**Day 1 – 5/04/15 First and Second Grade Planning Meeting**

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| **Action Steps to Attain Objective** | **Responsible Person(s)** | **Resources Required** | **Timeline** |
| Bring white boards and Crayola markers | Ms. Hughes | White boards; Crayola markers | 5/05/15 |
| Bring Expo Markers | Ms. Braude | Expo Markers | 5/05/15 |
| Bring Felt/Erasers for White Boards | Ms. Fuller | Felt/Erasers | 5/05/15 |
| Base Ten Blocks | Each teacher will provide base ten blocks for their individual lesson. | Base ten block | 5/05/15 |
| Student List with students paired with appropriate partners; notify your students about who their partner will be. | All teachers | Student lists | Prior to each lesson |
| Pre-Teach white board sharing activity. | All teachers | White boards; expo markers | (AM) 5/05/15 continue to review each morning. |
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