

## PGHS Collaborative Team Agenda

<b>Collaborative Team:</b>	<b>Week of:</b>
The mission of Pleasant Grove High School is to ensure post secondary success for all students.	
<b>Team Norms</b> 1. 2. 3. 4.	<b>Reminders:</b> •
<b>What's Working?</b>	
<b>Naming Convention:</b> <ul style="list-style-type: none"> <li>• <b>End of Unit:</b> Grade, Course, Unit # 23-24 (Ex: HS Biology Unit 1 Test 23-24) - When you share this with your team, make it an <b>End of Unit Assessment</b></li> <li>• <b>CFA:</b> Grade, Course, Unit #, CFA # 23-24 (Ex: HS English 1 Unit 1 CFA 3 23-24)- When you share this with your team, make it a <b>Common Formative Assessment</b>.</li> </ul>	

Monday	Agenda:	Meetings Notes:	Action Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Review previous year's data for the unit.</li> <li><input type="checkbox"/> 2. Create or review Priority Standard Summary Chart</li> <li><input type="checkbox"/> 3. Create Assessments (CFA, CUA)</li> <li><input type="checkbox"/> 4. Create Unit Pacing Calendar</li> <li><input type="checkbox"/> 5. Complete Daily Lesson Plans</li> <li><input type="checkbox"/> 6. Complete Data Analysis (CFA, CUA)</li> <li><input type="checkbox"/> 7. Plan and Claim for Tier 2 Intervention</li> <li><input type="checkbox"/> General Team Tasks</li> <li><input type="checkbox"/> Building Shared</li> </ul>	<ul style="list-style-type: none"> <li>• Review Norms</li> <li>• Celebrations</li> <li>• Read Mission</li> <li>• What's Working?</li> <li>• Work of Teams</li> </ul>		

Knowledge			
Tuesday	Agenda:	Meetings Notes:	Action Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Review previous year's data for the unit.</li> <li><input type="checkbox"/> 2. Create or review Priority Standard Summary Chart</li> <li><input type="checkbox"/> 3. Create Assessments (CFA, CUA)</li> <li><input type="checkbox"/> 4. Create Unit Pacing Calendar</li> <li><input type="checkbox"/> 5. Complete Daily Lesson Plans</li> <li><input type="checkbox"/> 6. Complete Data Analysis (CFA, CUA)</li> <li><input type="checkbox"/> 7. Plan and Claim for Tier 2 Intervention</li> <li><input type="checkbox"/> General Team Tasks</li> <li><input type="checkbox"/> Building Shared Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Review Norms</li> <li>• Celebrations</li> <li>• Read Mission</li> <li>• What's Working?</li> <li>• Work of Teams</li> </ul>		
Wednesday	Agenda:	Meetings Notes:	Action Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Review previous year's data for the unit.</li> <li><input type="checkbox"/> 2. Create or review Priority Standard Summary Chart</li> <li><input type="checkbox"/> 3. Create Assessments (CFA, CUA)</li> <li><input type="checkbox"/> 4. Create Unit Pacing Calendar</li> <li><input type="checkbox"/> 5. Complete Daily Lesson Plans</li> <li><input type="checkbox"/> 6. Complete Data Analysis (CFA, CUA)</li> <li><input type="checkbox"/> 7. Plan and Claim for Tier 2 Intervention</li> <li><input type="checkbox"/> General Team Tasks</li> <li><input type="checkbox"/> Building Shared Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Review Norms</li> <li>• Celebrations</li> <li>• Read Mission</li> <li>• What's Working?</li> <li>• Work of Teams</li> </ul>		

Thursday	Agenda:	Meetings Notes:	Action Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Review previous year's data for the unit.</li> <li><input type="checkbox"/> 2. Create or review Priority Standard Summary Chart</li> <li><input type="checkbox"/> 3. Create Assessments (CFA, CUA)</li> <li><input type="checkbox"/> 4. Create Unit Pacing Calendar</li> <li><input type="checkbox"/> 5. Complete Daily Lesson Plans</li> <li><input type="checkbox"/> 6. Complete Data Analysis (CFA, CUA)</li> <li><input type="checkbox"/> 7. Plan and Claim for Tier 2 Intervention</li> <li><input type="checkbox"/> General Team Tasks</li> <li><input type="checkbox"/> Building Shared Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Review Norms</li> <li>• Celebrations</li> <li>• Read Mission</li> <li>• What's Working?</li> <li>• Work of Teams</li> </ul>		
Friday	Agenda:	Meetings Notes:	Action Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Review previous year's data for the unit.</li> <li><input type="checkbox"/> 2. Create or review Priority Standard Summary Chart</li> <li><input type="checkbox"/> 3. Create Assessments (CFA, CUA)</li> <li><input type="checkbox"/> 4. Create Unit Pacing Calendar</li> <li><input type="checkbox"/> 5. Complete Daily Lesson Plans</li> <li><input type="checkbox"/> 6. Complete Data Analysis (CFA, CUA)</li> <li><input type="checkbox"/> 7. Plan and Claim for Tier 2 Intervention</li> <li><input type="checkbox"/> General Team Tasks</li> <li><input type="checkbox"/> Building Shared Knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Review Norms</li> <li>• Celebrations</li> <li>• Read Mission</li> <li>• What's Working?</li> <li>• Work of Teams</li> </ul>		