School	
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Completed by: _____

Date: _____

Standard:		
Exemplary	All proficient criteria plus:	Evidence:
	 € Successful strategies are included in standards-based lesson plans. € Instructional units, including lesson plans, Data Team assessments, and anchor sets of student work, are catalogued to share with the rest of the faculty. € Meeting includes an evaluation of Common Formative Assessments using a rubric. € Collaborative lesson planning occurs as an extension of the Data Team process. € Meeting is videotaped so all members can engage in reflection of process. € Successes are shared with other faculty members to encourage replication of best practices. € Meeting proficiency is evaluated using this rubric. 	Comments:
Proficient	 € All pre-work completed, including: ○ Data is gathered from all teachers in time for dissemination and individual 	Evidence:
	 review prior to the Instructional Data Team meeting. The member responsible for disaggregating and creating data graphs or charts provides these to members prior to the Instructional Data Team meeting. € Meeting schedule is established in advance and distributed to all Instructional Data Team members. 	Comments:

Developed for the Bristol Public Schools by Sue Moreau, revised for CSDE use by Meghan Martins

€	Meetings start and end on time.	Evidence:
€	All members are present, on time, and on task.	
€	Agendas and meetings are organized with clear objectives.	
€	All members come prepared with an advance copy of an agenda, needed materials,	
	and classroom data, including samples of student work.	
€	All 5 steps of the Data Team process are completed:	
	\circ Step 1 – Collecting and Charting the Data (cause and effect)	
	\circ Step 2 – Analyze Data and Student Work: Celebrate Success and Identify	
	Challenges	
	 Step 3 – Set or Revise SMART goal(s) 	
	 Step 4 – Select or Revise Effective Teaching Strategies/Adult Behaviors 	
	 Step 5 – Determine Results Indicators for Implementation and Effectiveness 	
	Meeting includes a review of Common Formative Assessments.	Commonte
	Meeting includes a review of actual student work.	Comments:
€	All team members have assigned roles.	
	All members contribute to dialogue that is centered on standards, assessments, and	
	improving student achievement.	
	Interruptions are redirected quickly.	
	Meeting process includes: setting the next agenda, assigning needed tasks, and	
	identifying timelines for the next meeting.	
	The group is working actively towards consensus in a respectful, collegial way.	
	There is an understanding and agreement that products produced or decisions made	
	will be implemented and evaluated to determine effectiveness and/or use for the	
	future.	
€	Minutes (in the form of the completed 5 step process documents) and agendas	
	clearly reflect the content of the meeting and are kept in the central office so other	
	Instructional Data Teams can review them.	