<table>
<thead>
<tr>
<th>Standard:</th>
<th>Effective Data Team Collaboration</th>
</tr>
</thead>
</table>
| **Exemplary** | • Meeting starts and ends on time.  
• All teachers are present, on task, and engaged.  
• Agendas and meetings are organized with clear objectives, which are given in advance to members.  
• All teachers and the leader come prepared with agenda, needed materials, and all preassigned work completed.  
• Minutes are taken, clearly reflect the content of the meeting, and are distributed to all in a timely manner.  
• All teacher input is done in a respectful and open environment. All teachers are participating in focused dialogues. All members feel valued and provide input for or comment on work at hand.  
• All dialogues are based on standards, student work, common assessment results, knowledge of student abilities, and improving student achievement.  
• The meeting ends after the team reaches consensus, sets the next agenda, and assigns responsibilities and timelines for the next meeting, as needed.  
• There is agreement that products or decisions made will be evaluated to determine effectiveness.  
• All meetings celebrate successes. |
| **Proficient** | • Meeting starts and ends on time.  
• All teachers are present and engaged.  
• Agendas/meetings are organized with clear objectives.  
• All teachers and leader come prepared with an advance copy of an agenda and needed materials or data.  
• Minutes are taken that reflect the content of the meeting (may be abbreviated), and are distributed to all members.  
• Teacher input is done in a respectful and open environment. Most teachers are participating in focused dialogues.  
• Most members feel valued and regularly provide input for or comment on work at hand.  
• All dialogues are based on standards, student work, common assessment results, knowledge of student abilities, and improving student achievement. Interruptions or distractions are redirected immediately.  
• Meeting process includes setting the next agenda, assigning responsibilities, and setting timelines for the next meeting.  
• All five steps of the Data Team meeting process are completed.  
• Teachers analyze authentic, relevant student work.  
• There is an understanding and general agreement that products or decisions made will be evaluated to determine effectiveness.  
• Data Team leader facilitates participation by all members equitably. |