

First Grade Collaborative Team Meeting Sample Agenda & Norms

First Grade Meeting
Mondays 10:00-10:45

Resources and Protocols:

[Weekly Lesson Plan Document](#)

[K-5 Curriculum Guide Grade 1](#)

[EWSD Grade 1 Shared Drive](#)

[Common Formative Assessment Protocol](#)

[PLC/RTI Unit Plan Template](#)

Team Members: [REDACTED]
[REDACTED]

Team Norms:

1. Be brave and speak up at the time of the meeting, not later
2. Be solution oriented so it doesn't turn into a place to vent
3. Stay at a place of curiosity and ask questions to decide how the group will move forward.
4. Focus on student based outcomes
5. End meetings at 10:35 and move into outcomes and next agenda.

Virtual:

1. Be efficient, minimize screen time
2. Celebrate successes
3. Keep everyone informed
4. Divide the labor and be clear about the needs and whose role it is each week

Purpose of team

- Work collaboratively
- Collaboratively implement a guaranteed and viable curriculum unit by unit
- Monitor student learning through ongoing assessment process including frequent, common formative assessments
- Use common assessments to improve individual practice, improve team's ability to achieve goals, intervene on students
- Develop and deliver comprehensive intervention system to students collaboratively