Team members:
- Title I –
- Instruction –
- Special Education –
- English Language Learners –
- Division contact person –
- VDOE representative(s) –
- Focus school principal(s) –

Team roles:
- Chairpersons –
- Recorder –
- Time Keeper –

Materials:
- Quarterly data **by intervention type** for Tier 2 and Tier 3 students (Data sets must include: attendance, discipline data, reading/mathematics/writing grades, **and** reading/mathematics/writng benchmark scores)
  Note: This information should be e-mailed to division leadership team members and VDOE team members by Monday, October 6, 2014. All team members should review the data prior to the meeting.
- VDOE ESEA Quarter 1 Progress Monitoring Report
- School & Division-level Indicator Checklist Report

Agenda Items	
Welcome & Greetings (8:00 a.m. – 8:30 a.m.)	**Review and discuss the following:** - Meeting norms - Team members & roles - Focus schools and meeting dates
Division-level Items (8:30 a.m. – 9:30 a.m.)	**Review and discuss the following:** - Quarterly Report from our VDOE Contractor (1st quarter) - Review of the division improvement plan and action steps
Hall Elementary: Data Review & Progress Monitoring Updates (9:30 a.m. – 10:30 a.m.)	**Review of data:** **1) Student Learning Data** - How are formative data being used to plan and deliver core instruction and intervention lessons? **2) Improvement Planning** - Based on formative data, are the current Indistar improvement plan tasks effective? • **TA02 –** What data were used to determine that the tasks are effective? • **TA03 –** School should continue its efforts to monitor the effectiveness of the interventions.

	3) Collegial Learning - According to the data, what professional development is needed for the focus school?
Next Steps: (10:30 a.m. – 11:00 a.m.)	**School Improvement Planning:** **Items for next month's meeting agenda:** - What needs to be done next? Who will be responsible? Due date? **** Next meeting is scheduled for November 14, 2014**