Depa	artment Meeting Organizer	Bookmarks Date 1 Date 2 Date 3 Date 4	Agenda Norm Review 5 min Celebrations 10 min Goal Reflection
Department:		<u>Date 5</u> <u>Date 6</u> <u>Date 7</u>	20 min Discussion Topics
Purpose	•	Date 8 Date 9 Date 10	30 min Action Plan 20 min Faculty Council
Department Norms	•	Template	5 min 90 minutes

Planning for Collaboration

Reflecting on 2024-2025

August Planning Day:	August 26, 2025
Last Year's Department Goal	Identify the area of focus your department engaged in during the 2024-2025 school year. •
Celebration of Successes	Identify your successes from last year's goal. What was one lesson, student, conversation that improved as a result from last year's goal. •
Potential Areas of Focus for 2025-2026	Considering the current reality, what areas could our department focus on for 2025–26? •
Data Needed	What data will we need to review to inform our decision? •
Possible Strategies	What are some possible strategies that could be explored to move our goal forward? •

2025-2026 Goal Setting from Data

This section will be completed when data is available.

Department Meeting Date:	
Data sets reviewed	•





What strengths are indicated in the data?	•
What areas of concern are indicated in the data?	•
What are some possible next steps for your team to explore to attend to those areas of concern?	•
Team Goal	By, we will see as measured by, as a result of SpecificMeasurableAttainableResults-OrientedTime-Bound
Possible Strategies	•

Monthly Team Planning Guide

Date:			
Roles:	Facilitator (Curriculum Leader): Recorder: Timekeeper:		
Celebrations	(8-10 minutes)		
Student Celebrations	Celebration	What led to that success?	
Team Celebrations	Celebration	What led to that success?	
Goal Reflection (20 minutes)			
How did our work this month support our department goal?	•		
What successes have we seen?	•		





What challenges have we faced?	•		
What is our next step?	ext		
Discussion To	opics (20 minutes) - Professional Learning, Instructional S	trategies, Assessment	
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Action Plan (2	20 minutes)		
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Date: Roles: Celebrations Student Celebrations	Facilitator (Curriculum Leader): Recorder: Timekeeper: (8-10 minutes)		



Celebration

Team Celebrations



What led to that success?

Goal Reflecti	on (20 minutes)		
How did our work this month support our department goal?	•		
What successes have we seen?	•		
What challenges have we faced?	•		
What is our next step?	•		
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Celebrations (8-10 minutes)			
Student Celebrations	Celebration	What led to that success?	





Team Celebrations	Celebration	What led to that success?		
Goal Reflect	ion (20 minutes)			
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Goal Reflection (20 minutes)				
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	Recorder: Timekeeper:		
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What is our next step?	•		
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Action Plan (20 minutes)			





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What is our next step?	•		
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Action Plan (20 minutes)			
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Faculty Council (10 minutes)			
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