

Ms. Evans,

Thank you for meeting with me today. The following updates to your Action Plan were identified and/or accomplished during today's visit:

Action Step (from pre-visit email)	Updates/Notes
1. Literacy coaches will conduct data chats with teachers and work with them to implement DI during the writing block with students to ensure effective intervention/enrichment opportunities are taking place throughout the day.	I pulled a group yesterday to teach score an exemplar paper utilizing the rubric and to also ascertain the organizational pattern needed for a strong expository paper. I stayed after school to review the activity with the teacher to ensure that it is replicated. I stopped by today to collect the assessment papers on the correct prompt. I will score those papers and return to your school ASAP. Once the data is received, please assist Ms. Ciceron and the interventionists in identifying activities to remediate the problems that I will identify and report to you. Additionally, please prepare to begin a weekly writing camp with 4 th grade students. I am going to visit again next Tuesday so you and I can sit and plan these activities. We should be prepared to begin writing camps on Monday, November 28 th .
3. Literacy coaches will review the ETO Writing plans with teachers and ensure that rigorous activities are implemented during the writing block.	It is evident that solid planning is taking place in grade 4 writing. However, I am concerned that the entire school was given an 8 th grade prompt for your school wide monthly writing assessment. The ETO plans for writing do not assign a prompt to students in grades K-2. The writing prompts are built into the weekly writing lessons. Please share the updated plan for 4 th grade writing as well as the monthly writing plans for K-2 with your leadership team to ensure that everyone is aware of what writing activities should be occurring in the K-5 writing classes.

In addition to what's listed above, we also discussed: 1. The importance of following the modified writing calendar and ensuring all assessments are occurring on time. 2 The need to model and plan for writing with the 4th grade writing teacher.

Please let me know if you have any questions.

Thank you,

Ms. McSwain