Admin-Led Meetings

Date:

Before the meeting, please add your data to the data chart.

Housekeeping	•

Bright Spots (3-5 min)	•

Revisit Goals (3 min)	**Goal:**
	
	• *Did we meet our goal?*
	   ○
	
	• *Did our process and action plan have its intended impact? Why or why not?*
	   ○

Current Status (5 min)

What is the current status of our students?
- Of the data points below, which one do you want to focus on improving for the next two weeks?
  - ○

	# of Courses Off Track	Power Focus Area Progress	Courses with Overdue Projects	Courses w/ <70% Cog Skill Average	Courses w/ <70% Math Concept Avg
Previous Data:	/ on track in all courses	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	/ concept avg ≥70%
Current Data:	/ on track in all courses	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	/ concept avg ≥70%
Math	/ on track	/ on track in PFAs	/ no overdue projects		/ concept avg ≥70%
RLA	/ on track	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	
Science	/ on track	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	
History	/ on track	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	

Root Causes & Action Plan (8 min)	Root Cause and Action Plan Examples	
	Root Cause	**Action Plan**
Set Goal (3 min)	*Example: Our team will [specific action] in order to see [data goal] by [date].* **Goal:**	
Student Concerns	**Student Concern**	**Action Plan/Next Steps**
Notes		

Team-Led Meetings

Date:	

Before the meeting, please add your data to the data chart.

House-keeping	

Bright Spots	

Current Status (5 min)

	# of Courses Off Track	Power Focus Area Progress	Courses with Overdue Projects	Courses with <70% Cog Skill Average	Courses with <70% Math Concept Avg
Previous Data:	/ on track in all courses	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	/ concept avg ≥70%
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Science	/ on track	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	
History	/ on track	/ on track in PFAs	/ no overdue projects	/ cog skills ≥70%	

Discuss progress towards goals

- **Goal:**

- **Look at your data to track your progress.**

- **Discuss bright spots -** Which parts of your action plan have been successful in supporting student progress so far? What suggestions can you share with the team?

- **Discuss whether your action plan needs to be adjusted -** Is there anything you need to change or add to your action plan in order to meet your goal?

Student Concerns	Student Concern	Action Plan/Next Steps
Notes		