

## ELA Department Meeting Agenda

Location: Room 3026

### NORMS

1. Avoid 'Victim Mindset' - Will not discuss parents, students, staff, etc. in a negative manner
2. Focus will stay on student progress - 4 questions
3. Have materials/information at all meetings
4. Shared responsibilities based on individual strengths.

### Collaborative Planning Questions:

1. What do we expect our students to learn? (Goals/Expectations)
2. How will we know they are learning? (Assessment)
3. How will we respond when they don't learn? (Intervention)
4. How will we respond if they already know it? (Enrichment)

### February 15th

1. Organize ACT 940 letters for conferences
2. Update Next Steps in dashboard for completed units
3. Backwards design: mid-module or summative test
  - a. Resources: edulastic; Lumos; Wit and Wisdom

### February 9th

1. 1st Fluency/Comprehension Assessment Tuesday/Wednesday
  - a. Google form
    - i. Neighbors open spreadsheet and share
2. All completed units - ensure updated unit plan

### February 7th

1. [ELA reading plan](#)
  - a. Data and assessments
  - b. Daily fluency practice
  - c. Lumos - Comprehension
2. Prep 1st assessment

### January 30th

#### 7th Grade

- Updating units for changes made to curriculum plan

#### 8th Grade

- Scoring CFA 3, 4
- Working to update NWEA scores
- CFA, dates, links in unit
- Current on units 1-2

#### 9th Grade

- Giving CFA #4
- Horton - working on reflection for current unit

### January 26th

1. Fluency testing progress: 3-4 per class period

- a. 7th - trying to finish by end of day Monday
- b. 8th - maybe end of next week
- 2. 9th grade CFA: Product review
- 3. Curriculum calendars
  - a. planned assessments
  - b. Instructional Strategies

Next Meeting

- 1. Share curriculum calendars
- 2. 7th Grade CFA

**January 24th**

- 1. [Curriculum Parent Letter](#)
- 2. [ACT Prep Document](#)

**January 12**

- 1. What instructional strategies have you recently used?
  - a. 7th Grade: Presenting content in small chunks; collaborative processing (working to improve); I do, we do, partner do, you do; reinforcing effort (rather than outcome); non-linguistic representations of content
  - b. 8th Grade: Modeling; errors in reasoning; chunking by learning targets; previewing - haven't seen positive outcomes, working to find meaningful ways to implement; collaborative and reciprocal teaching is not consistently effective - working to improve
  - c. 9th Grade: great success with examining errors in reasoning; structured practice - still monitoring outcomes for effectiveness
- 2. Load student exemplars into unit plans - CFA exemplars loaded in each completed unit by next Friday, January 20th
- 3. Next Instructional Strategy to be used - strategy; date; lesson
  - a. 7th Grade: Errors in reasoning Jan 19-20
  - b. 8th Grade: Modeling writing claims with evidence; week of Jan 23rd
  - c. 9th Grade: Chunking and Processing - working to improve/better utilize next week

**Next Step -**

Wednesday, Jan 18th: NWEA/ACT projections; update target scores; update data sheets with projections

**January 6**

- 1. Learning Dashboard current progress
- 2. Team Agendas
- 3. Next steps

**December 13**

**9th Grade - completed essential 2 reflection etc.; continuing work on 3 to be completed by break**

**8th Grade - created next 2 CFA - 3 and 4; using focusing question task from curriculum; linked cfa's**

**7th Grade - completed timeline for completing essentials 3 and 4; finishing WW module Feb 2-3**

## December 9

- 1. Current Progress:** What do current formative assessment results indicate? What are your next steps? Completed units by the end of the semester?
  - 7th - Essential 3 and 4 cfa 1 taken; near goal met on first take; essential 3 completed before christmas break
  - 8th - finishing interventions cfa 2 - authors purpose; instruction began on essential 3 - evaluating a claim; CFA will take place following break; summative essentials 2, 3
  - 9th - essential 3 cfa; students did not understand the question or use the rubric
- 2. Product Review**
  - a. 3 commendations
  - b. 1-2 questions

## December 1

### NORMS REVIEW

- 1. Could be beneficial to explicitly state the collaborative planning questions when organizing our agenda - they are our focus but are not often enough stated**
- 2. Create next steps for student support specialist - use area of expertise to support struggling students**
  - a. Collaborate with ALL gen ed teachers to support students with IEPs**
  - b. \*\*\*\*\*NEXT STEP\*\*\*\*\* What are we going to do to open line of communication???**

### IRR MEETING

#### Next Steps

7th - Update unit 3 and 4 interventions

8th - Nelson data

9th - Complete unit 2 reflection and intervention notes

## November 29th

9th Grade - 2 is completed; working in 3, unsure if they will complete before semester

8th grade - 2 will be completed at semester as planned; total planned for year = 6

7th grade - will finish 3 before semester

Next department meeting - IRR ToSEEC

## November 17th - Agenda

**All grade levels seeing significant struggle with writing. Continuing to use and teach ToSEEC to support student learning. Next meeting, teachers will bring student writing samples for IRR and analyze common mistakes; discussion will focus on improving Tier I instruction and next steps for Tier II.**

- What do formative assessments this week show about your students' current progress?
  - 7th - Essential 2 final data 48% (10% growth); reflections noted in planner
  - 8th - ToSeeC Exstension; writing struggle
  - 9th - Struggling with writing; organizing a paragraph; 38%-57%
- When is your next, scheduled Tier II interventions and extensions are planned?

## November 11th - Agenda

### Follow-up:

7th - schedule CSA 2; update data sheet essential 2

Data sheet updated (finishing retake today) data meeting next; CSA 2 not scheduled; planned content

8th - Upcoming CFA - from data create plan for intervention and extension based on results; IRR meeting

CFA yesterday and today IRR meeting today; IRR with Nelson next week; Components in CFA used as pre-assessment for next standard; planned, will schedule students after data meeting

9th - schedule CSA (essentials 1-3)

CFA this week; data meeting next week (Harness out)

### LTQR

### Next Steps

7th - Final data meeting essential 2: set plans for students who did not meet target

8th - IRR finished Monday; begin interventions/make-ups; retake after Thanksgiving

9th - Decision for To Kill a Mockingbird (Talk with Laura West for AP requirements)

## November 3rd - Agenda

- Hatcher - Grade levels for celebration list?
- PGP Google Form - Submit 2 forms
- Check access to all learning dashboard items
- Product Review Feedback - 8th Essential 1
  - Future department product reviews

### Follow-up

7th - Complete CSA #1; data points to compare alignment with ACT and NWEA; intervention plan; instructional plan for unit 2

Completed CSA; data meeting next; instructional 3; working on intervention plan for essential #2

8th - Instructional Strategy plan for unit 2; review 2nd CFA to ensure alignment with target

Instructional strategy in progress unit 2 - linked common materials; created 2nd CFA - feedback and adjustment from team

9th - instructional plan for unit 2

Instructional plan in progress; added line to ToSEEC

3. What do formative assessments this week show about your students' current progress?
  - a. What Tier I interventions are we implementing using formative data?
    - 9th - observing writing; student examples - scoring together using rubric; students will use rubric to score next; CFA retake Friday/Monday
    - 8th - Competitions between classes for current essential; currently scoring above 70% proficient - quizzzzzzzz
    - 7th - CFA indicates struggle with complex sentences/dependent clause markers
4. When is your next, scheduled Tier II intervention? What interventions and extensions are planned?
  - 7th - Friday/Monday - dependent clause marker
  - 8th - Nov 14th - essential #2; planned interventions depending on target area on CFA
  - 9th - Nov 14th ish - essential #2: Friday CFA retake
5. When is the next scheduled CSA?
  - a. CSA should be scheduled for each essential/unit of study.
    - 8th - December 2nd

**Team Next Steps: Introducing writing - examples of proficiency; place in unit planner**

7th - schedule CSA 2; update data sheet essential 2

8th - Upcoming CFA - from data create plan for intervention and extension based on results; IRR meeting

9th - schedule CSA (essentials 1-3)

### **October 20th Department Meeting Agenda**

**\* Common Rubric through Social Studies - [Info/Exp](#) and [ToSEEC](#)**

**\* Formative Assessment tracking changes**

**\* Reading on CFA/Comprehension assessments**

6. What do formative assessments this week show about your students' current progress?
  - a. What Tier I interventions are we implementing using formative data?
  - b. Small Group is not an intervention, that is a grouping strategy
7. When do we move on?
  - a. Tier I to Tier II
    - i. Interventions during Lexia?
    - ii. Wednesday designated 30 minutes interventions
  - b. End of Unit
8. When is the next scheduled CSA?
  - a. CSA should be scheduled for each essential/unit of study.
    - i. All standards taught in the unit
    - ii. Not intended to fail a student
    - iii. Create realistic expectations for ACT and NWEA  
\*\*\* CSA will NOT be a new read; we will NOT read to the students since they will have already had extensive reading and guidance with the text  
\*\*\* Comprehension/Cold Read quizzes throughout quarter: minimum 1 per quarter
9. When is your next, scheduled Tier II intervention? What interventions and extensions are planned?
10. Beyond Essentials, what state standards are you currently teaching/planning to teach your students?
  - i. Access/instruction to all state standards
11. **END OF WEEKLY DEPARTMENT MEETING: What are each team's next steps?**
  - a. **Follow-up to start next meeting**
    - i. **7th - Complete CSA #1; data points to compare alignment with ACT and NWEA; intervention plan; instructional plan for unit 2**
    - ii. **8th - Instructional Strategy plan for unit 2; review 2nd CFA to ensure alignment with target**
    - iii. **9th - instructional plan for unit 2**

#### **Initial & Periodic Questions (9-weeks)**

1. What are your go-to interventions?
2. Are students learning and mastering skills, or cramming for the test?
3. Are learning targets appropriate for each essential standard?
4. What success is evidenced by current data?

**Thursday, October 6, 2022**

**Leach needs to attend Kathy Glass next time**

1. Are we ensuring that we are covering all standards?

2. End of Unit Exams - Covers all content taught (CFA + additional standards/skills)
  - a. Unit exam can serve as your instructional guide
3. How are we addressing below grade level skills in order for students to master grade level skills?
  - a. Lexia; When will we begin?
4. Current Reality - NWEA projection of ACT Aspire reading performance
  - a. 7th - 21%
  - b. 8th - 21% (28)
  - c. 9th - 23% (40)
    - i. Writing
5. What can we do to ensure our students are writing? Common rubric? Wit and Wisdom
  - a. ELA - Full rubric for Narrative + ACT Writing Type (will change next year)
    - i. 7th - Analytical/Expository
    - ii. 8th - Argumentative
    - iii. 9th - Analytical/Expository
    - iv. Rubric strands for additional
  - b. Social Studies - Informative/Explanatory
    - i. Strands throughout
    - ii. Once through full rubric
  - c. Posted and frequently referred to in ELA/SS
6. How can we utilize Seminar to move JA students forward?
  - i. **What happened to Tier II interventions? Why?**
  - b. ELA teacher-led Zoom
  - c. Content instruction Monday/Tuesday
  - d. Book clubs - Thursday/Friday (seminars would need to be ability grouped)
    - i. **What about specialties - Beta?**
    - ii. **Quarterly focus? Writing -Math**

### **Tuesday, September 20, 2022**

1. SPED goals
2. Current progress - each grade level share data; current instruction; next steps
  - a. 9th Grade - update Anjanette's as able; data expectation
3. Extension Plan - example Science choice board
4. Grade level meetings

### **Thursday, September 8, 2022**

1. Model PLC Application
2. Unit 2 - How many instructional days before CFA?
  - a. All grade levels are in progress building Unit 2; will ensure that CFA is approximately mid unit
3. Next Friday - each team needs a data piece within tracker (FA or CFA)
4. Setup data trackers per grade level - notify Neighbors when in the Dashboard
  - a. ACT Scores - Reading and English (emails from Hines)
  - b. NWEA Scores

### **Friday, September 2, 2022**

NWEA Training - Sadler

### **Wednesday, August 25, 2022**

1. Set [department norms](#) - these will be consistent with team norms

2. Department Social Media - August 29 - Sept 2
3. September 1st
  - a. Department Goals (2-3): data focused that is measurable throughout the year ie NWEA, CFAs, CSAs
    - i. CFA - teams meet smart goals
      1. Ongoing monitoring through shared Google Calendar (Hitt create calendar; teams add dates)
      2. By the end of the semester, the ELA department will meet 7/8 SMART Goals.
    - ii. NWEA - Hitt look into change from fall to spring last year
      1. Specific target area for growth
      2. BRING information to next meeting
  - b. PGPs
4. Unit Plans - Show/explain unit plan; instructional and assessment timeline
  - a. Calendar
  - b. Instructional Plans