

Collaborative Team Meeting Agenda

Date:	1/29/21
Team Norms	Be on time. Be prepared. Be positive. Work together.
Members Present	Rhiannon Stiles, Ashley Adams

4 Critical Questions of Learning:

- 1) What do WE expect ALL students to learn?
Letter recognition, match number identification, quantifies, and comprehension. Beginning to tap out words.
- 2) How will WE know if EACH student has learned?
Data Protocol
- 3) How will WE respond if students have not YET learned?
Small group intervention
- 4) How will WE respond if students are PROFICIENT?
Meet each student where they are

FACILITATOR	RECORDER	TIME KEEPER
Ashley	Rhiannon	Story

Being proficient.

TOPIC	GUIDING QUESTION	DESIRED OUTCOME	MEETING NOTES	PERSON RESPONSIBLE	TIME
Celebrations	Who and what are we celebrating?	Everyone celebrates	<ul style="list-style-type: none"> - Rhiannon: Survived the mammal lessons this week. - Ashley: Lily has made great gains in her understanding. 	All	
Math	Where do we go from here?	Come up with a plan to meet kids	<ul style="list-style-type: none"> - Using two ten frames. 	All	This week

		where they are at.			
ELA	<ul style="list-style-type: none"> - Where do we need our kids to be 	<ul style="list-style-type: none"> - Data Protocol for plants 	<ul style="list-style-type: none"> - Data Protocol for plants 	All	This week

NEXT MEETING AGENDA	TOPICS	OUTCOMES
2/1	<ul style="list-style-type: none"> - Completed Foundations protocol 	<ul style="list-style-type: none"> - Math unit next week.
	<ul style="list-style-type: none"> - Finish linking ELA 	

Team Meeting Agenda

Grade 1

Date: 10/26/20

Team Members Present: Val Harp, Vicki Jackson, and Melissa Gilham	Norms: <ul style="list-style-type: none"> • Be Prepared • Monitor and Adjust • Persevere
K-1 Meeting – these roles were not discussed due to time issues. Roles: Facilitator: All Recorder: Val Harp Timekeeper: Vicki Jackson Materials Supervisor: Melissa	
Possible Purposes for Meeting: <ul style="list-style-type: none"> • Identify specific essential standard or learning target to unpack • Design explicit lesson • Develop formative assessment • Analyze student work • Differentiate instruction/determine • Strategies or interventions or extensions 	Purpose/Goal for this meeting: <ul style="list-style-type: none"> • Discuss Core Knowledge and marrying it to our units and timeframe when to begin. • Discuss “Check My Progress” as an exit ticket. • Discuss next steps in ELA.
Discussion/Decision Summary: <ul style="list-style-type: none"> • Celebrate – Tutoring is going well. Students did awesome on the Data Protocol for ELA CSA Unit 1. Combining IM with My Math is working well. Students still would rather add than subtract. Virtual manipulatives and the use of them was discussed to assist students. Showing them to “x” out the drawings that work. Utilizing “Check My Progress” as a quick exit out the door was discussed. It was determined to try it. Walk-to-Intervention was discussed and when to assess in Dibels. 	
What follow-up is needed based on the information shared at this meeting?	
Action Steps: Discuss with Lovell Core Knowledge as compared to our Unit 3 we use in January.	Person Responsible: All team members.
Agenda for next meeting: Be prepared to discuss using “Check My Progress” as an exit ticket. Next steps for ELA.	Data to collect and bring to next meeting. “Check My Progress” sheets and effectiveness of using them as an exit ticket.
Reflection of norms: Norms were met.	Date of next meeting: November 2

		1) What do WE expect ALL students to learn? 2) How will WE know if EACH student has learned? 3) How will WE respond if students have not YET learned? 4) How will WE respond if students are PROFICIENT?
Date:	12-14-20	
Team Norms	Be on time. Be prepared. Be positive. Work together.	
Members Present	Chrystal, Susan, Teresa,	

FACILITATOR	RECORDER	TIME KEEPER
Wendy	Chrystal	Teresa

TOPIC	GUIDING QUESTION	DESIRED OUTCOME	MEETING NOTES	PERSON RESPONSIBLE	TIME
ELA	What changes do we need to make on end of unit CFA in unit 2 ELA	Completed CFA based on rubric	After looking at Cfa Which will be given the week following Christmas break, it was determined that the students are still struggling with vocabulary. It was decided to take the vocabulary off of the summative and use weekly vocabulary tests to <u>chck</u> for mastery and see how they do	All	
			on rest of the comprehension questions.		

Team Meeting Agenda

NORMS: Be positive, Be on time, Be Prepared, Celebrate

Grade 3

Date: 12/6/19

Team Members Present Erica Cooper Lacy Hosier	Purposes For Meeting Look over reading and Math units and choose the next standard to unpack.	Summary of Meeting: <ul style="list-style-type: none">• Discussed resources from our current reading and math units.• Unpacked standard:RI.3.3• We added resources to our nonfiction and research unit.
Discussion/Decision Summary: We Celebrated MOY DIBELS improvements. We talked about current standards in our Nonfiction unit and worked on unpacking current standards. We discussed and planned our unit for Nonfiction and worked on making student friendly learning targets.		
Action Plan: <ol style="list-style-type: none">1. Finish reading unit 4: add resources and assessment schedule		
Next Meeting Agenda: <ul style="list-style-type: none">• Celebrations• Begin creating CFA for reading unit 4		

Team Meeting Agenda

Grade __4-6 Team _____

Date: _12/13/19

Team Members Present: W. James R. Hamrick (late) A. Best	Four Essential Questions: 1. What is it we want our students to know and be able to do? 2. How will we know if each student has learned it? 3. How will we respond when some students do not learn it? 4. How will we extend the learning for students who have demonstrated proficiency?	Norms: <ul style="list-style-type: none"> ● Be Present ● Be Positive ● Be open-minded ● Be Active – focus on the future ● Be on Time ● No meeting after meeting
Roles: Facilitator: W. James Timekeeper: W. James		Recorder: A. Best Other: Hamrick
Celebrations: Gave mid-unit CFA to 5th grade and kids are rocking division!!!!		
Possible Purposes for Meeting <ul style="list-style-type: none"> ● go over data from CFA mid-unit to make small groups 	Purpose/Goal for this meeting: <ul style="list-style-type: none"> ● Weekly Team Meeting ● Grading mid-unit CFA 5th grade 	
Discussion/Decision Summary: <ul style="list-style-type: none"> ● Mid-unit CFA common grading: <ul style="list-style-type: none"> ○ one question had a typo; agreed to count if math was correct ○ give a 2 for problems where algorithm is correct but student made a simple arithmetic error ● Discussed tutoring for next semester <ul style="list-style-type: none"> ○ Wendy does not wish to do tutoring due to schedule ○ Best does not wish to do tutoring due to college schedule ○ Hamrick will continue tutoring with new list ○ tutoring list needs to be shortened to ensure smaller groups ○ new person needs to be found to cover Wendy's group ● Schedule for unit is right on track; need to really work to get small groups in and data from mid-unit will be used to form those small groups ● Discussed MAP testing schedule for when we return; Hamrick expressed issues with last testing session and the issues her rotation team faced, wishes to possibly do testing the way James' rotation group did it to ensure they teach all kids every day ● Discussed Thorhill leaving and it was suggested that a note needs to possibly go home to parents to let them know so they are not left in the dark. Kids were told Wednesday. 		

Team Meeting Agenda

4th - 6th Science Team

Date: 11/01/2019

<p>Team Members Present:</p> <p>Judith Velosky Gail Pelham</p>	<p>Norms:</p> <ul style="list-style-type: none"> ● Be Present ● Be Positive ● Be open-minded ● Be Active – focus on the future ● Be on Time ● No meeting after meeting
<p>Roles: Facilitator: Gail Pelham Recorder: Timekeeper: Judith Velosky Other:</p> <p>Celebrations: Pelham: 5th grade really did great on the Energy unit. Homeroom got a 10 in art this week!! Velosky: We had a great Halloween celebration this week! 5th and 6th Grade loved the <u>Ooblec</u> Lab done on Halloween.</p>	
<p>Possible Purposes for Meeting:</p> <ul style="list-style-type: none"> ● Discuss CFA and Units 	<p>Purpose/Goal for this meeting:</p> <ul style="list-style-type: none"> ● 5th Grade Unit 1 and 6th Grade Unit 2& ● MAP Testing
<ul style="list-style-type: none"> ● Velosky's 5th grade took Unit 3 Mid-Unit CFA today. Pelham's will take it Tuesday. ● 6th Grade is done with unit 4. Velosky will start Unit 4: molecules on Tuesday ● We are going to use the document created by Mrs. Lovell and plan for our smart goal. <ul style="list-style-type: none"> ○ Our Smart goal for science is 5th grade is 75% ● November AMI Day 3 is to be sent home on November 4th. 	

What follow-up is needed based on the information shared at this meeting?

<p>Action Steps:</p> <ul style="list-style-type: none"> ● Update 5th grade data ● Plan unit 6th unit 4 ● Plan 4th grade 2 	<p>Person Responsible: Pelham and Velosky</p>
<p>Agenda for next meeting: Create a plan for our Science smart goal</p>	<p>Data to collect and bring to next meeting:</p> <ul style="list-style-type: none"> ● 6th Grade unit 4 CSA ● 4th Grade unit 2 CSA
<p>Reflection of norms: The team set new norms. Mrs. Velosky read the norms to set the tone for the meeting.</p>	<p>Date of next meeting: Friday November 8th, 2019</p>

Collaborative Team Agenda 04/10/2020

Hackett ES – 4th, 5th, and 6th Grade Team

(Choose a color. Type your name and your reaction to these quotes.)

Managing Our Expectations

You are not working from home. You are at home during a crisis, trying to work.

Our success as a team will be measured very differently.



Relationships over rigor. Connections over curriculum.

3rd quote - Wendy James - during this time, we need to demonstrate how much we care so kids will continue to care as well. We have to continue to foster those relationships - / now more than ever! (Probably could have chosen all of them to be honest)

1st quote- Madison Strunk- this time is very challenging, however, I am home during a crisis trying my best to be as effective and positive as possible!

1st quote-Jessica Tagle- This quote demonstrates the reality some people face at home. Helps keep in mind what some students might be facing.

Celebration of Learning	Act of Kindness
<p><i>(Type one celebration of student learning you have experienced in the chat box)</i></p> <p><i>Connor Clark has become very active in this online learning, attending zoom meetings, completing his work with high success - this has been a wonderful change from the learning inside the classroom.</i></p> <p>Bryan Jones is doing great on the Power 5! He is answering the questions in full and he is getting them correct in full.</p>	<p><i>(Type one act of kindness and community you have witnessed on the whiteboard)</i></p> <p><i>*I have witnessed the entire community's outpouring of praise for the staff at Hackett Elementary through social media which has been so encouraging to me throughout this crisis</i></p> <p><i>*The work of my intern, Madison Strunk, and her willingness to overcome this hurdle with me to ensure the kids still see her as a very active member of our classroom team</i></p> <p>I love how this school has done everything in their power to ensure that the students are still the priority</p>