

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

Learning Community Members in Attendance:		Date: 10/12/2015	Time: 8:00-9:00am	Need-Based Focus for Meeting:	
Claire Minto (Teacher buddy) Jillian Ransom (New Teacher)		Purpose of Meeting:		Teacher Buddy (mentor) and New Teacher (mentee) meetings	
		X	Mentoring Meeting		
			Plan		
			Examine Student Work		
			Solve Instructional Problem		
	Other (specify) Admin PLU				
During today's meeting, I focused on answering any questions that Mrs. Ransom had starting the 2 nd Quarter. We talked about 1 st quarter wrap-up tasks, such as printing gradebooks and setting up 2 nd quarter materials.		Actions To Be Taken:		Who:	Target Date:
		1. Print 1 st Qtr Gradebooks 2. Set up Gradebooks for 2 nd Qtr		Jillian Ransom	October 13 th
Jillian had a great 1 st quarter. She has established herself as a new teacher to Baker and continues to want to make improvements.		+	Δ	Rx	
Administrators Signature:		Claire Minto 10/12			Date:
Comments:	We will meet again November 6th!				

Learning Community Members in Attendance:		Date: 11/02/2015	Time: 2:40-3:40	Need-Based Focus for Meeting: Teacher Buddy and New Teacher meetings	
Claire Minto (Teacher buddy) Jillian Ransom (New Teacher)		Purpose of Meeting:		Teacher Buddy (mentor) and New Teacher (mentee) meetings	
		X	Mentoring Meeting		
			Plan		
			Examine Student Work		
			Solve Instructional Problem		
	Other (specify) Admin PLU				
We talked about documenting tardies and uniform violations, staying consistent with discipline protocols. I also warned/advised her about the International festival the days before Thanksgiving break, and planning to test before the holidays (not after).		Actions To Be Taken:		Who:	Target Date:
		1. Keep up with tardy logs for fun Friday. 2. Follow morning dress-code procedures (send to Bearden) 3. Planning around International Festival (19 th /20 th)		Jillian Ransom	November 13th
+ Great lessons, hands-on learning, classroom management. She is very organized and plans ahead.		Δ		Rx	
Administrators Signature:		<i>Claire Minto</i>		Date:	11/2
Comments:	Next meeting: December 2nd!				

Learning Community Members in Attendance:

Date: 12/02/2015

Time: 2:40-3:40

Need-Based Focus for Meeting:

Claire Minto (Teacher buddy)
Jillian Ransom (New Teacher)

Purpose of Meeting:

X

Mentoring Meeting

Plan

Examine Student Work

Solve Instructional Problem

Other (specify) Admin PLU

Teacher Buddy (mentor) and
New Teacher (mentee)
meetings

We discussed the macbook training and the upcoming fun Friday for freshmen, as a holding teacher.

Actions To Be Taken:

1. Become familiar with MacBooks after training session
2. Plan for Freshmen Fun Friday Hornet block students
3. Go to faculty Christmas Party and Enjoy!
4. Email Bearden about Fun Friday

Who:

Jillian Ransom

Target Date:

December 9th

Chelsea is doing great with documenting tardies and uniform violations and keeping up with school procedures.

Administrators Signature:

Claire Minto

Date:

12/2

Comments:

Next meeting: December 11th

Learning Community Members in Attendance: _____ Date: 12/11/2015 Time: 2:40-3:40 Need-Based Focus for Meeting: _____

Claire Minto (Teacher buddy) Jillian Ransom (New Teacher)	Purpose of Meeting:		Teacher Buddy (mentor) and New Teacher (mentee) meetings
	X	Mentoring Meeting	
		Plan	
		Examine Student Work	
		Solve Instructional Problem	
	Other (Specify) Admin PLU		

We discussed End of Quarter Testing. We also spoke about to-do lists: parent logs, progress reports, sending second semester materials to print shop.

Actions To Be Taken:	Who:	Target Date:
1. Prepare EQT Review		
2. Organize EQT Tests		
3. Finalize grades and print progress reports	Jillian Ransom	December 15th
4. Complete parent logs		

Wonderful review games! Great report with students! Excellent 2nd quarter.

Administrators Signature: _____

Claire Minto Date: 12/11

Comments: Next meeting: Next semester!

Teacher Mentor Documentation

Fall 2016

New Teacher: Allison Patterson

Mentor Teacher: Jessica Agnew

<i>Date</i>	<i>Time</i>	<i>Topic</i>	<i>Solutions to Issues/ Considerations</i>
Daily	6:50	Advice on lessons, planning, and discipline	
8/8/16	12:30	Beginning of school policies and procedures	
8/9/16	12:30	Issues with technology because new to the system	Retrieved email, laptop, and iNOW login from Mrs. Leiser
8/12/16	6:50	What to do with new students/ should students be moved to another class?	Counselors were contacted and students were moved to correct classes
8/14/16	6:50	Students are not doing their homework/ Advice on what to do	Gave a class starter quiz the following day
8/19/16	6:50	Double check on how to set up gradebook/how many assignments should be in each category	Set up gradebook with correct category percentages/make sure there are enough assignments in each category so that student grades are not inflated/deflated by one category or one grade
8/24/16	6:50	How do I call parents on the phone in my room?	Press 9 then dial number/Phone in the classroom will not dial out of the building during school hours
9/1/16	6:50	I seem to have many student in my fourth block who are getting early dismissals. How do I deal with all of these absences?	Call the parents and ensure that they understand that students can lose credit for too many absences in one course. Attendance policies work differently in high school. School-wide change in early dismissal policy also aided in relieving this issue.
9/8/16	6:50	Do I document when I send home progress reports? What is a 20 day attendance report.	Document when progress reports go home/ Make sure that all notes have been entered in the computer, no x's, print and sign and turn in.
9/15/16	6:50	What type of work do you usually send for students in retract?	Copies of PowerPoints, notes, and homework
10/5/16	6:50	How do I enter EQT grades?	Manually enter them under student averages
10/6/16	12:00	How do I print grade verification? What is grade verification?	Showed how to generate and print in iNOW; explained the purpose and how to submit
10/7/16	6:50	What do I do with students who have missed the EQT?	Enter a "0" in the gradebook until the student makes up the exam. After the exam is made up, fill out a grade change form and discuss with Mrs. Baker so that the grade can be corrected in iNOW.

10/18/16	6:50	How do I change the grade for students who have made up their EQT?	Fill out a grade change request form and turn it in to the office.
11/5/16	6:50	What do I do with work that has been requested for students who have missed school due to illness?	Print it all out and put it in the appropriate folder in the front office.
12/13/16	6:50	Review: How do I enter EQT grades?	Manually enter them under student averages
12/14/16	12:00	Review: How do I print grade verification? What is grade verification?	Showed how to generate and print in iNOW; explained the purpose and how to submit
12/15/16	6:50	Review: What do I do with students who have missed the EQT?	Enter a "0" in the gradebook until the student makes up the exam. After the exam is made up, fill out a grade change form and discuss with Mrs. Baker so that the grade can be corrected in iNOW.