***TEAM MEETINGS: Data Team, Team Meeting, and SRBI meetings***

*Teachers meet weekly at the times listed below. These times are used to communicate and gather information and resources that would enhance your teaching practices to best serve your students.*

***Minutes are required for all meetings:*** *Presently there are two forms; the Data Team Frm and Team Meeting Form. All forms are found on goggle drive in the FORM folder. The* ***Team Meeting form*** *is to be used to* ***record minutes*** *and filed in your grade level folder each Friday by the responsible person(s) below. The* ***Team Meeting form*** *is also to be used the record minutes on our monthly* ***teacher planning time.***

***TEAM MEETINGS:***

* + ***U****se* ***Team Meeting forms*** *to record minutes*
	+ ***D****esignate a team member to take minutes and put completed form in grade level folder in google drive by Friday of that week.*

***MATH / LITERACY DATA TEAM****:*

* + *For Data Team meetings use the* ***Data Team*** *form to review data and the* ***Team Meeting*** *form for minutes.*
	+ *At the Data Team Meeting coaches will decide when a* ***new*** *data form is needed based on the data cycle and student progress. When a new form is needed the team is to designate grade level teacher to fill in grade level information in section 1 & 2 on the form prior to the next scheduled Data Team Meeting. Then the form is completed at the meeting with coaches and submitted to the google drive in the grade level folder by the following Friday.*
* *At Data Team Meetings coaches will submit a* ***Team Meeting form*** *from each meeting as minutes*
	+ ***SRBI:*** *TBD who is responsible for grade level SRBI meeting minutes on SRBI Template.*

**2015-2016 WEEKLY GRADE LEVEL MEETING TIMES**

|  |  |
| --- | --- |
| **Monday** | Grade 5: 10:15 -11:00 & Grade 2: 1:30 - 2:15  |
| **Tuesday** | Grade 3: 2:30 - 3:15 Grade 7: 1:38 - 2:38 & Kindergarten: 11:10 - 11:55 |
| **Wednesday** | Grade 1: 2:25 - 3:10  |
| **Thursday** | Grade 4: 2:25 - 3:10 Grade 8: 2:34 - 3:20  |
| **Friday** | Grade 6: 1:46 - 3:00 & Grade 8: 2:34 - 3:20  |

**YEAR at a GLANCE ~ GRADE LEVEL TEAM, GRADE LEVEL DATA & SRBI meetings.**

**SEPTEMBER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Minute Recorder | Facilitator |
| 8th | (A) MATH DATA  | Data /Team Meeting form | Math Coach | Math Coach |
| 15th | (B) GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 21st | (C) LITERACY DATA  | Data /Team Meeting form | Literacy Coach | Literacy Coach |
| 28th | (D)GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |

**OCTOBER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 5th | (E) MATH/ LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |
| 13th | (F) SRBI | SRBI FORM | SRBI TBD | Literacy Coach |
| 19th | MATH DATA | Data /Team Meeting form | Math Coach | Math Coach |
| 26th | GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |

**NOVEMBER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 2nd | LITERACY DATA | Data /Team Meeting form | Literacy Coach | Literacy Coach |
| 9th | GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 16th | MATH / LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |
| 30th | SRBI | SRBI FORM | SRBI TBD | Literacy Coach |

**DECEMBER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 7th | MATH DATA | Data /Team Meeting form | Math Coach | Math Coach |
| 14th | GRADE LEVEL  | Team Meeting form | Grade level Teachers | Grade level Teacher |
| 21st | LITERACY DATA | Data / Team Meeting form | Literacy Coach | Literacy Coach |

**JANUARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 4th | GRADE LEVEL  | Team Meeting form | Grade level Teachers | Grade level Teacher |
| 11th | MATH / LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |
| 19th | SRBI | SRBI FORM | SRBI TBD | Literacy Coach |
| 25th | MATH DATA | Data / Team Meeting Form | Math Coach | Math Coach |

**FEBRUARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 1st | GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 8th | LITERACY DATA | Data / Team Meeting form | Literacy Coach | Literacy Coach |
| 22nd | GRADE LEVEL  | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 29th | MATH / LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |

**MARCH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 7th | SRBI | SRBI FORM | SRBI TBD | Literacy Coach |
| 14th | MATH DATA | Data / Team Meeting form | Math Coach | Math Coach |
| 21st | GRADE LEVEL TEAM | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 28th | LITERACY DATA | Data / Team Meeting form | Literacy Coach | Literacy Coach |

**APRIL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 4th | GRADE LEVEL TEAM | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 11th | MATH / LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |
| 25th | SRBI | SRBI FORM | SRBI TBD | Literacy Coach |

**MAY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 2nd | MATH DATA | Data /Team Meeting form | Math Coach | Math Coach |
| 9th | GRADE LEVEL TEAM | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 16th | LITERACY DATA | Data /Team Meeting form | Literacy Coach | Literacy Coach |
| 23rd | GRADE LEVEL TEAM | Team Meeting form | Grade level Teacher | Grade level Teacher |
| 31st | MATH / LITERACY PD | Team Meeting form | Math / Literacy Coach | Math / Literacy Coach |

**JUNE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | FOCUS | FORM | Recorder | Facilitator |
| 6th | SRBI | SRBI FORM | SRBI TBD | Literacy Coach |
| 13th | GRADE LEVEL TEAM | Team Meeting form | Grade level Teacher | Grade level Teacher |
|  |  |  |  |  |

New Haven Public Schools 2015