

|                                     |   |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                    |
|-------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department Meeting Organizer</b> |   | <b>Bookmarks</b><br><a href="#">Date 1</a><br><a href="#">Date 2</a><br><a href="#">Date 3</a><br><a href="#">Date 4</a><br><a href="#">Date 5</a><br><a href="#">Date 6</a><br><a href="#">Date 7</a><br><a href="#">Date 8</a><br><a href="#">Date 9</a><br><a href="#">Date 10</a><br><br><a href="#">Template</a> | <b>Agenda</b><br>Norm Review<br>5 min<br>Celebrations<br>10 min<br>Goal Reflection<br>20 min<br>Discussion Topics<br>30 min<br>Action Plan<br>20 min<br>Faculty Council<br>5 min<br><br>90 minutes |
| <b>Department:</b>                  |   |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                    |
| <b>Purpose</b>                      | • |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                    |
| <b>Department Norms</b>             | • |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                    |

## 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.<br>•                                                    |
| 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.<br>• |
| Potential Areas of Focus for 2025-2026 | Considering the current reality, what areas could our department focus on for 2025-26?<br>•                                                     |
| Data Needed                            | What data will we need to review to inform our decision?<br>•                                                                                   |
| Possible Strategies                    | What are some possible strategies that could be explored to move our goal forward?<br>•                                                         |

## 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 _____. | <input type="checkbox"/> Specific<br><input type="checkbox"/> Measurable<br><input type="checkbox"/> Attainable<br><input type="checkbox"/> Results-Oriented<br><input type="checkbox"/> Time-Bound |
| Possible Strategies                                                                             | •                                                                       |                                                                                                                                                                                                     |

## Monthly Team Planning Guide

|                                                          |                                                                                   |                                  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------|
| <b>Date:</b>                                             |                                                                                   |                                  |
| <b>Roles:</b>                                            | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |                                  |
| <b>Celebrations</b> (8-10 minutes)                       |                                                                                   |                                  |
| <b>Student Celebrations</b>                              | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
| •                                                        |                                                                                   |                                  |
|                                                          |                                                                                   |                                  |
|                                                          |                                                                                   |                                  |
| <b>Team Celebrations</b>                                 | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
|                                                          |                                                                                   |                                  |
|                                                          |                                                                                   |                                  |
|                                                          |                                                                                   |                                  |
| <b>Goal Reflection</b> (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?         | • |

| <b>Discussion Topics</b> (20 minutes) - Professional Learning, Instructional Strategies, Assessment |   |
|-----------------------------------------------------------------------------------------------------|---|
|                                                                                                     | • |
|                                                                                                     | • |
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| <b>Action Plan</b> (20 minutes) |             |      |
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| Description                     | Responsible | Date |
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| <b>Faculty Council</b> (10 minutes) |             |      |
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| Description                         | Responsible | Date |
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| <b>Date:</b>  |                                                                                   |
| <b>Roles:</b> | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |

| <b>Celebrations</b> (8-10 minutes) |             |                           |
|------------------------------------|-------------|---------------------------|
| Student Celebrations               | Celebration | What led to that success? |
| •                                  |             |                           |
|                                    |             |                           |
|                                    |             |                           |
| Team Celebrations                  | Celebration | What led to that success? |
|                                    |             |                           |
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## Goal Reflection (20 minutes)

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|----------------------------------------------------------|---|
| 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?                                   | • |

## Discussion Topics (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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## Action Plan (20 minutes)

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## Faculty Council (10 minutes)

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| <b>Date:</b>                       |                                                                                   |                                  |
| <b>Roles:</b>                      | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |                                  |
| <b>Celebrations (8-10 minutes)</b> |                                                                                   |                                  |
| <b>Student Celebrations</b>        | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
|                                    |                                                                                   |                                  |



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| <b>Team Celebrations</b> | <b>Celebration</b> | <b>What led to that success?</b> |
|                          |                    |                                  |
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### **Goal Reflection** (20 minutes)

How did our work this month support our department goal?

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What successes have we seen?

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What challenges have we faced?

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What is our next step?

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### **Discussion Topics** (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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### **Action Plan** (20 minutes)

| Description | Responsible | Date |
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### **Faculty Council** (10 minutes)

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**Date:**



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| <b>Roles:</b>                                                                                       | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |                                  |
| <b>Celebrations</b> (8-10 minutes)                                                                  |                                                                                   |                                  |
| <b>Student Celebrations</b>                                                                         | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
|                                                                                                     |                                                                                   |                                  |
|                                                                                                     |                                                                                   |                                  |
|                                                                                                     |                                                                                   |                                  |
| <b>Team Celebrations</b>                                                                            | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
|                                                                                                     |                                                                                   |                                  |
|                                                                                                     |                                                                                   |                                  |
|                                                                                                     |                                                                                   |                                  |
| <b>Goal Reflection</b> (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?                                                                              | •                                                                                 |                                  |
| <b>Discussion Topics</b> (20 minutes) - Professional Learning, Instructional Strategies, Assessment |                                                                                   |                                  |
|                                                                                                     | •                                                                                 |                                  |
|                                                                                                     | •                                                                                 |                                  |
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| <b>Action Plan</b> (20 minutes)                                                                     |                                                                                   |                                  |
| <b>Description</b>                                                                                  | <b>Responsible</b>                                                                | <b>Date</b>                      |
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| <b>Faculty Council</b> (10 minutes)                                                                 |                                                                                   |                                  |



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| <b>Date:</b>  |                                                                                   |
| <b>Roles:</b> | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |

### Celebrations (8-10 minutes)

| Student Celebrations | Celebration | What led to that success? |
|----------------------|-------------|---------------------------|
|                      |             |                           |
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|                      |             |                           |
| Team Celebrations    | Celebration | What led to that success? |
|                      |             |                           |
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### Goal Reflection (20 minutes)

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|----------------------------------------------------------|---|
| 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?                                   | • |

### Discussion Topics (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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**Action Plan** (20 minutes)

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**Faculty Council** (10 minutes)

| Description | Responsible | Date |
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**Date:****Roles:**

**Facilitator (Curriculum Leader):**  
**Recorder:**  
**Timekeeper:**

**Celebrations** (8-10 minutes)

| Student Celebrations | Celebration | What led to that success? |
|----------------------|-------------|---------------------------|
|                      |             |                           |
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|                      |             |                           |
| Team Celebrations    | Celebration | What led to that success? |
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**Goal Reflection** (20 minutes)

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|----------------------------------------------------------|---|
| How did our work this month support our department goal? | • |
| What successes have we seen?                             | • |
| What challenges have we faced?                           | • |



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| What is our next step? | • |
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## Discussion Topics (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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## Action Plan (20 minutes)

| Description | Responsible | Date |
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## Faculty Council (10 minutes)

| Description | Responsible | Date |
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## Date:

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| <b>Roles:</b> | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |
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## Celebrations (8-10 minutes)

| Student Celebrations | Celebration | What led to that success? |
|----------------------|-------------|---------------------------|
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| Team Celebrations    | Celebration | What led to that success? |
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## Goal Reflection (20 minutes)

How did our work this month support our department goal?

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What successes have we seen?

- 

What challenges have we faced?

- 

What is our next step?

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## Discussion Topics (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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## Action Plan (20 minutes)

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## Faculty Council (10 minutes)

| Description | Responsible | Date |
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**Date:**

**Roles:**

**Facilitator (Curriculum Leader):**

**Recorder:**

**Timekeeper:**

## Celebrations (8-10 minutes)

| Student Celebrations | Celebration | What led to that success? |
|----------------------|-------------|---------------------------|
|                      |             |                           |
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| <b>Team Celebrations</b> | <b>Celebration</b> | <b>What led to that success?</b> |
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### Goal Reflection (20 minutes)

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|----------------------------------------------------------|---|
| 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?                                   | • |

### **Discussion Topics** (20 minutes) - Professional Learning, Instructional Strategies, Assessment

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### **Action Plan** (20 minutes)

| Description | Responsible | Date |
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### **Faculty Council** (10 minutes)

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| <b>Date:</b>  |                                         |
| <b>Roles:</b> | <b>Facilitator (Curriculum Leader):</b> |



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| <b>Recorder:</b><br><b>Timekeeper:</b>                                                              |                    |                                  |
| <b>Celebrations</b> (8-10 minutes)                                                                  |                    |                                  |
| <b>Student Celebrations</b>                                                                         | <b>Celebration</b> | <b>What led to that success?</b> |
|                                                                                                     |                    |                                  |
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|                                                                                                     |                    |                                  |
| <b>Team Celebrations</b>                                                                            | <b>Celebration</b> | <b>What led to that success?</b> |
|                                                                                                     |                    |                                  |
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|                                                                                                     |                    |                                  |
| <b>Goal Reflection</b> (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?                                                                              | •                  |                                  |
| <b>Discussion Topics</b> (20 minutes) - Professional Learning, Instructional Strategies, Assessment |                    |                                  |
|                                                                                                     | •                  |                                  |
|                                                                                                     | •                  |                                  |
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| <b>Action Plan</b> (20 minutes)                                                                     |                    |                                  |
| <b>Description</b>                                                                                  | <b>Responsible</b> | <b>Date</b>                      |
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| <b>Faculty Council</b> (10 minutes)                                                                 |                    |                                  |
| <b>Description</b>                                                                                  | <b>Responsible</b> | <b>Date</b>                      |



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| <b>Date:</b>                       |                                                                                   |                                  |
| <b>Roles:</b>                      | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |                                  |
| <b>Celebrations</b> (8-10 minutes) |                                                                                   |                                  |
| <b>Student Celebrations</b>        | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
|                                    |                                                                                   |                                  |
|                                    |                                                                                   |                                  |
|                                    |                                                                                   |                                  |
| <b>Team Celebrations</b>           | <b>Celebration</b>                                                                | <b>What led to that success?</b> |
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| <b>Goal Reflection</b> (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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| <b>Discussion Topics</b> (20 minutes) - Professional Learning, Instructional Strategies, Assessment |   |
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| <b>Action Plan</b> (20 minutes) |
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### Faculty Council (10 minutes)

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=====TEMPLATE=====

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| <b>Date:</b> |  |
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| <b>Roles:</b> | <b>Facilitator (Curriculum Leader):</b><br><b>Recorder:</b><br><b>Timekeeper:</b> |
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### Celebrations (8-10 minutes)

| Student Celebrations | Celebration | What led to that success? |
|----------------------|-------------|---------------------------|
|                      |             |                           |
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| Team Celebrations    | Celebration | What led to that success? |
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### Goal Reflection (20 minutes)

|                                                          |                                                    |
|----------------------------------------------------------|----------------------------------------------------|
| How did our work this month support our department goal? | <ul style="list-style-type: none"> <li></li> </ul> |
| What successes have we seen?                             | <ul style="list-style-type: none"> <li></li> </ul> |



|                                |   |
|--------------------------------|---|
| What challenges have we faced? | • |
| What is our next step?         | • |

| Discussion Topics (20 minutes) - Professional Learning, Instructional Strategies, Assessment |   |
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| Action Plan (20 minutes) |             |      |
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| Description              | Responsible | Date |
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| Faculty Council (10 minutes) |             |      |
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| Description                  | Responsible | Date |
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