**Highland Park High School Course Team Log**

*The purpose of this document is to help organize the course team’s work and to capture the important aspects of this work for secondary members to read and understand.*

*All course team facilitators should complete this log and post it to the wiki after each of their team meetings.*

Meeting No. \_\_\_2\_\_\_\_\_\_\_\_

Date:\_\_11/2/11\_\_\_\_\_\_\_\_\_\_ Facilitator:\_\_Jen Ochsner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jen Ochsner, Debby Finn, Jeremy Runyan

BRIEF summary of discussion, activities, and work conducted (bullet points will suffice):

* Discussion around a 10% grade bump for switching course. Overall, there were strong concerns about the practice.
* Discussion about treating students equitably in light of only some students approaching the teacher to make exceptions in grading policies.
* Debby Finn is working on scanning everyone’s Algebra reviews using Mastery Manager.

For our next meeting we need to do the following:

* Finish vertical alignment from department workshop
* Discuss using Mastery Manager for Algebra reviews (common formative assessments)

2 minute feedback loop: commit to sharing verbal feedback about the meeting. Capture these thoughts here:

* Time was limited, but the meeting was helpful.

Next meeting:

Date:\_\_\_11/30/11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_A208\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_