|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teacher-Based-Team Meeting | | | | Date: | |
| Location: | |
| Department: | |
| **Attendees:** | | | | | |
| Facilitator: | |  | Recorder: | |  |
| Timekeeper: | |  | Reporter: | |  |
| **Ground Rules**   * Everyone participates * Focus on the task at hand * Bring necessary materials * Respect ideas & opinions of others – Be open | | | | | |
| Minutes | | | | | |
| Data Collection | | | | | |
| * Collect & chart pre-assessment data * Analyze student work specific to the data * Establish shared expectations for implementing specific effective changes in the classroom * Implement changes consistently across all classrooms * Collect, chart, and analyze post-assessment data | | | | | |
| **Discussion:** | | | | | |
| **Conclusion:** | | | | | |
| **Action items:** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| Curriculum / Standards | | | | | |
| **Discussion:** | | | | | |
| **Conclusion:** |  | | | | |
| Action items: | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| Instructional Strategies | | | | | |
| INSTRUCTIONAL STRATEGIES # Using EVIDENCE/ARTIFACTS/DISCUSSION | | | | | |
| Identifying Similarities and Differences 9 10 11 12 | | | | | |
| Summarizing and Note-taking 9 10 11 12 | | | | | |
| Reinforcing effort and providing recognition 9 10 11 12 | | | | | |
| Homework and Practice 9 10 11 12 | | | | | |
| Nonlinguistic Representation 9 10 11 12 | | | | | |
| Cooperative Learning 9 10 11 12 | | | | | |
| Setting Objectives and Providing Feedback 9 10 11 12 | | | | | |
| Generating and Testing Hypotheses 9 10 11 12 | | | | | |
| Questions, cues, and advance organizers 9 10 11 12 | | | | | |
| Cross-Curricular Instructional Practices 9 10 11 12 | | | | | |
| Tiered Intervention Strategies: EVIDENCE/ARTIFACTS/DISCUSSION | | | | | |
| Small groups 9 10 11 12 | | | | | |
| Tiered questioning (verbal or written) 9 10 11 12 | | | | | |
| One-on-one instruction 9 10 11 12 | | | | | |
| Technology assisted 9 10 11 12 | | | | | |
| Match curricular material 9 10 11 12  and instructional level | | | | | |
| Explicit instruction: 9 10 11 12  Model, guide, scaffold, independent | | | | | |
| Conclusions: |  | | | | |
| Action items:  Person responsible  Deadline | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| Other Information | | | | | |
| Student Concerns: |  | | | | |
|  | | | | | |
| Miscellaneous: |  | | | | |
|  | | | | | |