

Data Technician Communication

To: All Teachers

From: Cheri

Message: Hello, friends. As you know, this is data week. Please place your data information form IN MY MAILBOX by Friday at 3:00 p.m.

Thanks!!

Teacher name: _____

Grade/department: _____

Teachers' names	# students who took assessment	# students proficient and higher	% students proficient and higher	# students not proficient	% students not proficient

Elkhart Elementary Data Team Leader/Administrator Meeting Agenda

A. Celebrations

Bring a success story or two to share!

B. Progress since September

1. Teams
2. Structure/process
3. Leadership

C. Site Progress—Results

1. Progress toward goals
2. Results—bring tables, charts, graphs

D. Key Issues/Questions We Are Currently Facing

Bring your questions, concerns, needs related to student achievement, data teams, leadership

Elkhart Elementary Data Team Leader/Administrator Meeting Minutes

Leadership Team: Pam, Jill, Nancy, Roger, Sarah, Betsy, Laura

A. Celebrations

Thanks for sharing your success stories!

B. Progress since September

1. Teams: There is a deeper understanding of "teamness" and the need for collaboration, as well as how it helps all of us.
2. Structure/process: Teachers have a stronger understanding of goals and common assessments. The focus on writing is supportive of our direction as a school. Staff also realizes the need to use data to drive our instructional decisions. Common goals have really brought the group together. We also solidified the structure of our team and meetings; now things are really beginning to gel.
3. Leadership: As a leadership team, we feel more comfortable questioning each other, honestly evaluating our practices and behavior to see if they are in line with our vision.

C. Site Progress—Results

1. Graphs are attached and noted on the data wall.

D. Key Issues/Questions We Are Currently Facing

1. Validity of data: We also need to develop consistency in administration/evaluation of assessments.
2. Goals: Continue our work to check alignment of our goals from month to month.

"The power of we is stronger than the power of me."

***Thanks for your hard work!!! Next meeting is at Carmine's.
Bring your energy, positive attitude, RESULTS, and your appetite!***

