

Data Team Meetings (IIPM) 2014-2015

Description: The Workshop Team (Title 1, Special Education, ELD, Principal, ESC) will meet with each grade level team for during the day, using roving subs to cover for classroom teachers.

Dates:

1	September 10, 2014 (Wednesday)	Review 2014-2015 pacing guides, fall benchmark data, and select students for workshop/BEST.
2	October 22, 2014	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions.
3	December 10, 2014 (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions.
4	February 4, 2015 (Wednesday)	Review and discuss progress monitoring data, Benchmark data, in-classroom interventions, and workshop interventions.
5	March 18, 2015 (Wednesday)	Review and discuss progress monitoring data, in-classroom interventions, and workshop interventions. Discuss summer school referral process.
6	May 13, 2015 (Wednesday)	Tentative Meeting to discuss progress monitoring data, in-classroom interventions, and workshop interventions.

Cost (half days):

5 of the days when Workshop groups are in session:

16 hours sub time per day (5 half day subs – 2 for classroom teachers, 1 for Title I, 1 for LC/CLC)

20 hours x 4 = 80 hours x \$25 = **\$2000**

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:

Robin Vaughan:

Shelly Silver:

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Data Team Timeline:

Spring, 2014	Data team dates are scheduled into master calendar
Summer/Fall, 2014	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.