

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. Common planning with 3 rd grade to develop higher order questions using the FCAT task cards.	Common planning with 3 rd grade was conducted. Higher order questions were developed. Teachers will also use the ETO developed questions that align to the Houghton Mifflin Story.
2. Observe, debrief and plan with second grade teacher, Ms. Fullard, on the gradual release model. Schedule modeling or co-teaching as needed.	Observed Ms. Fullard during whole group instruction, however, she was unavailable to debrief with after school. Will meet with her next week to debrief and set-up a time for modeling explicit instruction during whole group.
3. Observe, debrief and plan with third grade teacher, Ms. Folk, on the implementation of FCAT task cards in whole group and small group instruction. Schedule modeling or co-teaching as needed	I was unable to observe Ms. Folk during reading time due to schedule change. However, I was able to meet with her to discuss small group instruction. Coach will provide her with additional materials (lower level iOpeners) to use during small group instruction. Will re-schedule observation for next visit.

In addition to what's listed above, we also discussed: Professional Development for 3rd-5th grade teachers on the Item Specs and Unwrapping the Benchmarks. PD is scheduled for November 16.

Please let me know if you have any questions.

Thank you,

Patty