**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. 3

Date:\_\_\_\_\_11/28/2012\_\_\_\_\_\_\_\_

Team members present:

Tiffany Decker, Bridget Fahrner, Debbie Lewicki, Ambar Rizwan

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

* We shared & compiled student performance data with team members

* We conducted a Data Review Meeting
  + Reviewed and grouped the students who are Below Proficiency, At Proficiency, or Above Proficiency in the target assessed.
  + Shared previous instructional methods that may have led to positive results. (presentation and pair-work activities)
  + Specifically reviewed the students who are Below Proficiency: common mistakes included accents on *estar* and stem-changing conjugations
* We shared strategies to re-teach the Target and discussed interventions
  + Teachers met with students individually to review errors
  + Teachers reviewed common mistakes with the class and gave more practice opportunities to reinforce proper conjugation
* We specifically reviewed the students who are At or Above Proficiency
  + the formative assessment enabled us to see that these students were ready to complete the summative assessment
  + we were able to introduce more complex verbs