***CASE Leadership Series Book 1: The Journey to Effective Leadership***

*PLC Book Study*

*Book studies can be powerful tools for developing expertise for improving performance and enhancing learning through deliberate practice. This guide is for groups of educators’ intent on bringing meaningful change to their leadership practices. This guide will take the study group through the study of a professional text and into independent planning and implementing of high-quality changes in practices.*

*Jennifer Crum (Coordinator) will send meeting reminders and organize meeting locations. The identified coordinator may change from meeting to meeting. The study group will collaboratively create and maintain a Group Journal to serve as an archive of the group’s work over time. All members should contribute to and will have access to the journal.*

**Professional Learning Community Book Study Plan**

**Introductory Meeting**

**Planning the Work, Date: Friday, January 22 @ 8:30am via Zoom (30 minutes)**

The first study group session will be used to mutually set:

* **Goals**:

*Ask, “What are our “big picture” goals for this study group? What do you hope to learn from this book study?”*

* **Norms**:

Establishing group norms (i.e. a pass on speaking will be honored) will ensure that group meetings are pleasant and productive. Once established, norms should be:

* + **Monitored**

Ask, “Shall we work according to our norms during this meeting?”

* + **Evaluated**

Ask, “How did we do on our norms today?”

* + **Updated**

Ask, “Do we need to amend our current norm on \_\_\_\_\_?” as group needs change.

Activity: List five behaviors you value in others during team meetings. List five behaviors that are counterproductive during team meetings. Now that we have considered the positive and negative behaviors that impact collaboration and productivity, let us begin to create our PLC norms.

* **Timelines:** Planning the Readings & Meetings
  + **Meeting #1: Tuesday, February 23 @ 9:00am via Zoom (60 minutes)**

Chapter 1 - Management: Taking care of the details

Chapter 2 - Shared Leadership: Realizing we are better together

Chapter 3 - Roles and Relationships: Working with building principals

* + **Meeting #2: Tuesday, March 23 @ 9:00am via Zoom (60 minutes)**

Chapter 4 - Skilled Facilitation: Developing a collaborative culture

Chapter 5 - Authority: Recognizing formal and informal leaders

Chapter 6 - Mission and Vision: Establishing purpose and goals

* + **Meeting #3: Friday, April 9 @ 9:00 am via Zoom (60 minutes)**

Chapter 7 - Advocacy and Inquiry: Addressing effective decision making

Chapter 8 - Systems Thinking: Focusing on the big picture

Chapter 9 - Leadership: Moving toward transformational leadership

* **Selection of at least one:**
  + Individual responsible for journaling; and
  + One individual for reminding participants of the established agreements

**Meeting Activities:**

Each meeting revisit the group’s goals, norms, and timeline expectations at the start of each session. Group members will offer updates as needed.

* Meeting #1 Activity: Bring list of interesting concepts

1. Group members take turns sharing interesting facts, opinions or points they learned from the assigned reading.
2. Note-taker records as concisely as possible.
3. Coordinator facilitates discussion.
4. When everyone is done sharing, the group evaluates their work and directs Notetaker to consolidate or eliminate notes.
5. The list is then ranked from least important (10) to most important (1) of concepts gleaned from the chapters.
6. A cleaned-up version of the notes is made available to all group members for the Journal.

* Meeting #2 Activity: Bring Notes and Mark pages from Readings (tape flags, Post-its)

1. Introduce Notetaker and appoint one Coordinator to keep members on track.
2. One group member begins discussion with a statement that begins with “I learned,” “I realized,” or “I now know” and shares something from the assigned reading that appealed to them. *Refrain from evaluative statements such as “I think,” “I feel,” “I believe.”*
3. When Group Member 1 is done, attention turns to his or her left. This member can either add on to group member #1’s statement or begin a new statement of what he/she learned.
4. Discussion continues in this fashion until every member has spoken at least twice.
5. When discussion is concluded, Notetaker records a summary of the meeting for the Journal

* Meeting #3 Activity: Q & A – Bring one open-ended question on the front of one index card about the assigned reading. The questions should be higher order, but not evaluative.

1. Each group member will talk to every other group member, asking their questions to each other.
2. Group members will reflect on the answers to each question and write interesting and unique responses on the back of the index card.
3. When every question has been asked and answered, the group will come together as a whole.
4. Coordinator will lead whole group discussions on concluding or prevailing thoughts, discoveries, and revelations.
5. Notetaker records conclusions in group journal.