



EDUC495/496 Collaboration Log

School/Colleagues

Date	Event/Activity	Purpose	Role	Outcome/Result
1/10/17	PBIS Meeting	Discuss pancake breakfast/reward systems	Passive participant	Introduced myself to staff/committee members
1/10/17	Elementary Meeting	Discuss issue with students coming to school unprepared for the weather conditions and school supply necessities and options for supply packages in the future for families to purchase (one stop shop)	Passive participant	Noticed at how many students are unprepared for the weather conditions and that there is no simple answer to this- Administration has already sent out an alert to parents and guardians- Students will go outside no matter what (no one to watch them if they were to stay inside and if that was the case, numerous students would want to stay inside then)
1/11/17	All Staff Meeting	Recognize staff of the month, discuss principal observations and what is expected of teachers, discussed how to open communication amongst all staff	Passive participant	Gave teachers the opportunity to adjust their teaching to what is expected of them and to recognize staff and make them feel appreciated.
1/12/17	Elementary Meeting	Discuss school supply options for the 2017-2018 school year, sending students outside for recess without proper attire, instant alerts	Passive participant	Decided to make bulk school supplies an option for families as some families enjoy "shopping around" and spending school supply shopping as family time. Students will be going outside for recess no matter what they are wearing. This

				will be enforced to parents in classroom newsletters, etc. however administration will not be sending out any more instant alerts to parents regarding this issue. All parent/guardian questions or concerns to be directed towards Todd, the principal.
1/18/17	Elementary Meeting	Discuss science classes brought to Nicollet Public School, Snow Week	Passive participant	Decided not to participate in Snow Week and keep it a high school activity. There are too many other dress up days and activities done in elementary that the middle and high school does not participate in (i.e. Valentine's Day, 100th Day, etc.)
1/20/17	Teacher In-Service	Mandatory Reporting and Textbook Blocking	Mandated Reporting: Audience Member Textbook Blocking: Active participant with 1st grade teachers	Training for mandated reporting: when to report, what to look for, etc. Textbook blocking: Worked with elementary and specifically first grade teachers on math textbook blocking. How closely does the curriculum align with the MN state math standards?
1/24/17	PBIS Meeting	Pancake Breakfast, Conference Attendees, PBIS Bulletin Board	Passive participant	Serve pancake breakfast to all students and staff on early release day in February, PBIS bulletin board to be done by first grade in February
1/24/17	Elementary Meeting	Snow Week, Science Class in March	Passive participant	Continued discussion on Snow Week -- Many disagreements! Thoughts: Middle/High School vs. Elementary? This is a unique K-12 school.

1/26/17	Elementary Meeting	2017-2018 Calendar	Passive participant	Month by month calendar for next year. What works best and is most beneficial for learning? How many conference days in August/September?
1/30/17	Elementary Meeting	Snow Week	Passive participant	Many frustrated parents contacting the principal angered that their child(ren) are not participating in Snow Week. Decided that we WILL participate on Friday for the dress up day and the pep fest. This frustrated many teachers as they are going back on their word now. Also discussed how everyone needs to work as a team and not throw a single person or group of people under the bus.
1/31/17	Elementary Meeting	Conferences	Passive participant	Scheduling conferences with younger/older siblings
2/1/17	Elementary Meeting	Conferences	Passive participant	Scheduling conferences with younger/older siblings
2/2/17	Elementary Meeting	Conferences	Passive participant	Scheduling conferences with younger/older siblings
2/8/17	All Staff Meeting	Recognize staff of the month, different drills and safety	Passive participant	Recognize staff and make them feel appreciated, review policies and procedures
2/14/17	Elementary Meeting	Concessions	Passive participant	Who is going to do elementary concession stand? No one volunteered to commit. (It's just one night!)
2/16/17	Elementary Meeting	Dr. Seuss's Birthday: Door Decorations, Dress up in favorite book character (March 3rd)	Passive participant	For his birthday, we are going to recognize ALL books and dress up as a character and decorate the door of your own

				classroom with the students' involvement
2/21/17	Elementary Meeting	Collaboration	Passive participant	Distribution of letters to send home, miscellaneous discussions
2/23/17	Elementary Meeting	Sections for Next School Year	Passive participant	Discussed the numbers in each grade level and the vitality to keep the K-2 classes small to individualize instruction
3/2/17	Elementary Meeting	MLC Play	Passive participant	Discussed transportation to and from MLC for their play; grouping students together - Older with younger a possibility; timing to get there and get back with enough time for lunch
3/7/17	Elementary Meeting	Budgets	Passive participant	Classroom budgets - Are textbooks included in the classroom budget or not? Need to find out from the school board; What to do with leftover classroom budgets - Buy excess or will it carry over?
3/9/17	Elementary Meeting	Summer School	Passive participant	Not enough teachers willing to teach summer school; therefore, the grade levels and students must be reduced. Summer school will only be allowed to students in grades 1-5 unless more teachers step up to the plate.
3/14/17	Elementary Meeting	Data Review Day	Passive participant	Discussed a possible day and times to go over data on students' last test scores - Will need to find a sub for the entire day to rotate throughout the classrooms
3/16/17	Elementary Meeting	Technology - Chromebooks?	Passive participant	Thoughts on going away from tablets and going strictly Chromebooks in the classrooms and

				<p>teachers, too. We are close to being a 1:1 school, but what do we need to purchase more of? Younger grade levels prefer the use of iPads whereas the older grade levels would prefer Chromebooks.</p>
3/23/17	Elementary Meeting	CLIMB Theatre	Passive participant	<p>Synopsis of CLIMB Theatre performance discussed along with times for each grade level - All grade levels must be in the same classroom. CLIMB will instruct students how to sit and interact during the presentation.</p>
3/30/17	Elementary Meeting	Raider Pride Picnic	Passive participant	<p>Possible days for the Raider Pride picnic brought to us by PBIS at the end of the school year; Need to have a set day with a back up day in case of rain - Will look ahead at the forecast the week of to discuss possible options, if needed; Barb (kitchen) will be talked to regarding this for the school's lunch</p>
4/4/17	Elementary Meeting	Raider Pride Movie/Reward Day	Passive participant	<p>Discussed possible options of movies for the Friday (early out schedule) PBIS reward day in which students will get to chose a movie to watch - Different movies will be played in each classroom. Movies should be around the same time length - Found this very hard to do!</p>
4/13/17	Middle/High School Meeting	Raider Pride Movie/Reward Day	Passive participant	<p>Discussed how to keep middle school and high school in the school</p>

				during this time - Attendance a possibility; Students will not be surprised with this reward as they will be given the chance to sign up for a particular movie
4/20/17	Middle/High School Meeting	Raider Pride Movie/Reward Day & Struggling Students	Passive participant	Looked at the breakdown of students who signed up for the movies - Largest group will watch the movie in the theatre; Important to have teachers roaming halls and watching exits (especially in the community area of the school by the theatre)
5/2/17	Staff Development Meeting	Staff Development Opportunities (Next Year)	Passive participant	Possible staff in-services for next year - Fetal Alcohol Syndrome, ADD, ADHD, etc. & finalize schedule for in-services
5/3/17	All Staff Meeting	Raider Pride Staff Members of the Month, Teacher Checkout Process, PBIS Information (Goal: 20,000 Raider Pride Tickets by the end of the year)	Passive participant	Quotes from other teachers about the Raider Pride Staff Members of the Month, Checkout Process, Budgets, Classroom Placements - Para placements not made yet; PBIS - Continue with the Raider Pride Tickets - Will be getting "bigger" prizes for the middle and high school such as gift cards, etc.; Many students are saving up their tickets
5/4/17	Middle/High School Meeting	End of the Year Activity & Finals Schedule	Passive participant	Possible kickball tournament on the last day of school; Will send out a Google Sheet so each teacher can sign up for finals to make a finals schedule for middle school → Will need to adjust schedule to fit the "shop" schedule for finals

5/5/17	Teacher In-Service	PLC's & AVID	Passive participant	Setting an AVID goal to present to the school board - What is too broad? Want to keep it open to all subjects and not just those subjects who require specific skills. In PLC, goals need to be reviewed to see where students are at and what measures need to be taken for the rest of the school year.
--------	--------------------	--------------	---------------------	---

Narrative Summary:

Communication is vital in each and every school. Although teaching is often done in the isolation of a classroom without the presence of other adults, good teaching involves consultation with other teachers and colleagues. Many schools encourage teachers to plan lessons together and learn from one another. It is important to take a team approach when problem-solving, especially for difficult students. This all requires excellent communication. Teachers need to stay involved with new developments in education by reading journals, listening to new ideas from administrators and school board members, and sharing and discussing ideas with colleagues. On top of that, it is important for teachers to plan “fun” days together, as well to incorporate multi-grade times to expose the students to different people and allow them to interact with one another.

Families

Date	Event/Activity	Purpose	Role	Outcome/Result
1/10/17	Letter Home	To introduce myself to parents/guardians and let them know I will be working with their student for the next 13 weeks	Student Teacher	Parents were pleased with my note home - I am sure their first grader told them all about their “new teacher!”
1/16/17	Parent Visitor in Classroom	To observe and spend time with her son	Student Teacher (Nothing changed)	The student was distracted by his mother present in the classroom which affected his entire day of learning.
1/18/17	IEP Meeting	Follow up on previous miscommunication regarding	Passive participant	Parents were assured that student does not need a 1:1 paraprofessional in

		IEP -- 1:1 para (as stated in IEP) not being met in specialist each day -- parents concerned and frustrated with this issue.		the classroom or in specialist; however, it was assured that there will be a small group paraprofessional in the classroom and at specialist at all times. Parents were pleased with this as his behaviors and skills have increased dramatically compared to last year and the beginning of the school year.
1/31/17	Parent Visitor in Classroom	To observe and spend time with her son as he is the "Top Dog" this week	Student Teacher (Nothing changed)	This was a distraction to the students as many of them were eager to sit by her, chat with her, etc.
2/21/17	Parent-Teacher Conferences	To allow parents and guardians to see their student's progress and allow the teacher to provide communication regarding their student (strengths, weaknesses, concerns, comment, etc.)	Co-Teacher (Working Together)	Parents were reassured with their students' progress in first grade; Many parents walked away feeling assured that their student was doing well and succeeding in class
4/7/17	Thank You Note	To thank parents for allowing me to work with their child throughout my journey as a student teacher	Student Teacher	Mrs. Meister got many compliments on my communication methods with the parents as well as an appreciation of sending a simple "thank you" letter

				home with their son/daughter.
5/1/17	Parent Meeting	To discuss a parent's concern regarding an alarming email	Passive participant	Parent was concerned about the alarming email she accidentally received from her daughter's reading teacher stating her daughter has had "nasty behaviors." It was meant to be sent to a para in which has the same name as the student's mother. Mother was apologized to; however, the mother understood and was glad that she was aware of her daughter's behaviors in classes. We feel that she is trying to behave differently to "fit in." Will continue to monitor her behaviors.
5/3/17	Email to Parents	To inform the parents that their son/daughter has been caught cheating and the consequences they will face (according to the student handbook)	Student Teacher	Parent thanked me for sending the email and letting them know. They will ensure to take care of the issue and discuss the issue at home with their son/daughter.

Narrative Summary:

All teachers should know that good communication with parents is an important part of their job. Teachers need to know about the children's families, language, and culture in order to help children learn. Parents benefit because they learn more about what goes on in school and can encourage learning at home. Most importantly, children benefit by improved communication because contact between home and school helps children learn and succeed. To teach effectively, teachers need to know about the child's life outside of school. Some teachers schedule conferences that fit in with parents' work hours. It is

important that teachers greet visitors and parents warmly. It is also vital to call parents at home, write notes to parents, or send home information about the child with other family members. Teachers and schools can do many things to make communication with families easier. It's important to find out from parents the ways of communicating that work best for both of you.

Community

Date	Event/Activity	Purpose	Role	Outcome/Result
3/27/17	Girl Scouts	Teach the students about noise pollution and their senses	Participant with the students	Students enjoyed these group lessons from the Girl Scouts - Many of the students knew at least one Girl Scout which made them connect with them even more which is important in first grade.
4/31/17	CLIMB Theatre	Teach the students about pollution through an interactive skit	Participant with the students	Students LOVED this! The students learned so much about a complex subject matter through a strong vocabulary through interactive skits from two women dressed as scientists - Reminded me a lot of The Magic School Bus

Narrative Summary:

I truly believe that working with the community as a teacher is so important. Exposing young children to the world around them is vital so they are able to learn how to become valuable and reliable citizens. It is important for children to engage and work with community members to gain valuable relationships as well as learn to communicate with others.

Date

Cooperating Teacher(s)

Student Teacher