**Meeting Agenda**

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| **Meeting Date:** October 8, 2014 (Hawk Day) | **Meeting Time:** 8:00AM-10:05AM |
| **Members Present:** | **Members Absent:**  |
| **AGENDA*****What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**, | **NEXT STEPS*****Who*** will do ***what***, and ***when*** |
| Revisit pacing discussion (not mapped on the matrix/in unit planners)… but where is each teacher in relation to the others? Are you within days of each other, weeks? Will each teacher complete the current unit within the allotted time frame? |  | *This is a discussion of where each teacher is, where you’ll end up and how the unit is going (concepts kids are struggling with, etc.). This should be an ongoing process… not a checked-off-the-list sort of thing.* |  |
| Upcoming standardization for November’s Hawk Day: decide which summative assessment (which has been given, or will be given by that point) is appropriate for standardization.  |  | **Note: standardization is NOT equal to common grading. All assessments will need to be graded first. Each teacher will copy one high, two medium, and one low scoring paper. You will come with your final scores and copied papers. Original papers should be returned to students as is typical within your classroom.** |  |
| Unit Planner work\*the unit plan “plays” much better with Chrome than with Explorer |  |  |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  |  |

 **English 11R**

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| **Suggested Future Agenda Items:** | **Date/Time of Next Meeting:**  |