

Writing and Rigor Meeting Agenda

1. Where do we stand? Where are we going?

Seth Weitzman – 10 Steps to Strengthening Hommocks’ Writing Program

Annie Ward – Analysis of ELA and ERB Assessment Results

2. Promoting excellence in writing

1. Annie Ward – Essential elements of a writing program

2. Examples from Hommocks Classrooms

A. Bob Morrissey – Eighth grade process writing

B. Susan Chester/Katie Lopez – Research writing

3. Frequently Asked Questions

10 Steps to Strengthening Hommocks' Writing Program

Curriculum Development/Classroom Instruction

1. English department will convene in the summer to develop units of study in writing, following the new elementary school Literacy Design Team model.
Share Literacy Design Team work with Hommocks teachers.
2. Develop writing lessons across the curriculum e.g. social studies (essay and research writing), and art and music (journal writing and reviews).

Professional Development

3. Literacy Coach position requested in 2008-2009 budget to work with teachers across the curriculum on integrating and improving instruction in literacy skills, including reading and writing, across the curriculum. The Literacy Coach will provide teachers training in all classrooms, *not* limited to our neediest writers.
4. Professional development opportunities include April Conference Day (all staff), summer curriculum development workshops (English and special education departments), and faculty meetings (all staff). Professional development topics will include differentiation of instruction, or tailoring instruction to meet the range of student needs.

Writing Assessment

5. Every quarter, assign a minimum of one extended writing task to be included in student writing portfolios. Assignments will be graded using rubric and the final draft and teacher's assessment shared with parents.
6. Establish standard, perhaps from ERB scoring rubric, expected of Hommocks students when writing in all subjects, and applied to all writing skills (e.g. mechanics, organization, etc.)

Administration of ERB

7. Spend 1-2 days familiarizing students with format of ERB test before assessment is administered.
8. Together with Hommocks English department and Central Administration, consider changing administration date. Continue practice of sending scores to parents.

Parent Education

9. Continue to keep parents abreast of developments in writing program using vehicles such as Hommocks Happenings and HMXpress.
10. Publish and mail home a brochure, similar to the Literature List, outlining how grammar is taught.

Seth Weitzman