

# SAMPLE Instructional Support Planning Meeting Agenda/Minutes

Date:

Facilitator: Notetaker: Timekeeper: Crowd Control:

In attendance:

## Set Agenda *(2 minutes)*

## What has the student learned this week? This is the GOOD NEWS! *(5 minutes)*

## Announcements *(5 minutes)*

## Results of Last Week’s Instructional Planning *(10 minutes)*

* How did the student do last week? Look at work samples.
* Fidelity Check:

How well did our support plan work?

Did we deliver supports accurately and consistently?

***Take a moment to go through last week’s Instructional Support Planning Forms for the student. Run down the list of supports and rank the fidelity of the team’s implementation for each using the following codes:***

|  |  |
| --- | --- |
| **Fidelity Review Codes (complete for each support at end of week/unit)** | |
| 1 | Supports provided accurately and consistently 75% to virtually 100% of the time |
| 2 | Supports provided accurately and consistently 50-75% of the time |
| 3 | Supports provided accurately and consistently 25-50% of the time |
| 4 | Supports provided accurately and consistently less than 25% of the time |

What would we do differently next time to enhance the student’s participation and learning?

## Instructional Planning *(30 minutes)*

Complete an [Instructional Support Planning Form](http://sped.support/planning_form_template_instructional_support) for each unit within each general education class/subject in which the student requires intensive instructional supports.

## Review To Do’s: *(3 minutes)*

|  |  |  |
| --- | --- | --- |
| **What** | **Who** | **When** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Evaluate the Meeting (how well the team collaborated during the meeting): *(3 minutes)*

What worked? What didn’t? Ah-ha’s?

## Next Meeting: *(2 minutes)*

Date/Time:

Facilitator:

Notetaker:

Timekeeper:

Crowd Control:

Future Agenda Items:

This document was designed to accompany the [Supports for Participation training](https://txcan.tea.texas.gov/courses) from TX CAN.

2

Copyright © 2021. Texas Education Agency. All Rights Reserved. 