


Continuous Improvement Visits

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First Thing's First

Identify 10% of schools based on the following data:

- ▶ 5 years of enrollment trends
- ▶ Completion rates
- ▶ Transition Readiness Data

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Before the visit:


Review of data in the following areas:

- ▶ 5 years of enrollment trends
- ▶ Completion rates
- ▶ Transition Readiness Data
- ▶ CSIP and PIP
- ▶ Master Schedule
- ▶ Teacher and Principal survey responses

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Identify individual programs needing support:

- ▶ Contact appropriate program consultant(s) to inquire whether they have visited the program in the past year.
- ▶ Review data with program consultant and determine what supports are already in place.
- ▶ Identify progress made between last consultant visit, if visited, and the pre-CIV data review.
- ▶ If no visit has been made in the current school year, identify consultant(s) to be part of the CIV team.




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Compile CIV Team:

- ▶ Administrative Consultant (Team Lead)
- ▶ Principal
- ▶ District ATC liaison (Preferably a contact involved heavily in transition readiness with the ATC or leadership)
- ▶ Appropriate program area consultant(s) if/as needed
- ▶ Appropriate OCTEST staff as needed




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During the visit:

- ▶ Review CIV data pull and commendations/concerns with CIV team.
- ▶ CIV team reviews PIPs in context of improving areas of weakness in data. Ensure alignment to program need and CSIP.
- ▶ CIV team reviews PIP with teacher and makes appropriate additions/corrections.
- ▶ Conduct safety walkthroughs and informal student interviews.
- ▶ Student interviews will be based on a pre-determined set of questions and follow-up questions designed to elicit instructional strengths and weaknesses.



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During the visit (cont.):

- ▶ Some questions will be on-the-fly to elicit needed answers to questions that arise during the visit.
- ▶ Conduct teacher interviews if needed beyond the survey questions answered prior to visit.
- ▶ Review CSIP and update to address areas of need. (At the discretion of the team lead, complete CSIP update within 5 working days of visit.)
- ▶ Create 30-60-90 day plan, if needed, to address immediate concerns. (May be completed after visit based on recommendations.)
- ▶ Exit with principal



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After the CIV visit:

- ▶ If additional time is needed after CIV to update CSIP or create 30-60-90 day plan, the team lead will have 5 days to make needed corrections/suggestions.
- ▶ Recommend additional program consultants visit individual programs.
- ▶ Review concerns with identified program consultant(s) post-CIV.
- ▶ Consultant and team lead develop action plan for follow-up identifying resources, PD, additional support.
- ▶ Monitor progress quarterly through data review with principal via conference call or site-visit. (Identify most impactful target data to monitor.)



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CIV Timeline:

- ▶ By January 31, identify schools for CIV.
- ▶ By February 28, confirm CIV dates with identified schools.
- ▶ By April 30, complete CIV process.
- ▶ Until next CIV cycle, complete fall follow-up with visited schools before August 31st. (Identify most impactful target data to monitor.)



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