

Partnership School Review Process Overview

Pre-Review Activities	Review Day Activities	Post-Review Activities
<ol style="list-style-type: none"> 1. Partnership Team meets with School Admin Team to identify review priorities <ul style="list-style-type: none"> ○ Focus PIF components ○ Logistics and scheduling 2. Partnership Team facilitates the Instructional Leadership Team (ILT) Self-Reflection process 3. ILT gathers a limited, but high leverage set of data and artifacts aligned to PIF Components and uploads to Google Folder 4. Partnership and principal agree on Review Day schedule <ul style="list-style-type: none"> ○ Classroom observations ○ Stakeholder meetings 5. Partnership and Admin Team coordinate preparation of PowerPoint deck <ul style="list-style-type: none"> ○ School context ○ Data ○ Debrief process 6. Partnership and principal coordinate Review Day schedule and logistics <ul style="list-style-type: none"> ○ Materials ○ Committee members ○ Space ○ Food ○ Classroom observation form 	<ol style="list-style-type: none"> 1. Opening <ul style="list-style-type: none"> ○ Introductions ○ Agenda and objectives ○ Partnership context 2. School context and data <ul style="list-style-type: none"> ○ Goals and priorities ○ History ○ Data review 3. Classroom Observations <i>Typically 2 hrs, 5-7 classrooms per group</i> <ul style="list-style-type: none"> ○ Form groups focused on 1-2 PIF Components ○ Observe classrooms 4. Stakeholder meetings <i>Usually conducted during observations and/or prior to review day</i> <ul style="list-style-type: none"> ○ Teacher focus group ○ Parent focus group ○ Students focus group ○ Partners focus group (if applicable) 5. Debrief <ul style="list-style-type: none"> ○ Consolidate and discuss data ○ Interpret and rate based on rubric ○ Building consensus around ratings on the PIF ○ Summative feedback and actionable next steps captured in Review Committee Findings document 	<ol style="list-style-type: none"> 1. Partnership Team refines final write up of Review Committee Findings document <ul style="list-style-type: none"> ○ Confirm PIF ratings ○ Ensure coherence and quality of text with clear, authentic, actionable next steps 2. Partnership Team follows up with school ILT and principal to support with communication and roll out of Review Committee Findings to school community <ul style="list-style-type: none"> ○ Communication to staff and school community ○ Action planning including strategy and next steps ○ Ensuring coherence with existing goals/bodies of work 3. Partnership Team provides ongoing supports to ILT <ul style="list-style-type: none"> ○ Use of Review findings in Call-to-Action check in process, goal setting, and budgeting ○ Site-based PD and coaching