

Report Cards

Questions, Concerns, Retained Students?

J. Obermeyer
J. Nash

CCA East Grade Level/Administration Meeting Checklist

Meeting Length 45 mins
 Teacher (s) Attending: Nash, Obermeyer, Philypaw
 Time: 110pm Date: 1-20-15 Scheduled Day Mon Grade K
 *In progress: Topic Area - Goal - Solution - Date of Completion - Fill out on back.

Look over to ensure by Q4 all standards taught

Discussed	On Track	*In Progress	Topic Areas
✓			A: Pacing Guides - are we where we should be, what needs to be changed or added, are we documenting status/changes?
✓			B: Lesson Plans - are all components complete? what are we doing in each subject area; PBL's; Rubrics; Questions about feedback
			C: Committee Updates - Literacy, Math, Parent Involvement, School Improvement, etc.
✓			D: Assessments - KC4's, Standards Checklist, Scantron, MLPP, DRA, Formative (3-5 week Math, Reading and Writing and 1-2 Science and SS), Summative (pre-post), Tracking Mastery? updates- share ideas & strategies.
			E: Curriculum - where do we need materials, help or updates? What's useful, are we using Curriculum Crafter? Reading Street? MYMath? Learninga-z? ixl? Study Island? United Streaming? Brainpop?
			F: Give a grade level Highlight. Write down something happening in your class or at our Academy?
			G: Discipline- PBIS Program working in your classroom? Recording colors on sheet? Clips or Cards? share ideas, concerns or issues.
			H: Mentoring - share needs or ideas, time and meetings.
			I: Teaching Strategies -New learning activity to share or try. Bring examples to share. USE OF FLIPBOOK?
			J: Policies & Procedures - are these in place? homework, dress code, or other grade level or school policies.
✓			K: Grade Book -are grades entered weekly? Formative and summative? Weighting? CCSS visible? Pre-Tests entered? Keeping hard copy?
			L: Parent Communication -Parent logs up to date? Share concerns

(LK1, LK2 etc.)
Standards
Bell Ringers:
Add/Sub?
Wrap up

Data boards

Purple tickets
Brain Breaks
Behavior Chart
GTRSN

Review
2-3 WK
Math, Read
1-2 WK
SA/SS/Writing

SS-behind
post this/next WK

Math-behind
KCC post this/next WK
Fancier KCC's - in 2 WKS

Reading-behind
post 2.20.15
Talk/Text - pacing

Science-behind
post 1.30.15 Motion
post 2.27.15 Gravity