

2022-2023

PRINCIPAL DATA MEETING - PROTOCOL

With Dr. Thomas, Dr. Blount, and Dr. Byrd-Wright

2 weeks after each Benchmark

PURPOSE:

- To analyze the most recent data from multiple sources
- To review and respond to the data in a **TIMELY** manner
- To provide resources, recommendations, supports and or professional development based on the data
- To remain aware of student performance as related to state accreditation performance

FREQUENCY:

- The week immediately following benchmark assessments from CIP you will host data meetings with your teachers
- The Principal Data Meeting then occurs 2 weeks after each benchmark from CIP. You will have already met with your staff to analyze the data you will share with us
- For High School it will also occur after Mid-year SOL testing

FORMAT:

- Each teacher completes the [Corrective Action Protocol](#). The Principal and Assistant Principal must analyze each content area and give teachers feedback.
- The Principal and Assistant Principal also analyze the data for school level trends and school accreditation scenarios by completing the [Principal Corrective Action Plan](#). When completing this form, you should have a deep analysis of specific content and explicit action steps that you will take to correct the issues.
- Email Dr. Thomas, Dr. Temple, Dr. Blount, and Dr. Byrd-Wright 2 days prior to the meeting indicating that you have reviewed your teacher data and offered feedback to teachers. Also share your Principal Corrective Action Plan.
 - All documents are stored in your school's folder located by clicking the Data Warehouse tab on the ECPS Instructional Website

DATA TO DISCUSS AT EACH PRINCIPAL MEETING:

- **PLEASE** only review the [Principal Corrective Action Plan](#) at this meeting.
- Please follow the conversation outline below in the exact order.
- Benchmark Data
 - Overall School Pass Rates for each CIP Benchmark
 - Overall School Gap Group Pass Rate for each CIP Benchmark
 - Analysis of School Pass Rate AND Gap Group Pass Rate on benchmarks as compared to the needed Pass Rates from the Accreditation Detail Report .
 - Be prepared to answer the following questions:
 - Did your school meet Accreditation in reading, math, and science?
 - If you did not meet accreditation:
 - How many more students need to pass in order to meet Accreditation?
 - Who are the students that you are targeting?
 - What is your Principal Plan of Action for each area you are not meeting Accreditation?
 - Unpack the corrective action plans:
 - What are the greatest areas of concern?
 - What is the diagnosis? Why did students miss this question?

- What will we do differently to re-teach using research based best practices?
 - What will we use to reassess students?
 - When did you re-teach and reassess?
 - What does the re-teach data indicate?
- If time, be prepared to discuss....
 - Reading on Grade Level Data
 - What is the percentage of students reading on grade level per grade?
 - What has been the growth from the last measure?
 - Share a plan of action to improve the percentage of students reading on grade level
- Professional development
 - Update on your PD Plan - document directly on the plan, in different color, what has been completed
- Management trends
 - Discipline