

Colfax Elementary

Meeting Minutes

Meeting Date: 03/05/2024 - 3:00pm

Title: Leadership Team

Location: Media Center

Attendance

Team Members:

Jessica Besaw, EC, Bethany Cline, Kinder, Ashley Garcia, Principal, Tamika Jones, 5th, Janette Lynch, 2nd, Ruthmarie Mitchell, Assistant Principal, Kelly Ripley, 3rd, Heather Schaeffer, CF, Cynthia Warren, 4th

Guests: Kristen Vecchia filling in for Chelsea Lewis (1st grade)

Minutes: Celebrate recent successes

Leadership members share out their celebrations.

Review and respond to coaching comments

Approval of last meeting's minutes

Old Business

- Mrs. Garcia shared a handout, "Instructional Expectations at Colfax" that was created by the Leadership team during the 2022-23 school year.
- This document was meant to anchor our work and serve as a foundation as we create intentional and meaningful high quality lesson plans.
- Mrs. Garcia shared some snapshots of daily lesson plans that were turned in recently without names. There were examples of CKLA, Science, Differentiated Instruction, and Math. Some very detailed and others not.
- Leadership was asked to look through the sample plans independently and make comments/provide feedback without putting their names on paper.
- Leadership was asked to share some positives that they observed: Tiered instruction and building of one skill to another, variety of activities, clear use of the curriculum, hook for prior knowledge, exit tickets for mediation...
- How would this lesson plan help you understand what is being taught when you do a walk through?
- What would it look like through the lens of a parent or another relative?
- The team was given handouts with resources, guiding questions...for CKLA and Eureka Math2 and a discussion was had around the questions. What do teachers need to think about, plan through, consider...before/during/after teaching.
- Grade level plans should be shared/created by the team and then customized to fit each person's classroom.

- Would like to see more teachers participate in collaborative and vertical planning in the future.

Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Additional Agenda Items

Action Taken:

Next Meeting

Date:

Time:

Title:

Location:

Adjourn

4:20pm
