**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Laurie Haynes, Phil Swasey, Karla Luhtjarv**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 1/29/14**

**START TIME:2:30**

**END TIME:3:35**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Indicator Updates** | Lyn sent out our evidence request forms from last meeting but was told to move the due dates.  4A we are sending it to math and science. We are currently waiting for evidence  Lyn copied a folder with formative assessment evidence from the Assessment Committee for 3B  4A will be the last to be released. Unless we have evidence (DOK activities)  5A and B are in request  5C and D we have PD evidence for already |  | Jacob will bring the grammar activity (from formal observation) for 3B  Natalie will make copies of the PD DOK work share activity 4A/B  Natalie will copy the revised student protocol form 4B  Laurie will ask Melissa List for a Lit Review 4D  Jacob will bring learning targets and blurb for 4E  Jacob will find his picture from the DOK PD day. “1 pager activity with Karen Hess” |
| **Finish Sorting Evidence** | Continue to sort the evidence we received for indicator 2 |  |  |
| **Goals/Agenda items for the next meetings** | Finish sorting evidence  Lyn will finish copying evidence for the box  Next meeting we will start analyzing our evidence to prepare for our writing… Attach post it notes to tag evidence |  | ALL: Take home remaining evidence and sort for before next meeting  Bring in required items |