



Minutes from C1 - LTTA Short-term joint staff training event

Location: I.I.S. "Concetto Marchesi", Mascalucia, Catania, Italy
Duration: 7 days (25/11/2018-01/12/2018)

Attendees:

No.	First and last name	Organization	Country
1.	IRINA READ Teacher coordinator	V.KACHIALOV GYMNASIUM	LITHUANIA
2.	IRINA ZERNAKOVA teacher	V.KACHIALOV GYMNASIUM	LITHUANIA
3.	INGA VASERMANE Teacher coordinator	LIEPAJA RAINIS SECONDARY SCHOOL NR.6	LATVIA
4.	KARLIS STRAUTINS headteacher	LIEPAJA RAINIS SECONDARY SCHOOL NR.6	LATVIA
5.	SOFIJA PINJUSIC CURIC Teacher coordinator	PRIVATE SCHOOL FUTURA	CROATIA
6.	JANJA PINJUSIC teacher	PRIVATE SCHOOL FUTURA	CROATIA

7.	ELENA BRINDUSA STAN Teacher coordinator	COLEGIUL NATIONAL DE INFORMATICA	ROMANIA
8.	ELENA GENOVEVA IRIMIA teacher	COLEGIUL NATIONAL DE INFORMATICA	ROMANIA
9.	ROBERTO LO FARO ICT technician	MAZZEI SABIN	ITALIA
10.	ALFIO SCAVO Vice headteacher	MAZZEI SABIN	ITALIA
11.	IRENE CONTARINO teacher	MAZZEI SABIN	ITALIA
12.	MARIA GIUSEPPINA MARANO teacher	MAZZEI SABIN	ITALIA
13.	GABRIELLA ZAMMATARO headteacher	MAZZEI SABIN	ITALIA
14.	CINZIA CLAUDIA LA ROSA Teacher/project coordinator	MARCHESI	ITALIA
15.	CLAUDIO DESIDERIO teacher	MARCHESI	ITALIA
16.	ELIANA GUGLIELMINO teacher	MARCHESI	ITALIA

17.	ALESSANDRO SALERNO teacher	MARCHESI	ITALIA
18.	LUCIA MARIA SCIUTO headteacher	MARCHESI	ITALIA
19.	CARMELO CIARAMELLA teacher	MARCHESI	ITALIA
20.	MARISA FERRIOLO teacher	MARCHESI	ITALIA

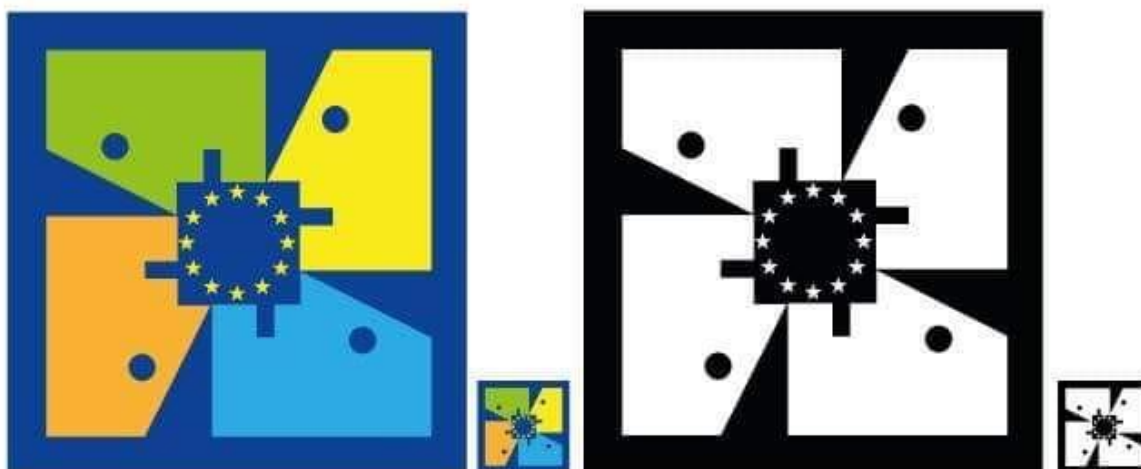
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Conclusions:

Ad.1. Project logo

During this staff training event project logo was chosen. Each school participated by submitting their own work, i.e. best logo from those that their students made. Each country than got 2 votes to give to the best logo, excluding their own. Winner was logo from Italian school IIS Marchesi which is shown below.



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Partners agreed to put the winner logo on all project documents and other appropriate places, such as project's website and Facebook page.



Also, on all project documents that each partner writes project logo and logo of that partner must be put.

Ad.2. Methodologies in Reflective learning/teaching

Main task of this teacher training event was to explore and agree on different learning and teaching strategies and methodologies to apply during the two years of project work. After some consideration and discussion, following methodologies were agreed upon:

1. In teaching History:
 - a. Context and contest methodology
 - b. CLIC context and contest methodology
 - c. Flipped classroom/cooperative learning
 - d. Debate
2. In teaching English:
 - a. Debate
 - b. Context and contest methodology
 - c. Metacognition
 - d. Flipped classroom/cooperative learning
3. In teaching IT and Science:
 - a. Flipped classroom
 - b. Debate
 - c. CLIL
 - d. Experiential learning

Between student mobilities each partner will implement above listed methodologies in the classrooms. Teachers will evaluate the impact of applied methodologies with a report or a video of observation during the classwork.

Ad.3. Partners' responsibilities

Experiences and competences of each partner are as stated below:

The Italian school (coordinator):

- the e-Twinning project,
- will be responsible for the time management according to the timeline,
- has the main responsibility for dissemination activities,
- will be responsible to collect all outcomes,
- will provide template for lessons,
- will fill in the final report.

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The Lithuanian school:

- will create and oversee the project website and blog,
- will realise an e-magazine of the project.

The Croatian school:

- will be responsible for the multimedia reports about the project exchanges,
- will be responsible for the Facebook group communication.

The Romanian school:

- will be responsible for the Google group communication,
- will prepare the surveys and questionnaires such as those about methodologies.

The Latvian school:

- will be responsible for the hand book and e-book about the most effective reflective methods of teaching and learning.

The second partner Italian school:

- will realise a video after each mobility,
- will collaborate with the final ebook,
- will make the gadgets of the project.

Ad.4. Planning next mobilities

Partners agreed that students for the mobilities will be between 15 and 18 years old. Students will be hosted in families of receiving country. Host school will try to match visiting and host students to one of the same sex and age if possible.

Partners decided on exact dates of the next two Short-term exchanges of groups of pupils and the approximate dates of the other two:

- C2 - Lithuania: 28.4.-04.5.2019.
- C3 - Croatia: 29.09.-5.10.2019.
- C4 - Latvia: February 2020.
- C5 – Romania: May 2020.

Itinerary during the exchanges of students will be similar to that of exchange of teachers (C1). At least one field trip will be included in the programme. Before the mobility students will realize one multimedia poster of the results of the applied methodologies in their school that can be later used to disseminate the project. After the mobility each student needs to write a report about the exchange (workshops, free time, impressions) and students from each country as group have to make one video about the exchange.

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Payments during the exchanges of students will be divided as follows:

- Each partner will pay these expenses for their students and teachers:
 - Transfer to and from the airport for students and teachers
 - Hotel for teachers
 - Lunches for students
 - Excursions for students
 - Entrances for students
- Hosting school pays for visiting teachers these expenses:
 - Lunches for teachers
 - Excursions for teachers
 - Entrances for teachers
- Hosting family pays for the local transport of the visiting student and dinners that they spend with the hosting family

Ad.5. Project websites

Project website was made using the simplesite.com platform. Each partner needs to put their own information on the site. Photographs and alike documents need to be linked using e.g. Google Documents and not uploaded directly.

Access data for the project website is as follows:

- Username: reflectiveproject
- Password: erasmus3

Each country has to have own website about the project. That could be blog sites such as blogspot, separate websites or a separate part of the already existing school website.



Ad.6. Miscellaneous

Various other decisions were made:

- All participants of the C1 exchange will fill out a survey about the exchange
- All participants will work on Padlet with emotions presented during workshops
- Christmas wishes will be exchanged in eTwinning and on Facebook page of the project

Zagreb, 3 December 2018

Sofija Pinjušić Ćurić, Private School Futura, Croatia

Cinzia Claudia La Rosa, project coordinator, Italia