



Program Monitoring Site Visit Protocol

Central Office (Asst. Superintendent for Instructional Services) and Instructional Office are responsible for monitoring program implementation and ensuring the outcomes noted in the SI plan use of funds application are met. The district provides training on monitoring and reporting through the distribution of federal guidance documents, district procedures, external and internal training sessions, and providing technical assistance as necessary. In order to guarantee that adequate monitoring is in place to ensure that intended program outcomes are met the following site visit and document protocols are employed regularly.

- 1. Schedule SIST (School Improvement Support Team) Visits.** Site visits are scheduled five times during the year (intro meeting, post 1st, 2nd, and 3rd quarter full visits, and a June district meeting) in collaboration with the building principal and SI team to review progress in each content area, review implementation of strategies in classrooms, and provide dialogue around challenges and needs toward improvement.
- 2. Preview and Discuss.** Once the team has assembled (supt, asst. supt, ISD representative, improvement specialist, site principal, and peer principal) we preview our agenda and the intended outcomes for the site visit. The building principal provides an update on the status of implementation of specified look for expectations. The SI team reviews any impact data with the team utilizing the Dashboard program (data, findings, and next steps).
- 3. Conduct Walkthroughs.** At this point the team will complete a building walkthrough. Depending upon the nature of the intervention or program the walkthrough may be targeted or the group may cover a broad range of learning environments. During the walkthroughs the team uses a standard observation tool in order to record our observations and findings related to the look for expectations.
- 4. Debrief and Reflect.** After the walkthroughs are complete the monitoring team will once again gather to share our observations and findings with the principal and SI chair. Observations are normally reported out in round robin fashion. Once all of the observation data is shared the group then reflects on implementation progress and possible needs to support the site.
- 5. Create a Plan of Support.** Based on the findings, the Asst. Supt for instruction will create a written document and follow up with the principal. These findings are intended to be presented to the SI team and staff in order to celebrate successes and plan for support and improvement. These are usually brief and outline questions/wonderings. The building team can use the wonderings to further enhance implementation and impact of the program or intervention. If a significant finding is identified, then a specific plan or change in operation will be developed and implemented.
- 6. Follow-Up.** Finally, if needed, a brief follow-up conversation or meeting is scheduled in order to provide updates on the status of implementation and troubleshoot any implementation barriers.