

RESULTS MEETING PROTOCOL:

Agenda for Teacher Teams When Looking at Interim Assessment Data

- **IDENTIFY ROLES:** timer, facilitator, recorder (2 min)
- **IDENTIFY OBJECTIVE** to focus on (2 min or given)
- **WHAT WORKED SO FAR** (5 min)
[Or: What teaching strategies did you try so far]
- **CHIEF CHALLENGES** (5 min)
- **BRAINSTORM** proposed solutions (10 min)
- **REFLECTION:** feasibility of each idea (5 min)
- **CONSENSUS** around best actions (15 min)
- **PUT IN CALENDAR:** when will the tasks happen?
When will the teaching happen? (10 min)

(TOTAL TIME: 55 minutes; can be adjusted for more/less time)

BRAINSTORMING PROTOCOL:

- Go in order around the circle: each person has 30 seconds to share a proposal
- If you don't have an idea, say "Pass"
- No judgments should be made; if you like the idea, when it's your turn simply say, "I would like to add to that idea by..."
- Even if 4-5 people pass in a row, keep going for the full brainstorming time.

REFLECTION PROTOCOL:

- 1 minute—silent personal/individual reflection on the list: what is doable and what isn't for each person
- Go in order around the circle once: depending on size of group each person has 30-60 seconds to share their reflections
- If a person doesn't have a thought to share, say "Pass" and come back to him/her later.

CONSENSUS/CALENDAR GUIDELINES:

- ID key actions from brainstorming that everyone will agree to implement
 - Make actions as specific as possible within the limited time
- ID key student/teacher guides or tasks needed to be done to be ready to teach
 - Identify WHO will do each task
 - Identify WHEN each task will be done
- Put date for re-teaching on CALENDAR
- Spend remaining time developing concrete elements of lesson plan:
 - Do Now's
 - Teacher guides (e.g., what questions to ask the students or how to structure the activity)
 - Student guides, HW, etc.