

Figure 4.11: Steps to Build the Foundation for MSCTs

Collaborate on logistics.
Where and when will the MSCT meet?
Assign roles for your MSCT.
Possible roles: facilitator, recorder, timekeeper, reporter
Create norms and collective commitments to be honored during each meeting.
Norms: Norms represent protocols and commitments developed by each MSCT to guide members in working together. Examples: 1. Respect others, their ideas, and their time. 2. Create a safe space (positive interaction). 3. Come prepared (data). 4. Be positive. 5. Commit to working as a team. Collective commitments: These are statements to which MSCTs hold themselves accountable as individuals and staff. Examples: 1. We commit to using and analyzing student data to guide or drive instruction. 2. We commit to providing the necessary support required for students to learn at grade level or higher. 3. We value and commit to a solution-oriented mindset.
Create a team agenda.
Refer to the template in Figure 4.5 (page 84) to create a structured plan outlining the topics and goals of the meeting.
Create a shared team drive.
Use this drive to document your collaborative work and share the folder with your principal or supervisor.