**Middle School Meeting Notes**

**Monday, April 28, 2014**

**Barbara and Carolina,**

SLE Presentations - Can ALL students/teachers in Middle School attend, observe, etc. participate in this culminating activity?

Helen Rossi - Tuesday, April 15 was cancelled – Has her visit been rescheduled?  If so, for when?  Please advise

REMINDERS:

* Saturday, May 3 – Holy Communion @10:00am – attendance is strongly suggested by BD and CG
* Monday, May 5-9 – Benchmark Assessments – Lizette, Sneha, Chris: MATH (Grades 6-8) and Niki: ELA (Grades 6-8)
* Monday, May 5 – Title 1 Catapult Coaching
* Thursday, May 8 – PTSO General Meeting – Teachers to attend
* Friday, May 9 – Service Hours due
* Wednesday, May 14 – Lunch with the teacher (Schedule your teacher’s assistant for the day with BD and approve the day with the office if you have not already done so)
* Thursday, May 15 – Sports Awards @6:00pm
* Friday, May 16 – May Crowning @9:30am
* Sunday, May 18 – Chatsworth Day of the Horse
* Monday, May 19 – Dept. of Catholic Schools Visit, 1:30pm
* Wednesday, May 21 – 8th Universal – Niki and Sneha to SUB for Lizette
* Thursday, May 22 – Student Council Elections
* Friday, May 23 – NO SCHOOL: In-service for teachers
* Saturday, May 24 – Monday, May 26 – CARNIVAL – Attendance it required and volunteering is encouraged
* Monday, May 26 – NO SCHOOL: Memorial Day
* May 27, 28, 29 – 8th Grade FINALS
* June 3, 4, 5 – 6th/7th Grade FINALS
* Tuesday, June 3 – 8th Retreat
* Wednesday, June 4 – 8th Prayer Service/Dinner Dance
* Thursday, June 5 – 8th Los Toros
* Friday, June 6 – 8th Graduation @6:00pm
* Monday, June 9– Skateland Skate Night
* Wednesday, June 11 – Last Day of School (students)
* Wednesday, June 18 – Last Day of School (teachers)

Antonio Allen and Family – Sheryl is there an update?

Hunter Call – keep family posted about Hunter’s progress this week

**Middle School Meeting Notes April 14, 2014**

Weekly bulletin this week?  BD can you please forward it to the staff if there is one?

Sheryl Reyes RE: **Hunter Call**

* Helping self-confidence to work directly with students
* Thanks for working with Hunter and his family to get him up to speed and on task
* Hunter is catching up if not caught up with his school
* Thanks for all support/effort
* Parents are pleased and impressed with teacher effort/work
* Student, parents and teachers are collaborating productively to improve academic performance

Sheryl Reyes RE: **Antonio Allen**

* STEP plan – reduce anxiety about missing assignments
* Give warning and non-verbal cues to keep him on task (daydreaming)
* March 31 – email from Parent to Reyes thanking for a meeting – worry about a specific action plan/course of action – requested another meeting to address specific accommodations/modifications in place to help support Antonio
* April 1 – Reyes response
* April 9 – Mom’s response – work together as a team
  + Mom requests assurance that strategies agreed upon are actually implemented – from what Mom can tell few strategies have been implemented – inconsistent in implementation across teachers/classes
    - **Alerting Antonio when it is his turn to participate** 
      * Teacher strategies currently being implemented: Give post-its, highlight number on paper check in with student individually to clarify assignments, proximity, verbal cues, give AA a point to work up to and a time limit and then go back to student to check in on progress and work, “What are you working on?”, “Can you show me what you’ve done so far?”, “What are you going to be working on next?”, “Tell me what your plans are for your next steps…”
      * Be as consistent as possible, be specific, no open-ended questions, must be follow-up/follow through with Antonio to check in on him and assignments/progress
    - **Giving nonverbal reminders to keep Antonio focused and on-task**
      * Use same strategies implemented for teaching strategies as well as nonverbal reminders – eye contact
      * Give constant reminders to ensure student is on-task
    - **Give time warnings during activities**
      * Paired with a strong peer that stays on-task and is good with time management – flexible groupings
      * Give time limits to student and check in with student/follow through to make sure he is making progress
    - **Teachers ensure that AA has ALL materials, assignments, etc. before he leaves for the day** 
      * NEW step/additional item – ensure that AA gets help with organization – needs help before he leaves every class to ensure that he is completing ALL required work
      * Ask teachers to make sure that AA takes a picture of assignments on board prior to leaving room, have AA repeat assignment, instructions and details
    - Low scores, late, missing, incomplete work
    - Look at ITBS scores and benchmarks
      * Below grade level? – teachers agree
  + If AA is focused on assignments he is capable, according to mom, he is capable of achieving above grade level work – not reaching his potential because he is being allowed to daydream
  + No diagnosis shared although according to parents AA was assessed three times – no documentation/evidence provided to school or teachers

**Grading:**

* Fair and equitable practices
* The way that you are weighting your grades and providing a variety of assessments – is it fair and equitable?
* Moving next year towards standards-based report cards
* Has a child earned a D or an F according to benchmarks of content areas, in terms of SLE’s?
* Look across the board as people report grades – it’s important to align grades with mission of school and SLE’s
* Are grades based only on assessments and assignments enough?
* Science – demonstrate work in labs, Music – demonstrate work in voice, Religion – service opportunities, Mass, etc. – performative aspects of content area
* Purpose of assessment – to give feedback
* More holistic practice – include various assessments, opportunities to demonstrate competency
* How are we going to serve kids in an equitable way that supports the philosophy of the school that can be justified to BD and the families?

**Student Council:**

* Checked requirements as far as grades, etc.
* President
  + Jessica Gullette - YES
  + Aidan Hall – NO
  + Thayer Loomis – YES
  + Kelan Martinez – conversation with Lizette and administration, include parents in conversation – give the opportunity to be a leader
* Secretary
  + Jennifer Uyanga – YES
  + Gaby Setiabudi – YES
  + Alex Whitney – YES – worry to handle workload
  + Zebedee Cataag – YES
  + Noah Herrera – YES – hesitant, behavioral problem inconsistency – worry to handle workload, will do job well if given to him
* Social Secretary
  + Natalia Campos – YES
  + Ella Castro – YES
  + Katerina Perez – YES – shy, passive, needs guidance
  + Sophia Lancellotti – NO – works hard to maintain grades, may be a large workload
  + Alyssa Parada – YES
  + Tristan Strom – workload, stress, anxiety
  + Madison Valerio – YES
* Religious Affairs
  + Patrick Mayoral – workload? inconsistent – junior librarian? One or the other
  + Nathan Valtairo – YES
  + Lauren Calderon – YES
  + Kristina Mendoza - YES

**Middle School Meeting Notes**

**Monday, April 7, 2014**

Reminders:

* Tuesday, April 8 - Graduation photo and portraits - refer students to Mrs. Prospero for portrait times
* Wednesday, April 9 - Stellar classmate photo props due to Cathy
* Friday, April 11 - Interim Progress Reports due
* Friday, April 11 - Track & Field Meet for student athletes
* Monday, April 14 - Friday, April 18 - HOLY WEEK
* Monday, April 14 - Stellar classmate photos
* Tuesday, April 15 - 6th to Roundhouse Aquarium - Sneha OUT/Lopez IN - Student MAY wear PE uniforms
* Tuesday, April 15 - Helen Rossi Meetings - Boys 8:30-10:05 and Girls 10:20-12:20
* Thursday, April 17 - Tenebrae Service at 11:00, Dismissal at 12:00/NOON
* Thursday, April 17 - Progress Reports sent out to families
* Thursday, April 17 - ASSESSMENTS/RUBRICS DUE
* Friday, April 18 - NO SCHOOL: Good Friday
* Friday, April 18 - Friday, April 25 - EASTER VACATION
* Monday, April 28 - Return to school
* Saturday, May 3 - First Holy Communion - Attendance is strongly recommended
* Thursday, May 15 - Sports Awards
* Friday, May 16 - May Crowning
* Wednesday, May 21 - 8th Universal
* Friday, May 23 - CARNIVAL

**Student Issues:**

* Aidan Aguinaga, Grade 8 - do not call home, BD will update teachers about his absence/progress
* Damian Palmieri, Grade 6 - student is **NOT** permitted to leave school with step-mom, Claudia Gonzalez

**Barbara and Carolina,**

SLE Presentations - Can ALL students/teachers in Middle School attend, observe, etc. participate in this culminating activity?

Helen Rossi - Tuesday, April 15 - What teacher should be present?  Carolina or Cathy?

**Middle School Meeting Notes – April 1, 2014**

Reminders:

* 8th out Tuesday, April 1 – Field Trip Columbia Science Center
  + Coverage – Mary Lopez 7th science, math and 6th science, Stula – 1st period writing
* Tuesday, April 1 – Shauna Aghasi STEP Meeting
* Wednesday, April 2 – Helen Rossi Parent Meeting
* Friday, April 4 – Living Stations of the Cross
  + Soup 6:00pm
  + Living Stations 7:00pm
* Friday, April 4th – 8th grade yearbook covers due to Sheryl
* Friday, April 4th – 6th grade retreat
  + Literature 8, 9:35-10:20 - STULA
  + Literature 7, 11:15-12:00 - THARAYIL
* Monday, April 7 – 8th grade Graduation/HS ambition quote due
* Tuesday, April 8 – 8th grade Graduation class photo
* Wednesday, April 9 – 8th grade Stellar classmate photo props due
* Monday, April 14th – 8th grade Stellar classmate photo
* Tuesday, April 15th – Helen Rossi – Boys: 8:30-10:05 and Girls: 10:20-12:20
  + Will CG attend meeting to take notes/attend?
* Tuesday, April 15th – Roundhouse Aquarium field trip – SNEHA to leave plans for coverage
* SPRING BREAK – Friday, April 18 – Friday, April 25
* Friday, May 2nd – Scatter pages due
* Saturday, May 3rd – Holy Communion – attendance requested

**SLE Presentations**

* Can all students attend to create an authentic audience for the 8th graders?
* Only 22 presentations
* Siblings in 6th and 8th
* Helps set the tone for upcoming students – clear on expectations for future 8th grade students so they know what is expected of them and what they are moving towards

**8th Grade’s Last Week, June 2nd – 6th**

* SUB REQUIRED FOR THE MAJORITY OF TIME – CAN WE HAVE A SUB COME IN FOR TUESDAY, WEDNESDAY, THURSDAY
* Monday, June 2 – Regular Schedule
* Tuesday, June 3 – 8th retreat
  + Social Studies 8, 8:05-9:05 – N/A
  + Social Studies 6, 10:20-11:20 – SUB REQUIRED
  + Social Studies 7, 11:20-12:20 – Scheppers available
  + Religion 7, 1:50-2:50 – SUB REQUIRED
* Wednesday, June 4 (1/2 day) – Paraliturgy rehearsal and graduation practice
  + What time do children depart for Los Toros with Evelyn? 12:30?
  + Social Studies 8, 8:05-9:05 – N/A
  + Social Studies 6, 10:20-11:20 – SUB REQUIRED
  + Social Studies 7, 10:30-11:15 – Scheppers available
  + Religion 8, 11:15 – 12:00 – SUB REQUIRED
* Thursday, June 5 – Graduation practice, Los Toros - 2:30 pick-up
* Friday, June 6 – 12:00 dismissal
  + Religion 8 – N/A
  + Social Studies 7, 8:50-9:35 – SUB REQUIRED
  + Social Studies 8, 10:30-11:15 – SUB REQUIRED
  + Social Studies 6, 11:15-12:00 – SUB REQUIRED
  + Religion 7, 12:00-12:40 – SUB REQUIRED

**MARCH 24**

REMINDERS:

         7th Field Trip – Wednesday with Mrs. Gunter – Star Eco Station

         8th Field Trip – Wednesday with Ms. Scheppers – Skirball Center

         Reading Assessments due WEDNESDAY – informational and literary text as well as answer key

         Common Core Parent Workshop – Wednesday @7:00pm

         Mass, Thursday at 1:30pm (hosted by 3rd grade)

         NJHS Shane’s Inspiration Saturday, March 29 – Westwood Recreation Center

         Track and Field Meet Sunday, March 30 – TAFT High School

         March 30 – end of the month – UPDATE GRADES

         Friday, April 4th – Soup & Stations

o   Soup @6:00pm

o   Living Stations (hosted by 6th grade) @7:00pm

o   Send any ideas you have on how to bridge soup and stations from the hall to the church to BD/CG

         Religion Observations are coming up – see weekly bulletin – make sure you make a pre-lesson apt. with BD and fill out all paperwork

**Attached are the 2013-2014 supply list please email me with any changes/addition NO LATER THAN WEDNESDAY, MARCH 26 so that I can email the office so they can get the information updated and put into stores.**

**Start thinking about field trips for next year…Where do you want to go?  When?  How does it align with the curriculum?  Come prepared to end of the year meeting(s) with idea(s) for middle school curricular trips.**

**Heads up…A survey will be going out via CG in the near future to gauge teacher interest and develop topics for the EduCamp on May 23! You all bring great stuff to the table…think of what YOU CAN PRESENT as well as what you WANT TO LEARN.**

**MS Meeting Notes – Monday, March 17, 2014**

Yearbook – Sheryl Reyes

* 8th grade front and back cover
* Front – computer generated
* Back – hand drawn
* **Due – April 4th**
* Computer lab – **March 25, 27, April 1, 3** due April 4 – Front Cover
* Scheppers – Lit. class – Back cover – 20 min. a day M, T, W, F – Stula – Art – 50 min. – Thursday
* **Monday, April 14** – Stellar classmate picture 8:05-9:05am
  + Students must bring in props on **Wednesday, April 9th**
* Scatter pages are due **May 2nd**
* Graduation /HS Ambition and quote due **April 7th**

Important Dates:

* March 21 – Jump Rope for Heart – Strom put schedules/map in boxes
  + Schedule for Friday will come out – classes will be 40 minutes each, not 50
  + Stula - Period 1 – Spanish, not Religion
  + Stula - Period 5 – Writing 8, not Religion
  + Scheppers – Period 5 – no 7 Literature to make obstacle course with Castro
* March 24-28 – SNEHA OUT – Subs: Lopez, Gunter and King
* March 25 – **STEP Shauna Aghasi** – tentative – Stula and Tharayil out
* March 26 - 7th Eco Station with Gunter, 8th Skirball with Scheppers
* March 26 – 6th grade only MS on-campus - STULA to cover 6th
* March 27 – Mass at 1:30pm

**Middle School Meeting Notes - March 10, 2014**

* Review high school "acceptances" according to students as well as honors at entrance - "unofficial"
* Letters of Intent due **Monday, March 17th** - BD
* 6th Grade - Getty Villa - Wednesday, Stula out - Lopez - first period still applies for 6th grade, students leaving at 9:30am
* Stula out Thursday - Lopez in
* Tharayil out last week of March 24-28 - Lopez - writing/math, Angie - science
* March 17 - Green/White Day
* March 21 - Jump Rope for Heart
* March 26 - 7th Eco Station and 8th Skirball
* Field Trips:
  + Too many field trips in 8th grade - 8 total (including retreat and Universal) and too expensive $$$
  + Limit 3 per 6th and 7th grade plus one retreat - one humanities and one science?
  + Make sure trips are separated and spread out to avoid high costs
  + Team activity at the beginning of the year - plan trips and plan ahead - come to meeting with ideas and suggestions to put in place
  + Can parents pay one lump sum at the beginning of the year to plan ahead for all trips?
  + 8th grade - one fall trip and one spring trip
* Block Scheduling
  + Math and ELA
  + Class schedules blocked and lab day - fit in instructional minutes and play with schedules
  + Borrow block schedules from other schools who implement block scheduling

**Middle School Meeting Notes – Monday, February 24, 2014**

* Service Hours:
  + 6th – 10 – 5 parish/school, 5 community
  + 7th – 15 – 5 parish/school, 10 community
  + 8th – 20 – 5 parish/school, 15 community
  + Will come up with a new form
  + Review service opportunity link and if you have more age appropriate opportunities please share to add to the list
  + Ask students in religion classes if they have gone to age appropriate service organizations that they can add to the list as well and email NS to follow up/add to the list
  + <http://sje6thgr.weebly.com/service-opportunities1.html>
* Block scheduling:
  + What classes would be blocked together?
    - Literature, writing  – 1 class – ELA
    - Science – needs time for labs/experiments
    - Math – direct instruction and guided math/collaborative work time “math lab”
    - Art, Social Studies – 1 Class
    - Religion – make homeroom/advisory
    - **P.E.**
    - **Music**
    - **Spanish**
* Student Work Load:
  + 30 minutes/subject a night of homework
  + No homework on weekends – unless it’s a large project
  + Be mindful as to not assign tests on Monday unless it cannot be avoided
  + Be clear with directions/instructions for homework
  + Make sure webpages are updated by 3:30pm – NO LATER
  + Plan weeks ahead of time and stick to them
  + Homework should be reinforcement or practice – something that can be done independently, without a teacher’s assistance

**MS Meeting Notes – Monday, February 10, 2014**

* Reminders:
  + Catechetical Class Friday, February 14th - OLL
  + NO SCHOOL: Monday, Friday, February 17th – President’s Day
  + Feb. 21 – Faculty Meeting, Guest Speaker
  + Feb. 24 – Bonnie Geary Parent Ed. Night, 7:00pm
  + GRADES are due the 15th and 30th of the month
  + Feb. 28 – 2nd Trimester Ends
* Grade level reading assessments:
  + 6th – Bottled Water – Niki sources and questions
  + 7th – Defining Life – Sneha sources and questions
  + 8th – Time Travel – TBD

**Monday, February 3, 2014**

**Middle School Grade Level Meeting Notes:**

* Derek Vargas: family withdrew him from SJE today – effective Feb. 3, 2014
* Damian Palmieri: behavior chart started today
  + Send ALL parents (mom, dad and step-mom) notices about positive and negative behavior regarding Damian
  + Damian will be absent Monday, February 10, 2014
  + Communicate with BD about any behavior in class that can be communicated with
* Emily Klein:
  + Release to start outreach? – follow up with Katy Park
  + Glasses – prescription?
  + Started therapy last week
  + Mom has to continue communication with teachers
* WASC starts tomorrow – Tuesday, February 4, 2014
  + Make sure your tables and materials are out and visible
  + Remind students that library is closed ALL week
  + Tomorrow teacher meeting in the afternoon  6th GRADE – 3:10-4:30pm

Make sure objectives, standards and SLE’s are posted on the boar and clearly identifiable

**Middle School Meeting Notes – January 27, 2014**

* Student Information:
  + Derek Vargas – keep records, anecdotals and documentation on behavior, attitude and any incident inside and outside the classroom
  + Sash Gross – went to SJE last year, started today, please welcome her and make sure she is acquainted with everyone and all systems/routines as she settles in
    - Mom would like emails if Sasha needs anything for school that she does not have
  + WASC time to prepare binders, documentation, etc. in classrooms
    - Review Visiting Committee questions for staff (in office mailboxes)
    - Staff required to attend Tuesday and Thursday meetings with VC from WASCH 3:00-4:30ish
  + Refer to Catholic School’s week schedule of events for this week

**MIDDLE SCHOOL MEETING NOTES**

**January 13, 2014**

Open House:

* Lizette out – Sneha cover (7th grade)
* Evelyn – Niki cover (6th grade)
* Student Council will be assigned to each class to assist
* NJHS (not in student council) will be around to give tours, answer questions, etc.
* Doors need to be decorated in accordance with this year’s theme: Faith, Education, Service
* Jie – signs for MS doors

WASC binders complete work, ask BD or CG if you have any questions

* More time needed to finish WASC binders, etc. – Friday, January 24 faculty meeting? Teacher time for WASC and Open House?

Mass Thursday, see email from Lizette for schedule

Progress Reports

* Review Jan. 21
* Mailed Jan. 24
* Make sure you do effort, behavior in comments section of progress report for deficient students

Assessments:

* 6th BOY – Science: Bottled Water (Ecology)                                                           EOY – Social Studies: WIP
* 7th BOY – Science: Definition of Life                                                                          EOY – Social Studies: WIP
* 8th BOY – Science: Black Holes (Astronomy/Space Exploration                      EOY – Social Studies: WIP

**MS Grade Level Meeting Notes**

**January 6, 2014**

* School tour tomorrow, Angela (grade 7, moving from Kansas)
* Assessment Work – Grade 7
* Reminders:
  + WASC No School Friday, January 17
  + NO SCHOOL Monday, January 20 – MLK Day
  + Keep working on WASC evidence
  + Open House Sunday, January 26 – review BD’s email to clarify expectations
    - Grade 7: Science, Math and Writing (Sneha, Lizette, Carolina)
    - Grade 8: Social Studies, Religion (7/8) and Art (Cathy)
    - Grade 6: Spanish, Literature, Writing (Evelyn and Niki)

**Middle School Grade Level Meeting**

**December 9, 2013:**

Derek Vargas

* seeing Katy Park for counseling
* parental involvement in minimal
* parent meetings with BD and CG
* Derek met with BD and CG
* future meetings between admin. and Vargas' mom and dad TBD

Emily Klein

* STEP meeting next week
* missing too much school - detailed absentee report (Espy)
* evidence of seeing therapy?
* see Katy Park for outreach
* glasses (prescription)
* drop-off and EDC
* Dad needs to be invited to next week's STEP meeting and attendance needs to be encouraged and if he wants his own meeting separate from mom the teachers will accommodate

Parent Teacher Conferences:

* tomorrow's schedule was in your mailbox
* 1:00-5:00pm
* an hour for lunch break 12:00-1:00
* Ricardo Manzanera - STEP forms in box make sure to get them to Sheryl ASAP

Reminders:

* MASS Thursday @8:30am
* NO SCHOOL Friday - WASC
* Faculty secret santa starts next Monday
* Pay attention to the schedules Lizette made (times and places)

**MS Grade Level Meeting Notes: December 2, 2013**

* NJHS students may wear their shirts with uniform pants/bottoms on Wednesday to promote their service project with CHF that evening
* PT Conferences next week – NOON DISMISSAL
  + Lizette - block schedule or homeroom schedule all day?
  + CS – can we have snacks and water/beverages at the tables or in the kitchen for teachers to access
  + CS – any solution for seeing the people you want to see i.e. requesting parent attendance of parents of children who are struggling
    - Make phone calls home
    - Email
  + CS – is it possible for MS to group conferences to expedite the process next year
    - Can we have conferences in the classrooms so that during off time or between conferences teachers can do work?
      * Ana can still control the bell from the office and buzz into the classrooms to give warnings
* Our Lady of Guadalupe Mass Thursday, December 1, 8:30am
* NO SCHOOL: Friday, December 13 – WASC Binders and Faculty In-service day
* Jayna - Rehearsals for Christmas pageant?  Schedule of times?
* Unit plans were due Nov. 26 – make sure you email them to BD and CG
* Phone passes – make sure HR teacher gives written permission to students to  use the office phone
* Office passes – make sure students have office passes to go to the office to pick stuff up and students should only be picking up food or electronic devices NOT homework
* Dresscode – girls’ skirts are getting too short, give reminders
* Sheryl - Emily Klein (7):
  + Still missing school every MONDAY – check attendance
  + Still missing glasses and per last STEP meeting Emily has a prescription
  + Homeroom teachers has called repeatedly with no answer
  + Do we need another STEP meeting?
* Sheryl – Ricardo Manzanera (7) STEP referral
  + Can you put the paperwork in MS boxes at your earliest convenience?  THANKS

**Monday, October 28, 2013**

1. Damian Palmieri – status report
   * Getting better in class, positive attitude
   * Needs to be isolated from the class still – seated separately
2. Derek Vargas – status report
   * Make modifications/accommodations with assignments as much as you can
   * Keep in mind that he is new and has a lot going on in his personal life, things we may not know about
   * Sheryl is trying to schedule a STEP meeting with mom and/or dad
3. JH Information Night
   * Materials MUST be given to NS by Friday, November 1st
     + Textbooks
     + Projects you are particularly proud of
     + Pictures
     + Things CANNOT be graded
     + Items from last year are OKAY
   * Check with students and parents to ensure that JH SJE students can/will attend
4. Reminders:
   * Oct. 31 – Black/orange day - HALLOWEEN
   * Nov. 1 – All Saints Day Mass
   * Nov. 1 – some 8th grade students to Louisville and Crespi Step-up Days (6 kids)
   * Nov. 1 – Catechetical Class – HOMEWORK due Friday
   * Nov. 4 – St. Genevieve is coming
   * Nov. 4 – JH Information Night (Chris check with BD/CG if you need to attend)
   * Nov. 8 – NO SCHOOL: WASC
5. WASC
   * Make sure you go on Googledocs and comment/edit/revise ALL WASC Action Plans (service hours, ELA and Math)
     + We will work on this together next faculty meeting on Monday, November 4th

**Junior High Grade Level Meeting Notes: Monday, October 21, 2013**

1. Shared Junior High Calendar

* Cathy needs help with outlook calendar

2. Due dates for the resume and high school packets (8th grade)

* November 13th
* Teachers be aware that this is a LARGE assignment for 8th graders
* Oct. 21, Oct. 28 and Nov. 4th drafts are due
* FINAL PACKET due to SJE Office Nov. 13th
  + Students may ask for feedback or advice
  + All copies go to CS
* Recommendations:
  + Math – Lizette
  + ELA – Carolina and Sneha

3. Uniforms

* Hunter Call NEVER wears a belt – infractions or conduct? Send parent reminder, contact parents
* Ladies skirts are too short – give reminders and notify parents as well
* ANY teacher may give uniform infractions

4. November Junior High Information night to the list for Monday

* Monday, **November 4th**
* Send NS any and all current photos you may have of students doing work in your classes or any “bragging” rights you may have of teaching by **FRIDAY, NOVEMBER 1ST**
  + ALL teachers will give a BRIEF introduction of who they are, what they teach, how long they have been at SJE, etc.
  + Provide any assignments (ungraded) that you are particularly proud of that align with the school’s mission, SLE’s and CCS
  + Bring textbooks from classes to NS by **FRIDAY, NOVEMBER 1st** to present and share at Parent Information Night
  + ALVIN: any sports paraphernalia, balls, t-shirts or booster club information are welcome
  + JAYNA: attendance is mandatory please let me know what you would like to share.  I know you don’t have textbooks but if you have instruments that you would like to share that’d be great
  + EVELYN: please have Spanish textbooks and projects ready to share
  + EXAMPLES OF TECHNOLOGY USED IN CLASS ARE GREAT!!! i.e. textbooks, web pages, edmodo, online assignments, etc.
* BD send invitation to 5th grade parents at SJE and any local K-5 schools
* BD can we have ITBS scores before the night to have current student standings and class standings?
* Have homeroom teachers choose 2-3 students (boy and girl) to share their middle school experiences with a teacher
  + *Notify students and parents about Parent Information Night*
  + 6th  - Blake Kroetz, Silvia Osorio, Noah Herrera, Alex Whitney, Katerina Perez
  + 7th - Thayer Loomis, Daniel Ferreiro, Jessica Gullette, Kawika Austin
  + 8th – Matthew Yuhico, Jeremy Valtairo, Cecil Ossa
* Introduction - BD
* Curriculum and CCS – NS
* HS Articulation – CG

5. Barron’s TEST PREP letter for web pages and weekly envelope – NEXT WEEK

**Monday, October 14, 2013**

Junior High Grade Level Meeting Notes:

* Damian Palmieri: parents requested a conference for Friday, 7:00am with all teachers
  + If you are able to attend Friday at 7:00am please come
  + If you are not able to attend Friday at 7:00am please phone mom and dad to update them on Damian’s class status and behavior
  + Please reply ALL when a parent sends an email to the JH team
* Other announcements:
  + Wednesday, October 16th Mass and HABIT Fundraiser
  + SHAKEOUT Drill Thursday, October 17th – make sure students are prepared, videos available online
    - See BD’s emails for emergency preparedness
  + Voyager Ticket to Read – too immature and elementary for 6th grade
  + Cross Dove Publishing – 6th grade “Mary’s Son” and request teacher copies
  + Chaminade articulation for 7th and 8th grade students Monday, October 21st
  + Barron’s HSPT Test Prep should be implemented into the classrooms starting THIS WEEK – in 7th and 8th
    - Scheppers - Reading Comprehension
    - Tharayil/Strom/Sedik – Math
    - Tharayil/Gunter – Grammar
    - Do parents need to be made aware of HSPT implementation in the classrooms?
  + Sub Plans for Scheppers on Tuesday, October 22nd
    - Period 3: 8 Literature
    - Period 5: 7 Literature
* ELA CCS Unpacking Standards – 6th grade

**JH Meeting Notes: October 7, 2013**

**1.Solutions for supervision between the classroom teachers and the Music teacher during the transition to and from Music classes. This is an important safety issue that needs to be improved.**

* Wait outside for students to walk to and from music and make contact with Jayna to recognize that all students have made it to the music room safely
* Watch students walk through the quad to and from music class
* Whatever teacher is releasing them needs to watch students walk to and from classes
* Jayna needs to come outside to the plaza to release students

**2. Clarification about some specific junior high students’ behaviors  from Barbara.**

* Lengthy hug – inappropriate (Jonny Garcia and Daniel Singontiko)
* Reinforce with students to keep their hands to themselves
* High fives are fun
* Long embraces will not be tolerated

**3. What is the response from Barbara regarding the possibly late arrival time back to school from the Christian 4 Life, October 9th trip? The 7th and 8th students were asked to bring donations…toiletries and non- perishable food. Encourage participation please Sneha.**

* Send a class email to parents
* Written letter in Tuesday envelope
* Posted on teacher web pages
* Connected for 7th and 8th grade families – Tuesday

**4. Information about the 8th grade resumes, high school application process, teacher recommendations, scholarships, and Step Up Days, due dates. Also… optional participation at various high school articulation meetings**

* Resumes: have time to think about instructional minutes and how to accommodate teachers or should students do their resumes at home
* Scholarship Application/Teacher Application: goes to Cathy, put in the office and Jie will give recommendations, materials, resources accordingly
* Step-up Days: students choose one step up day and will be absent on those days, Cathy will notify in advance of the step-up days so you know when students will be missing classes
* Children’s requests will be in by *November 15th*
* Notre Dame articulation – Carolina and Lizette will attend, October 21st
* Louisville and Crepi letters – be sure to give students flyer information about November 1st step-up day

**5. Social Justice classes that were approved by Barbara for Religion (for all ages)**

* Only certain links approved by BD (*All grade level* links for Religion) Respect for Life
* Cathy will send Niki links as to what to incorporate Religion in 6th

**6. Barron’s Test Prep Incorporation:**

* Chaminade Articulation – test prep in the classrooms
* Get honors at entrance at the high schools
* Incorporate Barron’s book into classroom studies in English and Math
* OLL high number of students who enter HS with honors at entrance
  + Online Barron’s book
  + Math and ELA – one period once a week
    - Rotate doing the work for homework or in class for teachers to assist
* Prepares students for PSAT and how to take tests
* Implement in 7th and 8th grade?
* Time management for students and how to take tests – timed tests
* Lizette, Niki, Sneha/Carolina need copies of the books to adequately incorporate material into the classroom (8th)
* Talk to Chris about implementation in 8th grade math (Lizette)

**7. Chaminade Articulation Overview:**

SUMMARY:

320 some odd students

33 did NOT feel prepared for HS

ALL 9th Grade Students were anonymously surveyed

ALL middle schools, including Chaminade, are doing a good job preparing students for high school level courses

**How well do you feel you were prepared by your middle school for the transition to a high school experience?**

* 51% of students feel very well prepared
* 38.8% of students feel somewhat prepared
* 8.2% a little under-prepared
* 2.0% not prepared enough

**WRITING:**

Which area or areas do you wish you had been better prepared?

* How to organize an essay
* How to write a thesis
* How to include concrete details/examples for support
* *How to footnote/cite sources/write a bibliography (MLA/APA)*
* *Formatting – how to write your name, font, size, margins, spacing, etc.*

**READING:**

Which area or areas of reading do you wish you had been better prepared?

* How to identify themes and main idea when I read
* How to analyze and compare different things I read
* How to do “active reading” and to know what to make notes on
* *MLA/APA format*
* *Composition class – only offered in 9th grade as optional not mandatory and then student do NOT have the opportunity to take a composition class until 12th grade where they do research based writing*

**MATH:**

Which area or areas of math do you wish you had been better prepared for?

* Pre-algebra skills (fractions, rations, math skills)
* Algebra 1 Skills
* Geometry Skills
* Problem solving/word problems

**STUDY SKILLS:**

Which area or areas of study skills do you wish you had been better prepared?

* How to prepare for tests/quizzes
* How to do homework assignments
* How to take notes effectively
* How to identify what I need to study/review

**COMMUNICATION:**

Which area or areas of communication skills do you wish you had been better prepared?

* When and how to ask teachers for help
* How to talk to teachers about assignments, tests and grades
* How to compose effective emails to teachers

**ORGANIZATIONAL SKILLS:**

Which area or areas of organizational skills do you wish you had been better prepared?

* How to prioritize assignments
* How to manage my time
* How to organize my materials
* How to plan for meeting deadlines

**TECHNOLOGY SKILLS:**

Which area or areas of technology skills do you wish you had been better prepared?

* How to use Microsoft programs
* How to format assignments
* How to use email and calendars
* How to organize and manage my files
* *Electronically submit work*
* *Incorporate Notability into classes teachers and students*

**8.) Things to consider for NEXT TRIMESTER:**

* English 8 cannot be at the end of the day – can we change the schedule? (Lizette)
* Share a room with the parish?
* BD and CG pushing the types of learning where you uncover information cannot be done in a 45/50 minute period
* Why do classes have to be at the same time every day?
* Rotating or block schedule?

**9.) Things to consider for NEXT YEAR:**

* 2:55pm Dismissal
* Friday full day schedule except the first Friday of every month for Catechetical Formation – 12:00 dismissal
* Faculty Meetings on Mondays – 3 out of 4 would be grade level meetings and the fourth meeting would be Administrative
  + Here until 4:30pm
* Block scheduling – 70 minute classes

**JH Grade Level Meeting Notes – September 30, 2013**

Envision's Foundations of Leadership Summer Program in Washington, D.C.:

* Students nominated already – faxed by BD 09.16.2013
* Any new nominations to consider?
* None

Tutoring – BD gave the directive to not call home until personal notification from BD

* Parents and tutors in the office unaware of tutoring – Monday, September 30th
  + Students missing
* Should teachers call home?
* Are we waiting for tutors?
* Who is receiving tutors? Uncertain of number of tutors, subjects being tutored and students receiving tutoring
  + Jie contacted tutors to come and call home directly
  + Should teachers speak to parents?

Cathy (phone passes):

* Students need to go to homeroom teachers to receive a phone pass to call home at recess or lunch for a specific concern

Reminders:

* Thursday JH Alemany luncheon – NS will observe students during lunch period – CS and TS will come into the hall when they are done with their lunches
  + Be prepared for students to leave 10 class minutes early to make it to the hall (with their lunches) and possibly arrive late from articulation meetings
* Interim grades are due this week – grades close October 2nd – When are they due to the office?  Check with BD
* Friday Living Rosary – remind students to bring rosaries
  + Tuesday and Thursday students will be pulled from class to participate in rehearsal for Living Rosary
* Oct. 9 – sub plans need to go to NS (Cathy, Lizette, Alvin, Sneha, Carolina)
* Oct. 9 – Field Trip:
  + 7th and 8th homeroom teachers **group email** to parents about coming to school early and a delay coming back from field trip or connected? – check with BD for approval
    - Expect a delay coming back from Carson – departure time of 1:30pm students may not make carline – parents need to be notified ahead of time especially because there are two games that day as well
    - Parents need to be notified ahead of time that students need to be dropped off early 7:15am in the Mason parking

Writing: 6th Grade Level Benchmarks

**Junior High Grade Level Meeting Notes – September 23, 2013**

Student Accommodations:

* Dominic Vitar – give tests orally - STEP
* Natalia Campos – give tests orally – STEP recommendation

Reminders:

* 8th Grade Parent Information Night – Wednesday, September 25th

Student Discussion:

* 7th grade boys:
  + Productive Classroom: teachers are creative, different ways of learning, different tasks, not spending a whole period doing the same thing, directions are clear, teachers are moving around the room
  + Unproductive Classroom: students shouting, out of seats, teachers at desk, teachers are rude
    - Student and teacher behaviors are the same in unproductive classrooms
  + Each child has their own motivation to act a certain way and acknowledged why they make such a choice and that it is a choice to act and behave a certain way
  + They are good kids – behavior is getting in the way – the fact that they are good kids was reiterated to students
  + Students realize that there is a dynamic when all the boys are together and working together – separated, someone is sick, someone is isolated, someone is removed from situation
  + Students acknowledge that behavior is not planned but just “happens” with the students
  + Each student has their own reason for behaving a certain way
  + Students want to feel cared for, that relationships exist between teacher and student(s)
  + Next steps for TEACHERS:
    - Be careful with your language, avoid “boys” or identifying them as a group
    - Vary classroom activities – busy work, worksheets, redundant, given homework just for the sake of homework
    - Some need help but are not given the help they need
    - One feels disliked all the time – others do not
    - *Don’t ask them – tell them –* This is what you’re going to do…
    - Pair students up with a stronger student if they need help – escort the student to their partner
    - Show little-no emotion towards the student(s), no affect for the student’s behavior
    - Use the whole group strategy to recollect students focus and attention
    - Clear instructions that aren’t just oral – displayed visually elsewhere
    - Whole class structure is their “audience”
    - DO NOT do the “finish it for homework” – hold students accountable in class for their class work – if everyone else is finished and they are not then they are not finishing because they are fooling around, etc. then there is no excuse
  + Next step with STUDENTS:
    - Wednesday
    - Where do we go from here – review grades with students

Writing Exemplars – grading based on rubrics (Lizette, Cathy, Sneha, Carolina, Niki) – NEXT TIME!

**September 9**

**Junior High Grade Level Meeting Notes:**

Study Hall:

* Fridays in the 6th grade room 12:50-1:50pm with Evelyn Cortez
* STUDY HALL this FRIDAY, September 13th
* **Recommendations must come from the teacher be sure to contact parents about students recommended for study hall, subject and why**
  + **Recommendations/parent communication to come from homeroom teacher by Wednesday, September 11th**
  + **CC Evelyn on all communication regarding study hall so she can remain updated and “in the loop”**
* One-on-one help with access to Gradelink
  + Evelyn needs access to Gradelink for students in study hall
* Students need to bring a lunch with them to study hall so they can eat and do their work with Mrs. Cortez
* Students do NOT have to go but it is STRONGLY recommended

5th Grade Study Hall:

Gavin Aco – all subjects

Francis Pacia – organization

Calvin Ramos – all subjects and organization

Darryll Quiamco – all subjects and organization

HIGHLIGHTED students are STRONGLY recommended and should get priority with tutors

6th Grade:

**STUDY HALL: 7**

**TUTORING: 4**

John Menanno:

* Study hall: All subjects and organization
* Tutoring: NONE

Damian Palmieri:

* Study hall: all subjects – doesn’t complete assignments
* Tutoring: NONE

Ismael Guzman :

* Study hall: all subjects
* Tutoring: reading/writing

Sofia Lancellotti:

* Study hall: all subjects
* Tutoring: reading/writing

David Herrera:

* Study hall: all subjects and technology
* Tutoring: Math and ELA

Derek Vargas:

* Study hall: all subjects
* Tutoring: Math and ELA

Dylan Courchaine:

* Study hall: all subjects and organization, doesn’t turn assignments in
* Tutoring: NONE

7th Grade:

**STUDY HALL: 9**

**TUTORING: 4**

Nick Davi:

* Study hall: all subjects and organization
* Tutoring: Math and ELA

Hunter Call:

* Study hall: all subjects organization
* Tutoring: NONE

Ricardo Manzanera:

* Study Hall: Spanish
* Tutoring: NONE

Mariana Ambrose:

* Study Hall: Spanish
* Tutoring: NONE

Charlisse Carnet:

* Study Hall: Spanish
* Tutoring: NONE

Emily Klein:

* Study Hall: Spanish
* Tutoring: Math and ELA

Jack Gaines:

* Study Hall: all subjects
* Tutoring: NONE

Mya Aghasi:

* Study Hall: all subjects
* Tutoring: Math and ELA

Julia Loomis:

* Study hall: none
* Tutoring: Math

8th Grade:

**STUDY HALL: 3**

**TUTORING: 3**

Ian Barbosa:

* Study Hall: all subjects and organization
* Tutoring: reading/writing

Jasmine Avalos:

* Study Hall: all subjects and organization
* Tutoring: reading/writing

Sebastian Cervantes:

* Study hall: all subjects and organization
* Tutoring: reading/writing

REMINDERS:

* NJHS Induction Ceremony is TOMORROW from 1:50-2:50 in Grill Hall (JH only)
* School photos on Wednesday, September 11th
* Mass for Student Council Induction on Thursday, September 12th – CHURCH UNIFORM
* ITBS Testing starts Monday – remind students and parents to get rest, sleep well and eat breakfast
  + Faculty meeting will discuss ITBS testing procedures
* Comfort Kits from students are due Wednesday, September 18th
* OTHER: students need to be supervised on their walk to and from music – stand at your door and ensure that all students enter the classroom safely and make sure students are walking quietly and safely to and from the music room