

English & Modern Languages Department (**EMLD**)
Department Meeting Minutes
Venue: English Professional Learning Centre
March 23, 2022

Meeting was called to order by Mrs. Marsha Grant-Palmer, the Head of the Department at 2:45 p.m. The devotion was conducted by Mr. Ugochukwu Durueke Wilson

- Mrs. Palmer asked about apologies:
 - ✓ Mrs. Carmen Menzies will be late.
 - ✓ Ms. Jade Cross said that Ms. Krista Marsh had JCDC planning.

Discussion Items- Teaching and Learning Report Across Grades in the subject areas

- Mrs. Charmaine Brooks-Coote said she was having technological challenges which have been hindering the progress that her class has been able to make.
- Ms. Taniesha McIntyre said grades 7-9 are caught up. Also, the Spanish department is having issues getting printed material. End of Month tests for some grades were done online. There is also a challenge in terms of the students not having text books.
- Mrs. Antricia Francis spoke about the lack of textbooks being a hindrance for grade 7s. She's not sure if students are grasping English Language concepts like they should. Also, PATH students are prioritized in terms of the distribution of materials.
- Ms. Marsh said that some students were better online learners and they don't like group work.
- Mrs. Francis said that 8F, who is supposed to be the top-streamed class, has been negligent in completing class work and assignments so the literature grades will be gravely affected. Besides, it was no better online- only about 10 persons would show up. The book itself is not the problem because it is interesting, but the students- they are just not reading.

- Mrs. Roxanne Gentles said students are disorganized because they are using one notebook for too many subjects.
- Ms. McIntyre thinks the students should have been properly re-integrated when face-to-face began instead of just rushing into the syllabus.
- Mrs. Palmer responded that we must keep trying with the students and set the standard; for example, do not accept work in pencil.
- Mr. Wilson indicated that because the school does not have reading culture, the students fail to take reading seriously.
- Mrs. Palmer asked everyone to think of ways to develop a reading culture.
- Mr. Wilson suggested joining in programmes like 'Read Across Jamaica Day', 'Drop Everything and Read' and 'Word a Day'.
- Ms. Patricia Clarke said the Grade 10s are very immature and are not up-to-par with the Grade 10 curriculum so she has had to be backtracking and moving slowly in order to resolve the issue. Also, the school has a significant lack of resources. In addition, she told Mrs. Francis that 8F is only top-stream in terms of numeracy- not literacy- because she had them in Grade 7.
- Mrs. Palmer said that we must remember that we are teaching students and not the curriculum so there's no need to rush. Also, she spoke to Mr. Jonoy Drummond about the Digital Projector who has not got back to her as yet.
- Ms. Cross said it's the same across the board- nothing different.
- Mrs. Menzies said she is behind in terms of the reading tests, but Mrs. Charmaine Coote has been assisting her. The lowest among grades 7-9 students is 9RT. She does not have a current plan for the Grade 1 and pre-primer learners.

- The issue was raised that 9RT is doing Spanish when they're not even doing Reading. The students from Brittonville seem to be the most challenging and special education resources are needed to be put in place.
- What's more, the 9RT students were said to be more disciplined when they were in their previous Form Room. The solution should be to give them core subjects only; remove them from that classroom; reduce the class size; have social and emotional sessions; and group them according to reading levels.
- Mrs. Menzies said that 7U's reading level is not too bad and Ms. McIntyre wanted to know what she can do to help as their form teacher and agreed to do so as Mrs. Menses suggested that she gets incentives.
- There is an issue in terms of the intercom constantly interrupting Form Time.
- 7RT's classroom, according to several teachers, is not conducive to learning. Ms. Clarke said she has made practical suggestions to resolve the problem, but they have yet to be implemented.
- Mrs. Palmer said that 7RT's English sessions should have at least one dedicated to reading.
- Mrs. Coote said we need some social workers to assist in the students' developmental learning.
- Mrs. Palmer said she learnt a lot of things, and then she went on to lesson planning- all lesson plans must be submitted by 2 p.m. on Sundays in order to be marked. Also, she has been doing some informal walk-throughs when she's available. We were also advised to keep working on our E-Portfolios.

Plans for Easter and Summer:

- ✓ Department Bulletin Board (highlight top performers, most disciplined/improved, etc.)

- ✓ English & Modern Languages Award Ceremony in May.
- ✓ Mrs. Sharon Green-Burey's Retirement Ceremony
- ✓ Teachers' Day Dinner
- ✓ Fundraising activities for our programmes.
- ✓ Get clubs up and running- Ms. Powell spoke about Spanish club and how it has been going.
- ❖ Ms. McIntyre indicated that the Plant Manager said that Spanish room is a personal room and that the Spanish teachers should be the ones to clean it. Ms. McIntyre has been asking for the room to be cleaned, but the matter has not been addressed. Mrs. Palmer indicated that she will do a follow-up on the matter.

The meeting was adjourned at 4:03 p.m.

Completed and Submitted by: Ms. Carla Powell (Teacher of Spanish).

Approved by: Mrs. Marsha Grant-Palmer (Head of Department).

Teachers who were Present

Mrs. Marsha Grant-Palmer
 Ms. Carla Powell
 Ms. Taniesha McIntyre
 Ms. Jade Cross
 Ms. Antrica Francis
 Mrs. Tavia Whithorn
 Ms. Savita Dickson
 Ms. Krista Marsh
 Mrs. Kristal Anikey
 Mr. Ugochukwu Durueke
 Ms. Patricia Clarke
 Mrs. Roxanne Mykoo-Gentles
 Mrs. Charmaine Brooks-Coote
 Mrs. Carmen Menzies
Teachers who were absent:
 Mrs. Sharon Green-Burey
 Mrs. Jodi-Ann Reid