

Template of Example 1:

Coach and Administrator Meeting Agenda – Week of _____			
Celebrations			
Assessments			
Data Meetings			
Coaching Cycles			
Coaching Basics			
Other Duties			
Next Steps	Coach:	Administrator:	Others:

Template of Example 2:

Coach and Administrator Meeting Agenda - Week of					
Agenda Items	Details				
Next Steps					
Assessments					
Data Meetings					
Coaching Cycles					
My Coaching Basics					
Other Duties					
<table border="1"> <tr> <td> Next Steps: Coach ● </td> <td> Next Steps: Principal ● </td> <td> Next Steps: Others ● </td> </tr> </table>			Next Steps: Coach ●	Next Steps: Principal ●	Next Steps: Others ●
Next Steps: Coach ●	Next Steps: Principal ●	Next Steps: Others ●			

Template of Example 3:

Coach/Administration Meeting		
Date:		
Review of Norms, Purpose, and SMART Goal(s):		
Celebrations:		
Coach:	Admin:	
Review Items From Last Meeting:		
Grade Level / Subject		
Coach:	Admin:	
Assessments/Data:		
Coaching Cycles/Coaching Basics:		
Walkthroughs/Data:		
Next Steps:		
Coach:	Admin:	Other: