# Group Sample Agenda 1:

## If group decided to do a reading about a problem or educational issue

### Date:

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| --- | --- | --- |
| **Agenda Item** | **Desired Outcome** | **Time Allotted** |
| 1. Greeting, Sign- in, ReviewNorms | Reinforce practice that will promote positive group. | 5 minutes |
| 2. Read Article/Watch Video | Read/review article/watch video pre-selected by facilitator. | 10 minutes |
| 3. Discussion | 1. Each participant shares one idea/sentence from document that he or she found significant.
2. Facilitator charts ideas.
3. Group discusses what they heard and any new insights that they got from the reading regarding the problem or issue.
4. Teachers commit to making a change in practice based on the discussion; will share any outcomes at next meeting.
 | 25 minutes |
| 4. Connection to EvaluationStandards/Exit ticket | Participants link conversation topics to evaluation standards & reflect on topic. | 10 minutes |
| 5. New Topic | Decide on new topic/problem/issue for next meeting. | 10 minutes |

### Group Norms

1. Live the Six Pillars of Character: Caring, Fairness, Trustworthiness, Respect, Responsibility, Citizenship.
2. Be prepared.
3. Stay on-task and focused.
4. Begin and end on time.
5. Own and solve problems with collaboration and data.
6. Celebrate success and risk-taking.

# Group Sample Agenda 2:

### If group decided to focus on specific problems of group members

**Date:**

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| **Agenda Item** | **Desired Outcome** | **Time Allotted** |
| 1. Greeting, Sign- in, ReviewNorms | Reinforce practice that will promote positive group. | 5 minutes |
| 2. Sharing | Each teacher shares a problem recently encountered or success story | 10 minutes |
| 3. Discussion | 1. Teachers whose problems were discussed at length last meeting will update situation, if applicable.
2. Two teachers who were scheduled prior to the meeting will provide a brief summary of their problems.
3. Group engages in problem solving with presenting teachers.
 | 25 minutes |
| 4. Connection to EvaluationStandards/Exit ticket | Participants link conversation topics to evaluation standards & reflect on topic. | 10 minutes |
| 5. New Topic | Decide on new topic/problem/issue for next meeting. | 10 minutes |

### Group Norms

1. Live the Six Pillars of Character: Caring, Fairness, Trustworthiness, Respect, Responsibility, Citizenship.
2. Be prepared.
3. Stay on-task and focused.
4. Begin and end on time.
5. Own and solve problems with collaboration and data.
6. Celebrate success and risk-taking.

**Group Mentoring Exit Ticket**

### Name: Date:

**Reflect: What is your take-away from today’s meeting?**

**Highlight any evaluation standards/indicators/elements that were addressed today:**

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| **Standard I: Curriculum, Planning, and Assessment** | **Standard II: Teaching All Students** | **Standard III: Family and Community Engagement** | **Standard IV: Professional Culture** |
| * 1. **Curriculum and Planning Indicator**
1. Subject Matter Knowledge
2. Child and Adolescent Development
3. Rigorous Standards-Based Unit Design
4. Well-Structured Lessons
 | * 1. **Instruction Indicator**
		1. Quality of Effort and Work
		2. Student Engagement
		3. Meeting Diverse Needs
 | 1. **Engagement Indicator**
2. Parent/Family Engagement
 | 1. **Reflection Indicator**
	1. Reflective Practice
	2. Goal Setting
 |
| * 1. **Assessment Indicator**

Variety of Assessment MethodsAdjustments to Practice | * 1. **Learning Environment Indicator**

Safe Learning EnvironmentCollaborative Learning EnvironmentStudent Motivation | 1. **Collaboration Indicator**

Learning ExpectationsCurriculum Support | 1. **Professional Growth Indicator**
2. Professional Learning and Growth
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| **Standard I: Curriculum, Planning, and Assessment** | **Standard II: Teaching All Students** | **Standard III: Family and Community Engagement** | **Standard IV: Professional Culture** |
| Analysis Indicator* 1. Analysis and Conclusions
	2. Sharing Conclusions With Colleagues
	3. Sharing Conclusions With Students
 | Cultural Proficiency Indicator* 1. Respects Differences
	2. Maintains Respectful Environment

Expectations Indicator* 1. Clear

Expectations* 1. High

Expectations* 1. Access to Knowledge
 | Communication Indicator* 1. Two-Way Communication
	2. Culturally Proficient Communication
 | Collaboration Indicator* 1. Professional Collaboration

Decision-Making Indicator* 1. Decision-making

Shared**Responsibility Indicator*** 1. Shared Responsibility

Professional Responsibilities Indicator* 1. Judgment
	2. Reliability and Responsibility
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