

**New York State Education Department
School Turnaround Office (STO)
Systemic Supports and District and School Turnaround (SSDST)
Site Visit PROTOCOL**

NYSED Goals for Initial Visit:

1. To gauge where grantees are in the implementation process and grantee readiness for project implementation.
2. To provide support and assistance in project implementation.

NYSED Goals for Follow-up Visits:

1. To provide support and assistance during project implementation.
2. To determine the level of project implementation at present, and to gauge its current effectiveness toward project completion.

Site Visit Components:

(Final agendas and times will be determined collaboratively with each STO and District liaison)

District Leadership Meeting – LEA and STO representatives

The purpose of this meeting will be to engage in a collaborative discussion with the district leadership team about the current state of project implementation. The Performance Contract and Performance Targets documents should be used to frame the discussion. In addition, the meeting will identify any challenges or barriers to implementation and needs for further technical assistance. Participants should include members from the LEA/district leadership team.

Meeting of Major Partners and STO representatives

The purpose of this meeting will be to engage in a discussion with Partner representatives involved with the project to understand successes gained and challenges being faced during implementation.

Building Tour (optional)

The purpose of this tour will be to familiarize STO with the important instructional, support, and building features and practices of the school. This tour will include 6-8 brief classroom visits through a cross-section of grades and subjects. The purpose of these classroom visits will be to gain a general sense of instructional practices across the school. Individual teachers are not being evaluated.

Debriefing with LEA administrative team and STO representatives

The purpose of this closing discussion will be to review with project leadership to share highlights of the focus groups and our general observations. We would also discuss any resources/support the School Turnaround Office (STO) might be able to provide and lay out next steps (check-in phone call, etc.).