

Below is a sample template for a literacy team meeting. A blank template appears on the next page.

Literacy Team Minutes

Date/Time: November 13, 2013; 3:00–4:00 p.m.

Mission/Purpose

The Dore Literacy Team will advocate and establish data-driven decisions to enhance student achievement. An emphasis on curricular planning, performance assessments, and student work will guide conversations and elicit high-quality instructional practices and tasks that will be disseminated through the grade-level teams. Highlighting purposeful and intentional best practices and student outcomes will determine future professional development, empowering the entire school community.

Today's Outcomes

Time	Topic
3:00– 3:10	Read through teacher responses from November 1st PD 1. Why is purposing effective for students? 2. How are we going to measure that purposing the lesson is effective for our students?
3:10– 3:40	Discuss ways in which we will measure student effectiveness in the classroom.
3:40– 3:55	Come to final decision and write down specific goals, suggestions, and/or implementations.
3:55– 4:00	Next week's agenda

Action Item	Owner	Due Date
Bring samples of purposing lessons to next meeting	All teachers	11/20

Roles for next meeting

Note Taker	Time Keeper	Facilitator		

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