

# Resource 21C: TBT 5-Step Process Meeting Agenda and Minutes Template

Date \_\_\_\_\_ Time \_\_\_\_\_ Site \_\_\_\_\_

Department/Grade level: \_\_\_\_\_

Department/ Grade level Chairperson/Facilitator: \_\_\_\_\_

Recorder: \_\_\_\_\_

Timekeeper: \_\_\_\_\_

Team Members Present:

1.	2.	3.	4.
5.	6.	7.	8.

<b>Step 1: Collect and chart data to identify how students are performing/progressing</b>	<ul style="list-style-type: none"> <li>• Data is ready and brought by all teachers</li> <li>• Item analysis is done</li> <li>• Data provided prior to meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Includes # and % of students tested/proficient and not proficient</li> </ul>	<ul style="list-style-type: none"> <li>• Subgroup data is reported</li> <li>• Determine benchmark score for grouping criteria</li> </ul>
What data has been collected by the TBT?			
<b>Step 2: Analyze student work specific to the data</b>	<ul style="list-style-type: none"> <li>• Determine overall student strengths.</li> <li>• Are there patterns or trends??</li> </ul>	<ul style="list-style-type: none"> <li>• Were there common errors?</li> <li>• Are there urgent needs?</li> </ul>	<ul style="list-style-type: none"> <li>• Were there misconceptions?</li> <li>• Prioritize needs for next steps.</li> </ul>
What does the data tell you about the students' learning?			
<b>Step 3: Establish shared expectations for implementing specific effective changes in the classroom</b>	<ul style="list-style-type: none"> <li>• How will students be grouped for instruction?</li> <li>• What differentiated strategies will be used?</li> </ul>	<ul style="list-style-type: none"> <li>• When will this instruction happen, e.g., during core class, intervention period, enrichment time, after-school tutoring?</li> <li>• What support/training in a specific strategy is needed?</li> </ul>	<ul style="list-style-type: none"> <li>• Determine length/frequency of instruction. How many minutes/days and weeks?</li> <li>• Decide on post assessment.</li> </ul>
What instructional strategies will be employed in the classroom to address individual student needs?			

<b>Step 4: Implement changes consistently across all classrooms</b>	<ul style="list-style-type: none"> <li>• Tie walk-throughs to the strategies the TBT has chosen to implement.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure feedback is provided to the staff.</li> <li>• Peer to peer classroom visits can occur to work as a team on tuning the instructional strategy.</li> </ul>	
What will be observed in the classrooms? What will the teacher be doing? What will the students be doing?			
<b>Step 5: Collect, chart and analyze pre/post data</b>	<ul style="list-style-type: none"> <li>• Everyone comes with assessments scored and data ready.</li> </ul>	<ul style="list-style-type: none"> <li>• Best practices shared from classroom teachers with high student results on post-test</li> </ul>	<ul style="list-style-type: none"> <li>• Include pre data and post data for all students and any subgroups</li> <li>• Use same chart from Step 1 to collect/record data</li> </ul>
What does the post-data look like? What instructional practices proved to be successful?			

<b>Meeting Evaluation</b>	<ul style="list-style-type: none"> <li>• What was the level of implementation of the 5-Step Process - full, partial, not at all?</li> </ul>	<ul style="list-style-type: none"> <li>• What did we learn - successes and obstacles?</li> <li>• Reflections</li> </ul>	<ul style="list-style-type: none"> <li>• What do we need as a result of this meeting... obtain PD, receive support, additional resources, etc.</li> </ul>
What was successful? What needs to be revised or changed?			
<b>Communicate</b>	<ul style="list-style-type: none"> <li>• What message(s) needs to be delivered?</li> <li>• How will the message be delivered?</li> </ul>	<ul style="list-style-type: none"> <li>• Who needs to receive the message ...students, families, other TBTs, BLT?</li> <li>• What feedback, if any, is needed?</li> </ul>	
How will two-way communication be accomplished?			
<b>Assignments/Next Steps</b>	<ul style="list-style-type: none"> <li>• What needs to be done between now and the next meeting?</li> <li>• Who is assigned to do it?</li> </ul>	<ul style="list-style-type: none"> <li>• What do we need to bring to the next meeting?</li> </ul>	
What are the next steps to prepare for the next meeting?			

**PARKING LOT (What other issues need to be addressed at another date?)**

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