

Principal Fellowship
“Iron Sharpens Iron” Meeting Protocol

Meeting Pre-Work

Leader	<p><i>Leader reviews the agenda 24 hours in advance of the meeting.</i></p> <ul style="list-style-type: none"> ● Leader copy and pastes “bright spots” from the most recent observation to celebrate with the fellows together. ● Leader reviews the “Deep Dive” section of the agenda and begins action planning regarding how they will facilitate the conversation with the fellows in order to get to a targeted action step. ● Leader also needs to include action steps based on one of the key levers of leadership so that the fellow can choose which area they need to practice with their partner.
Fellow 1	<ul style="list-style-type: none"> ● Fellow includes a highlight from the week to celebrate their successes. ● Fellow fills out the “Deep Dive” section with areas they want to practice or discuss.
Fellow 2	<ul style="list-style-type: none"> ● Fellow includes a highlight from the week to celebrate their successes. ● Fellow fills out the “Deep Dive” section with areas they want to practice or discuss.

Fellow Check in Agenda	Description (Refer to the agenda template here)
Greeting / Bright Spots (5 min)	<p>Prior/During the meeting:</p> <ul style="list-style-type: none"> ● The leader will read the bright spots and celebrate the Fellow. <ul style="list-style-type: none"> ○ “There were so many amazing moves that happened today, let’s take some time to review ... (Leader will read and emphasize the growth of the fellow) <p>Opening Questions:</p> <p><i>Question #1:</i> Which bright spot based on your most recent observation/whole school walkthrough resonates with you the most and why?</p> <p><i>Question #2:</i> What actions did you take in order to gain this success? What impact does this have on the school as a school leader?</p> <p><i>Question #3:</i> What is a personal and professional bright spot that you experienced this week? What steps have you taken to achieve this success?</p> <p><i>Note-taking fellow enters response into shared principal fellow agenda doc.</i></p>
Fellow Development (15 min)	<p>Sequence of Meeting:</p> <ol style="list-style-type: none"> Fellows will read their feedback and note key takeaways and what resonates most. (3 mins) Both Fellows will read one another’s feedback, reflect and take an opportunity to generate next steps. (5 min) Each Fellow shares their insight and ideas of next steps for each other on how they have tackled the same/ similar task. Each Fellow will read their feedback and note which area of the feedback they would like to practice.

Principal Fellowship
“Iron Sharpens Iron” Meeting Protocol

	<p>e. The Leader will then sharpen the action step and also include a more complex action step if needed.</p> <p style="padding-left: 40px;">a. Refer to “Practice Protocol” at this time.</p> <p>f. Leader may use the following prompts if needed after both Fellows give a glow and grow and the Leader also gives a glow and grow as well:</p> <ul style="list-style-type: none"> ● How will these action steps impact your leadership development? ● What are the next steps (both immediate and long term) to successfully implement this action step? ● How can you and your host Principal support one another here? ● What additional support do you need from us in ensuring that this action step is implemented? <p>g. Fellow captures notes within the agenda.</p> <p><i>Fellows write their next steps for their development and note what actions to take to strengthen their skillset.</i></p>
<p style="text-align: center;">Deep Dive (25 min)</p>	<p>Context: This is the portion of the meeting which allows fellows to reflect on and sharpen an area within their development plan.</p> <p>After reviewing the deep dive section, the leader gives the fellow the opportunity to share further context and ask questions.</p> <ul style="list-style-type: none"> ● The leader will sharpen the action steps that they initially created and will include push questions to increase rigor and complexity. ● The leader will ask the second fellow to include their thoughts and feedback for the action steps as well. ● The first fellow who provided the deep dive topic will share key takeaways, identify action steps, and note an additional practice time if needed.
<p style="text-align: center;">Practice Protocol (15 min)</p>	<p>Practice Protocol: (5 min)</p> <p>Roles for practice:</p> <ul style="list-style-type: none"> ● Fellows practice with each other. ● Leader interjects to show and demonstrate models if needed. <p>Sequence:</p> <p>Round 1: Fellow #1 goes (5min)</p> <ul style="list-style-type: none"> ● Fellow #2 gives feedback <p>Round 2: Fellow #2 goes (5min)</p> <ul style="list-style-type: none"> ● Fellow #1 gives feedback <p>*Leader interjects when needed to model or stamp key learning opportunities.</p>

Principal Fellowship
“Iron Sharpens Iron” Meeting Protocol

<p>Quick Hits</p> <p>(15 min)</p>	<p>Context: An opportunity for each fellow to address concerns/ seek advice on any of the student facing, staff facing or community facing items. The leader includes any insight on any quick topic or inserts topics needed to address with each fellow.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #00a0e3; color: white;"> <th colspan="3" style="text-align: center; padding: 5px;">Quick Hits (15 min. total)</th> </tr> </thead> <tbody> <tr> <td style="width: 15%; padding: 5px; vertical-align: top;">15 min. (total for all four topics)</td> <td style="width: 60%; padding: 5px;"> Topic 1 • </td> <td style="width: 25%; padding: 5px;">Fellow 1</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> Topic 2 • </td> <td style="padding: 5px;">Fellow 2</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> Topic 3 • </td> <td style="padding: 5px;">Leader</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> Topic 4 • </td> <td style="padding: 5px;">Leader</td> </tr> </tbody> </table>	Quick Hits (15 min. total)			15 min. (total for all four topics)	Topic 1 •	Fellow 1		Topic 2 •	Fellow 2		Topic 3 •	Leader		Topic 4 •	Leader													
Quick Hits (15 min. total)																													
15 min. (total for all four topics)	Topic 1 •	Fellow 1																											
	Topic 2 •	Fellow 2																											
	Topic 3 •	Leader																											
	Topic 4 •	Leader																											
<p>Action Steps</p>	<p>Fellows enter their actions steps and Leader stamps key takeaways for both fellows before departing from the meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #00a0e3; color: white;"> <th style="width: 55%; padding: 5px;">NEXT STEP</th> <th style="width: 15%; padding: 5px;">OWNER</th> <th style="width: 15%; padding: 5px;">DUE DATE</th> <th style="width: 15%; padding: 5px;">STATUS</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table>	NEXT STEP	OWNER	DUE DATE	STATUS																								
NEXT STEP	OWNER	DUE DATE	STATUS																										