

APPENDIX V – 153

## Curriculum Review Sample Summer 2015-16

Update-summer staff mtg. today - Message (HTML)

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From: Johnson-Marlow, Jennifer  
 To: Lopez, Lorenzo; Federico Brummer, Maria  
 Cc: Gabaldon, Salvador; Castro-Vega, Veronica  
 Subject: Update-summer staff mtg. today Sent: Wed 6/22/2016 1:23 PM

Head's up...Sal and I conducted the staff meeting today from 10:30-11. Here's what was covered:

- I. Updates from each person and due dates for the maps: First Draft-due Friday, Final Draft-due Tuesday
- II. Reviewed new resources and materials I brought in for both ELA and History. These include the AA primary source doc books and the ELA graphic organizers in the binders that can be used by every content area and built into the lessons so the students are always reading and writing.
- III. Reviewed the constraints with the pre- and post-survey through SurveyMonkey as it stands right now. If teachers want to do their own version for each class, they may; however, for the dept.'s purposes, we will stick with the current survey until further notice and use the data provided for each site with all CRC classes combined.
- IV. Reviewed the 8.5 hour day with the half hour lunch and clock in and clock outs...this is problematic. People continue to be clocking in and out, but the times are not registering. I've asked them to keep track on paper too, just to be proactive if we have to do time-edits as this will help V.
- V. For those folks nearly finished working on the maps, here's what they can do next if they want to continue working through next wee:
  1. Edmodo needs to be organized!!!! If someone is willing to put some logical structure into the docs we now have loaded, that would be a huge help. If not, then the interns will tackle this job when they come in.
  2. Build units and lessons using the template provided. (I have resent it to them all.) We need single lessons that are 50 minutes, block lessons, or units. They have until next week, so create curriculum that is relevant and practical that other teachers can implement.
- VI. Wed. Staff meeting: 10:30 in large conference room.

Follow-up: Please answer these questions:

1. Folks want to know about working on Saturday. Is this an option and if so, who will be here to open the building and for how long?
2. How do we make Edmodo accessible across middle and high school so the lessons and units, resources, etc., can be shared?

Please advise so Sal and I are able to respond tomorrow am.  
 -Jen

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