

Tool - Collaborative Team Meeting Notes

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| Learning Team: 2nd grade Team | |
| Mission: The mission of Margaret Fischer Davis Elementary is to ensure high levels of learning for all students in a safe and nurturing environment. | |
| Norms: <ul style="list-style-type: none">● We will table important decisions until the next day. We will use fist to five on smaller decisions.● Everyone talks once before someone talks twice● Be solution driven - if you have a gripe, have a solution.● Be active contributors in every meeting (Turn down screens and no sidebar conversations, no working on other materials during meetings) | Celebrations: <ul style="list-style-type: none">● Spring Break was wonderful!● Cafeteria procedures went well on the first day!● First day back in the classroom felt good after the break.● Baby B is doing well!● Teacher's class had good connections in reading for the Fearless Fredrick.● Writing activity went well today.● Student is back and happy. He has a counselor that will come and see him.● Student answered a question today during phonics!● Teaching the spelling pattern in isolation has been super helpful.● Second grade represented on math night! We had 100% participation.● Student being student of the month. She feels blessed!● Student made great connections to the Wee Little Seed poem.● Teacher 1 celebrated Teacher 2 for getting Student to a 3 on math facts |
| Collective Commitments <ul style="list-style-type: none">● Being a positive, contributing member of a collaborative team● Creating common formative assessments and define administration expectations● Analyze data and provide targeted interventions and extensions based on a variety of data.● Identifying and teaching curriculum with a focus on agreed-upon priority standards and their specificity● Seeking out research based practices to support student learning and needs● Providing parents with resources, strategies, and information to help students succeed | |

quiz, and Teacher 3 for helping Student on author's purpose.

Monday

Core collaborative behavior addressed:

- ~~General Team Tasks~~
- Defining Essential Learning Outcomes
- Developing Common Formative Assessments.
- Discussing Instructional Strategies
- Looking at Student Work
- Reviewing and Responding to Data
- Planning Remediation/Extension Tasks
- Other: _____

Agenda Items:

- Mission
- Norms
- Celebrations
- Set CTM agenda for this week

Notes/ Actions/ Discussion:

Please put photos in the 2nd Grade Hub for [EOY Slideshow](#).

Reviewed Math Night plans.

Tuesday

Core collaborative behavior addressed:

- General Team Tasks
- Defining Essential Learning Outcomes
- Developing Common Formative Assessments.
- Discussing Instructional Strategies
- Looking at Student Work
- ~~Reviewing and Responding to Data~~
- ~~Planning Remediation/Extension Tasks~~
- Other: _____

Agenda Items:

- Mission
- Norms
- Celebrations
- Analyze [Fluency](#) Data for Old Jungle Gym
- Planning

Notes/ Actions/ Discussion:

Wednesday

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|---|---|---|
| <p>Core collaborative behavior addressed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Team Tasks <input type="checkbox"/> Defining Essential Learning Outcomes <input type="checkbox"/> Developing Common Formative Assessments. <input checked="" type="checkbox"/> Discussing Instructional Strategies <input type="checkbox"/> Looking at Student Work <input type="checkbox"/> Reviewing and Responding to Data <input type="checkbox"/> Planning Remediation/Extension Tasks <input type="checkbox"/> Other: _____ | <p><u>Agenda Items:</u></p> <ul style="list-style-type: none"> • Mission • Norms • Celebrations • Math Slides for next week | <p>Notes/ Actions/ Discussion:</p> |
| <p>Thursday</p> | | |
| <p>Core collaborative behavior addressed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Team Tasks <input type="checkbox"/> Defining Essential Learning Outcomes <input type="checkbox"/> Developing Common Formative Assessments. <input type="checkbox"/> Discussing Instructional Strategies <input type="checkbox"/> Looking at Student Work <input checked="" type="checkbox"/> Reviewing and Responding to Data <input type="checkbox"/> Planning Remediation/Extension Tasks <input type="checkbox"/> Other: _____ | <p><u>Agenda Items:</u></p> <ul style="list-style-type: none"> • Mission • Norms • Celebrations • Analyze Measurement Math CFA Data • Tier 2 Groups • IS Tour and Dairy Cow tomorrow | <p>Notes/ Actions/ Discussion:</p> <ul style="list-style-type: none"> - Each teacher will get 12 decks of cards and a jumbo deck (in CTM room) - First group tour at 9, load busses at 8:45 - 2nd group will go when we return, around 9:30-9:45 - Dairy cow is scheduled for 10, it may be rescheduled for rain |
| <p>Friday</p> | | |
| <p>Core collaborative behavior addressed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Team Tasks <input type="checkbox"/> Defining Essential Learning Outcomes <input type="checkbox"/> Developing Common Formative Assessments. | <p><u>Agenda Items:</u></p> <ul style="list-style-type: none"> • Mission • Norms • Celebrations • Reading slides for next week | <p>Notes/ Actions/ Discussion:</p> <p>Bring subject/verb agreement and math facts test on Monday.</p> <p>Calibrate making connections responses if you are not sure of any.</p> |

- Discussing Instructional Strategies
- Looking at Student Work
- Reviewing and Responding to Data
- Planning Remediation/Extension Tasks
- Other: _____

- Are all the data analysis forms complete?-Completed RLA Unit 7B

Star Ren Schedule-
Mitchell-Tuesday
Burkett-Monday
Shenold-Wednesday
Otero-Monday
Musgraves-Tuesday
Carroll- Monday
McInnis-Tuesday
Poe-Wednesday
Woods-Wednesday