

# Closing Meeting Practice-Based Coaching Log

## Section 1: Meeting Information

- |   |  |
|---|--|
| 1. Date: _____                                  | 5. End time of meeting: _____          |
| 2. Teacher ID(s)/participating adults:<br>_____ | 6. Length of meeting in minutes: _____ |
| 3. Start time of meeting: _____                 | 7. Coach _____                         |
| 4. Time suspended in minutes: _____             | 8. Cycle _____                         |
|   | 9. Session _____                       |

## Section 2: Meeting Indicators

	Yes	No	N/A
1. I opened the meeting with a positive social greeting.			
2. I checked in with the teacher about progress on the <b>Action Plan</b> .			
3. The teacher did not complete the Teacher Strengths and Needs Assessment and I supported him/her to complete the assessment during the debrief. <b>(N/A, if complete)</b>			
4. I facilitated reflection about the teacher(s) growth using the Teacher Adherence to Treatment form and the Teacher Strengths and Needs Assessment.			
5. I presented <b>graphic feedback</b> data on the <b>teacher's implementation</b> of Step Up AT practices, highlighting his/her accomplishments AND I invited the teacher to reflect on experiences implementing AT teaching practices.			
6. I presented <b>graphic feedback</b> data on the <b>children's progress</b> AND I invited the teacher to <b>reflect</b> on the progress of the children enrolled in the pilot project who had ATIPs.			

Section 2: Meeting Indicators (Continued)	Yes	No	N/A
<p>7. We discussed strategies to help support the teacher’s continued use of Step Up AT practices in the classroom. Note strategies here:</p> <hr/> <hr/> <hr/> <hr/>			
<p>8. I explained what to expect during the sustainability year AND I asked the teacher if s/he had questions or concerns. <b>(N/A, if the teacher will not participate in the sustainability year.)</b> Why did the teacher decide not to participate?</p> <p>Change program or grade level</p> <p>Retiring or leaving teaching</p> <p>Other (specify): _____</p> <p>N/A, teacher will participate</p>			
<p>9. I asked the teacher if s/he had questions or concerns about the Step Up AT teaching practices or the project in general.</p>			
<p>10. I reminded the teacher about the upcoming focus group. (N/A, if complete) <b>Date:</b> _____ <b>Time:</b> _____</p>			
<p>11. I reminded the teacher to complete the survey about the Step Up AT teaching practices and his/her participation in coaching.</p>			
<p>12. I reminded the teacher that I would send a follow-up email that includes the data summaries shared in the meeting.</p>			
<p>13. I thanked the teacher for participating AND ended with a positive comment.</p>			

### Section 3: Unusual Events (Check All That Apply)

(a) Unusual schedule (e.g., emergency drill, class party, school-wide testing, no recess, etc.)

(c) Personal demands (e.g., personal illness, family concern, additional meetings, etc.)

(b) Unusual adult in the classroom (e.g., visitor, new/substitute teacher or para, etc.)

(d) Other (describe): \_\_\_\_\_  
\_\_\_\_\_

### Section 4: Coaching Strategies

Essential Strategy	OBS.	DEB.	Enhancement Strategy	OBS.	DEB.
1. *Observing			9. Modeling		
2. *Supportive Feedback			10. Side-by-Side		
3. *Constructive Feedback			11. Environmental Arrangement		
4. *Reflective Conversation			12. Problem Solving		
5. *Providing Resources			13. Project Developed Video		
6. Goal Setting (i.e., New Action Plan)			14. Classroom Video Obs.		
7. Demonstration			15. Role-Play		
8. *Graphic Feedback			16. Other (Specify): _____		

### Section 5: Follow-Up

1. Date email sent OR summary provided \_\_\_\_\_

2. Other attachments provided with email/summary: YES NO

3. If yes to other attachments, describe: \_\_\_\_\_

(a) Action Plan

(b) Graphic Display

(c) Other (Specify): \_\_\_\_\_

Section 6: Follow-Up Coaching Components	Yes	No	N/A
1. I sent the email to the teacher within 24 hours of the meeting.			
2. I opened the email with a general positive statement.			
3. I provided supportive performance-based feedback to the teacher about what s/he has accomplished during the project.			
4. I encouraged the teacher to think about how to sustain and continue to develop her/his practice.			
5. I provided information about what the teacher can expect in the sustainability year, if applicable. <b>(NA, if not participating in sustainability)</b>			
6. I reminded the teacher about the upcoming focus group, if applicable. <b>(NA, if not participating in focus group or focus group previously completed)</b>			
7. I reminded the teacher to complete the post training surveys and the online module posttest, if applicable. <b>(NA, if previously completed)</b>			
8. I closed the meeting with a general, positive statement.			

Section 7: Data Submission Checklist	Yes	No	N/A
1. Complete Teacher Fidelity.			
2. Complete Closing Coaching Log.			
3. Collect Teacher Adherence from teacher.			

