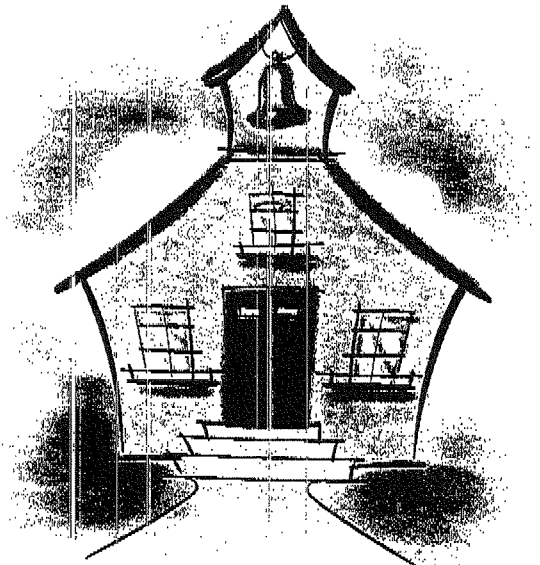


Miami-Dade County Public Schools
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Facsimile

Date: June 16, 2011 Time: 3:15 p.m.
To: Mr. Ernesto Gonzalez
Education Transformation Office
From: Martha Z. Harris, Principal
Dr. Henry W. Mack/West Little River Elementary School
Fax: 305-523-0649 Pages including cover: 6

Comments: Walk-through Logs



Please call if all the pages were not received.

Administrative Monitoring Log

Week of Oct. 11 - 15

HARRIS

	Teacher Visited	General Observations	Follow-Up
Monday			
		DATA CON	
Tuesday			
	<p>① Alvarez - Art - making hats & say no to drugs posters</p> <p>② L. Alvarez - Essential? on bird for R.M. & Sci. (😊) - Timelines - making them together</p>		Needs to do Reading bulletin board
Wednesday			
	<p>① Harshbarger - Needs comp proj for doc. camera Working in pairs using anchor paper. "I love how you are working together."</p> <p>Follow up - Send email re: Essential Question - Refer back to it during the lesson</p> <p>② Arrieta - Marquez in room - 4 birds - loud - Arrieta - 5 stats. Needs new little white birds.</p>		
Thursday			
	<p>① Miller - (Sub) - Yelling - addressed sub → Arrange diff. sub for class in future!</p> <p>② Montano - Using story on flip chart I do - We do - You do</p> <p>③ Wono - Family circle time - sharing about brothers/sisters</p>		
Friday			
	<p>① Montano - stats. on rug - Blending words on arm - Stats. engaged in blending</p> <p>② Somers - Cannot get to see stat. work in middle of row due to room configuration On computer when I walked in room</p>		

Administrative Monitoring Log
Week of 11/29 - 12/3

HARRIS

	Teacher Visited	General Observations	Follow-Up
Monday 11/29	Wend	- Nap time	
	Somers	- At desk - 3 stds. off task	Spoke to tehr.
	Conde	- Lined up too early	- Address closing of the day
	Lasten	- All stds on task	
	Miller	- Coming back from recess - Orderly line	
Alvarez, L	- " " " "		
Tuesday 11/30		Gr. 2 Common Planning K Common Planning	- Continue to have common planning in my ofc. 10
	4th	- Arrieta - Algebraic Expressions - Constr. paper -> Input/Output	
	4th	- Valdes - (Marquez w/one grp) - small grp instruction - Harshbarger - Goal setting.	Emailed Harshbarger
Wednesday	1	L. Alvarez - Whole grp. - wd. cards - good wait time - Note to tehr.	
	K	Conde - letters - Tehr. led exp. - Note on desk	
	K	Montana - Great transition	
	4	Valdes - Using SMART BOARD - Inferences - AWAIT	
Thursday	2	King - Math - Borrowing - All stds on task - No H.O.	
	3	Jackson - Small grp.	
	5	Johnson - Using Prom. bond - Stds. engaged - Good 7 ins	
	5	J-S - Choral answering - Write a note - Need stds. raising hands	
	5	Riquelme - Sci - All stds. engaged	- Care needs to provide support
Friday	1	Stds. in ms - blending	
	2	Howard - Re-phrased explanation several times	Coach needs to give more manipulative
	3	Turner - Whole grp instruction	Talk to Turner - Diff. instr.

DODIE (M)

Linete Tellez, AP Administrative Monitoring Log

Week of March 21 - 25

	Teacher Visited	General Observations	Follow-Up
Monday	Somers	Students were on the carpet reviewing sentences and sounds. No higher order thinking questions. Students were completing assignment at the desks. Teacher was sitting at her desk on computer.	Discuss during leadership team meeting. Conversation with teacher. Asked Reading Coach to visit and observe.
	Miller	Students were completing PB page. Teacher walked out of room looking for TE. Students were supervised by neighboring teacher.	Email to teacher regarding students supervision. Conversation with teacher regarding students academic progress.
	K. Johnson	Students were reading around the room. Little to no questioning skills.	Speak to Reading Coach about observation. Review lists of best practices with students.
	Jackson	Reviewing vocabulary with students using ESOL strategies	compliment the teacher on the use of ESOL strategies.
Tuesday	Johnson - Smith	Students were preparing for Mock FCAT passage. Teacher was facilitating.	Spoke to the teacher regarding the process.
	Johnson	Students were completing DO NOW. Teacher reviewed the problem. Students corrected their mistakes.	Spoke to coach about Ms. Johnson becoming a model teacher for the other math teachers.
Wednesday	Montano	Teachers was reviewing the alphabet whole group. Students were calling out words that begin with the letters.	Left small note for the teacher.
	Somers	Environmental print board was posted. Students were completing sentences.	Met with the teachers to review the procedures and purpose for the board. Teacher agreed that the board was pointless.
Thursday	Laskey	Students were singing and dancing to an adorable song about friends.	Positive comment to the teacher.
	Arrieta	DI groups. Great use of time. Students were actively engaged in their groups.	Positive comment to the students at each group.
	Valdes	Teachers and students were reviewing grammar. Students were actively engaged in whole group lesson. Various students were called on for examples of adjectives.	Positive comment to the class.
Friday	Miller	Teacher was review subtraction whole group. Students were working on a problem in their book. Overall...goo little lesson. Great use of math vocabulary.	Speak to the teacher about the volume of her voice. (a bit too loud) Recommend that next time maybe a students can model on the board instead of her.
	Alvarez	Students were reviewing the life cycle of a frog. Great review.	note to the teacher.
	Montano	Students were in DI groups. Teacher was working on _at family. Students were actively engaged and teacher supported the learning process fro each student.	Left note to the teacher.

Ms. Tellez, AP Administrative Monitoring Log

Week of May 2 - 6

	Teacher Visited	General Observations	Follow-Up
Monday	Ms. Johnson	on task; deep teaching of the benchmark; great job debriefing during small groups; ? Students on computers	spoke to teacher, Success Maker having issues w/server
	Ms. Riquelme	higher order questions; reviewing science passage; great rdg comprehension exercise; some students were highlighting everything	spoke to teacher about students highlighting
	Mr. Arrieta	Science Lab, GIZMOS activity; Mr. Cure was teaching the lesson; not all students were engaged	Spoke to teacher, asked about the lesson being taught by the Science coach. Teacher explained first day in the lab, he will teach from now on and all lesson will include a hands on piece.
Tuesday	Ms. Valdes	Reviewing the vocabulary words. Students were sharing the definitions using their own words.	Commended the teacher. Asked how the students learned the definitions and what she used to relate the words to words that the students were familiar with.
	Ms. Harshbarger	Students were discussing a prompt. Reviewing their ideas. While students shared teachers was brainstorming on the board. All students were actively participating.	Left sticker for the teacher with a little note.
Wednesday	Turner	On the board the "DO NOW" was multiplication tables	Asked the teacher about the activity. Discussed the importance of engaging students and that multiplication facts should not be the "DO NOW"
	Ms. Alvarez	Should be using ELL strategies. Students need to know if their answers were correct.	Spoke to teachers about suggested ELL strategies. Explained the importance of debriefing.
	Ms. Montano	Excellent classroom management strategy, students were on the carpet reviewing the alphabet.	Commended the teacher in the hallway. Job Well done! Excellent classroom management skills.
	Ms. Somers	Students were at the carpet. 2 students were sitting at their tables not focused on the lesson.	Discuss with teacher classroom management procedures. Expressed the need for ALL students to be involved in the lesson.
	Ms. Miller	One student cannot read, he is having difficulty completing the assignment b/c he has no idea what is expected. Students did not have an opportunity to discuss their answers. No clear directions were given before the start of the lesson.	Recommended that for that one students parents be notified immediately and student should be sent home with strategies for mom and dad to implement. (i.e. flashcards with sight words, high frequency word list) Classroom management strategies were also recommended. Ms. Martin, Reading Coach has been assigned to help & support her.

Thursday

Ms. Laskey	Students were working with words. Students were able to spell the words, but it was evident they were unsure of the meaning. There is white board in the room. The teachers is using a small board for instruction.	In order to build on the lesson/extend it may be a good idea to review the definition of the words they are creating.
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Ms. Soto	All students were in rows. Students were motivated to learn, seem to have a hard time understanding the English language. Center were set-up for students.	Shared with the teacher: great interaction with students. At some point throughout the year students should be sitting in groups to help establish a sense of family in the room. Students are slowly acquiring the new language. Centers were excellent, could use a few more Leap Frogs. Mr. Howard will deliver more Leap Frogs for centers and homework.
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Ms. Jackson	EXCELLENT CLASSROOM LIBRARY! The students were listening to the story tape in order to prepare for their Reading test the following day. As the teacher reviewed the vocabulary words it was evident that some were just repeating but unclear about the meaning of the words.	ELL strategies were recommended. The use of flashcard and pictures are necessary in order for students to understand the topic. Recommend that the story tape also be played the day of the test.
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Ms. K. Johnson	Teacher was reviewing story with the students. Teacher was sitting in the front of the room, unaware of what the back tables were doing. There was no preparation before the lesson, the teacher was cutting construction paper during the instructions of the lesson. No clear direction was given fro the assignment. Transition between assignments was a little rough.	Ms. Singleton, Reading Coach has been asked to work with the teacher. Recommendations were given regarding classroom management. If the teacher walks around the room as the students read it will be clear to students that it is reading time and that all students must be following the reading. Preparation is the key to a successful lesson!
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Ms. Ward	Objective for the day was "Read to follow directions." How does this tie into the weekly benchmark? Lesson plans do not demonstrate what activity each group will be doing. The story was not reviewed the day before the test.	Ms. Singleton, Reading Coach has been assigned to work with her.
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Ms. Howard	No teacher led center prepared. No clear direction was given for each activity. Too many students per group. No routine had been establish, it appeared to be the 1st time students had gone to centers.	Spoke to teacher, reviewed notes with her. Made several recommendations regarding the planning process. Ms. Martin, Reading Coach has been assigned to work with her. Ms. Howard will also be visiting another school to see an effective Grade 2 Reading lesson.
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Ms. Seay	Di groups. Evidence of data driven instruction. Students were all engaged.	Sticker on teachers desk.
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Friday

Arrieta	Di groups. Students in small groups were actively learning on SUCCESSMAKER.	Positive note to the teacher. Sticker on desk.
Escarment		

Valdes	Di groups. Evidence of data driven instruction. Students were all engaged.	Sticker on teachers desk.
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