

Standard:	Effective Data Team Collaboration
Exemplary	<ul style="list-style-type: none"> • Meeting starts and ends on time. • All teachers are present, on task, and engaged. • Agendas and meetings are organized with clear objectives, which are given in advance to members. • All teachers and the leader come prepared with agenda, needed materials, and all preassigned work completed. • Minutes are taken, clearly reflect the content of the meeting, and are distributed to all in a timely manner. • All teacher input is done in a respectful and open environment. All teachers are participating in focused dialogues. All members feel valued and provide input for or comment on work at hand. • All dialogues are based on standards, student work, common assessment results, knowledge of student abilities, and improving student achievement. • The meeting ends after the team reaches consensus, sets the next agenda, and assigns responsibilities and timelines for the next meeting, as needed. • There is agreement that products or decisions made will be evaluated to determine effectiveness. • All meetings celebrate successes.
Proficient	<ul style="list-style-type: none"> • Meeting starts and ends on time. • All teachers are present and engaged. • Agendas/meetings are organized with clear objectives. • All teachers and leader come prepared with an advance copy of an agenda and needed materials or data. • Minutes are taken that reflect the content of the meeting (may be abbreviated), and are distributed to all members. • Teacher input is done in a respectful and open environment. Most teachers are participating in focused dialogues. • Most members feel valued and regularly provide input for or comment on work at hand. • All dialogues are based on standards, student work, common assessment results, knowledge of student abilities, and improving student achievement. Interruptions or distractions are redirected immediately. • Meeting process includes setting the next agenda, assigning responsibilities, and setting timelines for the next meeting. • All five steps of the Data Team meeting process are completed. • Teachers analyze authentic, relevant student work. • There is an understanding and general agreement that products or decisions made will be evaluated to determine effectiveness. • Data Team leader facilitates participation by all members equitably.