

## Progress Monitoring for School Improvement Coaching Project

### Meeting Logistics

Project: Regional Educational Laboratory: Mid-Atlantic Region	
5.2.38 Progress Monitoring for School improvement – Meeting 6	
Date: 08/25/2021	Time: 11:00am -1:00pm

Participants:

- REL-Mid-Atlantic: Aimee Evan, Sylvie Hale and Karen Melchior
- Stakeholder

*To best meet the needs of the stakeholder team, meeting 5 and 6 are happening on back to back days, so the meetings really build on each other and we can work deeply within the process to enhance the usability of the tool. In meeting 5 we'll be working with the full stakeholder team to pilot/test drive the implementation of the tool. In meeting 6 we'll spend time prioritizing actionable changes to the tool and the way it's used to ensure successful implementation. We will also transition in Meeting 6 to focusing on alignment with the CSI districts' progress monitoring work.*

### Agenda

Discussion item/ objective	Topic(s) or question(s) for consideration	Materials	Start time	Moderator
<b>Welcome and objectives</b>  <i>Introduce meeting objectives</i>	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Share objectives of today's agenda:               <ul style="list-style-type: none"> <li>○ Reflect on Test Drive of tool</li> <li>○ Clarify and articulate progress monitoring process</li> <li>○ Determine collaboration strategy with districts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Agenda</li> </ul>	11:00 am	Stakeholder
<i>Review of process reflection from test drive of progress monitoring tool</i>	<ul style="list-style-type: none"> <li>• What contributed to the ability to "rate" a milestone?               <ul style="list-style-type: none"> <li>○ What further data may be needed?</li> </ul> </li> <li>• What elements of the data were helpful or unhelpful?</li> <li>• What actionable feedback did you gain from reviewing this domain?</li> <li>• What questions arose while the team was using the tool?</li> <li>• What can be done to make using the tool more efficient/effective?</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Jamboard</a></li> </ul>	11:10 am	Karen Melchior
<i>Clarify and articulate progress monitoring process and monitoring</i>	<ul style="list-style-type: none"> <li>• How and how often will PM tool be used, by whom, for what               <ul style="list-style-type: none"> <li>○ Rating scale determination</li> <li>○ Data &amp; Reporting: What gets reported to the Board, etc.</li> <li>○ What is useful to share with districts?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Progress Monitoring tool</li> <li>• Progress monitoring process guiding questions</li> <li>• <a href="#">Jamboard</a></li> </ul>	11:30 am	Stakeholder  Sylvie Hale
<b>Break</b>			12:20 pm	

Discussion item/ objective	Topic(s) or question(s) for consideration	Materials	Start time	Moderator
<p><b>State-district collaboration discussion</b></p> <p><i>Determine collaboration strategy with the district(s)</i></p>	<ul style="list-style-type: none"> <li>• Discuss district-state collaboration:               <ul style="list-style-type: none"> <li>• What role can districts play in this process? What data do districts have that can be used here?</li> <li>• Share State support draft progress monitoring tool with the school support teams at districts:                   <ul style="list-style-type: none"> <li>▪ What are you currently doing? What are pieces not reflected in state level support?</li> <li>▪ What might be missing? How can we support your work?</li> <li>▪ Where is there duplication of effort?</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Jamboard</a></li> </ul>	12:30 pm	Stakeholder  Sylvie Hale, Aimee Evan Karen Melchior
<p><b>Closeout</b></p>	<ul style="list-style-type: none"> <li>• Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Project survey</li> </ul>	12:50 pm	Aimee Evan