

Time

- ▶ Schedule weekly collaboration.
- ▶ Schedule monthly Building-Level Data Team meetings.
- ▶ Dedicate time during faculty meetings for collaboration and professional learning.
- ▶ Have teams schedule pre-/post- common formative assessments based on the curriculum map.

Data Team meetings must be scheduled. By formally scheduling meetings, it is possible to monitor goals, strategies, and achievement. The Data Team meeting schedule should be created prior to the first meeting. The school must make a list of assessment schedules, holidays, and conflicting priorities before creating the schedule. Ideally pre- and post-assessment instructional meetings should be scheduled every two to three weeks. Monitoring meetings should be alternated with the pre- and post-assessment meetings, and leadership meetings should be scheduled monthly. Many schools have built time into their schedules for these valuable conversations. However, if you are not able to add or rearrange time to accommodate Data Team meetings, think of how you can use the time you already have for the Data Teams process:

- ▶ Use department or grade-level meetings for the Data Teams process. Alternate between business meetings and Data Team meetings.
- ▶ Use professional development time. Data Teams should be the vehicle for ongoing embedded professional learning.
- ▶ Use staff meetings to teach and/or review the foundational principles of the Data Teams process, or as actual Data Team meeting times. Use technology to communicate business items rather than spending meeting time on them.
- ▶ Change the school schedule to allow for late starts/early outs to accommodate Data Team meetings.

“If an educational leader fails to use time wisely, in a manner that is relentlessly focused on improved student achievement and implementation of academic standards, then a thousand other tasks intrude . . . the effective leader uses time differently than the ineffective leader.”

—Reeves, 2002, p. 143



Scheduling Considerations

Respond to the following questions on scheduling considerations in the space provided.

How do you currently use the collaboration/meeting time that is available?

What are some possible times for your Data Team meetings?

How can you use this time more effectively?

How often should your Data Teams meet?

How long should your Data Team meetings last?