Teacher Team Meeting Checklist

Before Meeting

- Secure a location.
- Create an agenda and define roles (minute taker, facilitator, data facilitator).
- Ensure all members are aware of meeting and can attend.
- Run relevant reports and save as PDF or be ready to pull up at meeting.

At Meeting

1. Discuss Teaching and Learning Logistical Tasks
   - Review teaching and learning logistical tasks to ensure that successful teaching and learning can take place daily. This involves:
     - Review upcoming key dates and deadlines for any upcoming assessments, universal screening, grades, surveys, professional development, etc.
     - Identify tasks, products, or other required materials needed to ensure preparation and timely completion.

2. Core Instruction Analysis and Planning
   - What do we expect our students to learn (Goals/Expectations/Outcomes – connected to standards)?
     - How will we differentiate this to meet the needs of our class?
     - How will we differentiate this for individual students?
     - Are we on pace?
   - How will we know they are learning (assessment - based on standards)?
     - What percent of students met the desired outcome?
   - How will we respond when they don’t learn (intervention)?
   - How will respond if they already know it (Gifted)?

3. Individual Student Analysis
   - Use the screening process to identify students in need of an intervention.
     - Diagnose specific need for intervention.
   - Create intervention plan on Exceed.
   - Send communication home to those students receiving a Tier 2 support.
   - Monitor intervention plans and progress monitoring data throughout the year to ensure interventions are occurring and are properly documented.
     - Are the last score within 2 weeks of today? (sort the report by Last Score Date)
     - Are plans overdue and need to be closed?
     - Are there plans without scores?
   - The 3 Point Rule should be used to support decision making for academic interventions.
     - Review data for students for each subject on the EXCEED RtI Snapshot
     - Identify students that are responding to the intervention.
     - Identify students that are not responding to the intervention and refer to the Building Intervention Team using the Request for Assistance Form.
4. **Recommend Students for Behavior Interventions (Check-In/ Check-Out)**
   - Use teacher referral form to refer students to the Building Intervention Team that may need a behavior intervention but is not flagged through Student Behavior Risk Screening, referrals or suspensions.
   - Review and reply to any Request for Assistance form(s) from the Building Intervention Team.

Recommendations and Planning:

- Create an action plan for the month of what actions need to be taken, by whom, and by when.

**Outside of meeting**

- Communicate to all families regularly.
- Make connections to families of those students receiving Tier 2 supports.

**Recommended Time Allocations**

The following are recommended percent of total meeting time a teacher team should spend on each area:

1. Discuss Teaching and Learning Logistical Tasks (15%)
2. Core Instruction Analysis and Planning (50%)
3. Individual Student Analysis (25%)
4. Recommend Students for Behavior Interventions (10%)

Time may vary by need and time of year. This may be divided across a single meeting or multiple meetings. See the following examples below:

**Example 1:** Total meeting time is 45 minutes (One meeting).

1. Discuss Teaching and Learning Logistical Tasks (15% or 7 minutes)
2. Core Instruction Analysis and Planning (50% or 22 minutes)
3. Individual Student Analysis (25% or 13 minutes)
4. Recommend Students for Behavior Interventions (10% or 5 minutes)

**Example 2:** Total meeting time is 60 minutes (two 30 minute meetings in a week).

1. Discuss Teaching and Learning Logistical Tasks (15% or 9 minutes – first meeting)
2. Core Instruction Analysis and Planning (50% or 30 minutes – entire second meeting)
3. Individual Student Analysis (25% or 15 minutes – first meeting)
4. Recommend Students for Behavior Interventions (10% or 4 minutes – first meeting)