**Overview of the Turnaround Plan Review and Feedback Process**

The Turnaround Plan Review process is designed to provide schools with feedback on the turnaround plans submitted to DESE. Our goal is to provide useful feedback that will help leadership think about ways in which they can strengthen and refine their plans and gear up for a successful fall implementation. The feedback process will let schools know the extent to which they are hitting a set of standards/criteria for a coherent, well-conceptualized, implementable plan.

*Please keep in mind that this is a pilot year for this new process.*  *We will reach out to schools and districts this summer to learn more about the extent to which the goals described above were met and gather your suggestions and recommendations for how we can improve the feedback process next year.*

# **Instructions for submitting turnaround plans**

1. The submission window for turnaround plans is ***Tuesday April 30 – Tuesday June 28***
2. Please use the following naming convention for your plan:

***district name\_school name\_Spr19plan.docx*** (Note: if the school name is exceptionally long, please use just enough of the name to easily identify the school).

1. Send the plan via e-mail to [SSoS1@doe.mass.edu](mailto:SSoS1@doe.mass.edu).
   1. Please include *School Turnaround Plan for (school name, district name)* in the subject line of your e-mail
   2. Districts with multiple schools may send a single e-mail with multiple plans attached, although we encourage individual plans to be submitted as they are completed rather than waiting for all schools in the district to complete their plans.
2. You will get an e-mail from us acknowledging that we have received your plan.
3. Please note that we will only be able to review plans submitted on *DESE’s Turnaround Plan Template*.

# **The feedback process**

Once submitted, schools can expect to receive an e-mail from DESE with feedback within ***six weeks***. We have contracted with an external vendor to conduct reviews and provide feedback on school turnaround plans. The organization and its reviewers have expertise in school turnaround and the development of high quality turnaround plans.

This process ensures that schools will get feedback on their plans from an external, unbiased reviewer. **However,** reviewers will not necessarily know the specific context of your district and school. This means that the brief profile of the school that the [Turnaround Plan Guidance](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=summary#accordion) instructs schools to include in their executive summaries will be the primary source of context for reviewers.[[1]](#footnote-1)

## Basic structure and substance of the feedback

The feedback template that schools receive will generally mirror the Turnaround Plan Template on which schools submit their plans. It will include overarching/crosscutting feedback on the overall plan, followed by feedback specific to each section of the Turnaround Plan Template.

*Please note that the feedback will not make specific recommendations for making changes to the plan.* For instance, the feedback will draw attention to instances when a school’s strategy does not address needs identified in the needs assessment/root cause analysis. It will not, however, recommend specific strategies to consider in place of what is proposed in the plan.

## Overarching/cross cutting feedback

This section will offer a holistic assessment of the turnaround plan that addresses:

* The coherence of strategies in the full plan
* Considerations about capacity/potential implementation challenges/sequencing
* Its focus on equitable outcomes for all students.
* The through line from needs assessment root cause analysis strategies benchmarks/indicators monitoring/assessment plans

## Feedback on each section

The rubric is based upon the Turnaround Plan Guidance and instructions for what to write about in each section. Reviewers will assess how well each section of the plan meets a set of standards/criteria (e.g., exceeds, meets, developing) for each section.[[2]](#footnote-2) Ratings will be accompanied by comments/feedback/suggestions for each section of the template.

# **Utilizing feedback on turnaround plans**

Our goal is to provide schools with useful feedback that will offer advice about ways in which they can strengthen and refine their plans and gear up for a successful fall implementation. As a first next step, we recommend that district and school leadership along with the team that developed the plan read through and discuss the feedback together. Then, depending on the substance of the feedback,

* Over the summer, reflect upon the feedback and improve the turnaround plan to prepare for successful implementation in the fall.
* Set up a meeting with your Regional Assistance team to reflect upon the feedback and determine next steps.

Please contact Karen Johnston at [kjohnston@doe.mass.edu](mailto:kjohnston@doe.mass.edu) for further assistance with this new turnaround plan feedback process.

1. The only data we are providing to reviewers about schools are: the name of the district in which it is located; its grade configuration; the reason it is designated as in need of assistance (e.g., performing in lowest 10 percentile; low performing subgroup; low graduation rate); its school percentile; and a list of low performing student subgroups (if relevant). [↑](#footnote-ref-1)
2. The criteria against which plans will be reviewed will be posted to the [Statewide System of Support](http://www.doe.mass.edu/turnaround/level4/guidance.html) website as soon as it is finalized. [↑](#footnote-ref-2)