





PROFESSIONAL LEARNING COMMUNITIES IN ACTION

Learning Team Members In Attendance:  R Latham  K Turner  D James  J Smithson	Date: 11/16/16 Time: 2:00 Purpose of Meeting: x Mentoring Meeting Plan Examine Student Work Solve Instructional Problem x Other	Need-Based Focus for Meeting: November 04, 2016 Team Leader Meeting
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<u>Minutes of Meeting</u>	<u>Action(s) To Be Taken</u>	<u>Who</u>	<u>Target Date</u>
<ol style="list-style-type: none"> 504/Homebound/Adapted PE procedures All IEPs that expire on or before Oct 15, 2017 must be completed before May. Make sure you have all records for your students. If you get one that has errors from another school please send to Jane. ACT Aspire updates- testing window April 3-28 Test Nav 8 Tutorial practice- can use text to speech for interims. AAA window same as Aspire ELPS- Be on top of it. Paper copy entry and exit in Gold folder and should match spread sheet. Upload form to documents. Use preschool LRE Reminders and handouts were copied and given to SPED teachers. Ex. New left/right form, monitoring errors, Speech reminders, assistive technology etc. Behavior reminders- must get consent for FBA/BIP in reveal for IEP changes process 	<ol style="list-style-type: none"> Utilize handouts for reference- especially monitoring handout Complete IEPs by May that includes all due by 10/15/17 Use new left/right side form 	all	ongoing

+ All information ready for distribution and discussion	Δ	Rx
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