Team Co-Planning Agenda and Notes: 2023-2024 School Year

Date: ___/___/23

Team:

Mission and Vision	
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.
Decision-Making	
- What do students need in this specific situation? - What data is driving this decision (standards, student data, evidence-based, understanding of rigor levels)? - What is the impact (who and what, positive and possible harm)? - What is the actionable step we can take within what we can control? - Check-in on the team: What are the polarities? Have all been heard? Have all been respected?	
Norms and Protocols: Team Commitments for Engaging the Work	
1. Control what we can 2. Show up on time, with materials ready 3. Provide opportunity for each member's input (finger signal to speak) 4. Assume positive intentions 5. Stick to the agenda 6. Fist to five for consensus	

Collaborative Team Templates for the 2023-24 School Year

- [Collaboration Team Agreements Template- 2023-2024](#)
- Team Essential Standards List 2023-24
- [HRMS Unit Planning Playbook 23-24](#)
- [Essential Standards Unit_Assess_Calendar Planning Doc](#)

Materials for this meeting: (Hyperlink any electronic resources the team will be accessing)

- Team Calendar
- Unit Plan Document (Calendar / Unpacking Doc / Proficiency Scale) ← link here

General Updates: (5 mins max)

Celebrations:

Immediate needs:

Schedule (10:20-11:05)

Time	Mins.	Activity				
What skill reteach or work completion needs do we have for Intervention Time this week?						
10:25 - 10:30	5	Reteach		Extension		Work Completion
Previewing next week's activities - week at a glance						
What structure/co-teaching moves need to be made?						
10:30-10:45	15	Monday	Tuesday	Wednesday	Thursday	Friday
		Learning Target: Entry: Lesson: Practice: Exit:	Learning Target: Entry: Lesson: Practice: Exit:	Learning Target: Entry: Lesson: Practice: Exit:	Learning Target: Entry: Lesson: Practice: Exit:	Learning Target: Entry: Lesson: Practice: Exit:
		Co-teaching structures:	Co-teaching structures:	Co-teaching structures:	Co-teaching structures:	Co-teaching structures:
What accommodations/supports are needed for each activity?						
10:45-10:55	10	Entry Tasks	Lessons	Practices	Exits	Misc./Extend
Do we have graded events or data input needs from this/next week's learning?						
10:55-11:00	5	Learning Targets	Daily Work	Essentials	Data to Input (MC)	

Next Steps / Action Planning Before Next Planning Meeting				
Action / Activity	Start Date:	Completion Date:	Notes / Indicators of Success	Who is Responsible: