

# Collaborative Team Meeting

## Admin CTM Agenda & Notes



**Grasslands**  
Public Schools

<b>Date</b>	
<b>Team</b>	
<b>Focus</b>	Literacy   Numeracy   Wellness   Collaborative Response   Admin Choice:
<b>Key Data &amp; Evidence</b>	
<b>Roles</b>	

### 10 minutes - Norm Review/Celebrations

<b>Norms</b>	1.	<b>Focus for our meeting:</b>
	<b>Celebration</b>	<b>Why?</b>
<b>Action</b>	<b>Responsible</b>	<b>Date</b>

### 30 minutes - Focus on Key Issues and Possible Supports

<b>Area of Concern</b>	
<b>Key Issue</b>	
<b>Additional Schools</b>	
<b>Possible Supports or</b>	•



<b>Ideas</b>			
<b>Actions</b>	<b>Action</b>	<b>Responsible</b>	<b>Date</b>

<b>Area of Concern</b>			
<b>Key Issue</b>			
<b>Additional Schools</b>			
<b>Possible Supports or Ideas</b>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Actions</b>	<b>Action</b>	<b>Responsible</b>	<b>Date</b>

## 10 minutes - Review Actions and Determine Team Tasks

<b>Team Tasks</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
-------------------	---