



Four R's: Reflect, Review, Refine, and Record

Teacher team members:

Date of meeting:

Reflect on teaching: How did we do on teaching the solution this week (based on notes, artifacts, observations, action plans from previous meetings)?

Implementation agreement whip-around: Did we do what we agreed to do? How did/can the teacher teams support each other to follow our implementation plan? (Refer to implementation agreements.)

Discuss use of instructional solution: When did you use the solution this week? Barriers? What went well? What didn't go as planned?

Review data: Review student work sample and/or common classroom assessment data using data templates and protocols (refer to “Look at student data”)

Data source _____

Data protocol _____

Summary of what students understand:

Summary of what students don’t understand/misconceptions/gaps:

Implications for using the instructional solution:

Refine plans: Make revisions to common lesson plans, implementation indicators, etc. (Refer to teacher team agreements.) Do some skills require more coverage? How will we reach struggling students?

Revisions to common lesson plan, implementation indicators, etc.:

Record: Make note of any action items and supports needed for continued implementation.

What actions need to be taken, by whom and by when?

What supports do we need from the leadership team to be successful in the coming weeks?