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|  | **District Assessment System Design Toolkit**  *Workshop #2* |
| *Annotated Agenda* |

**Developed By**

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| --- | --- | --- |
| **Joseph Martineau** | Senior Associate |  |
| **Kathy Dewsbury-White**  **Ed Roeber** | President & Chief Executive Officer  Assessment Director |  |
| **Ellen Vorenkamp** | Assessment Consultant |  |
| **Steven Snead**  **Jonathan Flukes** | Supervisor, Curriculum & Instruction Unit  Research, Evaluation, & Assessment Consultant |  |

# < District Name >

## Assessment System Design Project – Workshop #3 Agenda

## < date and location >

## Before the Workshop Starts

### External Facilitator and District Liaison

* Connect laptop to the projection system and test projection system.
* Open the Project Workbook and go to the WS3 Differences tab.
* Note that the there is no slide deck for this workshop. Everything is done using either the Project Workbook, the Project Report, or the Implementation Planning Notes.

### Meeting Coordinator

* Print a copy of the narrative system design vignette for each member.
* Last minute check on food, snacks, and beverages.
* Mark each team member as present or absent.
* Ensure that each District Design Team member knows the requirements for receiving professional development credit (is applicable).
* Place a card with Wi-Fi access details on each table and on the lectern.

## Workshop Agenda

| TIME | TOPIC |
| --- | --- |
| **9:00 AM** | **Welcome and Workshop #2 Debrief**   * External Facilitator opens the meeting and welcomes attendees. * External Facilitator and District Liaison review any themes from the feedback on workshop #1 and provide clarification as needed. * External Facilitator takes notes for final revisions |
| **9:15 AM** | **Review the Differences between the Audit and the Workshop #2 Results**   * External Facilitator projects the WS3 Differences tab of the Project Workbook. * District Liaison leads the discussion. |
| **10:15 AM** | **Break** (External Facilitator and District Liaison check in on how the workshop is going) |
| **10:30 AM** | **Review and Revise the Narrative Vignette**   * District Liaison asks each member to spend some time reading the vignette * District Liaison leads the discussion * External Facilitator takes notes for final revisions |
| **11:30 AM** | **Review and Revise the Graphical Schematic**   * External Facilitator leads the discussion * District Liaison takes notes for final revisions |
| **12:00 PM** | **Lunch** (External Facilitator and District Liaison check in on how the workshop is going) |
| **1:00 PM** | **Continue with Graphical Schematic** |
| **1:30 PM** | **Identify potential barriers to implementation and potential strategies to address them including necessary professional learning opportunities**   * District Liaison leads the discussion of potential barriers to implementation and potential strategies. * External Facilitator takes notes for final revisions. |
| **2:30 PM** | **Assigning roles and responsibilities and scheduling implementation planning meetings**   * District Liaison leads the discussion of potential barriers to implementation and potential strategies. * External Facilitator takes notes for final revisions. |
| **2:50 PM** | **Feedback for the Leadership Team** |
| **3:00 PM** | **Adjourn** |