



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



*Catherine Coxe: Principal*

*7001 White Oak Drive*

*Telephone: 251-221-1850*

*2016-2017*

*Irvington, AL 36544*

*Standard 3.7*

- *Mentor Program/Meetings and Minutes*

## Pearl Haskew Elementary

### Mentor Program

Each new teacher to the school has been assigned a mentor teacher who will be available to answer questions, assist new teachers with procedures, and guide teachers through the Leader In Me process.

The following teams have been assigned:

**New Teacher**

**Mentor**

Carly Brasie Carly Brasie Amy Parker Amy Parker

Holli Fuller Holli Fuller Robyn Terry Robyn Terry

Brooksy Bennett B. Bennett Lindsey Vice Lindsey Vice

Katelin Bryan Katelin Bryan Brenda Patterson Brenda Patterson

Taylor-Redd \_\_\_\_\_ Kim-Ingram \_\_\_\_\_

→ only 1 "new" "first year" teacher...



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

Learning Team Members In Attendance:

Carley Brasie  
 Amy Parker

Minutes of Meeting:

- EQTs - procedures
- Student on adapted grades - teacher cannot request or mention to parent
- Brasie is not responsible for ALL grades on non-adapted students.

Action(s) To Be Taken:

• Brasie will make sure tests are given during group time only, ~~only~~

Who:

Brasie

Target Date:

ASAP

Date: 10/5/15

Date

Job Embedded

SAE

Grade Level

Other (Specify)

mentoring

Time:

Meeting Focus:

Testing  
 adapted grades

+

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Rx

Administrator Signature:

Date:

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

Learning Team Members In Attendance:

*Cathy Brasie*  
*Ang Parker*

Date: *10/12/15* Time:

Data

Job Embedded

SAE

Grade Level

Other (specify)

Meeting Focus:

*Mentoring*

Minutes of Meeting:

• Discussed upcoming meetings, compliance forms, and folders.  
 • Finalize arrangements for DPP visit

Action(s) To be Taken:

• Will check gold folders for compliance forms  
 • Will get SLHT ready for visitors

Who:

*Brasie*  
*Brasie Parker*

Target Date:

*ASAP*  
*10/13/15*

• SLHT is ready for visitors!

Administrator Signature:

Date:

Rx



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

5th grade

Learning Team Members In Attendance:

*Kellie...*  
*Angie...*  
*...*  
*...*

Minutes of Meeting:

- NO students yet on PST  
 - completed beginning phases of Educate Alabama.

Action(s) To Be Taken:

Who:

Target Date:

Date: 9/2 Time: 8:30  
 Meeting Focus:

Job Embedded  
 SAE  
 Grade Level  
 Other (specify)

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Rx

Administrator Signature:

Date:

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

Learning Team Members In Attendance:

*Burke Peterson*  
*Marta Peterson*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Minutes of Meeting:

Met to review graduation  
 when applied and the required  
 amount (may not increase) are in  
 place

Action(s) To Be Taken:

Articles were  
 in place; will  
 check again on  
 Friday, Feb.  
 26th

Who:

Burke Peterson

Target Date:

2/26/10

Date: 2/15/10

Time:

Data

Job Embedded

SAE

Grade Level

Other (specify)

Meeting Focus:

*Grades*

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Rx

Administrator Signature:

Date:

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

Learning Team Members In Attendance:

*Spencer Peterson*  
*Yvette Hays*

Date: *3-3-16* Time:

Meeting Focus:

Job Embedded

SAE

Grade Level

Other (specify)

*Monitor meeting*

Minutes of Meeting:

*Checked to see if grades have been posted / that and he that*

Actions(s) To Be Taken:

*Behavior 360 up-to-date*

Who:

Target Date:

*Bryan 3-3-16*

*Bring much better staying on top of grades*

*Continue to work on reteaching (keeping up)*

Rx

Administrator Signature:

Date:



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

Learning Team Members In Attendance:

*Brenda Johnson*  
*Patel R. B.*

Minutes of Meeting:

*Update on grade entry - making sure grades have been entered  
 Printing Energy Book info for the Core and Spine data.*

Actions(s) To Be Taken:

*Grade entry Reports printed and submitted*  
*Will collaborate next week*

Date: *2/1/16* Time: *9:15*  
 Meeting Focus: *Grades*

Job Embedded  
 SAE  
 Grade Level  
 Other (specify)

Who: *Monitor Meeting*  
 Target Date: *Depire*

*Continue to work on pacing for paper-work submission*

Administrator Signature:

Date:

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

Learning Team Members In Attendance:

*Shirley Johnson*  
*Patricia Ray*

Minutes of Meeting:

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

Action(s) To Be Taken:

Student will  
 also do a week-long  
 observation of Mrs.  
 Johnson

Who:

Mrs. Bryan  
 M.H.J.

Target Date:

End of  
 the quarter

Date: 1/2/10

Time:

Data

Job Embedded

SAE

Grade Level

Other (specify)

Meeting Focus:

Student  
 math grade

Questions/  
 concerns

+

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Rx

Administrator Signature:

Date:

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

Learning Team Members In Attendance:

*Brynda Patterson*  
*Paula*

Date: *12/15* Time: *10:00*

Meeting Focus:

Job Embedded  
 SAE  
 Grade Level  
 Other (Specify) *Meeting*

Minutes of Meeting:

\* Grades - making sure grades are put in in a timely manner

\* signing PIF  
 \* Report on lessons of grading

\* Student success (challenges, motivating students, etc.)

\* discussed a program that 3rd grade would love!! Dsmo - a technology program

\* Grades are going in no scheduled, on top of all paperwork

Actions To Be Taken:

Continue to monitor progress for PIF signed

will work together on grade level

find ways to improve student ability & ensure proper behavior

discuss during grade level meeting on 12/10/15

Continue to find ways to improve classroom management

Rx

N/A

Administrator Signature:

Date:





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

Learning Team Members In Attendance:

*Beverly Patterson*  
*Will Co*  
*Patricia A. Ryan*


Minutes of Meeting:

\* Met with Mrs. Collins to get up the online data for second quarter; discussed wrap to ensure students meet goals in timely manner)  
 \* Assisted ~~Kaitlyn~~ Kaitlyn (Kaitlyn) with completing parent teacher contact log and EQJ assessment  
 \* Discussed wrap to assist/make paperwork less stressful

Action(s) To Be Taken:

Mentor the teacher  
 Work with Mrs. Ryan to be sure all paperwork is completed in timely fashion

Who:

Mrs. Ryan  
 Employer 2<sup>nd</sup> quarter

Target Date:

Mrs. Ryan Weekly  
 Mrs. Ryan - done

Date: 10/14/15 Time: 10:00 a.m.

Data: 10/14/15

Job Embedded

SAE

Grade Level

Other (specify)

Meeting Focus:

Mentor Meeting  
 Setting up 2<sup>nd</sup> quarter & completing paperwork

All required data was turned in and completed *W. Co*

Administrator Signature:

Date: 10/14/15

Will continue to update the address area





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

Learning Team Members In Attendance:

Carly Brasie  
 Dwyfeker

Date: 9/28/15 Time:

Meeting Focus:

Job Embedded  
 SAE  
 Grade Level  
 (Other Specialty)

Action Team

Mentoring

LIM

Minutes of Meeting:

Action team meetings - Carly is actively involved  
 Carly & Amy heading student Lighthouse meeting

Action(s) To Be Taken:

watch LIM new teacher training video

Who:

Brasie

Target Date:

ASAP

+  
 • enjoying student Lighthouse team

• not enough time to meet with students on club day

Rx  
 • ask Core if meeting can be held on alternate weeks

Administrator Signature:

Date: