AGENDA SAMPLES

Team Leader Agenda Template

Kildeer Countryside Elementary
Team Leader Notes
Meeting Day/Time/Location: Tuesdays, 7:30-8:15a.m. in the Conference Room

Members: Jenny, Brooke, Lindsey, Leanne, Kim, Jordan, Ben, Janet

Norms: 1.) Be respectful of time, prepared, actively engaged and participatory, and commit to the work at hand. 2.) Communication will be honest, collective, focused on the "big picture", supportive and solution focused, and thorough, yet succinct. 3.) Work together to make decisions and support decisions in actions, words, and attitudes. 4.) We will recognize when to allow proccessing time or shift the conversation back to the team level. 5.) We welcome feedback from teams at the team leader table and support one another in our communication at the table. 6.) We will hold one another accountable for our norms by regularly reviewing (minimum once per trimester), and respectfully providing reminders (i.e., "being mindful of time...").

DISTRICT/SCHOOL GOALS:
I can implement Common Core targets in the area of math.
I can implement the Standards of Mathematical Practice.
I can report by target in Social Studies, Writing, and Math.
I can implement balanced literacy and Write Tools strategies in literacy.
I can integrate best practices in literacy across the content areas.
I can develop instructional and management strategies that allow 4.0s to also be instructed in the classroom.
I can identify curricular connections to interpersonal competencies (self-awareness & self-management).

Team	Updates, Celebrations, & Kudos	TEAM LEADER INPUT FOR AGENDA ITEMS
Jenny/Office		
1st Grade		
2nd Grade		
3rd Grade		
4th Grade		
5th Grade		
PIT		
ELST		
Specials		

Leadership Team Agenda

Agenda Item & Desired Outcome	Notes	Leadership Team Specifics
Assign Notetaker and Follow-up from "Discussion Points"	Who's on notes today? What's up?	
Agenda Item & Desired Outcome	**Notes (Time)**	**Leadership Team Specifics**

Parking Lot

Leadership Team Agenda

	Celebrations/Highlights	**Team Leader Topics**
Jenny & Office	The learning walk with Brenda was wonderful! We made it to 7 classrooms and saw many celebrations around the implementation of Kagan, including small groups, use of the quiet signal, and use of structures!	
1	First Graders are excited to start working on our All About Books this last cycle!	
2	We loved listening to Jim Aylesworth, the author visit! Thanks Michelle!	
3	We are launching a new Walk Through Illinois History project aligning to our targets, that we're really excited about. Thanks to coaches for your guidance.	Thoughts on transitioning new Team Leaders into their role? Applications?
4	We're looking forward to the musical!	
5	We had a great time on our field trip last week! Kids demonstrating early success on current math target!	
PIT	Jenny, Laura and Liz are excited to learn lots about SEL at the Social Thinking Conference this week!	
Specials	4th Grade show this Thursday begins at 8:45 for the entire school and it is about 30 minutes long.	
ELST	Stock Market club placed 3rd overall! Only beat out by two high school teams - pretty amazing for our 5th graders!	

Leadership Agenda Continued on Next Page

Task	Purpose/Non-purpose	Time	Notes/Outcome
Roles	Purpose: Assign Roles	7:30-7:31	LT Meeting Date: Time keeper: Jason, Lindsey* Andre: Liz, Kim, Jordan* Sound check: Ben, Janet*, Leanne
Individual Leadership Team Member Questions	Purpose: To support one another to support your team. One channel of communication for connecting with Jenny. Non-Purpose: Individual team questions. What's for the good of the whole group?	7:31-7:45	
			Results based orientation: Go through each of the 6 steps, how would these look and what is a good next step? Want guidance to work together and figure out how to do that. Descriptors...wanting to understand more of what they mean. Getting stuck at analysis...run out of time for 4 (sometimes get to 3), and don't come back to the table. How do we shorten up the analysis so we can move to the implementation/reflection piece. How do we make analysis more efficient? Get hung up on the assessment. Reviewed Just Ask books and shared resources.
Reflection	Purpose: Walk away with the same message. Email staff	8:10-8:15	See share out notes

	share-out Non-purpose: Open up decisions again		

Staff Share-Out Notes for the week of

- NTY (certified staff) coming today!
- Discussed process for transitioning to new team leaders. Would like to bring them to end of year LT meeting! Application coming soon.
- Discussed results based orientation (follow-up from district leadership team meeting)
- Planned times Jenny coming to team meetings to discuss ELL for next year

Sample Grade Level Team Agenda

Kildeer Countryside Elementary
Fifth Grade Team Meeting

Members: Jordan Anderson, Barb Satoh, Lisa Scheribel, Joanie Herlihy, Terri Fisher and Carol Mullarkey
Data/Materials to Bring: Plan Book, Calendar, Computer

Norms:
1. Respect each other 2. Listen to each other 3. Share ideas 4. Agree to disagree in a professional manner 5. Everyone's voice is heard; equal time 6. Positive attitude 7. Stay on time 8. Laugh often and have fun!

Meeting Purpose: Team Meeting & Target/Lesson Planning
Meeting Day/Time/Location: Friday from 12:20-1:00 in Jordan's room

Agenda Item	Topic	Outcomes	Questions/Clarifica
LITERACY MEETING Thursdays at 7:45	*7:45-7:55 - Team Questions *7:55-8:05 - Coaches to share resources/offer support *8:05-8:15 - What will we implement this week?	Reviewed online CFA and looked at data for question validity, etc. Reviewed the data...found some surprises (kids not all solid on similes and metaphors despite it being a 4th grade target). Discussed upcoming PARCC assessment and how that will align. Amy to share list of elements of literature that would be good to use to push the "high" kids. Work with Michelle and Amy and come up with times for the high book club kids to work on elements of literature. Reviewed 6th grade narrative rubric to see where the kids are headed. Discussed upcoming Kagan and Thinking Maps Trainings	
Agenda Item	Topic	Outcomes	Questions/Clarifica
MATH MEETING Mondays at 7:45	*7:45-7:55 - Team Questions *7:55-8:00 - Review Data/Discuss Differentiation *8:00-8:15 - Target review/best strategies/changes	Target Focus: 5.NF.7 (Division of Fractions) Review division of fraction models Review pre-assessment data Reviewed methods for division of fractions (talk to kids about reciprocal and multiplicative inverse) Learn Zillion Divide unit fractions by whole numbers: LZ1037 - unit fraction by whole number Divide whole numbers by unit fractions: LZ3767 - whole number by unit fraction	
Agenda Item	Topic	Outcomes	Questions/Clarifica
Staff Meeting Time	Various data reviews, etc.	Reviewed Data Created Math Reviews for Upcoming Test Looked at thinking maps and explained usage for sub. Talked about expected outcomes of Kagan Training/What to expect.	