

Conference Call/Site Visit Summary

School: Coach #1 Luther King Jr. Elementary School

Date: March 30, 2001

From: Cynthia Green

To: Principal, Vice-principal, Building Coordinator, Coach #1, Coach #2, Coach #3

Cc: Project Director, District Person

Coach or Teacher	Follow-up of last week's actions	Follow-up completed
	<p>General Notes for Everybody</p> <ul style="list-style-type: none"> ◆ Samantha volunteered to take the lead on conducting an after-school inservice on correcting student errors for new teacher who has entered mid-year. ◆ Coach #2 volunteered to conduct a brief inservice about when to call on students to ask comprehension questions. In several classrooms, students seem confused about when to answer comprehension questions as a group and when to answer as individuals. ◆ Follow-ups, including inservices, should occur by May 16. 	
Coach #1	<ul style="list-style-type: none"> ▪ Rivera's Packers needed independent verification of mastery testing before acceleration is considered. 	Coach #1 did most recent CO. Not all were solid enough to accelerate group.
Coach #2	<ul style="list-style-type: none"> ▪ Everhart's RM III class CO data was improving, but student independent work is very inconsistent. 	Everhart has started using the thermometer chart more consistently and remarked that IW has shown improvement.

Coach or Teacher	This week's review		Follow-up by Whom?	Follow-up by When?
	Problem Description	Remedy (Lesson #, Expected Outcome)		
Coach #1	O'Brien – There is no test at lesson 7 in RWB. Describe problems that David and Mitchell are having. Why was lesson 128 done over two days? CMCA data indicate students did not pass test 70.	DO NOT PROCEED TO THE NEXT LESSON UNTIL REMEDIES AND RETESTING ARE COMPLETED. Work with Ms. O'Brien to more clearly define the problems the students had on test 70.	Coach #1	4/5
Coach #1	Rivera – No test at Lesson 40. Otherwise, see Accolade section.	Ask her to record the test for Lesson 40.	Coach #1	4/5
Coach #3	Allston – Checkouts not being finished in timely manner. # of students missing for spelling and math. Behavior problems during math keeping students from mastery and from completion of lesson.	Mr. D will speak to the master teacher about coming in to assist in finishing the checkouts for each lesson. Don't go on in spelling. Use the time to review the kit spelling and do extra reading. A ticket system is being tried for the math class. Try another day with reinforcing with tickets then begin a response cost – taking away tickets each time you get groans or noises. When the group gets the right answers, be sure to talk to them about being smart.	Principal Coach #3	3/31 4/5
Coach #2	Everhart – Walter and Stewart did not pass the last checkout – were they retested?	In RWB, if remedies were done and students passed the retest for test 7, please circle those scores.	Coach #2	4/3
Coach #2	Chen – Comp. C group had begun to make careless errors.	Teacher backed them up. See Accolade section.	Coach #2	4/3

This week's review continued

Accolades

Coach #1 — Please thank Rivera for the easy-to-read test summaries. Bulls and Cubs look great!

Coach # 2 — Good performance on the last test for CMCD for Chen's group.

Red Flags

Problem Description (issues on three previous summaries)	Remedy	Follow-up by Whom?	Follow- up by When?
Second reading period was interrupted several days last week for testing and field trips. Student performance this past week reflected this change in scheduling.	Please be sure to return to the regular schedule this next week. Remember to use back-up schedule so students still have reading.	Principal All coaches	4/3