

Collaborative/Extended Planning Meeting Agenda

Team Members: Lana Smith, Jennifer Nguyen,
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Norms: [Team Norms](#)

Meeting Date: 1/20/22 **Time:** 7:20- 8:05 **Place:**

B101 **Type:** data meeting

Meeting Tasks

| Time Limit | Task | Objective | Resources | Results |
|------------|--|--|---|---|
| 2 minutes | <u>Review Norms</u> | | Norms | Understanding |
| 20 Minutes | <u>Skill Focus/Data Review</u> WIN groups Running Records Mclass | Groups are based on MAP data Use Literacy Footprints running records once a month to keep on track for end of year level D Team will plan more nonsense word work and segmenting words | team data WIN groups | |
| 20 minutes | <u>Planning</u> Feb. Math WIN groups Make new groups based on MOY MAP data | | | Bring CFA and Unit assessment for math Counting to 100 |
| 3 Minute | <u>Reflection on Focus</u> | | | |

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Planning Protocols 2019-2020

Team Norms- Review the list of norms. Stay focused on the work.

Celebrations -What is working well? Share with team.

Products, Practices, & Proof- For each planning meeting, teams will either/or: a common formative assessment, data from an instructional practice, and/or students work to discuss with team. (Admin may assign focus area based on data)

- How did the students do on the standard(s) addressed?
- What instructional practice/strategies were used?
- Were their differences in the student outcomes? Take time to analyze why.

Collaborative Team Questions

As you plan, these four questions should be the focus for your work:

- What do we want students to learn? (Standard)
- How will we know they learned it? (assessment)
- What if they did not learn it? (intervention)
- What if they already know it? (extension)

Reflection Questions:

- What do we each need to do this week for our team/planning?
- What data, proof, or student work will I need for our next meeting?
- How will I celebrate success throughout the week/unit?