

Crawford County R-II School District

DBDM Team Protocol

PRIOR TO THE MEETING (*Gather*)

- Ensure team roles are identified
- Communicate meeting location
- Agenda distributed
- All team members review pertinent & relevant student data

INTRODUCTION / BEGINNING (*Gather*)

- Review purpose(s) & goal(s) for the meeting
- Review agenda
- Review & commit to following norms
- Review previous months goal
 - Was the goal met?
 - Next steps?

SHARE INSTRUCTIONAL SUCCESSES (*Analyze*)

- Share academic wins
 - Use supporting data points
- Share areas most improved
 - Use supporting data points

DISCUSS INSTRUCTIONAL CHALLENGES (*Analyze*)

- Shares identified areas of need
 - Use supporting data points
- Identify any common areas of need within a grade-level / department
 - Use supporting data points

DETERMINE PRIORITY NEEDS & POSSIBLE SOLUTIONS (*Analyze*)

- Determines priority need; focus on 1 area only
- Brainstorm possible strategies & plausible solutions to priority need
- Complete 'Link to teacher practice form' reflection questions

CREATE AN ACTION PLAN (*Intentionally act*)

- Complete action plan template
 - Articulate specific & measurable goal
 - Detail process to address need & reach goal
 - Clarify the measurement process for the goal
 - Determine a timeline for goal assessment & evaluation (*Notice & adjust*)

CLOSURE

- Clarify team members' next steps (*Intentionally act; Notice & adjust*)
- Reflect on the meeting process (*Notice & adjust*)
 - Discuss what went
 - Identify any difficult moments
 - Address any 'norm' violations

PARKING LOT

- If time permits, address any of these items
- Determine if other items should be placed on a future agenda