

Data Team Meetings (IIPM) 2013-2014

Description: The Workshop Team (Title I, Special Education, ELD, Principal, TLC) will meet with each grade level team for during the day, using roving subs to cover for classroom teachers.

Dates:

1	September 18, 2013 (Wednesday)	Review 2013-2014 pacing guides, fall benchmark data, and select students for workshop/BEST.
2	October 30, 2013 OR November 6, 2013 *depends on conferences (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions.
3	December 18, 2013 (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions.
4	February 19, 2014 (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions.
5	April 23, 2014 (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions. Discuss summer school referral process.

Cost (half days):

4 of the days when Workshop groups are in session:

16 hours sub time per day (4 half day subs – 2 for classroom teachers, 1 for Title I, 1 for LC/CLC)

16 hours x 4 = 64 hours x \$25 = \$1600

1 of the days when Workshop groups are not in session:

8 hours sub time per day (2 half day subs – 2 for classroom teachers)

8 hours x \$25 = \$200

TOTAL = \$1800

Meeting Schedule Template 2 (half day, 40 min. each, 5 min. passing time):

7:45-8:25	
8:30-9:10	
9:15-9:55	
10:00-10:40	
10:45-11:25	

****Kinder will meet in the afternoon, on the dates above.****

Confirmed subs:

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Data Team Timeline:

Spring, 2012	Data team dates are scheduled into master calendar
Summer/Fall, 2012	Substitutes are identified and secured for all dates
One-two weeks prior	30 minutes of grade level pre-planning meeting with case manager (complete pre-planning sheets for 2 students per classroom).
One week prior	Sub and meeting schedule is e-mailed to teachers
Three days prior	Agendas are e-mailed
Two days prior	Agenda additions/changes are submitted to Title Coordinator
Two days prior	Workshop teachers arrange for their groups to be a) covered by IAs, b) canceled, or c) a combination of the two
One day after	Minutes are e-mailed
2-3 weeks after	A "to do" list reminder is e-mailed

Roles and Responsibilities:

- Title Coordinator and/or ESC will prepare agendas, analyze data prior to meetings (in conjunction with Special Education teacher and classroom teachers during pre-planning meetings), facilitate meetings, take minutes, enter interventions into EasyCBM, and complete the student profile forms on Quickbase (or, will delegate these responsibilities).
- Principal will act as timekeeper. When not present, a classroom teacher will be appointed.
- Classroom teachers will be prepared with pre-planning sheets and data to discuss student intervention changes.