Determining Next Steps for Ongoing Support for Schools

August 9, 2019
1:00–4:00 p.m. Central Time

Coaching Session 5

Participants

Regional Educational Laboratory (REL) Southwest
- Aaron Butler (on-site)

Oklahoma State Department of Education (OSDE)
- Brook Meiller (on-site)
- Lorraine Eldrenkamp (on-site)
- Kelly Otis (on-site)
- Shawna Wilson (on-site)

Purpose

OSDE participants will:
- Share takeaways from full series of school training sessions.
- Identify potential revisions or changes to the school training sessions.
- Determine next steps for OSDE communication, monitoring, and support for districts, schools, and external providers during implementation of their continuous improvement plans.

Agenda

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<tr>
<th>Time</th>
<th>Topic</th>
<th>Person(s) Responsible</th>
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<tr>
<td>1:00–1:05 p.m.</td>
<td>Welcome and Confirm Purpose of Coaching Session</td>
<td>Aaron Butler</td>
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<td>Provide overview and confirm purpose and goals of this coaching session</td>
<td>Brook Meiller</td>
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1:05–1:35 p.m. **Discuss OSDE Takeaways and Potential Revisions to Training Sessions with Schools**
Identify and discuss key takeaways from the training sessions and determine areas of strength and areas in need of improvement.

- What key takeaways did the OSDE team have after completing the full series of school training sessions in June?
- What feedback did OSDE receive from session participants?
- How does OSDE plan to incorporate these takeaways and feedback into future school training sessions?
- What staff members will be responsible for planning and completing those changes?

1:35–2:15 p.m. **OSDE Theory of Action for Supporting Schools**
Review, discuss, and revise OSDE’s existing theory of action to support school improvement.

- What inputs, besides the spring and summer training sessions, are included or should be included in the OSDE theory of action to support schools?
- How do communication and monitoring fit into your supports?
- In what ways should external partners be included in your theory of action?
- How do other offices at OSDE contribute to your theory of action?
- What gaps do you see or anticipate that may hinder the intended outputs and outcomes in your theory of action?

2:15–2:50 p.m. **Discuss Next Steps for OSDE Communication to Support Continuous Improvement Plans**
Discuss and develop a set of next steps, including roles and responsibilities for OSDE team members, to provide ongoing communication support for schools during the upcoming school year.

- What structures or processes are currently in place to support ongoing communication with schools?
- What milestones or key information will need to be communicated to schools throughout the upcoming year?
- How do other OSDE offices contribute or benefit from your communication with schools?
- What roles and responsibilities have been assigned to OSDE staff to support communication?

2:50–3:30 p.m. **Discuss Next Steps for OSDE Monitoring to Support Continuous Improvement Plans**
Discuss and develop a set of next steps, including roles and responsibilities for OSDE team members, to provide ongoing monitoring support for schools during the upcoming school year.

- What structures or processes for monitoring school improvement have been successful in the past for OSDE?
• What leading indicators have been identified to monitor progress of schools?
• What leading indicators have been identified to monitor effectiveness of OSDE supports?
• What roles and responsibilities have been assigned to OSDE staff to support communication?

3:30–3:50 p.m. Discuss Next Steps for OSDE Monitoring and Support for External Providers
Discuss and develop a set of next steps, including roles and responsibilities, to provide ongoing communication, monitoring, and support for external providers during the upcoming school year.
• What structures or processes for monitoring external providers have been successful in the past for OSDE?
• How does OSDE intend to use the external provider selection rubric to guide future monitoring and support?
• What type of communication expectations, including feedback loops, are or should be in place between OSDE and external providers?

3:50–4:00 p.m. Next Steps and Adjourn
Determine next steps, including key responsibilities, to be completed by OSDE over the next 30-60-90 days to support schools and external providers.