

# Sample Beginning Teacher and Mentor Meeting Log <sup>3-26-14</sup>

Module One – Classroom Environment, Student Engagement and Commitment to Learning

## Sample One – Grade 4, Reading

<b>Beginning Teacher and Mentor Meeting Log</b>			
Meeting Dates	Time	Focus	Summary
1. October 2, 2014	2:00 – 3:00	MM1	Sarah made a decision today based on her examples and my observation evidence that her focus for Module 1 will be Indicator 4.
2. October 8, 2014	2:30 – 3:00	MM1	Brainstormed possible activities and resources that will be her new learning. We set up a calendar for the rest of the module. Sarah notified the Principal that she was ready for her meeting.
3. October 10, 2014	2:30 – 3:00	MM1	Met with principal to discuss the PGAP. Principal signed off on plan.
4. October 15, 2014	2:30 – 3:00	MM1	We discussed the chapter in Marzano's <i>Classroom Management that Works</i> around morning meetings. Sarah will ask Mr. D about observing his classroom meeting before we meet next week.
5. October 22, 2014	3:15 - 4:15	MM1	We discussed the notes Sarah wrote from her observation of Mr D and other possible strategies that she wants to try.
6. October 29, 2014	2:30 – 3:00	General	Report Cards and Parent Conferences
7. November 5, 2014	2:30 – 3:00	MM1	Planned for connecting instructional strategies to behavior/engagement. Discussed explore Comprehension Strategies/Accountable Talk Phrases (Nancy Boyles) Reviewed weekly average of interruptions during reading class.
8. November 12, 2014	2:00 -3:00	MM1	Discussed use of reading strategies and graphic organizer. Scheduled date for me to observe Sarah's class.
9. November 30, 2014	2:00 – 3:00	MM1	Reviewed data regarding interruptions, progress of Gabrielle and Andy (not students' real names) as a result of changes, and use of reading strategies. We began to discuss what Sarah should include in her reflection paper.
10. December 10, 2014	6:00 – 7:00	MM1	Discussed which reading strategies to continue using. Mentor shared information about how she uses Reader's Workshop. Revisited CCT Performance Profile (Indicator 4) and noted areas of improvement regarding behavior/interruptions. We reviewed first draft of Reflection Paper.
11. December 15, 2014	3:00 – 4:00	MM1	We read over paper one last time, Sarah submitted paper. Will meet with her after holidays to set meeting times and plan for the next module.

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