

**Pillans Middle School
Mathematics Department Meeting
September 27, 2016
Agenda**

- **MDC – Jason will be in the building Oct. 11, 12 or 13**
 - Make sure to sign-up for MDC Session 2 on Oct. 11 using PD number 8100MTH9122016MDC68 from 3:30 – 5:30
- **Fluency Test – will be in the building Wednesday**
- **EQT**
- **Grade Book**
 - Grades must be entered and printed weekly.
 - Make sure put comments for missed assignments.
 - Grade %
- **Tests**
 - Binder/folder
 - Cumulative Tests
 - Re-Teach/Retest – date should be displayed in a central location on whiteboard and document.
 - Problem solving
 - Multiple choice
- **HW – should be assigned daily and posted in a central location on whiteboard.**
- **Lesson Plans**
 - Intervention
 - Re-teach
 - Inclusion accommodations
 - Cycle of Instruction
 - Indicate daily changes
 - Binder
- **Question???**

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p><i>J. Wilson</i> <i>S. Perkins</i> <i>S. Quinn</i> <i>S. Gann</i></p>	<p>Date: <i>9/27/16</i> Time: <i>2:40-3:00</i> Need-Based Focus for Meeting: <i>Sept. 10/17 Math Dept. Meetings</i></p> <p>Purpose of Meeting: <input type="checkbox"/> Mentoring Meeting <input type="checkbox"/> Plan <input type="checkbox"/> Examine Student Work <input type="checkbox"/> Solve Instructional Problem <input checked="" type="checkbox"/> Other (specify) <i>Dept. Meeting</i></p>	<p>Who <i>Students</i> <i>Teachers</i></p> <p>Target Date <i>10/4-10/7</i> <i>10/11</i></p>
<p>Minutes of Meeting:</p> <p><i>See Attachment</i></p>	<p>Action(s) To Be Taken <i>ERT</i> <i>PLDC workshop</i></p>	<p>Rx</p>
<p>Administrator Signature: <i>[Signature]</i></p>		<p>Date:</p>
<p>Comments:</p>		

SCIENCE DEPARTMENT MEETING

SCHOOL: Palmer Pillans Middle School / Mrs. Abston

OCTOBER AGENDA

ACT/Aspire questions must be used as bell ringers in science

Review where teachers can access these questions

Flinn Safety PD

Full course for all new teachers and any who have not been through the PD yet

GHS course for those who have completed the full training

Chemical Inventory

Principals, Plant Managers, Department Chairs, Chemistry Teachers

Chemical Disposal

Submit list to LeGrone

EQTs

Should have more rigor than previous year's EQTs

Reteach/Retest

Share reteach/retest procedures

Gradebook setup and Grades

Check gradebook setup and number of grades on tally sheet

GEMS

Engineering program for middle school girls

McGraw Hill help Session for: 6th, 7th, 8th, Regular Biology, Chemistry, Earth, Physics, Zoology

Wednesday, October 12th, 3:00-4:00, Federal Programs Computer Lab (Academic Affairs Building)

ACT Quality Core Banks

Last year

Science Fair

Submit forms to Tracey Delcambre by Monday, October 10th

Curriculum Edit Feedback

Share with all teachers in your department

Department meetings

Should be having the second Monday of the month

Agenda will be sent to you and to principals

Will mirror department chair meeting

Send PDCA, sign in sheets, and minutes to LeGrone

AdvancED visits

Will be coming in May

Review AdvancED Standards 3.1 and 3.2

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

Learning Team Members In Attendance:		Need-Based Focus for Meeting:	
<p><i>A. Powell</i> <i>B. Myers - Reed</i></p>		<p>Date: <i>10-13-16</i> Time: <i>2:48</i></p>	
<p>Purpose of Meeting:</p> <p><input checked="" type="checkbox"/> Mentoring Meeting</p> <p><input checked="" type="checkbox"/> Plan</p> <p><input type="checkbox"/> Examine Student Work</p> <p><input type="checkbox"/> Solve Instructional Problem</p> <p><input type="checkbox"/> Other (specify)</p>		<p>Target Date</p> <p><i>GEMS: 10/21/16</i></p>	
<p>Minutes of Meeting:</p> <ul style="list-style-type: none"> • ACT Aspire questions must be used as Bellringers • Flinn Safety PD; gave website address to access • Chemical Inventory; per Mr. Sanderson, we do not have one. • Chemical Disposal: N/A • ERT's; CFA's due; emails sent • GEMS; list of names by 10/21/16 • Science Fair; we will plan for next year. • Advance ED visits; May; be able to share and answer questions such as how do we know what to teach? 		<p>Action(s) To Be Taken</p> <p><i>Model Site; showed Ms. Powell where to access Aspire Questions</i></p>	
<p>Teachers are familiar and using Moodle</p> <p>Teachers are teaching standards</p>		<p>Who</p> <p><i>Ms. Powell</i></p>	
<p>Teachers are familiar and using Moodle</p> <p>Teachers are teaching standards</p>		<p>Rx</p> <ul style="list-style-type: none"> • level # of 6/30/10 grades • Tech Lab availability 	
<p>Administrator Signature:</p>		<p>Date:</p>	
<p>Comments:</p>			

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p><i>Albrecht</i></p> <p><i>J. Williams</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>	<p>Date: <i>2 Jan 17</i> Time: <i>9:44 A.M.</i></p> <p>Purpose of Meeting:</p> <p><input type="checkbox"/> Mentoring Meeting</p> <p><input type="checkbox"/> Plan</p> <p><input type="checkbox"/> Examine Student Work</p> <p><input type="checkbox"/> Solve Instructional Problem</p> <p><input checked="" type="checkbox"/> Other (specify)</p>	<p>Need-Based Focus for Meeting:</p> <p><i>* Needs → Schedule for interim/ class tests for ACT ASPIRE.</i></p>
<p>Minutes of Meeting:</p> <ol style="list-style-type: none"> <i>1. Consistency of inputting grades.</i> <i>2. Consistency of giving students "passes" to the restroom at the beginning of the class.</i> <i>3. When time for IEP meetings - work samples must have at least 10 questions and a grade.</i> <i>4. Post Attendance (HR)</i> 	<p>Actions(s) To Be Taken</p> <p><i>All members will comply to minutes of the meeting.</i></p>	<p>Who</p> <p><i>All members in ELA department.</i></p>
<p>All department members in attendance and agreement.</p>	<p>△</p> <p><i>No resistance to minutes' items.</i></p>	<p>Target Date</p> <p><i>Immediately add on-going.</i></p>
<p>Administrator Signature: <i>[Signature]</i></p>		<p>Date: <i>1-2-17</i></p>
<p>Comments:</p>		

Ms. LANE 3:00
C @ 2:40

PILLANS MIDDLE SCHOOL
DEPARTMENT FACULTY MEETING
AGENDA

DATE: AUGUST 15, 2016

WELCOME / OPEN REMARKS

DEPARTMENT CONCERNS

LESSON PLAN FORMAT / WEEKLY DUE DATE

GRADEBOOK SETUP

STUDENT FAILURE PROCEDURES

QUESTIONS / CONCERNS

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance: <i>[Handwritten signatures: J. Parker, J. Wilson, J. Wells-Wilson]</i></p>	<p>Date: 8/15/16 Time: 2:40</p> <p>Need-Based Focus for Meeting: August Math Dept. Meeting</p>
<p>Purpose of Meeting: <input type="checkbox"/> Mentoring Meeting <input type="checkbox"/> Plan <input type="checkbox"/> Examine Student Work <input type="checkbox"/> Solve Instructional Problem <input checked="" type="checkbox"/> Other (specify) <i>Dept. Meeting</i></p>	<p>Who: Teachers Target Date: 8/15 -</p>
<p>Minutes of Meeting: See Attachment</p>	<p>Action(s) To Be Taken: Department Concerns</p>
<p>+</p>	<p>△</p>
<p>Rx</p>	<p></p>
<p>Administrator Signature: <i>[Handwritten Signature]</i></p>	<p>Date: 8/15/16</p>
<p>Comments:</p>	


Form completed by Mrs. Abston
 Julie A

Date Completed: 8-16-

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p>Mrs. Abston Ms. Myles-Reed Ms. Powell</p> <p>Also: Mr. Eraby</p>	<p>Date: 8-15-2016 Time: 2:39 pm</p> <p>Purpose of Meeting:</p> <p><input checked="" type="checkbox"/> Mentoring Meeting <input type="checkbox"/> Plan <input type="checkbox"/> Examine Student Work <input type="checkbox"/> Solve Instructional Problem <input checked="" type="checkbox"/> Other (specify) Beginning School Year</p>	<p>Need-Based Focus for Meeting:</p> <p>To familiarize Ms. Powell with navigating gradebook, new text^{book} and general obligations such as Lesson Plans</p>	
<p>Minutes of Meeting:</p> <p>Mrs. Abston - gives introduction as Science Chair</p> <ul style="list-style-type: none"> - gives date of Open House (Sept. 13th) - instructs teachers to have syllabus ready to distribute that day/ emailed sample syllabus to Ms. Powell - goes over lesson plan format/ email sample and Tom plate to Mr. Eraby - Gradebook set up (forwards email 6/26/10) - informs teachers that cycle of instruction should be visible a constant - Lesson plan outside door - went over how to register students for online texts - instructed teachers to utilize comments in gradebook - Ms. Powell (eventually not able to log in) - spoke with Mr. Moore on 8-16-16 - he stated he will do a memo on Ms. Powell's behalf 	<p>Action(s) To Be Taken</p> <p>Science Dept. will meet monthly 2nd Thurs. each month</p> <p>All students receive online code for textbooks deadline Friday, Aug. 26th</p> <p>Ms. E says lesson plans are due each Friday weekly</p>	<p>Who</p> <p>monthly</p> <p>deadline</p> <p>weekly</p>	<p>Target Date</p> <p>2nd Thurs each mth following dismissal</p> <p>Friday, Aug. 26th</p> <p>Fridays</p>
<p>Comments:</p> <p>△</p>	<p>instruct teachers to complete recent survey</p> <p>went over Retouch/Retest Policy and how to document in JTW</p>	<p>Rx</p>	<p>instruct teachers to complete recent survey</p> <p>went over Retouch/Retest Policy and how to document in JTW</p>
<p>Administrator Signature:</p>		<p>Date:</p>	

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p>S. Wilson S. Perkins B. Brown D. Lane</p>	<p>Date: 9/27/16 Time: 2:40-3:00</p> <p>Purpose of Meeting:</p> <p>Mentoring Meeting Plan Examine Student Work Solve Instructional Problem <input checked="" type="checkbox"/> Other (specify) Dept. Meetings</p>	<p>Need-Based Focus for Meeting:</p> <p>Sept. 10/10 Math Dept. Meetings</p>
<p>Minutes of Meeting:</p> <p>See Attachment</p>	<p>Action(s) To Be Taken</p> <p>ERT PDC Workshop</p>	<p>Who</p> <p>Students Teachers</p> <p>Target Date</p> <p>10/4-10/7 10/11</p>
<p>+</p>	<p>△</p>	<p>Rx</p>
<p>Administrator Signature: </p>		<p>Date:</p>
<p>Comments:</p>		

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p><i>Juhi At</i> <i>Anshu Powell</i></p>	<p>Date: <i>9/26/16</i> Time: <i>2:45 pm</i></p> <p>Purpose of Meeting:</p> <p><input type="checkbox"/> Mentoring Meeting</p> <p><input checked="" type="checkbox"/> Plan</p> <p><input type="checkbox"/> Examine Student Work</p> <p><input type="checkbox"/> Solve Instructional Problem</p> <p><input checked="" type="checkbox"/> Other (specify) <i>Called By Principle</i></p>	<p>Need-Based Focus for Meeting:</p> <p><i>Preparation for 2nd Quarter</i></p>
<p>Minutes of Meeting:</p> <ul style="list-style-type: none"> Regular Monthly Mtgs to resume 2nd Thur. of each mth. We will begin having Data Meetings quarterly Prepare 3 weeks of CFA's and submit on Oct. 10th Prepare one computerized test 6th graders will take ACT <i>APRIL</i> this year <i>some form of EOC Study Guide</i> 	<p>Action(s) To Be Taken</p> <p>Data Meetings</p> <p>CFA's</p> <p>Computer Assessments</p>	<p>Who</p> <p>all faculty</p> <p>all teachers</p> <p>teachers</p> <p>at least 1 2nd Q^{tr}</p>
<ul style="list-style-type: none"> No current problems voiced by those in attendance 	<p>• N/A</p>	<p>• N/A</p>
<p>Administrator Signature:</p>		<p>Date:</p>
<p>Comments:</p>		

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p><i>[Signature]</i> <i>J. Williams</i> <i>[Signature]</i> <i>[Signature]</i></p>	<p>Date: <u>2 JAN 17</u> Time: <u>9:44 A.M.</u></p> <p>Purpose of Meeting:</p> <p><input type="checkbox"/> Mentoring Meeting</p> <p><input type="checkbox"/> Plan</p> <p><input type="checkbox"/> Examine Student Work</p> <p><input type="checkbox"/> Solve Instructional Problem</p> <p><input checked="" type="checkbox"/> Other (specify)</p>	<p>Need-Based Focus for Meeting:</p> <p>* Needs → Schedule for interim/ class tests for ACT Aspire.</p>
<p>Minutes of Meeting:</p> <ol style="list-style-type: none"> 1. Consistency of inputting grades. 2. Consistency of giving students "passes" to the restroom at the beginning of the class. 3. When time for IEP meetings - (work samples must have at least 10 questions and a grade. 4. Post Attendance (HR) 	<p>Action(s) To Be Taken</p> <p>All members will comply to minutes of the meeting.</p>	<p>Who</p> <p>All members in ELA department.</p> <p>Target Date</p> <p>Immediately add on-going.</p>
<p>All department members in attendance and agreement.</p>	<p>△</p> <p>No resistance to minutes' items.</p>	<p>Rx</p>
<p>Administrator Signature: <i>[Signature]</i></p>		<p>Date: <u>1-2-17</u></p>
<p>Comments:</p>		

SCIENCE DEPARTMENT MEETING

SCHOOL: Pillans Middle School Chair: Mrs. Julie Abston

JANUARY 2017 AGENDA

Need new schedules from high school and if have any new teachers

- Template in Department Chair Moodle page

Textbooks

- If you have a teacher teaching a new course that needs access, have them email LeGrone
- Need help with textbook resources, set up some PD with LeGrone

Chemical Disposal and Inventory

- This was due before Christmas. If you have not sent it to LeGrone, it needs to be to her by the end of next week.
- LAST CHANCE FOR DISPOSAL - If you have not used a chemical in a year, get rid of it

Flinn Safety Training

- Department Chairs please gather all certificates & email to LeGrone at one time.
- This was due before Christmas. LeGrone will individually email those that have not been complete.
- This safety training is vital to your protection, your schools' protection, and most importantly, your students' protection. Please be in compliance.

LEA Self-Assessment

- Your principals have to upload the completed LEA self-assessment for the audit
- This is what you complete for me at the beginning of the year. I will email you each of yours individually so you can give it to your principal.
- A few of you still have outstanding issues. These need to be fixed ASAP. Email me when fixed. Uploaded file should be updated when issues have been resolved.

ACT/Aspire Questions as Bell Ringers

- EVERY SCIENCE TEACHER SHOULD BE USING – EVERYDAY (Aspire is right around the corner)

Gradebooks

- Have all teachers fill out tally sheet. Should have at least 9 grades in each category. This should be in the front of their gradebook or lesson plans & updated each time they enter grades.

Writing Contest

- Mobile Medical Museum
- Field Trip or individual trip – contact Daryn Glassbrook, Executive Director of the Mobile Medical Museum, at (251) 415-1109
- Will select one artifact from the museum to write about. Can be creative.
- See memo in Department Chair Moodle page.

Summer School – Middle School?

- Any interest? Please email LeGrone (especially 7th grade)

Advanced Ed

- 3.3 – Teachers engage students in their learning through instructional strategies that ensure achievement of learning expectations.
- 3.4 – School leaders monitor and support the improvement of instructional practices of teachers to ensure student success.
- 3.5 – Teachers participate in collaborative learning communities to improve instruction and student learning.
- 3.6 – Teachers implement the school's instructional process in support of student learning.

Submitted 1/20/2017

Subhi Ad

PROFESSIONAL LEARNING COMMUNITIES IN ACTION

<p>Learning Team Members In Attendance:</p> <p><i>Subhi Ad</i> <i>Don Powell</i> <i>J. Myles Reed</i></p>	<p>Date: 1-19-2017 Time: 2:48</p> <p>Purpose of Meeting:</p> <p><input checked="" type="checkbox"/> Mentoring Meeting</p> <p><input type="checkbox"/> Plan</p> <p><input type="checkbox"/> Examine Student Work</p> <p><input type="checkbox"/> Solve Instructional Problem</p> <p><input type="checkbox"/> Other (specify)</p>	<p>Need-Based Focus for Meeting:</p> <p>Regular Monthly Mtg</p>
<p>Minutes of Meeting:</p> <ul style="list-style-type: none"> • ACT Aspire Bellringers every day • Flinn Safety Training • Lab Safety Standards (GFI's) • Grade Books • Writing Contest 	<p>Action(s) To Be Taken</p> <p>ACT Aspire Bellringers Complete Work Order Tally sheets Teachers share info w/ students</p>	<p>Who</p> <p>teachers teachers Mr. Battiste teachers</p> <p>Target Date</p> <p>every day ASAP 1-19-2017 grade input</p>
<p>+ • No problems/Concerns</p>	<p>△</p>	<p>Rx</p>
<p>Administrator Signature:</p>		<p>Date:</p>
<p>Comments:</p>		