

Norms

1. Be respectful

2. Start/end on time

3. Keep the goal in mind

4. Be solution focused

 **TAP Leadership Team**

 **MEETING AGENDA**

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|  **DATE** |  **8/19/14**  | **MAJOR TOPIC (circle as applicable)** **Data** IGPsClusters Evaluation |
| **Facilitator:****Time Keeper:****Recorder:** | **Ms. Dove, Mr. Gaitan, Ms. Sides****Ms. Simpson****Ms. Lundsgaard** |
| **ATTENDEES SIGN-IN** |
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| **NEED**  | To look at pre-test and rubric directions, and make a final plan for field testing   |
| **DATA SOURCE** (circle one) |
| **Statewide Assessment** | **Benchmark****Testing** | **Classroom Assessment** | Field Testing | Student Work in Cluster | Teacher Evaluation(s)/CODE | Cluster Documentation | IGPs |
| Other (specify) |  |
| **OUTCOME** | To have a final plan in place for field testing and administering pretests |
| **MEETING ACTIVITIES: Learn**   **Develop**  | **MATERIALS NEEDED** |
| 1. Review pretests, rubrics and directions for pretests-Do we all agree?
2. Break into cluster groups, develop a plan and finalize details for field testing
 | LAUSD-website with pretrsts, rubrics and directions |
| **FOLLOW-UP ACTIVITIES: Apply Evaluate**  | **PERSON(S) RESPONSIBLE** |
| 1. Decide on classrooms to field test in and consult with teachers
2. Make a plan to complete pre-tests and secure a date
 | Master Teachers |