

Great Bridge High School: Faculty Meeting, 9/21

- I. Media Center Updates/ United Way Campaign – Nan Gallagher and Joy Julian
- II. Technology Updates – Monica Agudelo

T, W, Th
3:45-4:30
Study Hall
room 607

III. Updates and Reminders

A. Synergy TeacherVue

- 1. Grade submissions – weekly (see new Grading Guidelines)
- 2. Attendance – EVERY block – first 10 minutes
- 3. Attendance when you're absent – 3-day window for corrections

Oct 4 - Gradebook session w/ Monica
(in meeting room)

B. Study Hall – started 9/20

C. Every Tuesday, Wednesday, and Thursday from 3:45 to 4:30 in room 607

D. Students must be on time, should sign in, and should NOT use cell phones

E. Should teachers want students to make up a test/quiz, the teacher should deliver the assessment to Allison Auten's room PRIOR to Study Hall (do not place in the Autens' mailboxes)

F. ROOM 95 IS NO LONGER A TESTING LAB. If students need to use the testing lab, please refer to the following information each block.

- 1. Email the indicated staff members in advance of sending students (preferably a day in advance). Let them know which students are testing and when:

Block 1: Room 707 (Email Hope Brown and Meagan Bowles)

Block 2: Room 88 (Email Regina Brittingham and Carol Walters)

Block 3: Room 709 (Email Matt Small and Meagan Bowles)

Block 4: Room 86 (Email Pete Gale and Carol Walters)

IV. Schedule Changes

A. All changes were made within the first 5 days – it is TOO late

B. Level changes – considered on a case-by-case basis

- 1. If you are worried about a student's level, please note that parent contact should be made FIRST before making a request to guidance
- 2. API will consider change based on all factors involved; however, this is week three and too late for these types of changes unless there is an extenuating circumstance

V. Staff Inservice Day

A. Mandated by the state that we have one day devoted to staff training – Monday, 11/7

≠ Nov. 8th

B. Agenda:

- 1. PLCs/ Common Formative Assessments
- 2. Equity
- 3. Technology Training - Monica
- 4. Teacher-led inservices – PLEASE think about presenting – as instructional leaders, it is important for you to be visible to your department
 - a. Extra points awarded to presenters ☺

VI. Teacher Evaluation

- A. Teachers are evaluated every three years – this year we are working on those faculty members who were last evaluated in 2013-2014 (plus the new folks!)
- B. Teachers being formally evaluated were emailed yesterday

VII. Licensure

- A. Reports available online (email sent on 9/20)
 - 1. Employee Intranet
 - 2. CPS Report Hub (on the left side of the screen)
 - 3. Employee's Recertification Report
- B. REMEMBER - Teachers holding only a Bachelor's degree no longer need 90-points of college credit in order to renew their license.
- C. CPR/AED/First Aid – New Requirement in 2013-2014 (email sent 9/20)
 - 1. Teachers need to complete this requirement before applying for relicensure
- D. Application for Renewal – Donna will place in boxes soon if you are due for relicensure this year – if you get one from HR, please ignore. I'll handle all of this for you! ☺

VIII. Common Assessment

- A. Purpose/ importance
- B. Reminders/ expectations – three per semester
- C. Formative (quick/short), please!
- D. Due dates (10/28, 11/30, 12/19, 1/20, 2/24, 3/31, 4/28, 5/26)
- E. Memo and forms for Round One will be sent ELECTRONICALLY this week.
 - 1. Perhaps your first common assessment can be linked to your SMART Goal?

Kyle's interventions
- spoke with him
- moved his seat
- repeatedly tried to engage him in class activities
1.) call parents
2.) referral

IX. Department Meetings – Expectations for all staff

- A. Departments will meet monthly
- B. **Attendance is expected and non-negotiable**
 - 1. Coaches and class sponsors are expected to attend
- C. Departments will meet as a whole group in the same location – you are welcome to break off into your smaller PLCs as needed
- D. Department chairpersons will take attendance and complete a departmental updates form
- E. As teachers work in smaller PLCs, they will complete a brief minutes form for documentation purposes
 - 1. These will be turned in at the end of the meeting

X. Instructional Updates

- A. ESTAT – process, referrals, etc.
 - 1. Academic
 - 2. Behavioral
- B. 504 Updates/ Training

Enhanced Student Teacher Assessment Team

XI. SMART Goal-Setting and Teacher Evaluation

- A. ALL teachers will set TWO SMART Goals this year
- B. Be sure you have your folder with the following forms:
 - 1. SMART Goal Collection Checklist
 - 2. SMART Goal Worksheet and Performance Goal Instrument (one per goal)
 - 3. Quick Analysis Sheet (hold for data once SMART Goal is met)
- C. Refer to the PowerPoint for reminders, examples, etc. for SMART Goals, as well as for reminders about the process (will be emailed after our meeting)
- D. SMART Goal #1 is due to your DEPARTMENT CHAIR (in folders please, not emailed)
- E. SMART Goal writing assistance during planning blocks on Wednesday, September 28 (large conference room)
- F. Your SMART Goal folder, along with completed SMART Goal Worksheet and a copy of your Pre-Assessment and data (handwritten roster is fine), is due on Wednesday, October 5 to your DEPARTMENT CHAIR