Sample DBDM Team Schedule

Meetings per Unit/Cycle	At the team meeting *(First this)*	In the classroom *(Then this)*
DBDM Prep Meeting	• Leadership Team discusses fidelity of implementation of Effective Teaching & Learning Practices (ETLPs) for the building/district to be monitored across/throughout the year. • Training/coaching appropriate faculty/staff occurs.	• ELTPs are used and monitored throughout the year.
DBDM Teacher Meeting #1	• Create/select Common Formative Assessments (CFAs) for unit. • Agree on scoring method (e.g., scoring guide, rubric, etc.) • Determine cut scores for CFA • Determine subgroups(s) population data needed. • Celebrate success	• Administer first CFA: pre-assessment. • Score the pre-assessment. • Chart students by performance levels. • To save time at Meeting 2, analysis of classroom student data should occur (strengths, misconceptions, and inferences can be listed.) • Model and each using ETLPs and selected strategy(ies) until Meeting 2.
DBDM Teacher Meeting #2 (Repeat these steps until the summative assessment is given)	Steps 2 – 6 • Analyze group data from CFAs and examine for student growth. • Prioritize needs for each performance level. • Set SMART goal(s). • Select Common strategy(ies) for each performance level. • Determine results indicators. • Set data for next assessment. • Celebrate success.	• Model and teach using ELPTs and selected strategy(ies) until Meeting 3+. • Monitor student progress through formative assessments. • Provide descriptive/productive feedback to students. • Administer next CFA. • Score the CFA. • Chart students by performance levels. • To save time at Meeting 3+, analysis of classroom student data should occur (strengths, misconceptions, errors, and inferences may be listed. *Repeat this process through all assessments.*
Concluding DBDM Cycle Teacher Meeting and Initiating Next Steps	• Evaluate results. • Reflect on cycle • Celebrate growth • Plan next steps	• Administer pre-assessment for next unit. • Repeat Meeting Cycle.