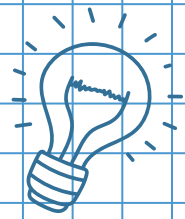


TEACHER LEADER CORPS

Meeting Scope & Sequence



UTILIZING THE SCOPE & SEQUENCE

This resource is a comprehensive guide for teacher-leaders to organize school-based professional learning meetings throughout the academic year. By using this guide, teacher-leaders can foster meaningful professional growth and collaboration, ultimately improving the overall effectiveness of their professional learning sessions.



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Meeting Themes

month-by-month



SEPTEMBER

Onboarding and Goal Setting

OCTOBER

Planning Teacher Mini-Professional Development (Tech Tuesdays, etc.)

NOVEMBER

Leadership Through Writing

DECEMBER

Mid-Year Goal Review

JANUARY

Data Analysis and Improvement Strategies

FEBRUARY

Planning for STEM Night

MARCH

Engaging Families and Community Partners

APRIL

Celebrating Achievements and Innovations

MAY

Year-End Reflection and Planning for the Next School Year



Meeting Agenda

sample template



DATE:

TIME:

1. WELCOME & INTRODUCTIONS (5 min)

- Brief welcome and overview of the meeting
- Introduce any new team members

2. REVIEW & RECAP (5 min)

- Quick recap of outstanding action items and/or status updates from previous meeting topics

3. FOCUS TOPIC DISCUSSION (20 min)

- Presentation on the chosen focus topic
- Group discussion
- Sharing of best practices

4. COLLABORATIVE PLANNING & PROBLEM SOLVING (20 min)

- Breakout small groups to discuss topic and make a plan for the associated challenges
- Share ideas and brainstorm solutions
- Develop a strategy for implementation

5. GOAL-SETTING AND ACTION ITEMS FOR NEXT MEETING (5 min)

- Set goals and identify action items related to the focus topic and for the next meeting

6. Q&A (5 min)

- Team members have the opportunity to raise additional topics, ask questions, etc.
- Share out new resources and upcoming events



Meeting Structures

alternative examples

