



Coach Tool

Team Meeting Record Sheet

By

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Purpose

It is important when meeting with individual teachers or groups to record all notes for the meetings and action plans. Coaches often meet with multiple teams. It may be weeks or months between coaching visits or sessions, and sometimes coaching conversations begin to run together. It is important that a coach record pertinent information so that everyone's thoughts are recorded and so that further action can be taken in a timely fashion. The following tool is a record sheet for team meetings.

Use

Use the top of the sheet to record the names of group members, coach's name, date of the meeting, grade level, and focus of the group. Keep comments brief, but precise enough to identify the group's current state along with its present and future needs. The bottom half of the form records the group's next steps. Coaches should never be responsible for finding and bringing all information back to the team. If classroom data is needed, team members should identify who will be in charge of bringing each piece of data. If team members want information about a particular classroom practice, another team member or the coach can be in charge of bringing that information to the next meeting. Team members can also share in the responsibility of taking meeting notes. The record sheet can be distributed to team members, the principal, and the coach after the meeting as a record of the conversation and as a reminder of the meeting's content and next steps.

Insights

Making team record sheets available to all members helps to hold all members of the team accountable for its achievements. Team record sheets provide an easy space to record pertinent information for all to view. A coach's personal observations about a team's progress or reminders for future coaching should be recorded in a separate and private location.

Team Meeting Record Sheet

* * *

Group Members _____

Coach _____ Date _____

Grade Level/Unit/Focus of Group _____

How It's Going:

Topics Discussed:

For Future Discussion:

Next Steps

Goal:

Action Steps:

Who	Task	Completion Date

Next Meeting:

Bring to Next Meeting:

Distribute
___ team members
___ principal
___ coach

Team Meeting Record Sheet

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Group Members Monica, Bill, Leslie, Consuela

Coach Delia Date 3/22/04

Grade Level/Unit/Focus of Group Grade 6, LD Resource

How It's Going:

All four teachers have been conducting writing conferences with their students. The kids have been doing projects in social studies and are now writing up their findings to share with their classmates and the kids in the other sixth-grade classrooms. Keeping the other kids on task during the conferences is the biggest problem right now.

Topics Discussed:

- What has been tried to keep kids on task: Minilessons on expectations; point system; check with buddy if you don't know what to do
- What else might be tried: More minilessons; ticket for one teacher interruption per week, but no more, for neediest students; Monica to provide more assistance to all kids, not just LD kids; use teacher aides or parent volunteers; make buddy editing more focused.

For Future Discussion:

Grammar and when to correct it in writing

Next Steps

Goal: Try a new way to keep kids on task during writing workshops

Action Steps:

Who	Task	Completion Date
Delia	Share Nancie Atwell's ideas for keeping kids on task. Put a copy in teachers' mailboxes.	3/29/04
Monica	Circulate throughout the classroom while the classroom teacher holds conferences.	4/5/04
Bill	Ask a parent volunteer to help during writing workshop time.	3/29/04
Leslie and Consuela	Revise the buddy editing sheet to make it easier to use.	3/29/04

Next Meeting: 3/29/04

Bring to Next Meeting: Atwell resources from Delia

Distribute
 team members
 principal
 coach