TBT 5 Step Process Meeting Agenda and Minutes

 Barnesville School District

Complete the following steps as a grade level/department team.

Grade Level/Department: Date:

|  |
| --- |
| Step 1: Collect and Chart Data |
| What data was collected (learning assessed) and how did all subgroups perform (report % proficient or above)? |  |
| Step 2: Analyze Student Work Specific to the Data |
| Which students or subgroups need additional time and support to achieve at or above proficient level? Note strengths, weaknesses, patterns, errors. |  |
|  Step 3: Establish Shared Expectations for Implementing Changes in the Classroom |
| In what area(s) did our students struggle? What strategies were used by teammates whose students performed well? |  |
| Step 4: Implement Changes Consistently Across All Classrooms |
| What is our plan for intervention/enrichment (time/support) for improving results? |  |
| Step 5: Collect, Chart and Analyze Pre/Post Data |
| What instructional practices proved to be successful based on post assessment data? Next Steps? |  |

HIGHER ORDER THINKING SKILLS: (Please describe how these were used in the classroom.)

HQPD: (Please list any professional development ideas related directly to OIP goals.)

RESOURCES: (Please list any resource requests directly related to OIP goals.)

List ideas on how to create a positive learning environment: (middle school only)

Below are the names of students who were discussed for the following behavior/academic concerns:

Name Behavior Concerns Academic Concerns Teacher Bringing Up Concern

Team members in attendance included

 .