

2019-2020 HRM Collaborative Team Meeting Agenda

Team: _____ **Recorder:** _____ **Facilitator:** _____ **Time Keeper:** _____

Date/Time/Location	Norms and Protocols	
	1. Assume positive intentions 2. Limit cell phone use / side talk 3. Stick to the agenda 4. Focus on what we can control	5. Leave arm in arm, clear on next steps 6. Fist to 5 for consensus 7. One finger up signals desire to speak 8. “Stop” hand = norm violation check

Materials to Bring:

Our **Purpose** at Hidden River is to ensure that ALL students learn the essential academic, social, and citizenship skills to be successful in middle school and beyond.

All Means All! At Hidden River the needs of the student come first; we will meet those needs through unsurpassed collaboration; no one is big enough to work independently of others; the combined wisdom of one’s peers is greater than any individual; and we will use a teamwork approach, share our insights, and take a continuous interest in each other’s growth.

Current Team SMART Goal:

Time	Activity / Topic	Minutes / Notes
2 min	Review Norms, Purpose, & Commitments	
	Team celebrations and ALL Means ALL stories	
	Establish our team plan for teaching essential standards and learning targets	Agenda Items: What is it students should know and be able to do?
	Analyze common assessment data, discussing and measuring our impact on student learning HRMS Collaborative Practices Rubric	HRM Common Assessment Data Analysis Protocol Agenda Items: What does proficiency look like? How do we know they’ve learned it?
	Establish our team plan for re-teaching students not meeting the standard and extending the learning for those that did	Agenda Items: What do we do for students who did not learn it? What is our response for intervention? Agenda Items: What do we do for students who did learn it / already know it? What is our response for extension?
	Needs from Admin	
	Next steps / decisions made	
	Agenda items for next meeting	
1 min	Review Norms	

Becoming a level 10 team is not the goal ... it is a means to an end, which is higher levels of learning for our kids