

STAFF MEETING ACTIVITY

What Data Are We Already Using?

Use this activity to make your current data landscape visible before adding another survey, screener, dashboard, or initiative. The goal is to understand what you already collect, how often you review it, what it is showing, and whether it is helping people make decisions.

How to use this

Work as one team or in small groups. Brainstorm first without judging whether the data is good or bad. Capture what exists, then look for patterns, blind spots, duplication, and next steps.

DATA SOURCE	HOW OFTEN?	WHAT IS IT SHOWING?	WHO USES IT?	USEFUL?
Attendance, discipline, surveys, grades, referrals, staff absences, family feedback, screeners, HR data	Daily, weekly, monthly, quarterly, annually, or only when there is a problem	Patterns, strengths, inequities, trends, changes over time, warning signs	Board, leadership, staff, student services, HR, families, students	High / Medium / Low

Quick scan

As you look across the table, mark anything that is duplicated, rarely reviewed, unclear, or collected without a clear decision attached to it.

WHAT STANDS OUT?

Write 2-3 observations about your current data practices.

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What Are We Missing?

Now move from inventory to interpretation. Strong data systems combine numbers with the experiences of the people living inside the system. Ask not only what you know, but whose experiences may still be invisible.

01 WHAT IS THE DATA TELLING US?

What patterns, strengths, concerns, inequities, or changes are becoming visible? What seems consistent across multiple sources?

02 WHAT IS MISSING?

What questions can we not answer with the data we currently collect? What experiences, populations, or outcomes may be underrepresented?

03 WHOSE VOICE IS MISSING?

Where are student, staff, family, caregiver, or community perspectives absent? Are we relying only on administrative or compliance data?

04 WHAT NEEDS TO CHANGE?

What should we review more often, stop collecting, combine, disaggregate, or pair with qualitative feedback?

Next steps

Choose no more than three actions. Keep them specific enough that someone can own them.

01

What will we add, improve, stop, or review?

02

Who owns the next step?

03

When will we review it again?

Map before we add.

Better questions begin with seeing the information we already have - and the information we do not.