

Weakland Educational Leadership Internship Log 2013-2014 – Last updated 6/20/14 - FINAL - YEAR ONE

Date(s)	Standard Description	1	2	3	4	5	6	Observing, Partipating, Leading?	Event/Activity	Reflection
8/26/2013	Sustaining a school culture and instructional program.		2					Participating	New teacher training – Math	Participated in professional development for new teachers on using the math workshop model in elementary. Presented with Curriculum Coordinator, Dayna Britton. One of the reasons I am pursuing leadership, is the fact that I love mentoring and leading new teachers in this profession. Their energy and enthusiasm for learning is refreshing.
8/26/2013	Sustaining a school culture and instructional program.			3				Leading	Planning meeting with student teacher	Met with student teacher and set goals and expectations for the semester. In addition, introduced her to staff and gave her a tour of the building.
8/28/2013	Management of organization, operations, and resources.			3				Leading	Professional development for Dolsen staff – iPad safety	Presented to staff iPad safety professional development for integrating iPads in the classroom for student use. school- These policies and procedures were created to protect welfare and safety of students as they use the Internet.
8/28/2013	Acting with Integrity, Fairness, and in an Ethical Manner					3		Leading	Professional development for Dolsen staff – “Taking Care of Others” school-wide initiative	Presented to staff “tenets” of new school-wide initiative “Taking Care of Others.” Last year, I founded the “Helping Hands” club and led 4 th graders to run a school-wide collection drive for a local outreach organization called Active Faith. This past summer, I put together a proposal to for our Helping Hands club to sponsor a school-wide initiative called “Taking Care of Others.” This initiative ties into our school rules: “We take care of ourselves. We take care of each other. We take care of our school. We are ready to learn.” There are multiple components to this initiative. On this day, I rolled out the initiative to staff.

9-5-13, 9-6-13 and every Th and F during the year	Sustaining a school culture and instructional program.	35						Leading	Mentor/mentee planning meeting	Weekly mentor/mentee planning sessions. My mentee and I meet weekly to pace and plan instruction. In addition, we discuss deadlines, assessments, student data, etc.
9/9/2013	All	0.15	0.15	0.15	0.15	0.15	0.15	Participating	Goal-setting meeting with principal	Discussed personal goals for the year. Preliminary discussion on internship.
9/10/2013	Management of organization, operations, and resources.			1.5				Leading	Preparation for iPad proposal to PTO	Prepared the final details of the proposal.
9/11/2013	Management of organization, operations, and resources.			0.5				Leading	Proposal to PTO on funding of iPad purchase.	Piloted an iPad last year in my classroom. Then brought proposal to PTO to purchase additional iPads (2-3 per grade) to integrate technology into instruction in Spring. PTO unanimously approved purchase in the spring. However, there were just a few concerns still to be addressed with parents. Tabled purchase in spring. PTO asked me to again present this fall. I made proposal again and they unanimously approved the purchase again. It felt good to have success with a technology purchase proposal and to be involved in the securing of funds/resources for this purchase
9/11/2013	Sustaining a school culture and instructional program.			0.5				Leading	Presentation to PTO on "Taking Care of Others" initiative	Presented to parents the school-wide initiative "Taking Care of Others."

9/18/2013	Sustaining a school culture and instructional program.	6	Participating	Math SAC (subject area committee) meeting on transitioning to the CCSS	Today, I worked to “translate” and unpack the Common Core State Standards for math for 4 th grade. I took a look at each cluster within these domains and analyzed the language and identified what “big ideas” were represented within each cluster. Then I took a look at what prior knowledge students would need to achieve mastery on the standards within each cluster/domain. I also mapped out what was new and challenging, what was familiar, and what is being removed from the current GLCEs. This information will be shared back to buildings via principals and will be used to map the new curriculum to the CCSS.
9/20/2013	Articulation, implementation, and stewardship of a vision.	2	Leading	Cultures of Thinking (CoT) book study with colleague	Met with colleague to discuss book study and related professional development on <i>Making Thinking Visible</i> that we will be bringing to staff during staff meetings as part of the planning meeting district-wide CoT vision.
9/22/2013	Collaborating with community and responding to diversity.	2	Leading	Newspaper article on “Taking Care of Others” initiative	Wrote article for South Lyon Herald per the request of my principal on the “Taking Care of Others” initiative that I started and am leading at Dolsen.
9/23/2013	Articulation, implementation, and stewardship of a vision.	1	Participating, leading	SIP (Shared Involvement Process) meeting	More on SIP from SLCS website: In support of our community, the mission of the South Lyon Community Schools is to provide the highest quality educational process so that all students can excel as individuals and become contributing members of society. accomplish our mission, the South Lyon Community Schools endorses the concept of Shared Involvement Process (SIP) as the necessary and appropriate means by which all educational decisions of the highest quality are most likely to be achieved at all levels. During this meeting, we discussed SIPs guiding principles, upcoming Curriculum Nights, security updates, email blasts through Skylert, our QAR required actions, and our school-wide “Taking Care of Others” initiative (which I presented).

9/24/2013	Articulation, implementation, and stewardship of a vision.	3		Participating (a.m.)	CoT professional development	In the morning, met with other leadership teams from other buildings in the district to discuss our journey thus far in this process. Started with Compass Points routine to discuss Noticings, Evidence, Surprises, and Worries. Then participated in roundtable discussions with other buildings.
9/24/2013	Articulation, implementation, and stewardship of a vision.	3		Leading (p.m.)	CoT professional development	In the afternoon, my colleague and I (who are the lead teachers on the team) met with the rest of the leadership team back at our building to plan and prepare our book study/PD for the rest of the staff. We paced out our PD for the rest of the calendar year.
9/25/2013 and every month after	Acting with Integrity, Fairness, and in an Ethical Manner		10	Leading	Helpng Hands Club	This is a club that I began in the 2012-2013 as a way to engage 4th graders in "helping others." We raise money for charity and other community events. This year we raised \$175 for Children's Craniofacial Association. The PTO matched the donation.
9/30/2013	Sustaining a school culture and instructional program.	2		Leading	Student teacher evaluation	Spent some time designing a student teacher "formal" evaluation form. I have been providing her ongoing informal feedback daily. However, this week, she has her "formal" evaluation from the university, so in order to prepare her for that, I am going to do a "formal" evaluation for her earlier in the week. I designed a template to use based on the Marzano teacher evaluation model that is used on us as teachers in the district. I felt this would give me the opportunity to "step inside" the shoes of a principal and imagine what teacher evaluation is like.
9/30/2013	Sustaining a school culture and instructional program.	1		Leading	Review of student teacher lesson plan	Reviewed and provided feedback to student teacher on lesson plan that she will use for her "formal" university observation this upcoming week.
10/1/2013	Sustaining a school culture and instructional program.	3		Leading	CoT planning meeting	Planning and preparing professional development for staff on Cultures of Thinking

10/1/2013	Sustaining a school culture and instructional program.	1	Leading	Student teacher evaluation - debrief	Post-observation meeting with student teacher using template created to align with SLCS teacher evaluation system.
10/1/2013	Acting with Integrity, Fairness, and in an Ethical Manner	0.5	Leading	Correspondence with Trudy Ludwig, author	Working on connecting and possibly scheduling an author visit to tie-in to the school-wide "Taking Care of Others" initiative that I launched this year.
10/3/2013	Sustaining a school culture and instructional program.	1.5	Leading	Meeting with EMU student teaching supervisor	Met with my student teacher's supervisor to discuss how my student teacher is doing in my classroom. Subsequently participated in the observation and evaluation of her lesson.
10/5/2013	Management of organization, operations, and resources.	1	Participating	Organizing all MEAP documents and files and sending to staff	Pulled together general notes for general education teachers for MEAP testing. Scanned and accumulated all important MEAP documents, including schedules and forms, and sent to all grade 3-5 teachers.
10/5/2013	Articulation, implementation, and stewardship of a vision.	2	Leading	CoT Wiki for teachers	Updated wikispace created last year as a space for teachers to add photos and to reflect on the thinking routines they used in their classroom. This year the CoT leadership team is working to make their thinking more visible through a reflective writing component on the wiki. This aligns with the shared vision of the school and District.
10/9/2013	Sustaining a school culture and instructional program.	1	Leading	CoT professional development	Preparation of presentation slides for kickoff PD session for staff on CoT.

10/9/2013	Acting with Integrity, Fairness, and in an Ethical Manner	1	Participating	Habits of Mind and Taking Care of Others Initiative	Working with school social worker to connect current Habits of Mind to new "Taking Care of Others" initiative. Worked on refining ideas for student bulletin board and creating "sentence frames" to guide students in preparing their responses for the bulletin board.
10/15/2013	Sustaining a school culture and instructional program.	1	Participating	CoT professional development	Co-lead "day one" of CoT professional development for teachers. Today was "What is Thinking?" We lead a brainstorming session on "thinking" as well as a chalk talk on bringing a CoT to Dolsen. It was well received. We received great feedback from teachers on the day!
10/15/2013	Articulation, implementation, and stewardship of a vision.	1	Leading	CoT Wiki for teachers	Updated wikispace for day 1 professional development for teachers. Uploaded agenda and pictures of Chalk Talk of conversation lead during day one of PD. This year the CoT leadership team is working to make their thinking more visible through a reflective writing component on the wiki.
10/16/2013	Articulation, implementation, and stewardship of a vision.	1	Leading	CoT professional development	Updated presentation SmartBoard for "day two" of CoT professional development for teachers. The next session is titled "Understanding the Vision." After updating the presentation, I emailed it to colleagues who will be in charge of making the presentation on this day.
10/17/2013	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	Discussion of objectives of parent-teacher conferences
10/24/2013	Sustaining a school culture and instructional program.	1	Leading	CoT planning meeting	Planning and preparing professional development for staff on Cultures of Thinking

10/23/2013	Sustaining a school culture and instructional program.	6						Participating	Math SAC committee meeting	Today, I finished "translating" and unpacking the Common Core State Standards for math for 4th grade. I spent the day wrapping up the translation of the last two domains (Domains 4.MD (Measurement and Data) and Domains 4.G (Geometry). Next I mapped the Investigations units to the Common Core State Standards. I analyzed what units could be combined or removed and then created a sequence of units. I then analyzed the time frames and days needed and mapped out the year.
10/25/2013	All	0.15	0.15	0.15	0.15	0.15	0.15	Participating	Goal Setting Meeting with Mentor	Discussed and worked through all the leadership standards and set goals in each area.
10/27/2013	Sustaining a school culture and instructional program.	1						Leading	Student Teacher Advising	Review and advice on lessons plans of student teacher for observations this week for her university supervisor and for a possible long-term teaching assignment.
10/29/2013	Sustaining a school culture and instructional program.	1						Participating	CoT professional development	Co-lead "day three" of CoT professional development for teachers. Today was "Unpacking Thinking" We lead a session unpacking understanding taking a deeper look at the thinking moves that lead to understanding.
11/1/2013	Articulation, implementation, and stewardship of a vision.	3						Participating	CoT professional development	Planning with 2 other staff members our CoT curriculum day. We will be given 3 hours to further develop staff on developing a Culture of Thinking. We came up with three big ideas to address on this day: The Eight Cultural Forces, Routines as Tools, Structures and Behaviors, and Unit Planning using the Understanding Map.
11/1/2013	Sustaining a school culture and instructional program.	2						Leading	CoT professional development	Created the Smartboard presentation slides for the November curriculum day

11/7/2013	Articulation, implementation, and stewardship of a vision.	1.5	Participating	Meeting with Mentor -School Improvement Plan	Met with mentor and other cohort participants and discuss the school improvement plan. I was surprised at how detailed it was.
11/21/2013	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	School improvement/NCA
11/21/2013	Sustaining a school culture and instructional program.	6	Participating	Math SAC committee meeting	Today, we finished analyzing what units could be combined or removed and then created a sequence of units. We then analyzed the time frames and days needed and mapped out the year. Then we created essential questions for each unit and input into the instructional map on Rubicon Atlas.
Various November days	Sustaining a school culture and instructional program.	10	Observing	Math Workshop - across grade levels across the building	Because I am on the Math SAC (curriculum committee), my mentor has asked that I use my available time while my student teacher is lead teaching to do a cross-sectional observation of math workshop on our building. I have been part of professional development for the math workshop model as well and this gave me the opportunity to see how it's done across our building. I reflect on what an amazing experience this is. I wish all teachers could have the opportunity to go outside their classroom and see other teaching.
11/26/2013	Articulation, implementation, and stewardship of a vision.	1	Participating	CoT professional development	Led a planning meeting on our next staff meeting on Cultures of Thinking
11/26/2013	Articulation, implementation, and stewardship of a vision.	2	Leading	CoT professional development	Created the Smartboard presentation slides for the CoT professional development meeting on December 3 rd .

11/27/2013	Articulation, implementation, and stewardship of a vision.	1	Leading	CoT professional development	Created an interactive "padlet" wall for our CoT professional development day on December 3rd. http://padlet.com/wall/InvisibleVisible
12/10/2013	Articulation, implementation, and stewardship of a vision.	6	Leading	CoT professional development	Attended district CoT professional development. All the leadership teams met from all the schools in the district who are participating to discuss what is going well and what is still a struggle. My principal was out that day, so I filled in for her as a representative for our building to discuss what's been going on at Dolsen. In the afternoon, I lead the professional development for the rest of the team.
12/13/2013	Articulation, implementation, and stewardship of a vision.	6	Leading	CoT professional development	Met with a colleague on the professional development team to plan the professional development for the rest of the year. We started the day with a school visit to another building in the district to meet with the principal and then tour their school. In the afternoon, we paced out the rest of the professional development for the year. In addition, we created some templates for teachers to facilitate their learning.
12/19/2013	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	Parent-teacher conferences, CoGat testing, Veteran's Day Assembly
12/31/2013	Articulation, implementation, and stewardship of a vision.	2	Leading	CoT professional development	Prepared the presentation for the January 7 staff meeting professional development. Drafted an email to the leadership team on "to dos" between now and then.

1/4/2014	Collaborating with community and responding to diversity.	2	Leading	"Taking Care of Others" school-wide initiative – "Beyond the Face is a Heart" presentation and charity fundraiser	Emails and coordination of special presenter from Children's Craniofacial Association. Assembly has been set for 4 th and 5 th graders at Dolsen and 5 th graders at Hardy for February 11 th . Peter Dankelson, a middle school student with craniofacial abnormalities will present to students about the importance of "choosing kind." This assembly is part of the school-wide initiative that I launched in September.
1/7/2014	Sustaining a school culture and instructional program.	1	Leading	CoT professional development	Co-lead CoT professional development for teachers. Today the leadership hosted a "gallery walk" of student learning utilizing thinking routines.
1/15/2014	Collaborating with community and responding to diversity.	0.5	Leading	"Taking Care of Others" school-wide initiative – "Beyond the Face is a Heart" presentation and charity fundraiser	Presentation to PTO meeting regarding Taking Care of Others bookmark sale to raise money for charity – Children's Craniofacial Association (guest presenter on Feb 11)
1/15/2014	Collaborating with community and responding to diversity.	0.5	Leading	"Taking Care of Others" school-wide initiative – "Beyond the Face is a Heart" presentation and charity fundraiser	Meeting with principal regarding upcoming special guest presentation from Children's Craniofacial Association.
1/15/2014	Acting with Integrity, Fairness, and in an Ethical Manner	0.5	Leading	"Taking Care of Others" school-wide initiative	Meeting with principal and school social worker on "Excellence in Education 2014" award nomination that our assistant superintendent recommended we submit. This nomination is for the "Taking Care of Others" school-wide initiative that I created and launched in September.

1/16/2014	Articulation, implementation, and stewardship of a vision.	0.5		Leading	CoT professional development	Meeting with principal regarding future professional development for Cultures of Thinking
1/16/2014	Management of organization, operations, and resources.	0.5		Co-leading	District Chromebook pilot	Meeting with principal regarding the launching of our District Chromebook typing pilot for 3 rd , 4 th , 5 th graders. I will be co-leading this pilot with representative teachers from 3 rd and 5 th grades.
1/17/2014	Articulation, implementation, and stewardship of a vision.	1		Co-leading	CoT professional development	Meeting with co-leader regarding future professional development for Cultures of Thinking
1/17/2014	Collaborating with community and responding to diversity.		2	Leading	"Taking Care of Others" school-wide initiative – "Beyond the Face is a Heart"	Preparation of the "bookmarks" that the Helping Hands Club will be selling to raise money for the Children's Craniofacial Association as part of our "Taking Care of Others" campaign. Donations generated will be given to our guest presenter on February 11 th !
1/19/2014	Acting with Integrity, Fairness, and in an Ethical Manner		2	Leading	"Taking Care of Others" school-wide initiative	Preparing the "Excellence in Education 2014" award nomination form. This nomination is for the "Taking Care of Others" school-wide initiative that I created and launched in the September.
1/19/2014	Articulation, implementation, and stewardship of a vision.	1		Leading	CoT professional development	Preparation of presentation slides for PD session for staff on CoT on January 21, 2014.
1/23/2014	Articulation, implementation, and stewardship of a vision.	1		Participating	SIP (Shared Involvement Process) meeting	School improvement/NCA, Google Chrombook carts, MLK Jr. Day

1/29/2014	Management of organization, operations, and resources.	3	Co-leading	District Typing Chromebook pilot	Planning meeting with colleagues regarding the launching of our District Chromebook typing pilot for 3 rd , 4 th , 5 th graders. Today we made plans about how long we think the pilot will take and how often we are going to recommend teachers take to implement. Then we previewed the program, set up teacher/student accounts, and brought him students at each grade level to do some test lessons so we could gauge their readiness and timeliness with the lessons.
1/31/2014	Sustaining a school culture and instructional program.	3	Leading	CoT professional development	Met with a colleague on the professional development team to continue planning the professional development for the rest of the year. Today, we primarily worked on some job-embedded professional learning as we are scheduling classroom visits for all teachers. We are working on 2 days where guest teachers will relieve teachers for one hour in order to provide them the opportunity to observe in another classroom. We had surveyed staff on what grade and what subject they would like to see, so setting up the schedule seemed like one giant jigsaw puzzle! I am excited for teachers to get this opportunity to get out in the building and
2/12/2014	Sustaining a school culture and instructional program.	1	Leading	Staff professional development	Meeting with mentor - mentor check in, curriculum project, future professional development needs, etc.
2/11/2014	Collaborating with community and responding to diversity.	2	Leading	"Taking Care of Others" school-wide initiative - "Beyond the Face is a Heart"	Coordination of "Beyond the Face is a Heart" assembly (Children's Craniofacial Association) - newspaper contact, email coordination, set up, etc.
2/13/2014	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	QAR external review, Girls on the Run

3/5/2014	Sustaining a school culture and instructional program.	6	Participating	Math SAC committee meeting	Today, I worked to create the report card aligned to the CCSS. Then we assembled the curriculum binder for teachers. Next week we will be trained on by the textbook distributor.	
3/5/2014	Sustaining a school culture and instructional program.	2	Co-leading	Taking Care of Ourselves Initiative	Today I met with the school social worker to begin planning for the 2014-2015 school year and layering on top of our "Taking Care of Others" initiative... a "Taking care of Ourselves" component. This aligns with our Dolsen school rules and would serve to aid in the improvement of student behavior school-wide. Many of our student behavior issues come from a low SES and minority subgroup. By working on helping students in self-regulation behaviors, we would work to ensure success in learning for ALL students. We are very excited about this possibility. Our principal also met with us	
3/15/2014	Understanding, responding to and influencing the larger political, social, economic, legal and cultural context		1.5	Observing	School Board Meeting	Due to the fact that our school Board meetings being on Mondays, I have been unable to attend. I recently found out that they are being videotaped. Today I watched the 2-3 and 3-3 meetings. As I watched these meetings, I realized the importance as a teacher and a community member of attending/watching these meetings to be informed as an employee and community member.
	Sustaining a school culture and instructional program.	6	Participating	Math SAC committee meeting/training	SAC training and preparation to train district teachers on new Investigations curriculum.	
	Sustaining a school culture and instructional program.	2	Participating	Math SAC committee meeting	Today, I worked to complete the report card aligned to the CCSS.	

3/20/2014	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	MEAP scores
3/30/2014	Acting with Integrity, Fairness, and in an Ethical Manner	4	Leading	Girls on the Run Coach	GOTR – coaching (preparing lesson as lead coach – 2 sessions x 1 hour + prep time). Girls on the Run is an amazing after school program that not only promotes health in physical fitness in girls, but social-emotional health, as well. Lessons include issues such as peer pressure, cooperation, healthy life choices etc. All of these lessons help to build respect between and among girls and the staff within the school. It also supports school community values.
Tuesdays and Thursday beginning 3-18-14 and ending 5-15-	Acting with Integrity, Fairness, and in an Ethical Manner	18	Participating	Girls on the Run Coach	GOTR – coaching, but not leading lessons (12 sessions with approximately 1 hour/session + race day)
4/3/2014	Management of organization, operations, and resources.	2	Co-leading	District Typing Chromebook pilot	Today we met with the Assistant Superintendent to provide feedback to the district on the typing pilot we are coordinating for 3 rd -5 th graders. We are one of only two buildings in the district that are piloting this program with Chromebooks.
4/11/2014	Understanding, responding to and influencing the larger political, social, economic, legal and cultural context.		6 Participating	MSU Teacher Job Fair	Today I got the opportunity to represent SLCS at the MSU Teacher Job Fair. Because it occurred over spring break, some of the principals that normally attend were not available. Accordingly, they asked me to fill in for my principal as a teacher leader. This was an incredible experience!
4/24/2014	Articulation, implementation, and stewardship of a vision.	1	Participating	SIP (Shared Involvement Process) meeting	Smarter Balanced, District Improvement Plan

5/19/2014	Understanding, responding to and influencing the larger political, social, economic, legal and cultural context.		1.5	Observing	Board Meeting	"Virtually" attended the Board of Education interview of Melissa Baker, our current deputy superintendent," for the position of superintendent. It was interesting to watch a "live" leadership interview. I took notes on leadership types of questions and qualities she displayed in the interview. I also noted the questions asked.
5/22/2014	Articulation, implementation, and stewardship of a vision.	1		Participating	SIP (Shared Involvement Process) meeting	School improvement plan, credential plans/letters to parents
6/3/2014	Management of organization, operations, and resources.		6	Participating	Interview committee	Participated on the interview committee for 2 new teachers. We were looking for a 4th grade teacher and a 5th grade teacher. This is not the first time I've been on an interview committee, but each time I learn a lot!
6/6/2014	Sustaining a school culture and instructional program.		6		Math SAC training day	Today we trained all the 4th grade teachers in the District on the new math Investigations curriculum. We did an overview, plus a detailed look at unit 1. This curriculum will be rolled out in the fall as part of the CCSS alignment.
6/9/2014	Sustaining a school culture and instructional program.	6		Leading	CoT professional development	Met with the leadership team to plan the professional development kickoff for Curriculum Day of the upcoming year.
6/13/2014	Sustaining a school culture and instructional program.		2	Leading	Mentor/mentee	Today I welcomed my new 4th grade colleague. We met and welcome meeting planned for the start of the upcoming school year. I will serve as her mentor next year.

	Vision	Culture	Mgmt	Community	Ethics	Political
Std Subtotal	57.3	108.3	17.8	9.3	39.3	9.3
	24%	45%	7%	4%	16%	4%

Total Year One:
241.30