

## Directions for the Using the Commit School Board Goal Setting Resources

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### Step 1: Download the Data Template

The Data Template will be like a worksheet that you fill out with your data. You will use it in tandem with the dashboards on the Commit site. You will fill in any cells that have **orange** borders. Cells that are **greyed-out** will be automatically populated with data as you fill in the rest of the data template. Therefore, please do not enter any text or data in the **grey** cells, or any area that is not outlined in **orange**.

Cells **you** will fill in:



Cells that will **automatically** fill in:



Because of the number of formulas in the Data Template, it is a delicate document. It is possible for a user to “break” the formulas if they type in the wrong area. We recommend **saving your progress frequently** in case something goes awry.

Steps:

- **Download** the Data Template from Step 1 of the [website](#) and save it to a safe location on your computer.

### Step 2: The Equity Data Walk

TEA requires that boards set goals for all demographic subpopulations for which data is available, which you will see listed out in the data template. The Equity Data Tool in Step 2 of the website will help walk you through the historical data by subpopulation to allow you to dive into the achievement trends and gaps, to give you the context needed to set ambitious, achievable, and equitable goals.

Steps:

- Set Up:** Pull up the [Commit School Board Goal Setting Resource website](#) and scroll to Step 2. Using the drop downs, select your district and which metric you would like to focus on. Start on the “Step 2” tab of your **Data Template** and **save** it to your computer.
- Input Data:** In the dashboard, start on the “All Students” tab. You will use the dashboard to see what percent of 3<sup>rd</sup> graders were reading proficiently at the “Meets Grade Level Standard” in 2015, and 5 years later in 2019.
  - **Past** (Column C): You will find this number at the **beginning** of the line on the Equity Walk dashboard.

***\*A Note on Language and Intent:** The Peer District tool is a helpful concept that exists as a response to districts’ direct requests for peer comparison. However, it is also important to note what this data is NOT saying. This data does not mean to imply that that any population of students are not capable of achieving at high rates. It is simply to give context around what might be an aggressive, but realistic expectation of growth and achievement for teachers and students.*

- **Present** (Column D): You will find this number at the **end** of the line on the Equity Walk dashboard.



*Note: If you have more recent data available from your district, you can enter that information into Column D for more accurate projections.*

- Enter this information into the Data Template in the designated cells in Column C and D. The data template will **automatically** calculate the grey cells in **Columns E and F**. We will **revisit** this data during a later step in the process.

C. **Repeat for All Demographics:** Using navy-blue buttons to navigate to other tabs, you will repeat this process in for all your district’s primary demographic groups. For each groups, fill out the template Columns C and D like you did for the other demographics above.

- **Note:** If your district does not have a significant population of any of these demographics in a given year (5 test takers or more), the data will be hidden due to FERPA requirements.

D. **Reflect:** The Dashboard and the Data Template will help you automatically fill in the data, but now is the time for you to reflect on the data.

- For this section, you will reference both the data you inputted into Columns C & D, and the automatically populated data in Columns E & F.

3rd Grade Reading		Past	Present	Future	
		Acheivement			
Using the Directions Doc, fill in the outlined cells. The other cells will automatically fill in as you go.		In 2015, the % of students meeting standards was:	In 2019, the % of students meeting standards was:	In a 5 year period, this group has grown by?:	If they continue on this trajectory, by 2025, they will be %:
All Students	All Students	40%	46%	6%	52%
Race/Ethnicity	Asian Students	51%	49%	-2%	47%
	Black/African American Students	26%	31%	5%	36%
	LatinX/Hispanic Students	24%	33%	9%	42%
	White Studets	70%	68%	-2%	66%
Eco. Dis.	Eco. Dis. Students	24%	29%	5%	34%
	Non-Eco Dis. Students	68%	69%	1%	70%
Language	English Language Learners	19%	29%	10%	39%
	Non-English Language Learners	51%	55%	4%	59%

### Reflection Questions:

- Which groups have grown the most? Knowing your school community and the programs and resources available to your students, why do you think that is?

- Which groups (if any) have shown negative growth or stagnated? Why might that be? What could be done to change that? Who could you talk to find out more?

For the next portion of the reflection, please scroll down on your Data Template to the Gaps section.

		Gaps			
The cells below will fill in with the data on Achievement Gaps in your district based on your data above.		In 2015, the gap was at:	In 2019, the gap was:	Over the last 5 years, the gap has decreased by:	Meaning, by 2025, the Gap would be at:
Race/Ethnicity	Black-White Gap	44%	37%	7%	30%
	Hispanic/LatinX-White Gap	46%	35%	11%	24%
Eco. Dis.	Economically Disadvantaged Gap	44%	40%	4%	36%
Language	Language Gap	32%	26%	6%	20%

**An Important Note on "Achievement Gaps"** The gaps portion of this exercise is meant to help highlight, and close, historic achievement gaps. Therefore, gaps are calculated relative to the historically advantaged groups.

However, it is extremely important to note that behind every achievement gap, there is often an Opportunity Gap where some students were historically given access to resources that another group was not. This exercise is meant to help you analyze your Achievement Gaps, and then dig deeper into what Opportunity Gaps might exist in your district to cause such disparities.

#### Reflection Questions:

- What gaps are getting smaller in your district? Are any getting larger? What policies or resourcing decisions might be contributing to that?
- What did you learn from this data?

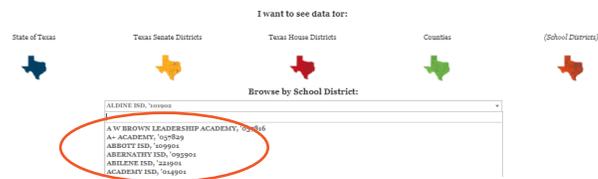
### Step 3: Peer District Comparison\*

A "Peer District" is another Texas public school district with a similar size and demographic composition to yours. Peer Districts are helpful during the goal-setting process because they help you determine what goals are realistic for your students, given the current achievement. Using this tool, you will be able to dynamically determine your peer district group and get a sense of what type of achievement and growth has been historically possible for districts like yours.

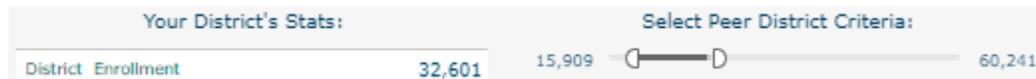
Steps:

A. **Set Up:** Open the **Data Template** and **Website** to **Step 3**.

- On the **Data Template Step 3 & 4 tab**, type in your 6-digit TEA district ID into cell **B3**. This will populate the data to help you along the way.
  - If you need to look up your district ID, you can use the dropdown on the main [Commit Dashboard](#):

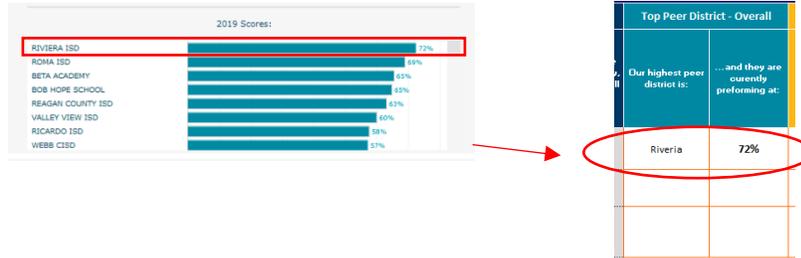


- On the **Peer Comparison Dashboard**, select your district and metric from the drop down. The demographic information for your district will automatically populate below.
- B. **Peer District Selection:** Once you have selected your district from the dropdown, you will see your demographics appear on the left. You will then use the sliders on the right to narrow your peer districts.
- Using the Sliders:** For each of the available demographics, you can use the slider to narrow down the range for your peer districts. If the filters are set to the max and min values, all public districts in Texas will be displayed as part of your peer group. Your goal is to narrow the criteria down so that you feel comfortable comparing yourself to all districts.



- C. **Identify Highest Achieving Peer District:** Using the teal graph on the bottom left, identify the highest performing district that you feel comfortable identifying or comparing yourself with as if your district. Record that district's name and its scores in columns F and G. This data point will serve as context for setting your goals, and the district will serve as a potential resource for peer collaboration.

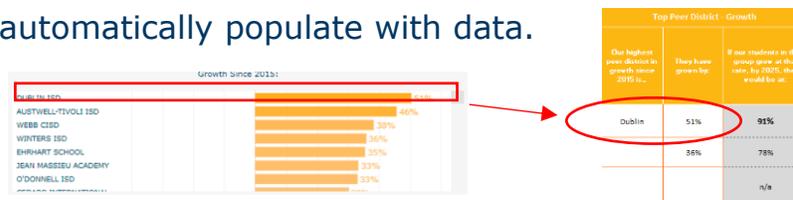
**\*A Note on Language and Intent:** The Peer District tool is a helpful concept that exists as a response to districts' direct requests for peer comparison. However, it is also important to note what this data is NOT saying. This data does not mean to imply that any population of students are not capable of achieving at high rates. It is simply to give context around what might be an aggressive, but realistic expectation of growth and achievement for teachers and students.



#### D. Identify Highest Growth Peer District:

Next, use the yellow graph on the bottom right to identify the Peer District with the highest 5-year growth. (This district may or may not be the same as the district you identified in the previous step.) Enter the name of that high growth district and their data into columns H and I. This data point will help give you context of what type of year to year growth is ambitious but achievable and the district will serve as a potential source of peer to peer collaboration to learn about how their district was able to grow at such a fast rate.

Column J will automatically populate with data.



#### Step 4: Create Draft Goals

Due to the data interdependencies, you can only manipulate 2 pieces of data: A. The goal for All Students, and B. The rate at which you would like to close equity gaps. Therefore, you cannot directly edit the goals for multiple populations without breaking the formulas. However, you can always use the templates as a guide, and edit accordingly with your Board Coach or Academic Accountability Department.

Steps:

- **Drafting Your 5-Year Goal:** Using the context you gathered in the previous step and the equity walk, determine what an ambitious, but attainable goal would be for your district. Columns E, G, and J should represent a spectrum of potential goals, but ultimately, this is a subjective decision. There is no right answer. You want to set a goal that is ambitious, but also achievable for your district. Enter your draft goal into Column K.
- **Closing the Gap:** Once you have decided on a draft goal and entered it into Column K, you will see a "50%" in Column L. This value represents the rate at which you would like to shrink achievement gaps. You can use the default of 50%, or for more savvy data users, you can edit the value to any number between 0 and 100.

(Ex: A value of 0% tells the calculator to leave your gaps between students at their current size. A value of 100% would set goals to close the gap aggressively and completely over the next 5 years, but might also mean that some students are not expected to grow at all.)

Metric	Step 3						Step 4			
	Your District			Top Peer District - Overall		Top Peer District - Growth		Creating Draft Goals		
	Currently, achievement for our students in this group is:	During the available timeframe, our students in this group have grown:	If they continue on this trajectory, by 2025, they will be at:	Our highest peer district is:	...and they are currently performing at:	Our highest peer district in growth is:	They have grown by:	If our students in that group grow at that rate, by 2025, they would be at:	Realistically, I think an optimistic, but achievable goal for this group by 2025 is:	How much do you want to close your achievement gap on this metric? (100% = Completely Eliminate Gap, 50% = Cut Gap in half, 0% = No Change in Gap)
3rd Grade Reading <i>(All Students)</i>	40%							n/a		50%
3rd Grade Math <i>(All Students)</i>	42%							n/a		50%
College, Career & Military Readiness <i>(All Students)</i>	57%							n/a		50%

- Once you are satisfied with your template, save your document.

### Step 5: Inputting Draft Goals into the Calculator

- Using the Calculator on Step 5 of the website, you will input your data from Step 4.

Select Your District:

Select Your Metric:

Input Your District Goal:

Input Your Gap Closure Goal:

This is the amount at which you plan to close your district's equity gaps between racial, economic, and language groups. A gap closure of 100% would completely close the gaps and equal the playing field. A closure goal of 0% would leave inequities as they current exist. The 50% default would cut the gap in half over the 5 year period.

Narrow Down Your Campus List: (optional)

Data Preview:		All	Black	Hispanic	White	Americ..
	SY 2018-19	40%	26%	43%	64%	46%
	SY 2019-20	49%	36%	51%	71%	54%
DALLAS ISD	SY 2020-21	58%	47%	60%	78%	63%
	SY 2021-22	67%	57%	69%	84%	71%
	SY 2022-23	76%	68%	78%	91%	80%

**Click to Download**

- Export all your campus and district goals using the download button.

**Repeat the Process:** Once you have finalized your template 3<sup>rd</sup> grade reading, you will repeat the process for other two metrics 3<sup>rd</sup> Grade Math, and College and Career Readiness.

**Developer's Note:** This is the first year of deployment for this tool and we look forward to improving it over time. Please submit any questions or feedback [here](#) or directly to [Marie.Appel@commitpartnership.org](mailto:Marie.Appel@commitpartnership.org).