On a quarterly basis, the division leadership team will meet with focus school leadership teams to review data related to tasks included in the division- and school-level improvement plans (i.e., qualitative data gleaned from the intervention lesson observations) as well as the data included in the VDOE-approved data query system. These data will be used to revise the plans as appropriate. Decisions made as a result of these discussions must be entered into the meeting minutes for the division leadership team.

Meeting materials must include, at a minimum:

- **Quarterly data spreadsheets** from the VDOE-approved data query system containing the following data for students by intervention: absences, reading grade, reading benchmark/formative assessment data, math grade, math benchmark/formative assessment data, discipline infractions, PALS Fall Benchmark (if applicable), and information regarding the student’s transfer status (if applicable)

- **School-level Task Report /Indicator Checklist Report** for TA01, TA02, and TA03
- **Division-level Task Report/Indicator Checklist Report** for division indicators aligned with TA01, TA02, and TA03
- Data collected from the intervention lesson observations

**Prior to the Meeting**

- Schedule a date for the division leadership team to meet with the building principal and school leadership team members.
- Provide quarterly data from the VDOE-approved data query system to all team members.
- Provide a copy of the Indistar ® *Indicator Checklist Report* for TA01, TA02, and TA03 and the aligned division indicators to all team members.

**During the Meeting**

- Discuss the quarterly data and the following questions from the *Quarterly Data Analysis Report*:
1. Based upon analysis of all minimal required data points, and any additional data points the school has identified, which indicators or tasks will be added to your online plan? Identify the indicator and describe the newly assigned associated tasks.

2. What is the progress of your students needing intervention? Describe how the intervention process (identification of problem, data analysis, planning, implementation, monitoring, modification) has been modified based on data analysis for this quarter. What specific tiered interventions are being continued, discontinued, or implemented as a result of your data analysis?

3. Describe the school's process for continued monitoring of present, as well as recently added, interventions.
   • As a team, identify next steps for the division- and school-level teams, and report this information in the meeting minutes.

After the Meeting
   • The focus school leadership team and the assigned member of the division leadership team will finalize responses to the three questions included on the Quarterly Data Analysis Report, and submit the document.