

Crawford County R-II School District DBDM Team agenda

Date:

Team:

Facilitator:

Recorder / Note taker:

Timekeeper:

Additional team members:

Team meeting purpose / goal:

Agenda Items	Minutes	Person(s) Responsible
Review norms		
Review previous team goal		
Share instructional successes / academic wins (include supporting data)		
Discuss instructional challenges / academic needs (include supporting data)		
Determine highest priority & greatest need		
Complete link to teacher practice form		
Brainstorm & identify possible strategies		
Complete action plan template		
Team reflection		

Crawford County R-II School District

DBDM Team agenda

Parking lot items		
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Meeting norms

- Start on time & end on time
- Come prepared
- Respect self and others
- Be present & positive
- Contribute
- Assume positive intent
- Stay on task; stick to agenda
- Use student data to support discussions & decisions

Collaboration keys

- Paraphrase; be concise – capture the gist of what is being said or the emotion. “You’re feeling ____.” Or “You believe ____.” Keep it short and sweet!
- Healthy, professional conflict is accepted. Reminders: Keep it Cognitive. Put ideas on the table to avoid issues becoming affective or personal. Attack ideas not people!
- Inquiry-based collaboration expected – “So what might be some possible strategies for making that happen?” “When you think about _____, what are your hunches about making it work?”
- All are welcome to ask probing question – “What specifically do you mean by _____?”
- Participate without distraction. Silence phones. Avoid side conversations.

Data forms

- Monthly eValuate
- STAR early literacy
- Pre- & Post- assessments
- Quiz scores
- Unit tests
- MAP data
- ACT data
- Skill / competency evaluations
- Homework completion rates
- Other data