

## **Level 4 DISTRICT PLAN MONITORING**

## **ATTACHMENT C**

### **Introduction**

The monitoring of the Level 4 District Plan implementation will begin after the Commissioner has approved a District's Plan. Monitoring visits will be carried out on a monthly basis to discuss progress (successes and challenges), and review the quality of implementation and will commence one week after the District Plan Manager provides the Monthly Highlight Report. A Quarterly Progress Report will be created and shared with the School Committee by the Division of Accountability, Partnership, and Assistance. A Semi-Annual Report will be created and shared with the School Committee, the Commissioner and the Board of Elementary and Secondary Education. Both the Quarterly Progress Report and the Semi-Annual Report will be created by the Director of Accountability based on the information received in the Highlight Reports and through interviews with District staff.

### **Roles and Responsibilities in relation to ongoing monitoring**

#### **District Plan Manager**

The District Plan Manager will create the Monthly Highlight reports that will be used to: provide information before the Monitoring visits, inform the Quarterly Progress Report, and the Semi-Annual Summative Report.

#### **Monitor**

The Monitor will work with the Director of Accountability to produce the Quarterly Progress Report and the Semi-Annual Summative Report. On a monthly basis the Monitor will provide a list of documents and names of District staff they would like to meet with during the monthly monitoring visit.

#### **Superintendent**

The Superintendent will discuss progress throughout the reporting cycle and can request Targeted Assistance during meetings with the Monitor. The Superintendent will also be responsible for requesting approval to make modifications to the approved District Plan.

#### **Director of Accountability**

The Director of Accountability will be responsible for the creation of the Quarterly Report and Semi-Annual Report.

#### **School Committee**

The School Committee will review the Quarterly Progress Report and the Semi-Annual Summative Report and will be responsible for bringing any issues to the attention of the superintendent on a monthly basis.

#### **Division of Accountability and Targeted Assistance**

The Division of Accountability and Targeted Assistance will be responsible for bringing urgent issues to the Commissioner if required and presenting the Quarterly Progress Report to the School Committee and the Semi-Annual Summative Report to the Board of Elementary and Secondary Education.

**Table 1.1 on the next page outlines the responsibilities of each of the roles involved in the Level 4 District Plan Monitoring against the three main monitoring activities.**

**Table 1.1 Monitoring / Update Reports**

Stakeholders	Monthly Site Visits	Quarterly Progress Reports	Semi-Annual Summative Reports
District Plan Manager	<ul style="list-style-type: none"> <li>• Provide Highlight Reports for each priority one week before monitor visit</li> <li>• Provide documents and a schedule of meetings as requested by the monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Highlight Reports for each priority one week before monitor visit</li> <li>• Provide benchmarks documents and interview schedule for the monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Highlight Reports for each priority one week before monitor visit</li> <li>• Provide benchmarks documents and interview schedule for the monitor</li> </ul>
Monitor	<ul style="list-style-type: none"> <li>• Identify documents and district staff to meet with during the monthly site visit</li> <li>• Ask clarifying and prodding questions about the progress in implementation and the quality of the work</li> </ul>	<ul style="list-style-type: none"> <li>• Use Highlight Reports, evidence and interviews to produce a summative report with ratings for each strategy (see below) AND a data analysis showing outcomes for student achievement, other student performance indicators, and district outcome indicators</li> <li>• Share and discuss the draft report with the district leadership team</li> </ul>	<ul style="list-style-type: none"> <li>• Use Highlight Reports, evidence and interviews to produce a quarterly report with ratings for each strategy (see below)</li> <li>• Share and discuss the draft report with the district leadership team</li> </ul>
Superintendent	<ul style="list-style-type: none"> <li>• Discuss progress, changes to strategy, obstacles</li> <li>• Use meetings as an opportunity to request Targeted Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss progress, changes to strategy, obstacles</li> <li>• Use meetings as an opportunity to request Targeted Assistance AND modifications to the Plan</li> <li>• Provide a report to the Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss progress, changes to strategy, obstacles</li> <li>• Use meetings as an opportunity to request Targeted Assistance AND modifications to the Plan</li> </ul>
Director of Accountability	<ul style="list-style-type: none"> <li>• Meet regularly with Monitors to discuss district successes and challenges</li> <li>• Set up conference calls with Targeted Assistance to problem-solve as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Use Highlight Reports, evidence and interviews to produce a summative report with ratings for each strategy (see below) AND a data analysis showing outcomes for student achievement, other student performance indicators, and district outcome indicators</li> <li>• Share and discuss the draft report with the district leadership team</li> </ul>	<ul style="list-style-type: none"> <li>• Use Highlight Reports, evidence and interviews to produce a quarterly report with ratings for each strategy (see below)</li> <li>• Share and discuss the draft report with the district leadership team</li> </ul>
School Committee	<ul style="list-style-type: none"> <li>• Bring issues to the Superintendent as needed</li> </ul>	<ul style="list-style-type: none"> <li>• School Committee meetings to discuss progress report</li> </ul>	<ul style="list-style-type: none"> <li>• School Committee meetings to discuss semi-annual report</li> </ul>
Division of Accountability and Targeted Assistance	<ul style="list-style-type: none"> <li>• Bring urgent issues to the Commissioner as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Present quarterly report at the School Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Present summative reports to the Board of Elementary and Secondary Education</li> </ul>