

## Table of Contents and Description

Dear Educator,

The contents of this CD are meant to support the implementation of the Data Team process. A variety of forms, samples, and templates have been provided for your use. These forms may be reproduced to support the Data Team members in your school or district. The following outline lists the contents of this CD and suggests ways in which the forms may be useful to you. This outline follows the outline of the presentation: (1) Introduction; (2) Building the Foundation; (3) The Data Team Process; (4) Creating and Sustaining Data Teams.

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### 1. Introduction

### 2. Building the Foundation

- A. Developing a Data Mindset: Questions about Student Achievement (recording sheet)
- B. Taking Inventory of Data
- C. Data Teams Sample Common Assessments: Elementary
- D. Data Teams Sample Common Assessments: Middle School
- E. Data Teams Sample Common Assessments: High School
- F. Common Formative Assessments: An Overview

### 3. The Data Team Process

- A. Data Team Process: Start to Finish (overview of the data team process)
- B. Data Team Meeting Steps and Structure (simple forms for Data Team steps)

- C. Excel spreadsheets
  - i. Data Teams Step 1 Data Collection Spreadsheet
  - ii. Data Teams Pre-Assessment Collection Spreadsheet (Meeting 3)
  - iii. Data Teams Post-Assessment Collection Spreadsheet (Meeting 4)
- D. Sample Data Team Agendas and Minutes

#### **4. Creating and Sustaining Data Teams**

- A. Planning for Data Teams
- B. Data Team Configuration Options
- C. Materials for Data Team leaders
  - i. Questions for Data Team Leaders to Use when Facilitating Data Team Meetings (sample reflective questions for Data Team leaders)
  - ii. Ten Questions Every Principal Should Ask and Answer
- D. Sample Data Team Graphs
- E. Effective Data Teams Collaboration Rubric
- F. Resources
  - i. Article—“Guidelines for Data Walls, or ‘The Science Fair for Grownups’” (introduction to Data Walls by Douglas Reeves)
  - ii. Data Walls Read and Reflect (reflective notes on Reeves article)
  - iii. Article—“Data Walls: A Success Story” (interview with Nan Woodson)
  - iv. Data Walls Read and Reflect (reflective notes on Woodson interview)
  - v. *Accountability for Learning* study guide
  - vi. Strategies for Using *Accountability for Learning*