Conducting Effective Data Team Meetings

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Let’s Talk Teams….

Academic teams often have cross generational membership.

Cross Generational Membership

- Traditionalist (Silent): 1925-1945
- Baby Boomers: 1946-1964
- Generation X: 1965-1980
- Generation Y (Millennials): 1981-?

Traditionalist: 1925-1945

- Hard working
- Loyal
- Submissive
- Technological Challenged
- Traditional Values

Baby Boomers: 1946-1964

- Work Centric
- Independent
- Goal Oriented
- Competitive

Generation X: 1965-1980

- Individualistic
- Technological Adept
- Flexible
- Value Work/Life Balance

Generation Y: 1981-?

- Tech-Savvy
- Family-Centric
- Achievement-Oriented
- Team-Oriented
- Attention-Craving

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There are three essential teams in data driven school divisions.

School System Teams

- Division (Central Office)
- School Level
- Instructional or Grade Level

Instructional or Grade Level Teams

- Optimal Frequency – Weekly
  - Common Planning
  - Creative Scheduling
- Every team member has a role
- Every meeting has an agenda
- A variety of data should be used including but not limited to:
  - PALS, STAR, SOL, office discipline referrals, attendance, student work samples, cum records

Student concerns are discussed and analyzed during problem solving meetings.

Problem Solving Steps

1. Prioritize reading, math, behavior
2. Write a discrepancy statement
3. Analyze the problem with team
4. Develop a hypothesis and a goal statement that includes intensity and frequency of implementation.
5. Select an intervention that address the problem and accomplishes the goal
6. Evaluate progress of goal weekly, bi-weekly, or monthly

Progress Evaluation

1. Discontinue
2. Continue
3. Select a new problem
4. Select a new hypothesis for the same problem
5. Select a new intervention for the current hypothesis
6. Refer to a child study or SPED evaluation team

A Few Lessons Learned through Experience:

- Weekly meetings are best
- Bi-monthly meetings are better than monthly
- Monthly meetings are better than none
- It's hard to have a data meeting without data
- A good agenda is crucial
- Attendance by the building administrator can make or break the problem solving team meeting
- Stay focused
- Make sure there is good documentation of the meeting

Discussion & Questions