**Windsor Middle School**

**Department DDI Meeting Minutes**

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| Date: 6/24/19 | | Department members: | Teacher Leader: |
| Quarter:  1 2 3   4 | Week:  3 6 10 |  | |
| Reflection on Previous DDI Meeting:   * How did previous action steps work?  What needs to continue? What needs to be changed? | |  | |
| Data Analyzed: | |  | |
| Celebration(s):   * What is going well? | |  | |
| Places for Improvement:   * What areas were shown to be in need of improvement? | |  | |
| Trend to address:   * Of these needs, what 1 specific area will we address? | |  | |
| Reflection:   * What is the reason for the trend? * How do you know this (assessment data)? | |  | |
| Action Steps:   * Who is going to do what? * When and where will the strategies be implemented? * Who will be impacted by these strategies? * How will you assess your action? | |  | |
| Department/Building Goal Reflection:   * How will this impact your department goal and our building goals?   **~90% of students will read at or above grade level**  **~90% of students will achieve math fluency at or above grade level** | |  | |
| What data will we analyze at our next DDI meeting? | | | |