



SAM Daily Meeting™



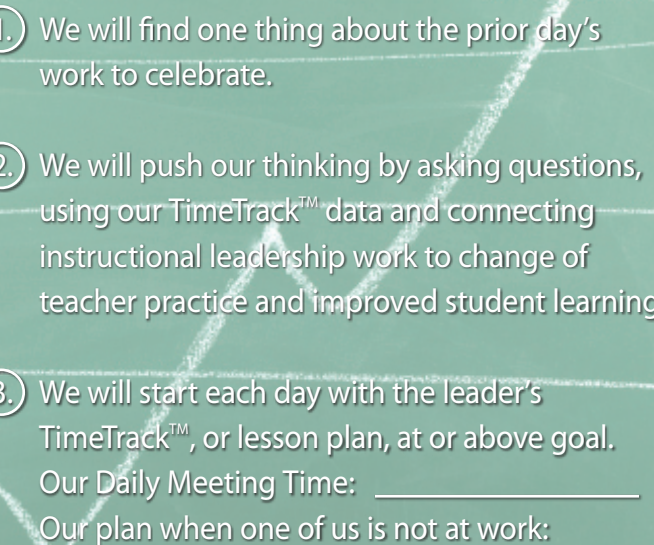
Connecting

How does this work connect with the professional development plan?

How does the staff meeting agenda connect?

How does this connect with the work of PLCs or grade and subject matter groups?

In the Green and Above the Line

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- ① We will find one thing about the prior day's work to celebrate.
 - ② We will push our thinking by asking questions, using our TimeTrack™ data and connecting instructional leadership work to change of teacher practice and improved student learning.
 - ③ We will start each day with the leader's TimeTrack™, or lesson plan, at or above goal.
Our Daily Meeting Time: _____
Our plan when one of us is not at work: _____

Action

What have you tried?

What would you like to try?

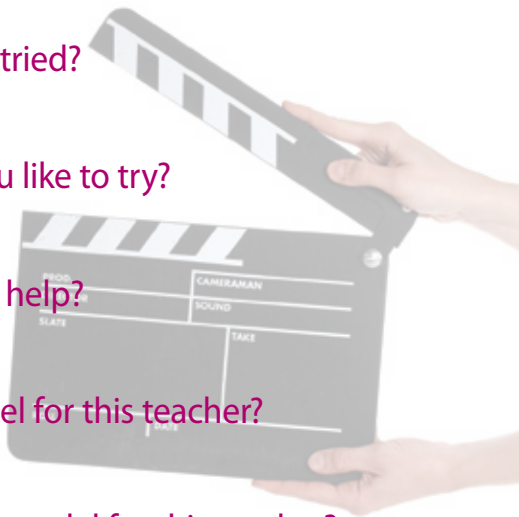
Who else could help?

Could you model for this teacher?

Who else could model for this teacher?

What professional development has helped?

How do you know?



Three Easy Questions

Daily Meeting

For every event:

① Did you do it?

② How much was really instructional?
Reconcile After

③ What follow-up do
you want to schedule?

Reflective

What is another way you might...

What would the teacher say he/she needs?

What else might happen...

What criteria do you use to...





What Else Happened?

1. Did you do any other instructional leadership work yesterday?
2. What follow-up do you want to schedule?

What management work did you do yesterday that could have been done by a First Responder™?

3. Why did you do it?
4. What instructional work did you want to do yesterday that you didn't?
5. Can I schedule this for you later this week?

Clarifying

Could you tell me more about...

Could you give me an example...

How is that different from...

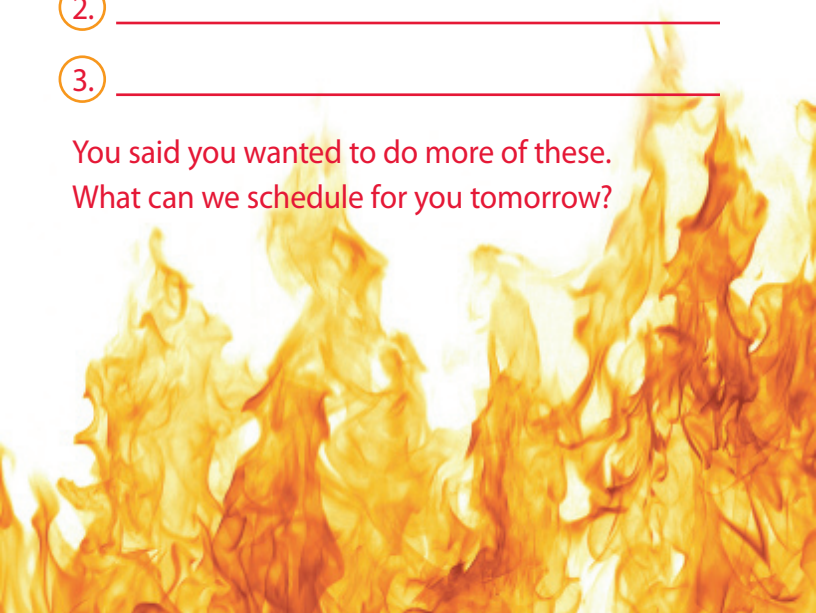


Three Hot Descriptors

The three instructional descriptors we said we would do more of are:

1. _____
2. _____
3. _____

You said you wanted to do more of these.
What can we schedule for you tomorrow?



Paraphrasing

Are you saying that...

Do I hear you saying...

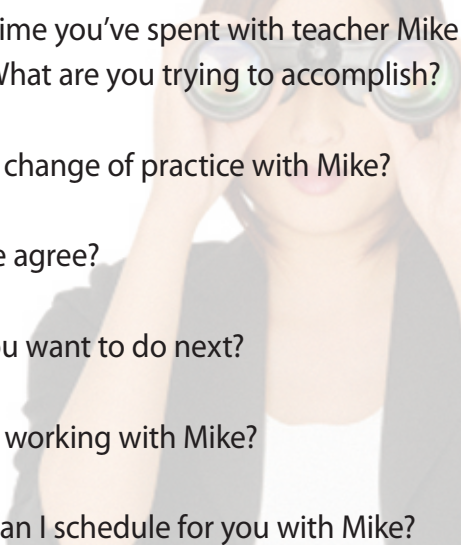
Help me understand...

I think I heard you say...



Wow! Look at this!

Pick a chart, any chart and ask questions:

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- A woman with dark hair, wearing a white top and a dark jacket, is looking through binoculars. The image is faded and serves as a background for the text.
1. Here's the time you've spent with teacher Mike Edwards. What are you trying to accomplish?
 2. Do you see change of practice with Mike?
 3. Would Mike agree?
 4. What do you want to do next?
 5. Who else is working with Mike?
 6. What else can I schedule for you with Mike?

Celebrate Good Times, Come on!

What teaching practice did you see yesterday that impressed you?

May I schedule a meeting for you to share your observation?

Did you see students yesterday who impressed you?

Could I schedule time for you to talk with this/these student(s)?

Could I schedule a phone call meeting with his/her parent?

Leave No Leader Behind

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1. We'd like to brief you on management duties First Responders™ did for you yesterday.
 2. WWPDP? What Would the Principal Do?
Did we do these things the way you wanted?
 3. Management items to schedule for you?
First Responders™?
 4. Did you take any personal time yesterday?
 5. Were you able to go home at your scheduled time?
 6. When you got home, were you able to leave school behind?



Questions

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