Nuts and Bolts

- As you enter, you will be muted.
- Please remain on **mute** until you are ready to speak.
- If you have the capacity to and feel comfortable, please turn on your **camera**.
- Don't forget about the **chat** features of Zoom.
  - You can send private messages to other members of the meeting, or you can send group messages.
- We will have breakout rooms today.

Xcalibur Team

Catherine Villnave   **Julie Jaramillo**   **Aly Cropley**   **Jim Brown**   **Comfort Afolabi**   **Missy Gattuso**

Nelson Epifanio
Product Development

Scott Hollinger
Product Development & Network Support

Curt Reese
Director of Technology

Resources

Town Hall video recording, powerpoint & notes on the Help Desk

[Town Halls folder](#)

Poll Question
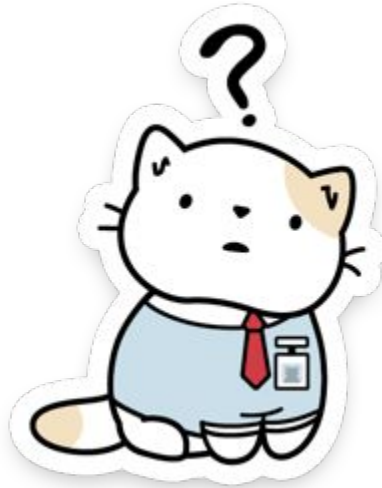
Audit-Proofing

- Processes & Documentation
  - Regularly Scheduled Data Review Meetings
  - Process Maps
  - Trackers
  - Document Organization
  - Spot Checks
  - Practice Data Audits

People Problems

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Breakout Room Discussion

Topic: Data roadblocks that involve people

1. What is the main barrier?
   - Lack of knowledge
   - Lack of time
   - Lack of understanding
2. Possible solutions
   - Professional development
   - Designated work time
   - Love tanks and heart strings

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Data Thank You Nots

There's a problem, what do you do!? Write it in the chat. Possible answers:

- Swear at your computer
- Complain to a colleague or boss
- Complain to your family or friends or pet
- Ignore it and hide
- Send an email describing exactly how you feel

Data Thank You Nots

Management Center Tools Referenced:
- How to Manage Work Without Formal Authority
- Four Steps for Addressing Performance Problems

Other Tools to Try:
- Sphere of Control
- Perspective-Taking for Stronger Relationships

The Management Center
Turning good intentions into great results

https://www.managementcenter.org

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Data Thank You Nots

1. Describe the problem
2. Own the you-problems
3. Consider the them-problems
4. Acknowledge the context
5. Talk to the person honestly

- Clear roles and expectations?
- Trained?
- Built a relationship?
- Shared the why?
- Checked in and given feedback?
- Internal biases?

- Connect
- Review expectations, share your observations, their impact, and make an ask
- Determine explanation together
- Devise new solutions
- Create clear responsibilities, expectations, and follow up plan
- Follow up

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Data Thank You Nots

Quick fixes or preventative steps
- Build your relationships
- Communicate roles and responsibilities clearly
- Consistently share the "why"
- Be clear with your asks - don't hide them
- Check in regularly
- Act with confidence - or acknowledge the awkwardness
- Show gratitude

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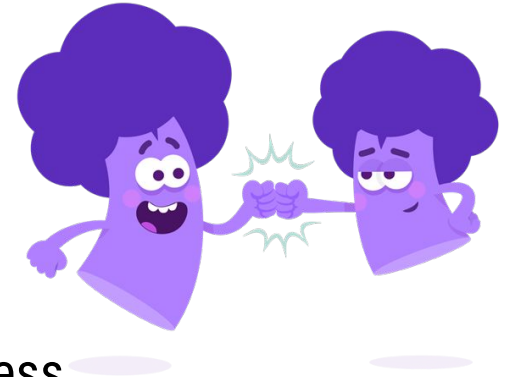
Who was involved in the process?

Who do we thank?

People Identified:
- Teachers
- School Secretary
- Guidance Counselor
- Paraprofessionals
- School Administration

People Identified:
- School Technology Personnel
- Site Coordinator
- Service Provider
- Teacher
- Guidance Counselor

People Identified:
- Data Coordinator
- Data Manager
- Data Entry Specialist
- Service Provider
- Teacher

People Identified:
- Evaluator(s)
- Data Team Members
- Grant Management Team Members
- School PET Members

Data Work Phase

Data Collection Phase

Data Entry Phase

Data Evaluation & Plan Phase

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Who do we thank? - Resource

People Identified:	People Identified:	People Identified:	People Identified:
Phase 1	Phase 2	Phase 3	Phase 4

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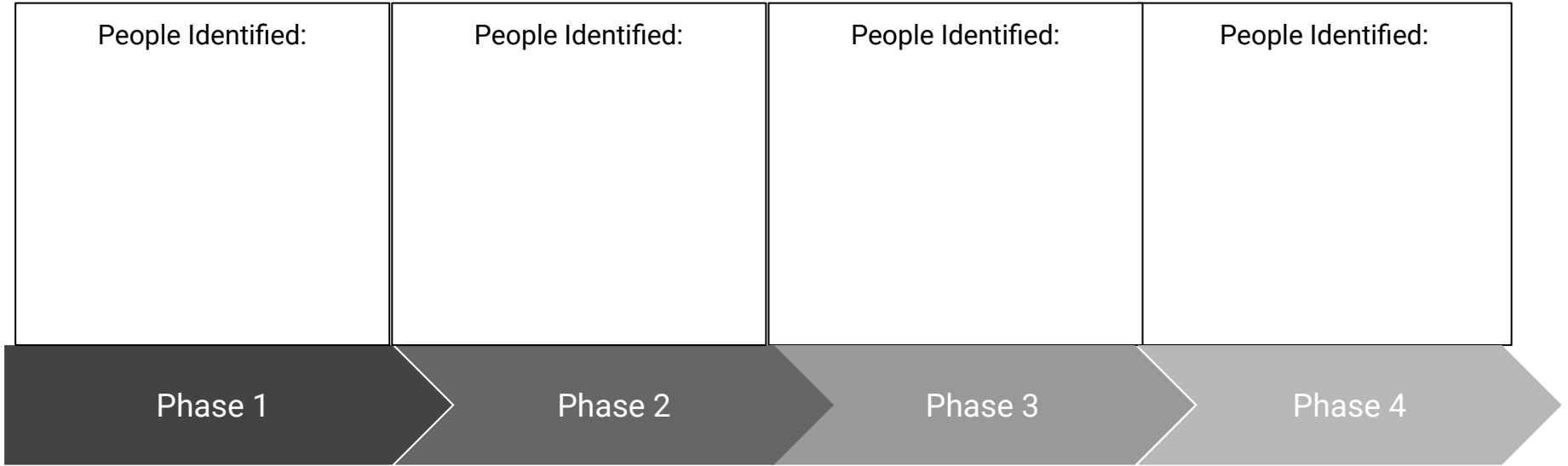
Being Thankful

- Say thank you in the moment
- Write an appreciation note
- Give public praise/shout outs
- Inform supervisor of assistance
- Offer work hour flexibility/time off
- Give home baked goodies
- Recognize birthdays and work anniversaries
- Pay for lunch (coffee, tea)
- Offer more responsibilities
- Send data reports

WE ARE THANKFUL FOR YOU

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Submitting a Topic

Topics for discussion and the SCRIBE snippet come from our community.
Use the link below to submit a discussion topic and/or a SCRIBE snippet topic for an upcoming town hall.

https://tinyurl.com/TownHallTopicSubmission

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Thank you for attending!

Register now for our December Town Hall - December 2nd

https://tinyurl.com/December-TH

@SCRIBEforGEARUP

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