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| tlc logo.jpg | OTF Logo with lettering.jpg  **Teacher Learning Co-op (TLC)** |
| Agenda and Minutes  Please use this form to record the agenda and minutes for each meeting. The minutes may be in point form and could include discussion points, actions to be taken and by whom. If the group feels comfortable doing so, please photograph, videotape and/or audiotape your meetings. | |

Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Wednesday, January 21, 2015 - AM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda**: - changes to EQAO testing (test formatting for 2015 – electronic)

- math night for parents

- Review of Origo scope and sequence charts (ordered and received)

- long range plans (strand and reporting)

- long range plans – reviewing strategies, tools and manipulatives

**Minutes**:

**1) EQAO testing** – links to parent night (math night), contact Trevor Brown as guest speaker

- shared links for new electronic testing implementation (format to change booklet format)

**2) ORIGO** - scope and sequence charts (ordered and received)

- distributed materials to teachers (teachers to review for next session)

**3) REPORTING** – number sense, patterning, data management, and geometry (term 1 - primary)

(term 2) – number sense, measure, patterning, data and geometry (report 5 – primary)

**4) Topics to cover for creating trajectories** - Fractions/decimals, area/perimeter (base 10 blocks), mass/capacity/distance, algebra, multiplication/division, Graphing(?)

- will break up into 2 groups each time, to work on topic/trajectories

- deconstruct curriculum for each grade/strand/content area to find how a skill continues/builds throughout

**Week 1 topics (trajectories)**

Multiplication - Jean and Ira (began work on expectations trajectory, identifying strategies, tools and manipulatives), next step: finish next day

Fractions – Jennifer and Helen (completed work in expectation trajectory), next steps: add strategies, tools and manipulatives

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Wednesday, February 25, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda**: - Revisit dates (conflict with new FOS PD session)

- Review links between our trajectories and Origo scope and sequence charts

- Review progress with created trajectories (from last day)

- Continue to create trajectory charts (finish Multiplication and fractions)

- what might the final product look like? (hard copy, electronic, etc.)

**Minutes**:

**1) DATE CHANGE** - Proposed date change (accepted) – Thursday April 9, 2015 (confirmed by jr team), FOS PD session conflict with OTF release day

**2) Links to trajectories –** easy to fold, easy to read, use of colour to communicate changes in grades/strategies, indications of what continues and what is new

**3) Continuation with creation of trajectories** –

a) - fractions (junior) – COMPLETED! (decimals started- work on next day)

Fractions – team 1 (completed work in expectation trajectory, strategies, tools and manipulatives) (reference Marian books)- Eyes on Math

b) – multiplication (Junior) – COMPLETED!

Multiplication (in terms of single digit and double digit) - team 2 (began work on expectations trajectory, identifying strategies, tools and manipulatives), next step: finish next day

- broke up into 2 groups, to work on topic/trajectories

- deconstruct curriculum expectations for each grade/strand/content area to find how a skill continues/builds on through the grades

**Alternate ideas for future days:**

Fractions/decimals, area/perimeter (base 10 blocks), mass/capacity/distance, algebra, multiplication/division, Graphing(?)

**Next steps:**

- continue to think about presentation styles of final project

- juniors Decimals and Money (team 1), and patterning (team 2)

- review EQAO/report card data (areas of concern) to pick future strands

- review monographs to combine big ideas

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Thursday, March 26, 2015 - AM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda**: - PD on how to use google docs

- use google docs to create trajectories (typed from rough copy charts)

**Minutes**:

**1) Google Docs:** - one team member creates initial template and invites all teachers to join

- review how to use basic functions

- how document saves

- creating copies of work (uploads/downloads of files)

**2) Creating Trajectory** – break-up into teams to type trajectory work into online files

- edit work as we go (add vocabulary) – Geometry (2D and 3D, Fractions, Multiplication

- reassign colours on google docs to address flow arrows from rough work

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Thursday, April 9, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda**:

- review on how to use google docs

- use google docs to create trajectories (typed from rough copy charts)

**Minutes**:

**1) Google Docs:** - one team member creates initial template and invites all teachers to join

- review how to use basic functions, transition between documents

- how document saves/deletes/copy files

- creating copies of work (uploads/downloads of files as backup drive)

**2) Creating Trajectory** – break-up into teams to type trajectory work into online files

- edit work as we go (add vocabulary row) – patterning, graphing, measurement

- reassign colours on google docs to address flow arrows from rough work (align with rows)

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Thursday, May 7, 2015 – AM (only)

Location: Broadacres Jr School

Members Present: (1) Ira Metani

**Agenda:**

- review template on OTF site for reporting

- use google docs to revise trajectories (based on feedback from team leaders meeting)

**Minutes: - 1) Revising Trajectory**

- edit work together as a group leader – divide items in groups

- check specific vs. overall expectations used, add strategies from guide to effective instruction

- reassign colours on google docs and make separate rows for connecting columns

**Next Steps:**

- fill-out report and complete samples

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Monday, May 11, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda:**

- review template on OTF site for reporting

- use google docs to revise trajectories (based on feedback from team leaders meeting)

**Minutes: - 1) Revising Trajectory**

- edit work together as a group – divide items in groups

- check specific vs. overall expectations used, add strategies from guide to effective instruction

- reassign colours on google docs and make separate rows for connecting columns

**Next Steps:**

- fill-out report and complete samples

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Monday, May 11, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda:**

- review template on OTF site for reporting

- use google docs to revise trajectories (based on feedback from team leaders meeting)

**Minutes: - 1) Revising Trajectory**

- edit work together as a group – divide items in groups

- check specific vs. overall expectations used, add strategies from guide to effective instruction

- reassign colours on google docs and make separate rows for connecting columns

**Next Steps:**

- fill-out report and complete samples

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Monday, May 11, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

(2) Helen Garland

(3) Jennifer Edmison

(4) Jean Day

**Agenda:**

- review template on OTF site for reporting

- use google docs to revise trajectories (based on feedback from team leaders meeting)

**Minutes: - 1) Revising Trajectory**

- edit work together as a group – divide items in groups

- check specific vs. overall expectations used, add strategies from guide to effective instruction

- reassign colours on google docs and make separate rows for connecting columns

**Next Steps:**

- fill-out report and complete samples

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Project Title: Exploring Scope and Sequence in the Junior Years

Team Leader: Ira Metani

Date of Meeting: Monday, May 22, 2015 - PM

Location: Broadacres Jr School

Members Present: (1) Ira Metani

**Agenda:**

- finalize template on OTF site for reporting

- finalize trajectories (based on final feedback)

**Minutes: - 1) Finalizing Trajectory**

- edit and finalize work where needed

- check specific vs. overall expectations used, add missing strategies from guide to effective instruction

- finalize colours on google docs and make separate rows for connecting columns to primary to complete K-5 trajectory

- fill out report and finalize budget