**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. \_TWO\_\_\_\_\_\_\_\_**

**Date:\_\_Sept 7th 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Eric Helkowski\_\_\_\_\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Logged onto our wiki
* Took the self assessment
* Assigned Roles Leibfried – facilitator; Nahigian, Sirois, Helkowski, Waller – Primary Course Team Members; The primary course team members will rotate the responsibilities of filling out the course team log each meeting, posting information to the wiki, and choosing which target to focus on at each meeting.
* Primary course team members will make sure to keep secondary members up to date with the work of the team by encouraging the use of the wiki.

For our next meeting we need to do the following:

* Set up course team norms (quickly)
* Reflect on first two chapters and prepare for chapter 7.
* Begin to discuss the first common formative assessment.

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

* We are ready to start discussing student learning. We are interested in how the students are performing up to this point in the year.

**Meeting No. \_TWO\_\_\_\_\_\_\_\_**

**Date:\_\_October 19, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Eric Helkowski\_\_\_\_\_\_\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Logged onto our wiki
* Developed a Common Formative Assessment for Chapter 5 (Logs & Exponents). It is five multiple choice questions that will be given at the beginning of the chapter. Data will be collected about the most frequently missed questions. This will help to guide how the topics are taught. The assessment will be given again at the end of the chapter to check for understanding and mastery.

For our next meeting we need to do the following:

* Consolidate data from the Chapter 5 Common Assessment and discuss how it will guide our teaching.
* Begin the discussion about the division of topics between Algebra 2 with Trigonometry and Precalculus.
* Use this time to pick a new book for Precalculus (both regular and honors).

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

* This team feels somewhat disjointed between regular and honors. It might be time to split up the team into two smaller teams.

**Meeting No. \_Three\_\_\_\_\_\_\_\_**

**Date:\_\_November 2nd, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Lauren Nahigian\_\_\_\_\_\_\_**

Team members present:

Eric Helkowski, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Compared the top two choices for new text books.

For our next meeting we need to do the following:

* Hopefully we will have some supplemental resources from the two books for us to compare.
* Discuss what we do with a student drops from honors to regular. The honors student has missed chapter 7, 8, and 9.

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

* With only ten minutes we had little time to make a clear decision. We need more time to pick a book that will work for both honors and regular.

**Meeting No. \_Four\_\_\_\_\_\_\_\_**

**Date:\_\_November 30th, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_Scott Leibfried\_\_\_\_**

Team members present:

Eric Helkowski, Tim Sirois, Liz Waller, Lauren Nahigian

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

* Each team member completed the survey about professional development
* Discussed and decided that both precalculus and precalculus honors will go in the same order next year with our new textbook
* Started going through the textbook to decide what topics in the book will be covered (discussed chapters 1 and 2)

For our next meeting we need to do the following:

* Continue to decide on what topics will be covered

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

We feel like we have gotten a good start on preparing for the transition to a new textbook.

**Meeting No. \_Fifth\_\_\_\_\_\_\_\_**

**Date:\_\_January 11th , 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_ \_\_Scott Leibfried\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Eric Helkowski, Tim Sirois, Liz Waller

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

* Recommendations- We discussed who we are recommending for AP calc versus the non ap and also how discrete might be a good option for some students
* Common Formative Assessments- We brainstormed places in the semester we wanted to target.

-This does not have to be a pretest or quiz of some sort. A class opener from the previous day would give us feedback of student understanding.

-Chapter 17: Tim will make a partial set of data for all of us to use second day of BOX & whiskers plots.

- tentative Conics: class poll of review day, confidence self-assessed 1-5. Help us decide which topics to focus on for review.

* Alternative Assessments

-Write a questions that was not on the test that they thought would be and answer it. “Write a question that I didn’t ask that you thought I would ask. What is the answer? Why do you think your question is important?”

- Students write their own review sheet. Two questions per section with directions and worked out solutions.

- 4 people- 4 review questions: 1 question of assessment per person for each group.

* New Book Curriculum

-Continued discussion of which topics to cover.

For our next meeting we need to do the following:

* Align current targets with new book and formalize common assessments.

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

see above

**Meeting No. \_Sixth\_\_\_\_\_\_\_\_**

**Date:\_\_Feb 1st , 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_Scott Leibfried\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Eric Helkowski, Tim Sirois, Liz Waller

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

* We discussed the idea of having global targets instead of chapter specific.
* We feel 8 or 9 targets per chapter might be too much for students to pay attention too.
* Our assignment sheets are essentially targets.
* We feel most students in math classes can tell you what topics with be covered on a test/quiz and we view that the same reciting a list of targets.
* More time to discuss math in our courses
* We discussed the idea that we would like to use this time to talk about teaching math and concepts. We have not been able to do that so far. Our classes are not aligned as closely as we would like because we have not had time to do that.
* Global targets
* We came up with 4 possible global targets for the year.
* New text book
* We continued to discuss the topics/sections and pacing using the new text book for next year.

For our next meeting we need to do the following:

* Continue discussion of new text book
* Finalize of common assessment for Chapter 17

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

* Global target versus more specific
* Time wanted to discuss current class and topics
* New text book allignment

**Meeting No. \_Seventh\_\_\_\_\_\_\_\_**

**Date:\_\_Feb 8th , 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_Scott Leibfried\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Eric Helkowski, Tim Sirois, Liz Waller

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

* Final text book evaluation.
* Course pacing and section selection
* Using core targets to align new curriculum
* Discussed our common assessment for Chapter 17. Have students self-assess.

For our next meeting we need to do the following:

We will begin assignment guides for the new textbook.

We will align problem sets to our core targets.

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

We worked through the new text book and discussing which topics we would target for 1st, 2nd, 3rd, and 4th quarter.

**Meeting No. \_Eighth\_\_\_\_\_\_\_\_**

**Date:\_\_Feb 22nd  , 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_Scott Leibfried\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Eric Helkowski, Tim Sirois, Liz Waller

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

* Chapter 17 common assessment - box and whisker
* Parallel box plots (one on top of the other)
* Median include when calc the Q1, Q3
* Whisker to “fence”
* Student have done a nice job with box and whisker plots.
* 2nd common formation
* Limits?
* Conics 1. Complete the square, identify conic, graph
* Polar conversion rectangular to polar and polar to rectangular

For our next meeting we need to do the following:

* Develop next formative assessment

**Meeting No. \_Ninth\_\_\_\_\_\_\_\_**

**Date:\_\_April 11th , 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_Scott Leibfried\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Eric Helkowski, Liz Waller

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

* Pacing next year
* We looked at the order of topics for this upcoming year using the new book. Although we want to have a plan but ultimately we think the first year might be something we adjust as we go. Chapter 7 may or may not be added to first semester if time.
* 44 days in first quarter and 49 days in second quarter.
* Limits
* Discussed ideas for topics but ultimately decided that since this will be in fourth quarter we will keep our original plan but be prepared to discuss time and topics once we get closer.
* Common Formative Assessment
* Why more common assessments if we don’t have time to discuss them.

For our next meeting we need to do the following:

* Talk about teaching

**2012-2013 School Year**

**Meeting No. \_ONE\_\_\_\_\_\_\_\_**

**Date:\_\_September 5, 2012\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Scott Leibfried\_\_\_\_\_\_\_\_\_\_\_\_**

Team members present:

Lauren Nahigian, Tim Sirois, Liz Waller, Scott Leibfried

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

* Logged onto our wiki
* Developed a Common Formative Assessment for Chapter 2. It will be given to students in both regular and honors Precalculus

For our next meeting we need to do the following:

* Precalculus Honors members will discuss/analyze results of Chapter 2 Formative Assessment
* Regular Precalculus will continue to analyze pacing and essential problems for Chapter 2

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

We are all very pleased with aspects of our new text and are continually finding new ways to utilize our new resources.