

WEB RESOURCE 8: SYSTEM CASE MANAGEMENT MEETING FACILITATOR'S/CHAIR'S SCRIPT

Date: _____ **Time (30 minutes max):** _____ **Recorder:** _____

School & "The Presenter": _____ **Members Present:** _____

A. OPERATING NORMS FOR CMM

Chair: Before we start I would like to remind you of the norms:

- attentive listening
- hear every voice
- open to new ideas
- ego-free leadership
- equal participation
- learn together and build confidence in each other's ability

B. INTRODUCE SCHOOL

_____, can you introduce us to the school by providing pertinent background information that you think will help us understand this school's under/slow/static (etc.) performance.

C. INTRODUCE PERFORMANCE DATA/EVIDENCE

_____ as "the supervisor" is now going to give us the background on the data/evidence that we are going to be analyzing and then will articulate what help she or he is seeking.

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D. OBSERVATION

Now we are going to take time to individually review this evidence on our own/in pairs and make notes. In this **observation phase** we are going to talk about the **strengths** that we see in this evidence. What is the school doing well? Thank you for pointing out those strengths. What area(s) can we suggest to build on? Go around the table and “the supervisor” listens. Group may ask “the supervisor” clarifying questions.

E. ANALYSIS PHASE

Now we are going to the **analysis phase** where we are going to **brainstorm the things that are missing** from this evidence that would make it a high-achieving school. Hear each voice around the table and “the supervisor” listens (there is no single “right” new strategy).

F. PLANNING PHASE

We have a list of things that we are going to target with this school. What we need to do now in the **planning phase** is **decide, together, the one specific area/strategy** that “the supervisor,” with the principal and leadership team, is going to target first to help the school improve.

G. FEEDBACK PHASE

Now we are going to move on to the **feedback phase**. In the observation phase, we brainstormed some strong positive feedback that you can share with the principal and school staff. Review the next level of work/one strategy needed at this school that “the supervisor” will communicate, and clarify “how” to do that. Elicit the Learning Intention and Success Criteria to be reported at the next meeting of this forum. Clarify how the principal and leadership team will communicate the improvement strategy to the

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school staff members, ensuring that we are building on their strengths. What evidence of improvement will be brought back to this table? How will this table support “the supervisor” in the meantime (as we all own the improvement of all schools)?

THE NEXT MEETING WILL BE _____

Who will attend?

What actions are to be taken?

What evidence of improvement will be brought back?
