

During the Visit: Data Collection

The CSSI team collects three data sources: stakeholder interviews, classroom observations, and document review. Review team members triangulate information across these sources, seeking to identify trends. Review members are earnest about ensuring that the collected data aligns with the review criteria.

Stakeholder Interviews

A variety of stakeholders are interviewed during the school quality visit; the CSSI team aims to interview all leaders, teachers, support staff, business personnel, and board members, as well as a collection of students and parents. Review team members use standardized interview questions aligned with the visit criteria (i.e., Four Domains for Rapid School Improvement and Standard 9: Strong Board Government & Standard 10: Strong Fiscal Management). CSSI team members must take digital notes during stakeholder interviews and save them for 90 days after the visit. The team member uses Google Forms to collect interview data.

Interview Norms:

- Interviews are 30 minutes for all stakeholders except leaders; we ask school leaders and instructional leaders for 60 minutes
- Stick to the script as much as possible but probe as necessary
- Remind the interviewee of the purpose of the visit and confidentiality (see framing script in Google Drive folder with interview scripts)
- Ask for specific examples (e.g., “give me an example of how you used a formative assessment this quarter to drive your instruction”)
- Stay neutral and be aware of your body language
- Know when you have your answer and move on (i.e., there may not be an answer)
- Don’t give feedback or affirm/not-affirm questions or answers of the interviewee
- Don’t react or go down a “rabbit hole” with an interviewee that is disgruntled and wants to veer off the script
- Be aware of the interviewee's emotion and respond accordingly

CLICK HERE: [Interview Forms](#)

Classroom Visits

The CSSI team will use the Classroom Visit Tool (CVT) Google Form to score and record evidence

for instructional observations. The CSSI team observes all teachers for at least one 20-minute observation. The CVT encompasses a range of visible indicators rooted in Domain 3: Instructional Transformation and Domain 4: Culture and Climate Shift.

Before the visit, the CSSI team lead will use the school's interview schedule and class/bell schedule to schedule instructional observations for team members assigned to standards 1-8. The team lead will ensure that all core teachers are observed (as well as specials teachers when feasible) with these parameters:

- Observations are 25-30 minutes long
- If a teacher teaches more than one grade level or content, the team will attempt to observe them in each area they teach
- Observations will span the beginning, middle, and end of the lesson cycle.

All team members conduct classroom visits. Team members are encouraged to note as much concrete evidence on the observational tool as possible to justify the score given. It is helpful to note which parts of the indicator were present and effective and which were not.

Classroom Visit Norms:

- Do not engage with the teacher
- Don't be intrusive; be a fly on the wall during teacher-directed learning
- Ask students questions about their learning and check for understanding only during partner or independent practice (unless otherwise requested by the school)
- Look at student output and work and determine their progress towards mastery (unless otherwise requested by the school)
- Pay attention to what is on the wall and used by students, and what materials and scaffolds they have
- Keep a neutral and friendly face.

CLICK HERE: [Domain 3 & 4 Classroom Visit Tool](#)

Document Review

The CSSI team lead will provide the school leader with a Document Review Checklist before the visit. The checklist is organized by domain or standard. Team members will determine which documents are relevant to their assigned standards and review them closely. Documents are valuable for triangulating evidence gathered from the other two sources. Schools are asked to share these documents in a digital format such as Google Drive or thumb drives as much as possible; however, schools can select to provide the CSSI team with hard copies of documents in a

binder. It is most effective when schools organize the requested documents by standard and provide a direct link to the document within the Document Review Checklist.

CLICK HERE: [Document Review Checklist](#)

During the Visit: Summarizing Findings & Prioritizing Next Steps

The CSSI team will finish data collection on day three and then spend time together coming to preliminary findings and prioritizing targeted areas for school improvement. This is a tight timeline; team members must synthesize their data quickly and efficiently and work together urgently. Team members are encouraged to begin scoring their rubrics the evening before. The CSSI Team Lead schedules approximately two hours for the team to engage in a prioritization protocol.

The CSSI visit prioritization protocol is designed for the following outcomes:

- CSSI team will come to preliminary findings on review criteria
- CSSI team will identify the right key levers and recommendations for targeted school improvement
- CSSI team will prepare to communicate preliminary findings to the school leader

Prioritization Protocol	
Step 1: Prioritization of Key Levers	<p>After reading through the summary of findings, the CSSI team works through these questions:</p> <ul style="list-style-type: none"> ● What are the most pressing priority performance challenges? How are these challenges connected? ● What are the areas of root cause? Don't stop until you get to the final root! <i>*Stay rooted in the criteria; refer to the team's findings.</i> ● Which root cause areas should they address urgently and why? ● What 1-3 key levers/improvement strategies would best address these prioritized areas and why? What is most likely to result in dramatic change?

Step 2: Prepare for Share-Out	<ul style="list-style-type: none">● Prepare a verbal overview and notes for presentation of<ul style="list-style-type: none">○ Strengths○ Landscape Report○ Summary of Findings○ Key Levers for Improvement and Recommendations
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Preliminary Reporting

Day 3 concludes with a 60-minute feedback session with the CSSI team and the school leadership team. The CSSI team will share an overview of outcomes from the visit.

Day 3 Feedback Session Process Steps

Step 1 Report Strengths to Leverage in the School Improvement Process

- Prompt leadership to share celebrations and reflections

Step 2 Display Landscape Report and Summary of Findings

- Prompt leaders to track their thinking with post-it notes on the posters: What does not surprise you? What surprises you? What do you wonder?
- The CSSI team lead will facilitate a discussion

Step 3: Share-out of key levers and recommendations for school improvement

- Provide leaders with opportunities to process, reflect, inquire and express concerns

CLICK HERE: [Prioritization Protocol](#)