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| --- | --- |
| 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:** |
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| Curriculum / Standards |
| **Discussion:** |
| **Conclusion:** |  |
| Action items: |
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| 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 responsibleDeadline |
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| Other Information |
| Student Concerns: |  |
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| Miscellaneous: |  |
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