

# Forest Hills Global Elementary

---

## Meeting Minutes

**Meeting Date:** 12/04/2018 - 10:00am

**Title:** Leadership Team Meeting

**Location:** FHGES Conference Room

---

### I. Attendance

**Team Members:**

Christina Daniels, Christina Eames, Boni Hall, Holly Minnear, Janine Romero, Stephanie Tew

**Guests:**

### II. Celebrate recent successes

### III. Review and respond to coaching comments

### IV. Approval of last meeting's minutes

### V. Old Business

### VI. Indicators to Assess-Create-Monitor

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### VII. Other Business

**Action Taken:**

Review and Approval of Minutes from 11/6/18

Remaining Action Items from previous meeting:

- Next steps include contacting World View for PD on math
- Create rubric for FHG Educator of the Year / Participate Nominee
- Leverage Leadership- Paul Bambrick-Santoyo: Purchase book for Daniels

Ideas:

- Videotape your teaching and self-reflect
- Microphone for teacher - wear around neck

Questions to research:

- Microphones for iPads - available with current inventory
- Tripods for iPads - needs attachment for iPad
- Class set VR - glasses and iPads - price and ordering information - consult with David Glenn,

Meeting Notes for 12/4/18:

- Shared observations during Learning Walks
- Looking for evidence of LFF suggestions: Classroom Environment, Focus Walls, evidence of teachers helping students build identity as a reader in small groups
- Goals: increase conferring and rigor
- Kudos: Instructional Rounds Grade 5
- Global- continued focus on math instruction
- Treasure Hunter - look for ways to highlight and showcase
- Shared Hunt's Conceptual Stages of Teacher Development
- Daniels - Requested Coaching and Feedback Notebook
- Adult Learning Theory discussed - considered ways to adapt for each area of specialization with special emphasis on professional development
- Learn and understand teachers and consider Hunt's Stages of Teacher Development
- Is there a Problem to Solve? To justify and build urgency in teachers

Literacy

Discussion on common language for balanced literacy

Discussion on Master Schedule and how to assign time blocks for instruction

Fountas and Pinnell - used across school - training for IAs provided

Grading is an area in need of focused discussion. Share NHCS tools with Beginning Teachers at Lead BT meeting to begin conversation. Has been shared with chairs but needs to be revisited to ensure grades reflect mastery of standards.

- Honor Roll - A/B - Do your grades reflect mastery of standards?
- Conduct - S- N - U (develop criteria) - general classroom and specialists
  - utilize comments to 1) identify problem 2) provide narrative of next steps at school 3) requests of home
- What is conduct? (LEAD)
- PowerSchool - should reflect mastery of standards

**VIII. Next Meeting**

Date:

Time:

Title:

Location:

**IX. Adjourn**

1:00pm

---