Regional Math Leaders

# Planning Meeting Minutes

# January 15, 2015

## Opening

The planning meeting of the Regional Math Leaders was called to order at 4pm on January 15, 2015 in the downstairs conference room (Klamath Falls ESD via IVC) by Rea Snyder.

## Present

Rea Snyder, Kathy Alexander, Shaun Gross, Kelsey Huntley and Scott Beveridge

## Approval of Agenda

The agenda was unanimously approved as distributed.

## Open Issues

Rea gave an update on the Curriculum Council’s (CC) meeting. Although the council was supportive of the prompt writing sessions, the scoring sessions are more important currently. The writing sessions are better off held at the beginning of the year, or during the summer.

Two scoring sessions will be held both in Medford and Klamath Falls. Rea presented the number of slots per district for scoring sessions based on the CC’s budget. Slots are weighted differently in each district based on average daily membership (ADM). These slots do not include 4 math leaders. If districts want more than their allotted slots, they will need to pay for the cost of subs.

Shaun noticed there are 33 slots for the first session and 54 in second session. Scott answered that we originally planned on a writing 1st session. We will adjust these numbers. Rea will show this change to the CC on Thursday. The CC wants to focus on 10th & 11th grades, instead of 11th &12th grades.

Rea spoke about Multnomah ESDs contract. SOESD will sign an agreement with Multnomah ESD. Leaders will receive an email (very soon) with access to the samples. Only Leaders and Rea will have access.

The recruitment flyer will be distributed to districts with the details. Teachers that want to participate will sign up on PD Networks and be sent an assurance, an Acknowledgement of Work Sample Security for the Essentials Skills Assessment from SOESD. Teachers will sign it and send it back to SOESD. Kelsey will send teachers secure prompts through a google folder with 3 samples to choose from (6 altogether - 2 of each strand - 3 per session), along with other pertinent information to for the scoring event.

Shaun updated the group on the ODE work sample happenings. In late January, 5-10 other samples will be finished. The goal is to get 35 good samples. A lot more peer editing is happening this time. They are meeting on 1/23 and by end of March, even more will be complete in the secure portal. There are currently 3 work samples on the website that could be used for calibration and practice.

**Pick two dates for scoring sessions (One in late February and one in April)**

Rea will bring dates decided to CC next Thursday.

Timeline discussed:

* By Feb. 13th - Need all teachers registered for participation.
* Teachers will have 2 weeks to administer the tests in the classroom.
* Feb 27 – 1st scoring session for Klamath Falls districts
* Medford – working on a date for end of February (May 1st?).
* Kelsey will reserve Medford Education Center board room when decided.
* Rita will reserve the Klamath County District Office Board Room.
* May 1st - Second session for Medford
* April 24th – Second session for Klamath
* Leaders will check their calendars with districts and confirm dates
* Rea will bring flyer to CC next week.

**Choose secure prompts to be sent to district math teachers in the region**

The group resolved to sending 3 works samples for the 1st session and then the other 3 for the second (1 of each strand per session). It will be good for the teachers to review the material concepts (not the problem) with students prior to testing. Students may choose between prompts and must pass 2 out of 3 for the essential skills assessment. Students may not decide to pick a different prompt after already starting the problem. Rea will speak with Derick Brown to discuss the regulations for testing.

* Leaders – will be receiving email with access to secure prompts hopefully by Monday, 1/19
* Leaders will choose the best ones - Rita will compile the set and send to Rea 2/6
* Chosen prompts will be sent out to teachers via a secure Google Drive folder by 2/14 by Rea and Kelsey.

**Scoring Session Ideas – quick addition to the agenda**

Although the CC wants to focus on 10th and 11th grades, each Math Leader emphasized the need for their seniors to have precedence because they are the students closest to graduation. Rea will speak with the CC about giving the districts the choice on with grades to send.

Rita explained some effective procedures in their past scoring sessions that could be utilized. Grades 9-12 are allowed. Start by weeding out 0s. As discussed earlier, it’s best to start with 12th grade because they need to graduate. Then follows 11th, 10th, and 9th grades.

The group felt that unfilled slots by districts should be given to other districts. To ensure this is fair, if slots are not filled by a certain date, then first come first serve. Prompt feedback/critic sheet must be attached to work samples.

**Develop a sheet/ handout that give the teachers all the information and explain the process for participating in the scoring sessions.**

Shaun suggested the group assemble the main points advertised on the flyer showing all aspects of this event before developing the handout.

Flyer title: **Regional Math Work Sample Scoring Session**

Teachers will:

* Have opportunity to administer secure work samples to students that count toward Essential Skills Assessment
* Receive 3 work samples to choose from
* Have 2 weeks to administer assessment
* Be provided a release day to participate in scoring session
* Join forces with teachers from all regional districts in scoring an anonymous selection of student work
* Leave with graded work samples and valuable collaboration experience
* Receive PDUs

**Teacher Handout Details:**

This sheet/handout will be sent to the curriculum directors in each district to be distributed to teachers in the region as an invitation to participate in the scoring session.

* Register on PD Networks
	+ Event overview to view
	+ Teachers must attend scoring session
* Receive the assurance for signage from SOESD
* Send it back signed to SOESD via district courier
* Receive secure prompts from SOESD (3 first session, 3 second session)
* Select appropriate prompts to give to students
* Administer 1 work sample per student
	+ Teachers may give students the choice between prompts
* Collect work samples to keep secure in between testing sessions
* Bring completed work samples with state feedback form stapled to front
* All sets of papers must be zip locked with cover page in front
	+ Cover page with School, teacher, and number of pages – Kathy will send to Kelsey and Rea
	+ Prompt feedback/critic sheets attached – Rita will send to Kelsey and Rea

**Math Resource Website (SOESD)**

Time did not allow for discussion on the Math Resource Website. Emails will be sent out to Math Leaders with links to the SOESD Math Resource Page when ready.

***Action Items:***

Kelsey – Adjust district slots for scoring session 1/16

Rea – Talk with Derick Brown on 1/16

Leaders – Notify Rea of dates chosen for sessions by 1/20

Kelsey – Reserve Medford Board room by 1/20

Rita – Reserve Klamath County D.O.

Kelsey – Create class on PD Networks 1/20

Leaders - Choose prompts and send to Rita

Rita - Send compiled prompts to Rea by 2/6

Rita - Scoring page send to Kelsey and Rea

Kathy – Cover page send to Kelsey and Rea

Kelsey – Flyer share via Google drive with Leaders 1/16

Rea – Present flyer to CC on 1/22

## Adjournment

Meeting was adjourned at 6pm by Rea Snyder. The next planning meeting will be at 4pm on **February 12, 2015, in upstairs conference room**.

Minutes submitted by: Kelsey Huntley