

LOTE Meeting
January 11, 1999
Newark/Arcadia Building

Members Present:

Sue Barnes	Rosemary Fry
Krista Coleman	Margaret Dodge
Jody Warner	Sheridan Davenport
Bob Leiby (RIC)	Toni Johnson
Marion Canale	Michelle Shenton

Meeting Goal:

Provide a written plan for March 19 Conference Day.

- at least 1/2 day for oral training, am = High School/ p.m. = Middle School, to allow those who do both to attend each level.
- possible swap shop, professional talk, culture share for another session
- Al Martino's attendance is tentative. We can *always* make room for Al!
- After some discussion, a tentative plan:
 1. Introduction: The communicative approach? History of oral part.
 2. Presentation of what Checkpoint A & B are and criteria for oral exam.
 3. Apply skills/criteria via video samples.
 4. Techniques to prepare students throughout the year (or Checkpoint).
 5. General share session (Cultural? What do you do about . . .? How do you . . .? Have you traveled to . . .?, etc.)

Update from HS & MS oral committees:

- Read speaking manual again &/or more carefully
- What kinds of questions to guide students?
- How do you prepare for oral exam on daily basis? (ex. train students "how" to answer)

Video Notes:

- Red Jacket to do editing of H.S. tape with captions (Rosemary & Bob?)
- Michelle volunteered to do M.S. tape, but needs location & equipment.
- Need parental permission slips for students who appear in video, include why, where, dates of video viewing.

MISC.:

- Sheridan suggested taking a final product and giving to area teaching colleges so new teachers are prepared.
- Bob suggested a "Most Frequently Asked Questions" document re. oral testing.
- A letter to Superintendents, Principals and Department Chairs urging participation on March 19

March 19 Workshop Schedule*:

Tackling Oral Testing

Registration	8:00-8:30 a.m.
Introduction: Overview of Checkpoints A (Proficiency) & B (Regents)	8:30-9:00 a.m.
Criteria for Oral Assessment Choose Checkpoint A OR Checkpoint B	9:00-10:00 a.m.
Break	10:00-10:15 a.m.
Apply criteria by sample scoring w/ video Choose Checkpoint A OR Checkpoint B	10:15-11:30 a.m.
Lunch	11:30-12:15 p.m.
Preparing students for oral assessments--How? Choose Checkpoint A OR Checkpoint B (with paired practice between colleagues)	12:15-1:45 p.m.
Break	1:45-2:00 p.m.
General Sharing Cultural or other (Maybe AI if he can make it)	2:00-3:00 p.m.

(*Though the subjects and times are correct, this is an outline of the schedule and not official. Official information will be coming from BOCES with registration information.)

Meetings:

Full Group Meeting: Tuesday, February 23, Canandaigua Middle School, 4-6 p.m.

Turn onto Granger St. for parking. Meet in Blue House Conference Room (Follow signs in building.)

Goal- pull March 19 together & assign tasks

Checkpoint A Group: Thursday, January 28, @ Jody's, 4-6 p.m.

Bring video taped speaking samples!

Checkpoint B Group: Thursday, January 21, @ Sue Barne's, 4-6 p.m.

Bring videos and snacks!