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.

<u>Outside of meeting</u>

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

<u>Recommended Time Allocations</u>

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)