A FREE CSAS TEAM PROTOCOL

The 45-Minute Data Meeting Agenda

From data rich to data driven. This is the exact agenda our partner schools run: one question in, one decision out, every time.

SCHOOL	GRADE OR TEAM	DATE	FACILITATOR

1. **Minutes 0 to 5: Frame the one question.** Post the driving question where everyone can see it: which students are not responding to current instruction? Norms: we examine instruction, not students; every voice contributes; we leave with a decision.

2. **Minutes 5 to 15: What does the data say? (WHO)** Review screening and progress monitoring data. Name the students or groups not responding. No solutions yet; just an honest picture. Guard rail: if the conversation drifts to explanations outside your control, return to the question: what can instruction do?

3. **Minutes 15 to 25: What does the work say? (WHY)** Examine two to three student work samples per flagged group. Numbers tell you who; work tells you why. Name the specific skill gap (blends, vowel teams, multisyllable decoding). Guard rail: a gap you cannot name specifically is a gap you cannot teach. Stay until it is named.

4. **Minutes 25 to 40: What will we do differently? (DECIDE)** For each gap, name the instructional change, the person who owns it, and the check-back date. Log it on page 2. Adjust intervention groups if needed; groups should move every six to eight weeks. Guard rail: monitor the change, not just the child. If the intervention is not working, the intervention changes; the expectation for the student does not.

5. **Minutes 40 to 45: Close the loop.** Revisit last meeting's log: what worked? Celebrate moves that paid off loudly enough that the system learns. Confirm the date and the data for the next meeting. Guard rail: a decision no one revisits is a wish. The check-back is the meeting's most important five minutes.

COMPLETE DURING MINUTES 25 TO 40

The instructional decision log

Bring this page back to the next meeting and start at Close the Loop. Every row needs an owner and a check-back date before the meeting ends.

Student or group	Named skill gap	Instructional change	Owner	Check-back date	Result (next meeting)

NEXT MEETING: DATE, AND THE DATA WE WILL BRING

Want this running in every school?

CSAS trains teams and facilitates the first cycles side by side until the protocol is habit. Free consultation:

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