

“Yellow Sheet” Team Reflection

Team Name:

Use the following rating scale to indicate the extent to which each statement is true of your team:

1	2	3	4
Not True of Our Team	Getting Started	Almost There	True of Our Team

1. _____ We have identified team norms and protocols (i.e., data protocol) to guide us in working together.
2. _____ We have analyzed student achievement data, established SMART goals to improve upon this level of achievement, and have a system for monitoring the SMART goals.
3. _____ Each member of our team is clear on the essential standards for the grade level or course.
4. _____ We have identified course content and topics we can eliminate to devote more time to the essential standards.
5. _____ We have agreed on how to best sequence the content of the course and have agreed upon pacing to help students achieve the intended essential standards.
6. _____ We have developed frequent common formative assessments that help us determine each student’s mastery of essential learning.
7. _____ We have determined what proficiency looks like for each of our common formative assessments.
8. _____ We use the results of our common formative assessments to assist each other in building on strengths and addressing weaknesses as part of an ongoing process of continuous improvement designed to help students achieve at higher levels.
9. _____ We use the results of our common formative assessments to identify students who need additional time and support to master essential standards, and we work within the systems and processes of the school to ensure they receive that support.
10. _____ We have agreed on the success criteria we will use in evaluating the quality of student work related to the essential standards of our course, and we continually practice applying those criteria to ensure we are consistent.
11. _____ We have taught students the success criteria we will use in evaluating the quality of their work and provided them with examples.
12. _____ We have our students monitor their progress toward meeting the essential standards.
13. _____ We formally evaluate our adherence to team norms and the effectiveness of our team at least twice each year.

Collaborative Team Actions *SIMPLIFIED* in a PLC at Work A.K.A. "Yellow Sheet"

Tight for 2022-2023 School Year: Areas in Bold

Collaborative Team Action

	PLC #1 What do we want all students to learn?	PLC #2 How do we know if the students are learning it?	PLC #3 What will we do if the students are not learning it?	PLC #4 What will we do when the students learn it?
Develop team norms that are beyond general professional courtesies				
Write a SMART goal and routinely monitor progress toward meeting it				
Deconstruct the 10-12 essential standards into learning targets				
BEFORE INSTRUCTION OF THE UNIT				
1. Identify and <u>calibrate the team's understanding of the essential standards that correspond with the upcoming unit</u>	X			
<ul style="list-style-type: none"> • What students must know and be able to do to be proficient with the essential standards (success criteria) • The student friendly, "I can" statements for the essential standards 				
2. Determine which essential standard(s)/learning targets require a common formative assessment (CFA) during the unit for student and team feedback? Create CFA(s) [2 versions] with administration and scoring agreements	X	X		
3. Create end of unit assessment		X		
4. Tentatively plan for the number of days allocated for teaching the unit	X			
DURING INSTRUCTION OF THE UNIT				
5. Clarify for students the essential standards; have students reflect on their learning	X	X		
6. Analyze CFA data using a data protocol, by student and learning target		X		
7. Identify a team plan to address the results of the CFA			X	X
8. Collectively respond with intervention and extension for the learning target(s) with Tier 1 and Tier 2 instruction			X	X
AFTER INSTRUCTION OF THE COMPLETE UNIT				
9. Analyze end of unit assessment and determine next steps for Tier 1 and Tier 2 instruction		X	X	X
10. Have students reflect and set continued learning goals	X	X		