

Collect, Sort, and Select Data – Step 1

Leadership Team Meeting Sample Agenda

Meeting Goals

- Determine which data is accessible and necessary to tell the school's story
- Develop plan for full staff meeting to gather additional input on data collection selection

Time Needed

1 to 1 ½ hours for the meeting. 7 to 21 additional hours collecting and organizing data.

Meeting Tasks

1. Share existing data/determine what else you need (60 minutes)

You probably already have data on achievement and other indicators. Use the *“What to Collect?” Worksheets* to look at what data you have and can easily locate. Assign data collection to one or two leadership team members in each of the following areas:

- Achievement data (i.e., ISAT, IRI, DMA, DWA, local assessments, etc.)
- Perceptions data (i.e., staff survey, parent survey, student survey, Title 1 survey, and climate survey, other local surveys, etc.)
- Contextual data (i.e., discipline data, parent attendance at conferences and school events, volunteer hours, drug/alcohol survey, etc.)
- Demographics data (i.e., student enrollment, free/reduced lunches, ethnicity/gender/special populations, attendance, mobility of students and staff, drop-out rate, ESL population, etc.)

2. Logistics for data collection and storage

- **Decide ahead of time how/where the data will be stored.** One way is to have a separate notebook or folder for data types. Another strategy is to use a crate with hanging folders for each data type.
- **Use district resources available.** Check out what's available to you at your district office.
- **Use the information supplied in your school accountability report card.**

3. Do you need additional information that isn't already available?

Decide as you work through the four *“What to Collect?” Worksheets* if you need to create and/or administer surveys that will be given to staff, parents, and students. If this is the case, you will need to discuss logistics of creating and distributing surveys and compilation of the data.

Note: Don't go into depth about what any of these data sources have to say, that happens later - this is the time to collect and sort.

4. Do *Why Use Data?* Activity. (20 minutes)

This activity can be used with the full faculty to increase staff awareness about data and the purposes for data collection. It can also be a lot of fun! Decide who will facilitate activity with staff, where people holding the cards will stand, etc.

5. Plan for next full staff meeting:

The goal for this full staff meeting is to:

- Give staff a chance to provide input on sources and types of data
- Keep staff informed and build buy-in leading to support for creating the portfolio and further stages in the planning process

Set Dates/Assign Tasks

- Go over staff input for additional data collection
- Check in on what data was collected
- Plan for Carousel activity with full staff
- Use *Next Steps Planning Sheet* to track tasks and who is responsible

Evaluate Meeting Effectiveness

Team discusses and determines “How did we do?” and “How could we make the next meeting better?” Use this information when planning the next meeting.

Caution: Because the full faculty won’t actually be looking at the data at this meeting, leadership team members can begin data collection immediately following the leadership team meeting since this can be a time-consuming process. If possible, provide release time for staff to gather data or offer some type of incentive so that this doesn’t drag on causing a loss of momentum.