

# DOINGWHATWORKS



## SAMPLE MATERIAL

### Protocols to Support Data Use

Aldine Independent School District, Texas

**Topic:** Using Student Achievement Data to Support Instructional  
Decision Making

**Practice:** Districtwide Data System

The Aldine Independent School District (ISD) expects staff to regularly and systematically use multiple sources of student data to develop and revise action plans, write assessment items, analyze data, and plan lessons.

This sample material comprises four meeting protocols to guide staff as they work collaboratively to meet this expectation. The district developed the meeting protocols to ensure staff meet the expectation to use data to guide decisions.

School leadership teams use the Review and Revise the Action Plan Meeting Protocol for planning meetings. The process outlined in the protocol guides the team through a series of steps to review the campus, grade level, or department action plan; to analyze data; and to revise as needed. Staff analyzes data that support the action plan, determine areas of success and areas needing improvement, and decide on actions to take to improve areas of concern.

Teachers and Skills Specialists use the Assessment Writing Meeting Protocol to prioritize the objectives to be assessed based on the district scope

and sequence and calendar, to determine the outline for the assessment (length, question format, level of questions, and vocabulary for the items), and to develop the items.

The Data Analysis Meeting Protocol has a step-by-step process that teachers use for analyzing assessment data by campus, teacher, class, and individual students to make instructional decisions. The analysis steps are: reviewing data and identifying gaps, analyzing root causes for the identified gaps, formulating hypotheses, and determining instructional interventions for each student. The root causes analysis steps are drawn from Assembly Required: A Continuous School Improvement Process.

Teachers work in team to plan lessons using the Lesson Planning Meeting Protocol. The procedures for this planning meeting are: determine the skills and concepts students are to master in the upcoming week, determine at what level each skill or concept is taught (at an introductory, developing, or mastery level), analyze previous data to predict students' success, determine the amount of time to allot to instruction, consider the lessons and resources available through the districtwide data warehouse system and other instructional materials needed, and create the daily lesson plans and activities for the week. After teaching the lessons, teachers are expected to debrief in the next lesson plan meeting to discuss which parts of the lessons led to student success and which parts might need to be refined.

## Review and Revise the Action Plan Meeting Protocol

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### **Goals:**

Working as a group, review the campus, grade level, or department action plan and revise as needed during the year

### **Materials:**

- District goals
- Campus, grade level, and/or department improvement plan
- Student data (TAKS, Benchmark Target Assessments, common assessments, and classroom assessments, item analysis, and scope and sequence)
- Other scorecard data

### **Procedures:**

- 1) Review components of campus action plan and scorecard.
- 2) Analyze data that supports the actions on the campus / grade level / department improvement plan
- 3) Review components of the action plan, determine areas of success and areas needing improvement. Determine actions to take in order to improve areas of concern, setting goals, deadlines, and the people responsible for each action.
- 4) Revise the person code key at the bottom of the action plan as needed.
- 5) Review and set revised dates and times for actions to be accomplished.
- 6) Revise the scorecard based on changes to the action plan.

# Maintaining Action Plans Meeting Agenda

**Team**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Sign –in:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Administrator:**\_\_\_\_\_

**Critical TEKS that must be taught during this period:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Outline of lessons for this time period: (more details will be included in the lesson plans. You may attach a copy of the lesson plan to this sheet)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Summary of meeting:

What decisions were made?

Will there be a follow-up meeting?

What is the purpose of the follow-up meeting?

When will the follow-up meeting be held?

What needs to be accomplished between now and the follow-up meeting?

[illegible]

**Responsibilities of each team member: (copies, materials, creating activities, etc.)**

[illegible]

## Assessment Writing Meeting Protocol

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### **Goal:**

Working as a group, design assessments aligned to the Benchmark Targets and TEKS

### **Materials:**

- TEKS
- Scope and Sequence and/or calendar
- previous test
- testing materials
- district's Proofing Checklist

### **Process:**

- 1) Provide a list of materials needed to all participants prior to the meeting.
- 2) Use the district scope and sequence on Triand and the campus calendar to determine specific objectives to be assessed.
- 3) Prioritize the objectives to be assessed. Identify the TEKS which might be tested on TAKS.
- 4) Determine the outline for the assessment:
  - a. length
  - b. question format (multiple choice / short answer)
  - c. level of questions (number of easy, medium, and hard questions)
  - d. vocabulary
- 5) Determine the number of questions for each objective.
- 6) Review the items selected. Check for:
  - a. alignment with the objective
  - b. variety in the types of questions selected
  - c. alignment with the number of items for an objective on TAKS
  - d. grammatical, punctuation, and spelling errors
  - e. alignment to instructional focus

# Assessment Writing Meeting Agenda

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**Team** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign-in:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Administrator:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Critical objectives to be tested on this assessment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Length of Assessment:** \_\_\_\_\_

**Number of items from each objective:**

- Objective 1:** \_\_\_\_\_
- Objective 2:** \_\_\_\_\_
- Objective 3:** \_\_\_\_\_
- Objective 4:** \_\_\_\_\_
- Objective 5:** \_\_\_\_\_
- Objective 6:** \_\_\_\_\_
- Objective 7:** \_\_\_\_\_

**Summary of Meeting:**

What needs to be accomplished between now and the follow-up meeting?

**Responsibilities of each team member: (commitment to assignment, copies, materials, creating activities, etc.)**

[illegible]



**Final Proofing Session**

*(Name of test you are proofing)*

Name: \_\_\_\_\_ School: \_\_\_\_\_

Yes	No	Questions to answer when proofing the benchmark exam.	Corrections Needed
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**Benchmark Assessment**

		1. Are all test items <b>numbered correctly</b> ? Numbers are bolded and no periods.	
		2. Are all test items <b>lettered correctly</b> ? Odd number questions are labeled A, B, C, D even number questions are labeled F, G, H, J. Letters are bolded and no periods.	
		3. Is the <b>footer correct</b> with date administered, name of test, and page number?	
		4. Are there <b>spelling mistakes</b> ? Read backwards word by word.	
		5. Are there <b>grammatical/punctuation mistakes</b> ?	
		6. If the question has a graphic, are there <b>directions to use this graphic</b> ?	
		7. Is the <b>spacing correct</b> between questions?	
		8. Are all <b>indentions aligned</b> ?	

I had the opportunity to proof the \_\_\_\_\_ assessment and made the recommendations listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Cover Page

		9. Does the <b>cover page</b> have the correct test name and administration date?	
		10. Does the cover page have the <b>correct instructions</b> ?	

I had the opportunity to proof the Cover Page for the \_\_\_\_\_ assessment and made the recommendations listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Answer Key

		11. Are all questions <b>numbered correctly</b> on the answer key?	
		12. Do all questions have the <b>correct answer</b> on the answer key? (Take the test.)	
		13. Does the answer key have the <b>correct footer</b> with the date and name of test?	
		14. Does the answer key have the <b>correct title</b> of the test?	
		15. Does the answer key have a <b>benchmark target</b> for each question?	

I had the opportunity to proof the Answer Key for the \_\_\_\_\_ assessment and made the recommendations listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Data Analysis Meeting Protocol

## Goal:

Working as a group, analyze assessment data by campus, teacher, class, and individual student to make instructional decisions

## Materials:

- Test scores by teacher, class, and student
- Item analysis by campus, teacher, and class
- Getting to the Root Causes<sup>1</sup> Worksheet (1 transparency and copies for each teacher)

## Process:

- 1) Provide a list of materials needed to all participants prior to the meeting.
- 2) Review data and identify gaps. Analyze:
  - mastery differences between student groups and individual students
  - commonly missed items
  - common same wrong answer choices
- 3) Analyze root causes for the identified gaps. Does the problem reside in the:
  - learners and the learning processes used?
  - teacher and the teaching processes used?
  - content or subject matter to be learned?
  - context or setting in which the learning was to occur?

Rules for a Root Causes Analysis process include:

- all group members can suggest many different hypotheses
- all hypotheses will be considered if they can be corroborated with data
- data can be used on previously acquired information and recently collected data
- theories-of-cause remain in potentially valid category only with supporting data

The Root Causes Analysis process, using the Getting to the Root Causes Worksheet:

- examine most recent assessment data
- pay specific attention to variability in student scores
- brainstorm explanations for bottom one-third's performance
- describe data that could be used to determine whether hypothesis is true
- brainstorm why the valid hypotheses are true

- 6) Determine instructional interventions for each student

<sup>1</sup> All "Root Causes" information is from Larry Lezotte and Kathleen McKee in *Assembly Required*

## Data Analysis Meeting Agenda

**Team** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign –in:**


**Administrator** \_\_\_\_\_

### Review of the four “common places” of education:

Curriculum  
Teacher  
Learners  
Classroom

## Root Causes Analysis<sup>2</sup>

### Hypotheses, evidence, interventions, and timeline:

Hypothesis I      Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis II      Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis III      Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis IV      Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis V      Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

<sup>2</sup> All “Root Causes” information is from Larry Lezotte and Kathleen McKee in *Assembly Required*

## Getting to the Root Causes Worksheet<sup>3</sup>

**Step I:** Focus on the students who scored in the bottom one-third on the most recent assessment given. What is your hypothesis as to why they performed as poorly as they did?

Hypothesis I: \_\_\_\_\_

Hypothesis II: \_\_\_\_\_

Hypothesis III: \_\_\_\_\_

Hypothesis IV: \_\_\_\_\_

Hypothesis V: \_\_\_\_\_

**Step II:** For each hypothesis, list data to provide evidence of the hypothesis and interventions that should be made.

Hypothesis I Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis II Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis III Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis IV Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

Hypothesis V Evidence: \_\_\_\_\_  
Intervention and Timeline: \_\_\_\_\_

<sup>3</sup> All “Root Causes” information is from Larry Lezotte and Kathleen McKee in *Assembly Required*

What decisions were made?  
Will there be a follow-up meeting?  
What is the purpose of the follow-up meeting?  
When will the follow-up meeting be held?  
What needs to be accomplished between now and the follow-up meeting?

**Responsibilities of each team member: (commitment to assignment, copies, materials, creating activities, etc.)**

[illegible]

## Lesson Planning Meeting Protocol

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### **Goal:**

Working as a group, develop lessons and write the lesson plans for the upcoming week(s) to provide effective instruction meeting the needs of all students

### **Materials:**

- Scope and Sequence
- Campus calendar
- Data, including benchmark, common assessment and TAKS to identify areas of concern
- District strategies
- Instructional materials, including lessons provided on Triand

### **Procedures:**

- 1) Determine the concepts and skills students are to master during week by studying the district scope and sequence and campus calendar.
- 2) Determine at what level each skill or concept is taught: as an introduction, develop, or mastery level.
- 3) Analyze previous data to predict student success on the skills or concepts, as well as common deficit areas.
- 4) Determine the amount of time to allot to instruction for each skill or concept.
- 5) Consider the lessons and resources provided on Triand to determine which lessons or resources support the students' needs and learning styles.
- 6) Consider other instructional materials to determine if the materials support the students' needs and learning styles.
- 7) Create daily lesson plans and activities to support student mastery of the skills or concepts.
- 8) After teaching the lessons, at the next lesson plan meeting, debrief as a group and discuss which parts of the lessons lead to student success and which parts needed refining.

# Lesson Planning Meeting Agenda

Team \_\_\_\_\_ Date: \_\_\_\_\_

Sign –in:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Administrator: \_\_\_\_\_

Critical TEKS that must be taught during this time frame: \_\_\_\_\_

\_\_\_\_\_
 \_\_\_\_\_

Outline of lessons for this time frame: (More details will be included in the lesson plan. You may attach a copy of the lesson plan to this sheet.)

\_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_
 \_\_\_\_\_



What decisions were made?  
Will there be a follow-up meeting?  
What is the purpose of the follow-up meeting?  
When will the follow-up meeting be held?  
What needs to be accomplished between now and the follow-up meeting?

[illegible][illegible]