <td>Clear agenda and binder +</td> <td></td> </tr> <tr> <td>Time to ask questions during lunch</td> <td></td> </tr> <tr> <td colspan="2">Friday - AM and PM</td> </tr> <tr> <td>Additional breaks added</td> <td>Wi-fi +</td> </tr> <tr> <td>Binder from Sr. Marie Michelle will be helpful + + + + + +</td> <td>More time for school improvement discussion and data analysis + + + +</td> </tr> <tr> <td>Dr. Pena will be a great resource and gave a great presentation ++</td> <td>Need more time to study the CSIP + + +</td> </tr> <tr> <td>Engaging activities throughout the morning</td> <td>Need more time to explore the portal.</td> </tr> </tbody> </table>	Plus	Delta	Well organized session ++	Each school is very different; it would be nice to address that	Topics covered + + + +	More breaks to digest information + + + + +	Small group Inquiring introductions activity + + + + +	Would have enjoyed more "getting to know you" time at the beginning	Personal experiences from the speakers + + + + +	There is a lot of information to process + + +	Resources and suggestions	More Q and A with the presenters	Clear agenda and binder +		Time to ask questions during lunch		Friday - AM and PM		Additional breaks added	Wi-fi +	Binder from Sr. Marie Michelle will be helpful + + + + + +	More time for school improvement discussion and data analysis + + + +	Dr. Pena will be a great resource and gave a great presentation ++	Need more time to study the CSIP + + +	Engaging activities throughout the morning	Need more time to explore the portal.
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		Dr. Rigg's tips	I wish I knew to bring my school calendar + + +
		Dr. Pena's TED talk video and finding your why + +	The calendar activity would be better in August + +
		Time Management	Needed more time with the RDs + +
		Postit Notes and Meeting norms will be used with my faculty	I would like a little more hands on support for setting up our accounts +
		Appreciated the practical time management calendar + + + + + + + + + + + + + + + +	Give more ideas for faculty retreats
		Conversations during the challenge course helped with team bonding + + + + + + + + + + + + + + + +	Needed more time for a question and answer session.
		RD was helpful in getting immediate answers to our questions + + + + + + + + + + + + + + + +	
		Team building was an amazing experience; got to think outside the box + + + + +	
		Saturday	
		The videos on the app were great	The retreat would have been better on day one +
		Quiet time to reflect on my faith life + + + + + + + + + + + + + + + +	Schedule mass closer to the retreat end time + +
		Nice to end with the retreat	I would have liked to have integrated faith leadership throughout the days
		Sr. Elaine's stories - she understood the importance of stories and ideas + + + + + + + + + + + + + + + +	Tech issues + +
		I liked the gift box activity to share gifts +	Timing was slower +

		<p>I liked the candle activity to pray for each other</p> <p>Good activities that we can bring back to our faculties</p> <p>Understanding of the stages of faith development + +</p> <p>I am glad to learn about the Bible app</p>	
8:30-8:45	15	Objective 1 - Sue Bordenaro - Legislative Action Plan	
8:45-9:00	15	Objective 2 - Discussion of high school visits and recruitment - Maria Hawk	
9:00-9:20	20	Objective 3 - Important upcoming due dates - Navigating Requirements: What is a “must do” what is a “can do?”: Review Checklist from OCS and Sr. Marie Michelle. (OPCY and IWAS)	
9:20-10:15	55	<p>Objective 4 - Small groups work with the following topics and switch after 20 minutes:</p> <ul style="list-style-type: none"> ● HR - General Questions (Kim O’Donoghue and Erika Gallardo) ● Accessing and Using Federal Funds (Katrina McDermott) ● Inclusive Education (Judy Doyle) ● Mission and Vision - Ways to review and/or revise with the community (Elise Matson Dite) ● New Leaders Survey (Elise Matson Dite) <p>https://goo.gl/forms/1MalgbPshE20t2L12</p>	
10:15 - 10:25	10	Break	
10:25-11:00	35	Objective 4 - Continued	
11:00-12:15	75	<p>Objective 5 - How to conduct observations and give meaningful feedback.</p> <p>Standard 3a. Develops, implements, and monitors the outcomes of the Continuous School Improvement Plan and school wide student achievement data results to improve student achievement.</p> <p>Standard 3e. Evaluates the effectiveness of individual teachers’ instruction by conducting at least one formal evaluation prior to annual renewal deadline; and frequent, at least two per quarter or</p>	

