

Reviewer's Conversations with the District Leadership

The lead reviewer and logistics team liaison should contact the superintendent several times prior to the district visit. First point of contact is to establish when the review will take place and to inform the superintendent of the pre-review documents that must be submitted.

First point of contact is to speak to the superintendent about the logistics of the district review.

- Introduce yourself as *****, the lead reviewer from the New York State Department of Education Integrated Intervention Team, and speak with the superintendent. The logistics team liaison assigned to this review should also participate on this call.
- If the superintendent has a concern about the scheduled date, the lead reviewer and logistics team liaison should instruct the superintendent to memorialize his/her concern in writing and information will be communicated to senior NYSED administrator immediately. The superintendent should not be told that the review date will be changed, but rather that he/she will receive written correspondence in response to their written request.
- Explain to the superintendent that there is a district support guide that can be found at: <http://www.p12.nysed.gov/accountability/DiagnosticTool.html>. Explain to the superintendent that at this time you will review the documents that need to be submitted and the timeline by which they should be submitted. Stress the importance of a timely submission of all documents, especially the administration, collection and administration of the school surveys that principals will need to supervise. Ask the superintendent if he/she will remain as primary point of contact for the district review process or whether he/she wishes to assign a superintendent designee.

Second point of contact is to speak to the superintendent about the surveys.

- Introduce yourself once again as *****, the lead reviewer from the NYS Department of Education, and speak directly with the superintendent. The logistics team liaison assigned to this review should also participate on this call.
- Ask the superintendent or superintendent designee for an update of the survey administration in all of the district schools. Remind her/him to have someone from the district office contact the schools to be reviewed to ensure that they have administered the surveys.
- Ask that they remind the schools to send a reminder home to parents so that there is a robust response from parents to be analyzed.
- Tell the superintendent that the survey responses will be used to inform the reviewers' thinking around questions to be asked and practices to be observed, but no pre-judgment will be made of the school or district solely based on the responses.
- Inform the superintendent or superintendent designee that you will be calling back to discuss the scheduling and logistics of the review process.

Third point of contact is to seek clarification and provide clarification of the process.

- Prior to calling the district, send the superintendent a sample schedule that represents the number of days the district and schools are scheduled to have their review.
- Call the district and speak only with the superintendent. Explain that this call will take a bit longer than the previous calls because you will be reviewing the process with her/him.
- Ask the superintendent or superintendent designee to open the sample schedule and begin to review the events that will occur. You should explicitly communicate the expectations around the interviews. You should also review any areas that you will be paying particular attention to due to the district and school's accountability status or data (such as students with disabilities, English-language learners, students with high absenteeism, etc.). Emphasis can be placed on one subgroup by ensuring that the interviews and core classes where the students are being instructed are visited and have a high representation of those teachers, students, and parents in the focus and observation groups.
- Notify the superintendent or designee of who will be accompanying you on the review and explain which events may be scheduled to occur simultaneously.
- Establish when the superintendent or designee should send you the schedule for the visit and inform her/him that you will be calling back in a week to confirm that the schedule and other logistics are solidified.

Fourth point of contact is to confirm the schedule.

- Prior to calling the superintendent or designee, ensure that you have the submitted schedule opened.
- Call the district and speak only with the superintendent. Explain that you received the schedule and only need to confirm that it is solidified.
- Answer any process clarification questions the superintendent may have at that time.
- Give your own contact information to ensure the superintendent or designee can reach you prior to the visit if the need arises.