

Data Meeting Protocol (3 hours)

Goals:

- To analyze student performance data
- To plan 2 to 3 specific actions to take with students

Materials:

- Student Performance data report
- Assessment booklets
- Curricular materials
- Lesson plans

Agenda

- 15 mins **1. Welcome and Overview of Interim Process and Analysis (whole group)**
- a. Role of team
 - b. Overview of Data Analysis Process
 - c. Reflect on results school-wide– how did students do?
 - Share context for performance based on previous years and other schools (e.g. the average % correct for 5th grade ELA was xx%)
 - How does this differ from the internal assessments we give?
 - How does this compare to the DC CAS?
 - d. Set the purpose for the data meeting with expected outcomes
 - e. State the importance of fidelity to the ANet model in general
- 20 mins **2. Model one multiple choice standard**
- a. Model analysis
 - b. Zoom in on student level analysis
 - c. Which students got X but not Z – why?
 - d. Check for understanding
 - e. Restate simplified steps
- 60 mins **3. Item analysis (small groups)**
- a. Teams will work together to complete same process modeled above for their own classrooms
 - b. Tackle 2-3 standards that will lead to 2 to 3 actions with students
 - Discuss ideas for how standards will be taught (keep your reflections from earlier in mind)
 - Be sure to work in teams for the analysis to ensure that everyone comes away with key takeaways

- 10 mins **4. Model action plan**
- a. Model how data takeaways lead to action plan
 - Review strong action plan example and average example
 - a. Check for understanding
 - b. Restate what makes the sample action plan strong/effective

- 60 mins **5. Action planning (small groups)**
- a. Write down what needs re-teaching based on analysis of multiple choice and open response items
 - b. Discuss ideas for how standards will be re-taught
 - Be sure to work in teams for the analysis and planning so that all team members leave with concrete and feasible action plans
 - c. Create action plan (s) and determine how to weave into daily lesson plans
 - Be ready to report on who, what, when, where, how to whole group

- 15 mins **6. Next Steps/Closing**
- a. Have 1-2 groups share what they saw and note the next steps that they plan to take
 - b. Set structured time for follow up
 - Reflection meeting on XXX date– bring lesson plans (whole class), intervention and tutoring plans (small group), and evidence from re-assessment

- After meeting **7. Individual analysis and planning (follow-up steps for teachers)**
- a. Incorporate re-teach plans into lesson plans
 - b. Include plans for celebrating successes with students
 - c. Write reassessment using standards and resource guide, SAS, and additional resources