

Figure 6.4: Example MSCT Administrative Cohort Agenda

Date: February 22, 2025

The four critical questions that drive the work of collaborative teams (DuFour et al., 2024, p. 67):

- What is it we want our students to know and be able to do?
- How will we know if each student has learned it?
- How will we respond when some students do not learn it?
- How will we extend the learning for students who have demonstrated proficiency?

School	Participants	Participants
School 1	School 1 principal	School 1 assistant principal
School 2	School 2 principal	School 2 assistant principal
School 3	School 3 principal	School 3 assistant principal

Meeting outcomes:

- Review data and analyze the results.
- Review archive system for team monitored artifacts.

Time	Meeting Actions	Agenda Items	Notes
Five minutes	Celebrations	Establish a positive culture and climate. + <i>Share celebrations from MSCT teams.</i>	Each principal and assistant principal noted one celebration from the MSCT they observed.
Twenty minutes	Data analysis	Review data from MSCT collaboration CFA. Create next steps for coaching based on data analysis. + <i>What trends do you notice?</i> + <i>How can this guide conversations with your team?</i>	- Data was reviewed. - Trends in data showed: + <i>Targeted interventions were effective when paired with progress monitoring.</i> - Trends in data showed: + <i>Achievement gaps widened among subgroups (English learners, special education in ELA but not in mathematics).</i>

REPRODUCIBLE

Twenty minutes	MSCT archive review	Showcase current artifacts related to data analysis and provide a recap of the progress for the MSCT you monitor.	- Progress recap: - Teams identified and unwrapped three priority standards using a shared proficiency map. - Teams created and administered a CFA aligned to the first priority standard. - Teams shared strategies across sites to address student misconceptions in place value and multidigit multiplication. - Teams developed a reteach plan and timeline for intervention blocks. - Teams provided the following artifacts. - CFA 1 data summary sheet (with percent mastery by learning target) - Student work samples showing common errors and teacher feedback - Team meeting agenda and notes with action steps - Proficiency map for priority standard 4.NBT.B.5 - Intervention lesson plan developed collaboratively across schools
Five minutes	- Discuss and identify action steps prior to next meeting. - Plan next administrative cohort meeting.	- Review data from summative assessment for the MSCT you monitor. - Be ready to discuss growth and target areas. - Ensure teams have their CFA data in the archive system. - Check in with MSCT facilitator.	- The administrative cohort reviewed items that will be discussed at the next meeting. - Administrative cohort members will complete items listed.