



Kim M. Bruno, Principal

Laura van Keulen, Assistant Principal Data & Technology

CFI Team Minutes
Meeting #23: 5-13-10

Present: Moore, Alex; Pace, Annie; Sudduth, Erik; van Keulen, Laura

Materials to Review: minutes from our previous meeting

I. Note Taking in 2010-11

- The English Department has successfully used data-driven, differentiated instruction while working on ninth-grade department-wide grammar units involving the following:
 - Diagnostic assessment
 - Midterm
 - Final
 - Sharing of resources
 - Revision of lesson plans based on student performance
- Since the ninth grade English teachers have experience with this framework, they will be well prepared to do something similar with note taking.
- Note taking must happen in every department.
- There should eventually be school-wide implementation of the note taking project.
- Note taking is helpful in studio and academic classes.
- There may still be a central CFI project focusing on a single teacher.

II. Facilitating Understanding of the Inquiry Process

- We should publish responses to frequently asked questions about SMART Goals and the CFI Team in the Yellow Sheet.
- APs can share information from our Yellow Sheet FAQ on SMART Goals during department meetings.

III. Effective Dissemination of Information

- It could be beneficial to broadcast important messages during OP. This could be done via recorded video of students relaying information in engaging ways. Networked computers may be necessary to make this happen.
- An OP teacher could be given a script.
- It would benefit teachers if there were a television in every room.

IV. *Scholastic Guide*

- *The Scholastic Guide* should be completed. We should reflect on the basic skills that could be added.
- There are students who have inadequate organizational skills, note taking skills, and test-taking skills.
- Students should expect to spend thirty minutes per night on homework for each academic subject

V. New Standards and Expectations

- The NYSED Web page details the new levels.
- Published examples of meaningful cross-curricular work inspire teachers to pursue partnerships with colleagues.