Stavely School

Collaborative Team Checklist

Please complete the following page **PRIOR** to the Collaborative Team Meeting to help ensure focus and efficiency during the team discussion.

Meeting Date: ___________________________

Team Norms
• Be solution-focused and having a plan of action (beyond discussion) • Be prepared to give everyone your full attention • Honour the collective wisdom of the group • Show up prepared for the meeting and on time • Student-focused.

Celebrations:

Student Name(s)	
What support helped this?	

Students requiring support/interventions:

Student Name(s)	
Key Issue to Address	
Related Data/ Observables	

- ⬜ I have spoken with last year's teacher/school
- ⬜ I have reviewed student profile information, as well as other related information (ISP, student record, etc.)
- ⬜ I feel I have Tier 1 supports, interventions, strategies and accommodations in place
- ⬜ I have reviewed assessment data (Classroom, universal screens, diagnostic-GB+, F&P, etc.)

Student(s) requiring a challenge/extension:

Student Name(s)	
Key Issue to Address	
Related Data/ Observables	

⬜ I have spoken with last year's teacher/school and looked at last year's report card ⬜ I have reviewed assessment data (Classroom, universal screens, diagnostic-GB+, F&P, etc.)	

Meeting "Take-Aways"

1.
2.

Meeting Notes

1.
2.

CRM Meeting Procedures

Meeting Roles

Facilitator
- Sends agenda a week ahead of the meeting
- Ensures that the meeting sticks to the agenda
- Has PowerSchool open as well as any Benchmark assessments, ready for reference
- Collects the duotang/binder at the close of the meeting

Recorder
- Adds a new "Collaborative Team Meeting Record" to the duotang/binder

- Takes notes of all staff in attendance, student names, celebrations, discussions, and actions

Moderator
- Collects any “Student Discussion Checklist” teachers may have brought with them
- Adds the student names to the whiteboard so that they become our group of targeted students for thE meeting.
- Keeps the “Student Discussion Checklist” available for reference during the meeting
- Assures we discuss every student identified during the hour allocated for the meeting

Interrupter
- Is responsible for asking “Yeah, but what are we going to do”. This is to ensure that we are action focused
- Holds the placemat of interventions as a reference guide and aid in proposing solutions

CRM Meeting Agenda

Meeting Format

1. Start the meeting by organizing roles.
2. Begin with strengths: This is a time to make note of positive things that are happening with any of the students in your CRM focus group.
3. Flagged students: discuss and address concerns / needs.
4. Add Meeting Notes for each student discussed
5. Actions: assign actions with due dates.
6. Close meeting: Determine who will assume each role for the next meeting.

Before next meeting:

1. Complete any actions for which you are responsible
2. Using the CRM Student Discussion Checklist flag students for next meeting if necessary