



ALDINE INDEPENDENT SCHOOL DISTRICT

14909 Aldine Westfield Road • Houston, Texas 77032-3099 • (281) 985-6404

To: Jeanette Strahan
Hall Department Chairs
Joyce Phillips
Date: October 3, 2007
Re: Summary of Department Planning Meeting

Thank you again for meeting yesterday. I feel we have a good plan in place to support the teachers and advance instruction in both the day academy and night high school.

The plan includes each of the core program directors meeting with the teachers in their area every 2 weeks from 2:30 – 3:30. Jeanette will make sure the subjects’ academy classes are covered from 2:30 – 3:00 and the night classes covered from 3:00 – 3:30 during the meetings. There will be meetings on two days each week. The meetings were scheduled so as not to conflict with the duty days of each subject area.

The meetings will include staff development focusing on implementing high yield instructional strategies, motivating the students, and how to use the data from assessments to inform instruction. Other topics will be identified by the teachers and program directors during the meetings and classroom observations. On the week that a program director is not having a staff development / meeting, classes will be observed and the program director will provide feedback to the teacher, department chair, Jeanette, Joyce, and Pat.

The meeting dates for each area are listed below. All the dates are set with the exception of the science dates. Xandra will return from the Nanotechnology conference tomorrow and will confirm her dates at that time.

Math	Language Arts	Social Studies	* Science
October 9	October 11	October 15	October 17
October 29	October 29	October 29	October 30
November 6	November 8	November 12	November 13
November 27	November 29	December 3	December 4
December 11	December 13	December 17	December 18

The expectation is that all subject area teachers will attend each meeting and will arrive on time. Each program director will work with the teachers to set the other norms for the subject specific meetings. We will revisit the plan in a month to make sure we are meeting the needs of the teachers and instruction is meeting the needs of the students.

cc: Pat Wade
Priscilla Ridgway
High School Core Program Directors

Hall Department Staff Development Summary: Science
Fall 2007

Date	Session Description	Teachers Attending	Others Attending	Comments
October 17	The focus for this session consisted of: What can the C and I department do for your department? What can the director provide to help your classroom become an interactive instructional center on a daily basis? What do you plan to do the recommendations? What are you willing to change to ensure that the needs of your individual student's are met?	James Davis Linda Steven	Frances Harris, Joyce Phillip, Karen Krall	Assignment for next session: Bring samples of student work aligned to Scope and Sequence
October 29	Analyzing TEKS Assigned Work, Part 1 Teachers had sample of work required during the previous week	James Davis		We re-visited the TEKS Student Expectation and Bloom Taxonomy.
November 13	Analyzing TEKS Assigned Work, Part II Teachers had sample of work required during the previous week	Linda Steven James Davis	Frances Harris	
December 4	Rubric: Classroom projects We discussed criteria for developing analytic and holistic rubrics for a various TEKS Student Expectations	Linda Steven James Davis	Frances Harris	Comment from Linda Steven: Student are integrating technology and learning is improving
December 18	TAKS Needs for Next Semester	Linda Steven	Frances Harris	During this session, I will work with the department to develop some TAKS objective packets aligned to scope and sequence.

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Hall Department Staff Development Summary: Math
Fall 2007

There are 7 math teachers at Hall

Date	Session Description	Teachers Attending	Others Attending	Comments
10/9	<ul style="list-style-type: none"> • Reviewed online sites with videos for additional support • Reviewed cooperative grouping with teachers using data from TRIAND • Had every teacher fill out questionnaire 	Phoebe Stewart Donna Nash Nick Salvatore Lori Martinez Heidi Anderson Ted Wells Michael Roberts	AP	Mrs. Stewart was hostile prior to administrator sitting in on staff development Email was sent to principal and area superintendent
10/29	<ul style="list-style-type: none"> • Modeled carousel strategy on Congruent angles prior to passing out sample lessons from Region 4 and TMT3 • Allowed teachers time to share their findings about the lessons during the closure piece • Asked all teachers to bring student work to the 11/27 meeting so that we could address the level and alignment to district scope and sequence 	Phoebe Stewart Donna Nash Nick Salvatore Lori Martinez Heidi Anderson Ted Wells Michael Roberts		No administrator was present and thus Mrs. Stewart was not as willing to cooperate with the activities. Met with Mrs. Stewart after class to discuss her attitude. Emailed principal and area superintendent to extend an invitation to the next meeting.
11/6	<ul style="list-style-type: none"> • Met with the few teachers present about their benchmark data • Asked them to spend a few minutes discussing areas where there students may have struggled on benchmark prior to passing out the analysis report • Use clarifiers on district scope and sequence to point out the concepts that teachers had not addressed in class 	Phoebe Stewart Donna Nash Nick Salvatore Lori Martinez Heidi Anderson Ted Wells Michael Roberts	Mrs. Wade	Several teachers left early (about 25 minutes) because a substitute was not covering their class.

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Hall Department Staff Development Summary: Math
Fall 2007

11/27	Meet with Dr. Bamberg, Mrs. Ridgeway and Dr. Ptomey			Assignment postponed to 12/11
12/11	Meeting was cancelled by Department Chair as instructed by principal			
10/19	Observations	Nick Salvatore Donna Nash		Briefly stopped by to see what students were doing to get ready for final. Instruction and activities are not to the rigor outlined in scope and sequence.
10/31	Class observation	Nick Salvatore		Students were working on review packet at own pace with no calculator present and not aligned to any high school curriculum Scheduled time to meet with teacher and dept chair to hear rationale for ws.
11/10	Observation	Nick Salvatore		Follow up to previous visit. Students still working at own pace on a computation packet. Teacher using ws to monitor student progress –will meet with teacher and dept chair again
12/6	Observation	Nick Salvatore Lori Martinez		Students working at own pace with teacher writing answers on the overhead. Followed students to lab downstairs—20-25 minutes of computer time on Algebraic concepts 9 students present with 2 teachers in room.

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Hall Department Staff Development Summary
Fall 2007

There are 4 ELA teachers in the Academy and 6 ELA teachers in the night school.

Program Director	Date	Session Description	Teachers Attending	Others Attending	Comments
Byrne	10-11-07	Scope and Sequence	All ELA	J. Phillips	None of the teachers could identify a district strategy, and I have not seen evidence of any in instruction.
		District strategies	Both skills specialists	P. Wade	
		Alignment/level of complexity			
		TAKS stems			
Byrne	10-29-07	Navigated Triand:	All ELA	no one	They seemed very unknowledgeable/unfamiliar with Triand.
		Data warehouse/analysis			
		How to enter key			
Byrne	11-8-07	Item analysis of CA 1	Most were in attendance	no one	
		More time on Triand	but there was confusion		
			regarding some classes		
			not covered.		
Byrne	11-29-07	Re-Entering the text strategy	All ELA	no one	
Byrne	12-13-07	Ms. Strahan cancelled.			
Byrne	1-11-08	Took Krall with me to present	All ELA	no one	They attempted to cancel this day.
		Cummins' Quadrant (requested by Ryan and Paradise)			
			Consistently the teachers		
			come on time or arrive up		
			to 20 minutes late.		

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Hall Department Staff Development Summary: Social Studies
Fall 2007

There are six social studies teachers at Hall.

Date	Session Description	Teachers Attending	Others Attending	Comments
Oct. 2 nd	1 st meeting with everyone to discuss challenges facing Hall.	Department Chair, Skill Specialist	School Admin., S. Ptomey, Program Directors, P. Wade	Ptomey and Strahan developed a schedule for campus visitations in the Fall.
Oct. 8	Meeting with Department Chair	Connie Shelden		Meeting with department chair to set up a plan for the semester and discuss challenges faced by the teachers.
Oct. 15	General Meeting with teachers	Social Studies Department	Karen Krall Joyce Phillips	Discussion of areas of concerns for the department and discussed our plan for the semester.
Oct. 29	Writing Strategies for Social Studies Workshop	Social Studies Department		Workshop with strategies teachers could use. Group was receptive. Shelden and Juarez both implemented some of the strategies.
Nov. 12	Reading Strategies for Social Studies Workshop	Social Studies Department		Workshop with strategies teachers could use. Group was receptive. Shelden and Juarez both implemented some of the strategies.
Dec. 10	History Happens Workshop	Social Studies Department		Workshop with strategies teachers could use. Group was receptive.

Suggestion for Social Studies in the Spring:

- There seem to be some pacing issues. I need to work more with the teachers on what they should be teaching and when to teach it.
- I'd like to see more of the department members try some of the strategies presented in the Fall. Perhaps teachers could select a strategy to use then report back on it at our next meet.
- Many strategies have been presented to the teachers. If continue the meetings in the Spring, I'd like to divide each meeting into 3 sections. 1. Present one new strategy. 2. Review scope and sequence for the upcoming weeks. 3. Have teachers share the strategies they have tried.

Summary of Planning Meeting For Hall Day Academy
January 29, 2008

Each core subject area will take a released TAKS test sometime before the end of next week. ELA and science have already been given. The results of the tests will be used to identify gaps and deficits in understanding then a plan will be put in place for each student individually.

The process to do this is described below.

- 1) Assessment given and scanned in to TRIAND.
- 2) A committee will meet to disaggregate the data by individual student and teacher. The committees are listed below. This must happen within 48 hours of scanning the assessments. A Gap Analysis form has been created to capture the information.
- 3) The committee will meet with each teacher to discuss their students. The teacher will be shown how to disaggregate the data and may be asked to work on several students. The teacher and committee will work together to determine a plan to address the deficits of each student. The plan will include utilizing different instructional strategies to teach the concept and how to flexibly group the students to efficiently address the needs. Program directors will assist in determining the most appropriate strategies and materials to use.

Flexible grouping will be used within each class period. The first 45 minutes of each class period will be used to continue with instruction. The second 45 minutes students will be grouped to address specific deficit skills.

- 4) A calendar will be developed by each department to determine when skills are to be taught based on the number of days until that subject area TAKS. The calendar must be completed and ready no later than 60 hours after the scanning of the released tests.
- 5) As the teachers group students and instruction on specific skills occurs, the Gap Analysis form will be completed indicating when the skill was retaught. Additionally, data on student progress will be collected to inform instructional and grouping decisions.

The committees:

ELA

Pam Byrne
Chris Currier
Sara Ptomey

Math

Carlos Barron
Michael Roberts
Joyce Phillips
Sara Ptomey

Science

Xandra Williams-Earlie
Dr. Stevens
Joyce Phillips
Sara Ptomey

Social Studies

Deborah Johnson
Connie
Marcie Strahan