

# The Third Point: Using Protocols

Data Wise, Meeting Wise, The Power of Protocols

PROTOCOLS 



Purpose

<https://www.youtube.com/watch?v=LZe5y2D60YU>

# Meeting Wise Checklist

Purpose =



Process = **WHAT**



Meeting Wise  
David Stempel and Elizabeth A. Cohn  
The Essential Guide for Business  
Meeting Success  
© 2011 by David Stempel and Elizabeth A. Cohn

| The Meeting Wise Checklist—Full Version |  |  | YES                      | NO                       |
|---|--|--|--------------------------|--------------------------|
| PURPOSE                                 | 1. Have we identified clear and important meeting objectives that contribute to the goal of the meeting?                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 2. Have we established the connection between the work of this and other meetings in the series?                             |  | <input type="checkbox"/> | <input type="checkbox"/> |
| PROCESS                                 | 3. Have we kept our agenda focused on positive meetings?   |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 4. Have we discussed assigning individuals to address the meeting objectives and engage all participants?                    |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 5. Have we assigned roles, including facilitator, timekeeper, and note taker?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 6. Have we agreed to norms, identity, and commitment to each other?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 7. Have we built in time to discuss what we've learned and what's next in the meeting?                                       |  | <input type="checkbox"/> | <input type="checkbox"/> |
| PREPARATION                             | 8. Have we gathered or developed materials (books, charts, etc.) that will help participants address the meeting objectives? |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 9. Have we determined what, if any, prep work we will ask participants to do before the meeting?                             |  | <input type="checkbox"/> | <input type="checkbox"/> |
| AFTER THE MEETING                       | 10. Have we provided attendees a useful activity on the agenda?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 11. Have we ensured that we will address the primary objectives early in the meeting?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|   | 12. Are we ensuring that we have given through our agenda in the time allowed?   |  | <input type="checkbox"/> | <input type="checkbox"/> |

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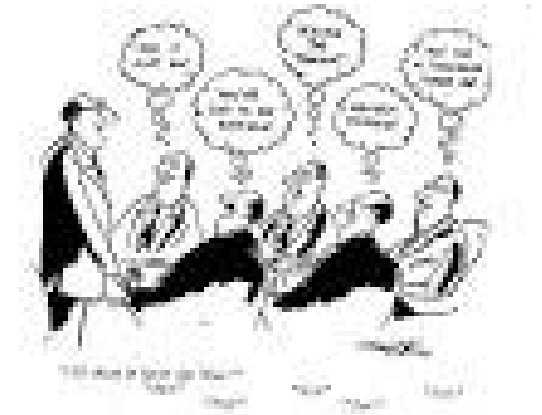
# For Us, the Process includes a Third Point

**Problem:** We come with our own beliefs, structures, attitudes, - what we see how see and how see make sense of things

That is the purpose of the “Third Point”

It is the **Neutralizer** - It grounds everyone in the purpose and the facts

*“You’re entitled to your own opinion, but you’re not entitled to your own facts.”*



# Protocols



Remember, the point of a protocol is to have an in-depth, insightful conversation about teaching and learning, not to do a perfect protocol.



<https://www.youtube.com/watch?v=K7agjXFFQJU>

# Let's analyze some protocols...

At your table, there are 4 protocols from the book,

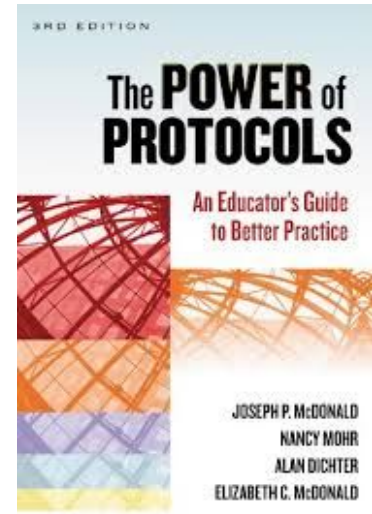
The Power of Protocols: An Educator's Guide to Better Practice:

1. Setting Norms
2. Fears and Hopes
3. Peeling the Onion
4. What Comes Up

With the other people at your table, discuss the following questions:

***Purpose: How can these protocols support your 'why'?***

***Process: How can these protocols move the conversations and connect the team members around the 'why'?***



# Our Journey in Farmingdale

- Protocols for Learning Walks
- Protocols for Looking at Student Data
- Committee Meetings
- Protocols Meetings with Directors

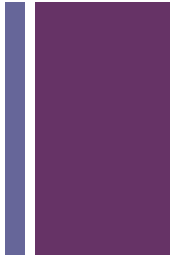




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## Four major elements in a LEARNING WALK

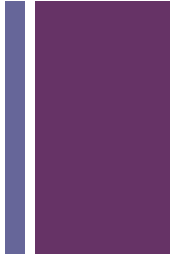
- a focus question
- classroom visits
- structured analysis
- next steps planning





# Our Learning Walk Protocol

- Setting of group norms
- Create or review of focus question
- Collection of descriptive data
- Sharing of the 'noticings' and 'wonderings'
- Collectively looking for patterns
- Creation of next steps



# + Our Protocol for Looking at Student Writing Samples/Reading Data



- Name out predictions and assumptions before looking at the samples
- Analyze samples
- Share out 'noticings' and 'wonderings'
- Look for patterns
- Discuss instructional next steps and/or professional development opportunities



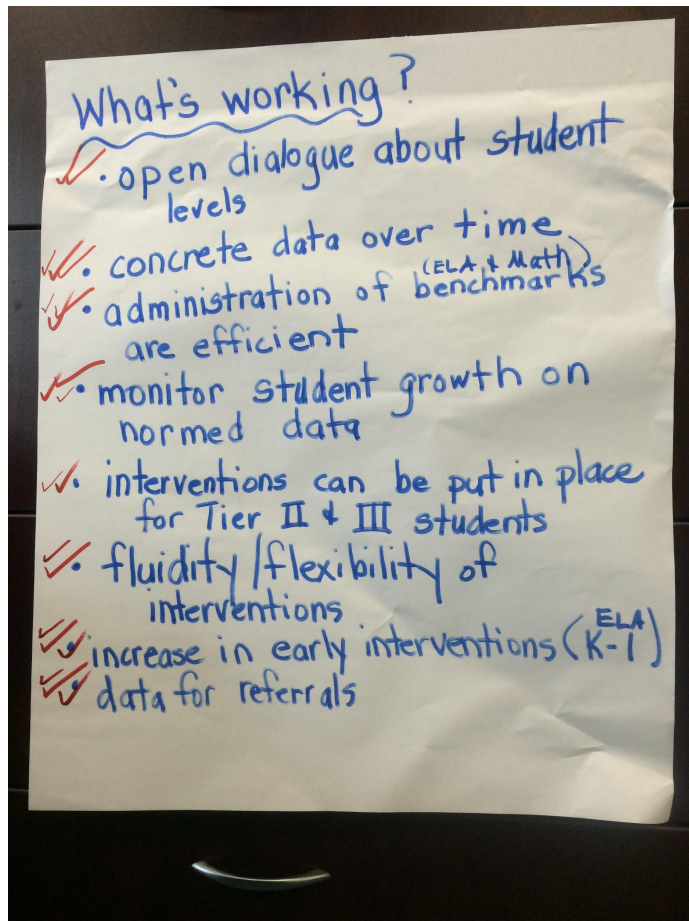


# RtI Protocols

Strength-based analysis

What is Working?

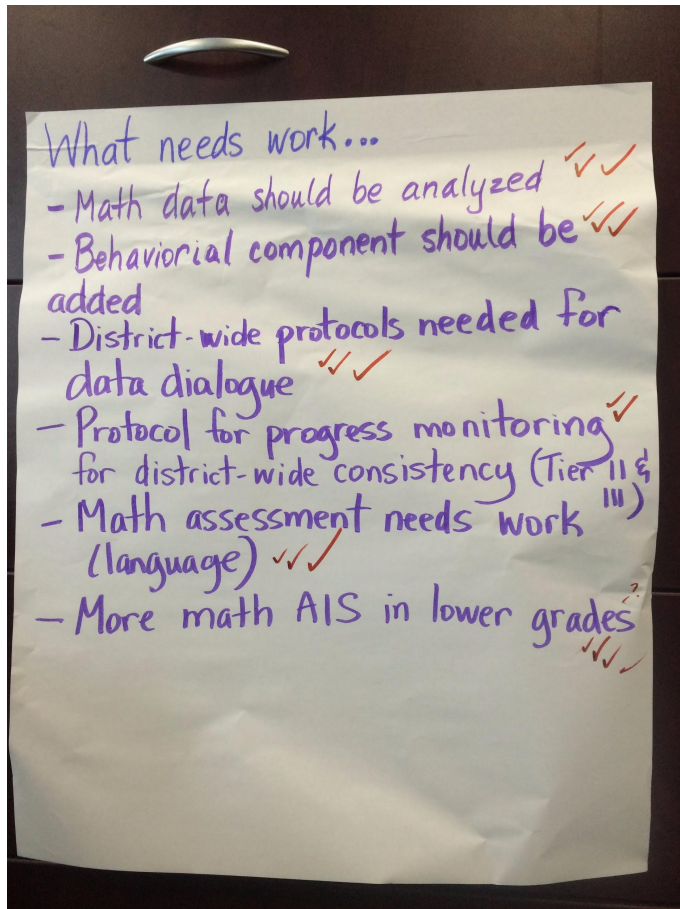
Do we agree



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## RtI Protocols

## What needs work



What needs work...

- Math data should be analyzed ✓✓
- Behavioral component should be added ✓✓
- District-wide protocols needed for data dialogue ✓✓
- Protocol for progress monitoring for district-wide consistency (Tier II & III) ✓✓
- Math assessment needs work (language) ✓✓
- More math AIS in lower grades ✓✓

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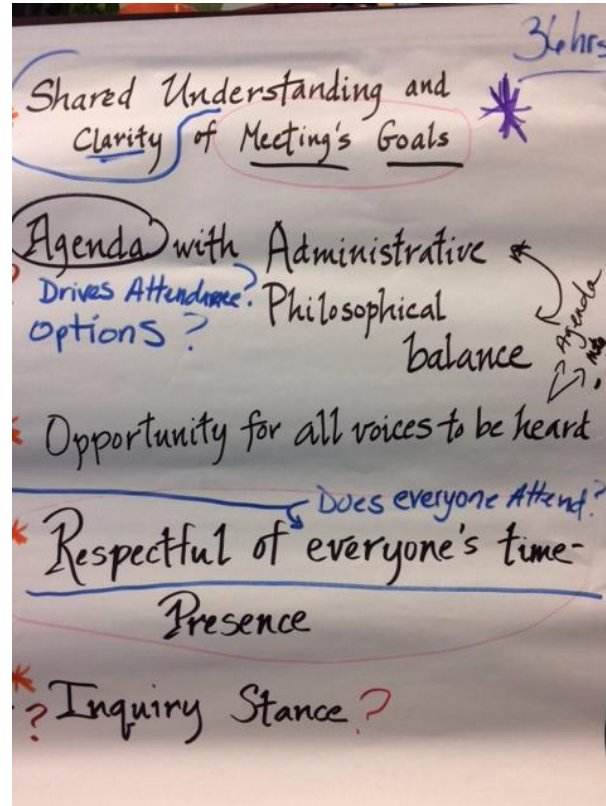
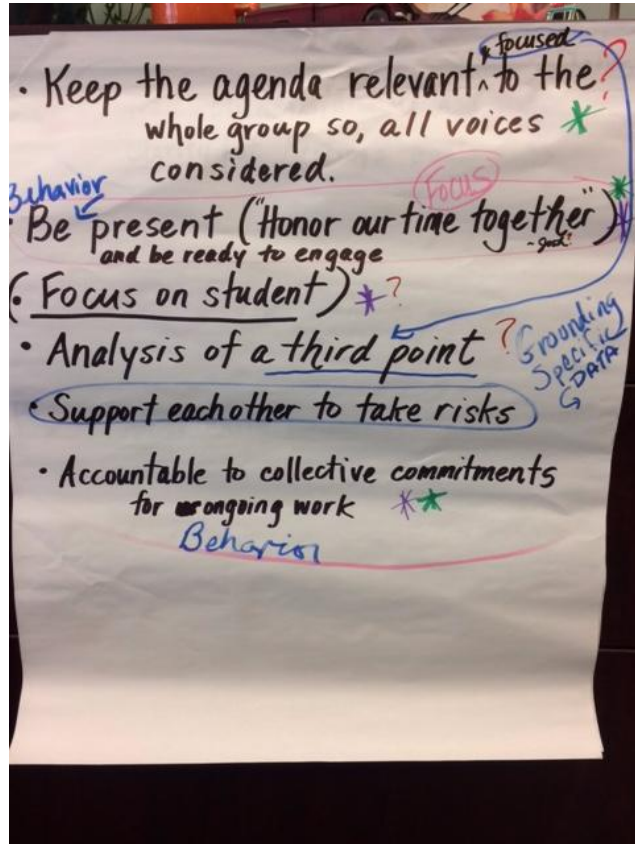
# RtI Protocols

## Upgrades

### Upgrades

- ✓ Teachers need more connection to the process by increasing positive discourse between service providers and classroom teachers.
- ✓✓ Each data result provides a piece of a student's profile, but it is not always consistent.
- ✓✓ Better align progress monitoring to student need.
- ✓✓ How do we properly address and assess our ELL population?
- ✓ Varying levels of validity between different assessments. ?? *build confidence*
- ✓ Correct discrepancy between tier services, AIS, special ed, and <sup>district</sup> expectations. ??
- ✓✓ Deciphering the Descartes/NWEA. Need PD

# + Group Meeting Norms



We're going to have a meeting to discuss the reason behind the pointless meetings we've been having.



som**ee**cards  
user card





Plan protocols that support the meeting objectives

| MEETING AGENDA<br>[Date], [start time]-[end time]<br>[Location]   |                                |  |      |       |                                |                                |
|---|--------------------------------|--|------|-------|--------------------------------|--------------------------------|
| Topic:  |                                | Attendees:<br>Facilitator:<br>Note taker:<br>Time keeper:  |      |       |                                |                                |
| Meeting objectives:<br><ul style="list-style-type: none"> <li>[objective 1]</li> <li>[objective 2]</li> </ul>   |                                |  |      |       |                                |                                |
| To prepare for this meeting, please:<br><ul style="list-style-type: none"> <li>Read this agenda [optional] and reply to [name] with feedback by [date]</li> <li>[other preparation task]</li> </ul> |                                |  |      |       |                                |                                |
| Schedule [XX minutes]   |                                |  |      |       |                                |                                |
| Time  | Minutes                        | Activity   |      |       |                                |                                |
| XXX-XXX   | X                              | Check-in and review how objectives of this meeting connect to our ongoing work   |      |       |                                |                                |
| XXX-XXX   | X                              | Review next steps from our previous meeting  |      |       |                                |                                |
| XXX-XXX   | X                              | Review plus/deltas from our previous meeting<br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plus</th> <th style="width: 50%;">Delta</th> </tr> </thead> <tbody> <tr> <td>[pluses from previous meeting]</td> <td>[deltas from previous meeting]</td> </tr> </tbody> </table> | Plus | Delta | [pluses from previous meeting] | [deltas from previous meeting] |
| Plus  | Delta                          |  |      |       |                                |                                |
| [pluses from previous meeting]  | [deltas from previous meeting] |  |      |       |                                |                                |
| XXX-XXX   | X                              | [Objective 1]  |      |       |                                |                                |
| XXX-XXX   | X                              | [Objective 2]  |      |       |                                |                                |
| XXX-XXX   | X                              | Review next steps from this meeting  |      |       |                                |                                |
| XXX-XXX   | X                              | Assess what worked well about this meeting and what we would like to change for next time<br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plus</th> <th style="width: 50%;">Delta</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>+</td> </tr> </tbody> </table>              | Plus | Delta | +                              | +                              |
| Plus  | Delta                          |  |      |       |                                |                                |
| +   | +                              |  |      |       |                                |                                |

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