



*Pearl Haskew Elementary*  
*"Learn Love Serve Lead"*



*Catherine Coxe: Principal*

*7001 White Oak Drive*

*Telephone: 251-221-1850*

*2016-2017*

*Irvington, AL 36544*

*Standard 3.4*

- *Mentoring interactions*



**PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)**

Learning Team Members In Attendance: Carly Brasie Amy Parker		Date: 10/5/15 Time:	Meeting Focus: Testing adapted grades
Minutes of Meeting: • EQTs - procedures • Student to adapted grades - teacher cannot request or mention to parent • Brasie is not responsible for ALL grades on non-adapted students.		Who: Brasie	Target Date: ASAP
Action(s) To Be Taken: • Brasie will make sure tests are given during group time only. <del>_____</del> <del>_____</del> <del>_____</del>		Job Embedded SAE Grade Level Other (specify): mentoring	Rx
+		Δ	
Administrator Signature:		Date:	

**PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)**

Learning Team Members In Attendance:		Date: 10/12/15	Time:	Meeting Focus:
<p>Carly Brasie</p> <p>Angela Parker</p>		Date		
		Job Embedded		
		SAE		
		Grade Level		
		Other (specify)		
		Mentoring		
Minutes of Meeting:	Action(s) To Be Taken:	Who:	Target Date:	
<ul style="list-style-type: none"> <li>discussed upcoming meetings, compliance forms, and folders.</li> <li>finalized arrangements for Opp visit.</li> </ul>	<ul style="list-style-type: none"> <li>Will check gold folders for compliance forms</li> <li>Will get SLHT ready for visitors</li> </ul>	<p>Brasie</p> <p>Brasie Parker</p>	<p>ASAP</p> <p>10/13/15</p>	
<ul style="list-style-type: none"> <li>SLHT is ready for visitors!</li> </ul>				Rx
Administrator Signature:		Date:		

5th grade

PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members In Attendance: [Handwritten names: Cathy Brase, [unclear], [unclear]]		Date: 9/2 Time: 2:30 <input checked="" type="checkbox"/> Meeting Focus:
Minutes of Meeting: - no students yet on PST - completed beginning phases of Educate Alabama.		Who: Target Date:
Action(s) To Be Taken: +		Rx
Administrator Signature:		Date:



**PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)**

Learning Team Members In Attendance:

*Brenda Peterson*  
*Patricia Peterson*

Date: *2/15/16*

Time:

Data

Job Embedded

SAE

Grade Level

Other (specify)

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Meeting Focus:  
*Grades*

Minutes of Meeting:

*not to ensure grades have been applied and the required amount (or any of minor) are in place*

Action(s) To Be Taken:

*Grades were. Supers in place; will check again on Friday, Feb. 26<sup>th</sup>*

Who:

*Supers*

Target Date:

*2/26/16*

+

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Rx

Administrator Signature:

Date:





**PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)**

<b>Learning Team Members In Attendance:</b> Brenda Johnson Hazel B. Biza		Date: 2/1/16 Time: 9:15
<b>Minutes of Meeting:</b> Update on grade entry-making sure grades have been entered Printing Easy Tech info for Ms. Cox and Spire data		<b>Meeting Focus:</b> Grades Easy Tech Spire
<b>Action(s) To Be Taken:</b> Will collaborate alot more regularly		<b>Who:</b> Monitor Meeting <b>Target Date:</b>
<b>Administrator Signature:</b> Grades entered Reports printed and submitted		Continue to work on pacing for paper work submission



PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION  
(PLCIA)

Learning Team Members In Attendance:

Brenda Patterson  
Patricia D. Boy

Date: 1/8/16

Time:

Data

Job Embedded

SAE

Grade Level

Other (specify)

Mentor  
MHA

Meeting Focus:

Student math grade questions concerns

Minutes of Meeting:

Discussed strategies to help Connor w/ math; has been experiencing difficulty; parents are concerned; will do one-on-one instruction to further assess student issues  
Checking on Star & AR data

Action(s) To Be Taken:

Student will also do a week-long pull-out provision w/ Mrs. Addison

Who:

Mrs. Bryan  
Ms. Addison

Target Date:

End of the quarter

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Rx

Administrator Signature:

Date:





PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members In Attendance: Brynda Patterson Kath. [Signature]		Date: 12/9/15	Time: 10:00
		Data	Meeting Focus:
		Job Embedded	Mentor
		SAE	X Meeting
		Grade Level	
		Other (specify)	
Minutes of Meeting: *Grades - making sure grades are put in in a timely manner * Signing - PLP * Report on lessons/grading * Student issues (behavior, motivating students, etc.) * Discussed a program that 3rd grade would love!! Osmo - a technology program * Grades are going in as scheduled, on top of all paper work		Action(s) To Be Taken: Continue to meet Bryan/Patterson Dec. 17th - PLP signed - will work together on grade level - find way to motivate students & curve poor behavior - discuss during grade level meeting on 12/10/15	Who: Bryan/Patterson Bryan
			Target Date:
			Rx
			N/A
Administrator Signature:		Date:	



PEARL HASKEW ELEMENTARY \*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members in Attendance:

*Brenda Patterson*  
*Patricia B...*

Date: *11/10/15* Time:

Meeting Focus:  
*Concerns*  
*e.g. grades*

Who:  
*Mentor*  
*Meeting*

Minutes of Meeting: Progress reports / printed and reading mission(s) To Be Taken:

*to send home.*  
*Checked to ensure grades are in and up to date (spoke w/ Ms. Cox; will do what we can to assist her weekly*

*all assigned tasks complete*

*Had a difficult time w/ releasing*

*Will monitor work load & better pacing*

Administrator Signature:

Date:



PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members In Attendance:

*Shanda Patterson*  
*Patricia Day*

Date: 10/23/15 Time: 10:00

Meeting Focus:  
*Planning & Concerns*  
*Questions regarding*  
*instructor*

Job Embedded  
SAE  
Grade Level  
Other (specify)

*Mentor Meeting*

Minutes of Meeting:

*Discussed grades/entering grades*

*for 2nd quarter*

*✓ AR - making sure that we are up to date*

*✓ Addressed concerns regarding student performance*

Action(s) To Be Taken:

*Monitor grade book entries*

*✓ Weekly AR goals*

Who:

*Ms. Patten - Weekly*  
*son &*  
*Mrs. Bryson*

Target Date:

*Up to date w/ AR and preparation of grades 😊*

△

*Will continue to monitor the address area 😊*

Administrator Signature:

Date: 10/23/15



PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members In Attendance:

Brenda Patterson  
 Kayla  
 Kelli D. By

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Date: 10/14/15 Time: 10:00 a.m.  
 Meeting Focus: Setting up AR-2nd quarter & completing paperwork  
 Data  
 Job Embedded  
 SAE  
 Grade Level  
 Other (specify)  
 Mentor Meeting

Minutes of Meeting:

\* Met with Mrs. Callier to set up AR online data for second quarter; discussed ways to ensure students meet goals in timely manner  
 \* Assisted Kaitlyn (Kaitlyn with completing Parent-Teacher Contact Log and EQT score sheet  
 \* Discussed ways to assist/make paperwork less stressful

Actions To Be Taken: Mentor AR goals weekly

Work with Mrs. Bryan to be sure Ms. Patten's paperwork is completed in timely fashion

Who: Ms. Bryan  
 Target Date: End of 2nd quarter

All required data was turned in and completed & CD

Will continue to monitor the addressed area

Administrator Signature:

Date: 10/14/15



PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

<p>Learning Team Members/In Attendance:  <i>Barbara Johnson</i>  <i>Patricia Brown</i></p>	<p>Date: <i>11/2/15</i> Time: <i>10:00</i>          Meeting Focus: <i>Graded</i></p>	<p>Job Embedded          SAE          Grade Level          Other (specify) <i>✓ Parent Conference Report</i>  <i>Mentor Meeting</i>          Who: _____          Target Date: _____</p>
<p>Minutes of Meeting:  <i>* Doing an update on putting grades in INOW and ensuring that students are on track with their AR goal</i>  <i>* Discussed the parent conference; completed Parent Conference Log to submit to Mrs Addison 11/3/15</i></p>	<p>Actions To Be Taken:</p>	<p>Who: _____          Target Date: _____</p>
<p>+</p>	<p>Δ</p>	<p>Rx</p>

Administrator Signature: \_\_\_\_\_

Date: *11/2/15*



PEARL HASKEW ELEMENTARY \*\*\*\*\*PROFESSIONAL LEARNING COMMUNITIES IN ACTION (PLCIA)

Learning Team Members In Attendance: Carly Brasie Amy Jorden		Date: 9/28/15 Time:	Meeting Focus: Action Team LIM
Minutes of Meeting: • Action team meetings - Carly is actively involved • Carly & Amy heading Student Lighthouse meeting		Who: Brasie	Target Date: ASAP
Action(s) To Be Taken: • watch LIM new teacher training video		Rx • ask Coxe if meeting can be held on alternate weeks	
+ enjoying student Lighthouse team		• not enough time to meet with students on club day	
Administrator Signature:		Date:	