

## Site Visit Notes

Notes	Alignment
1. The school mission is posted on the wall outside of the main office. I spoke with four teachers and asked them to describe the school's mission. Three of the four teachers were unaware the school had a specific mission, and the other teacher stated that the mission was to, "Provide a nurturing learning environment for all students", which does not align with the posted school mission.	
2. A "Student Achievement Data" chart is posted near the main entrance. The bar graph shows aggregate percentages of students proficient in math and ELA, based on the most recent NECAP data. The chart also includes a brief trend analysis.	
3. Conducted two unannounced classroom observations with the principal. The first observation lasted 21 minutes and the second observation lasted 16 minutes. The principal took notes on her laptop and accessed the EPSS.	
4. Observed a grade level meeting (4 <sup>th</sup> grade). Teacher's reported that the principal developed a schedule for bi-weekly grade level meetings. The focus of this meeting was on addressing challenges with the new workshop model being implemented for writing. All five of the fourth grade teachers were in attendance.	
5. A health fair sponsored by the Community Hospital was held after school on November 18, from 3:00-6:00 PM. According to the sign-in sheet, 60 community members attended the fair. The fair included resources for participants to take home, including fliers, and two-health related children's books.	

## Document Review Notes

Notes	Alignment
6. A professional development calendar indicates that 3 after-school trainings were offered in September, and one after-school training is scheduled for December. The first three trainings all had the same topic, differentiated instruction, and the December training is an extension of the ones offered in September. The calendar also includes upcoming trainings being offered by RIDE, and the local teacher's union.	
7. Reviewed the hiring process, including interview questions being implemented to select new staff. The process includes a rubric to help the interview team assess the candidate's written materials and interview performance. Four candidates have been selected to interview for the two open positions.	
8. According to the evaluation progress data available in EPSS, the principal has completed 100% of the Beginning-of-Year Conferences as of October 15.	
9. Recently completed audits performed by the district business office identify five instances of inaccurate entries in the school checking account ledger. The audit reports include recommendations for restricting the management of the school's accounts to help ensure accurate reporting.	
10. On December 12 <sup>th</sup> , the principal administered an online survey to all families with students' enrolled in the after-school program to collect feedback about the quality of the program. As of December 21, sixty-two percent of the families responded to the survey. The survey included questions about the services provided and allowed for open-ended responses.	

Below is a set of notes based on three school site visits (10/1, 10/4, 2/7) and a review of various documents. When doing this in your district, you will have access to the actual documents sited, as well as your notes. For our purposes today, we will review the notes only.

Review the notes and the rubric. Based on what you have here, what rating would you assign? What is your rationale?

### Evidence Aligned to Professional Practice Component 3A

#### Site Visit: 10/1/2012

During both site visits multiple PBIS posters were noted hanging in the hallways. Students were observed passing between classes without incident and with minimal horseplay. Some staff members were observed standing in their doorways supervising student passing.

All faculty were observed to be wearing ID on school lanyards. All exit doors were found to be secure. Visitors are buzzed into building by the main office and are required to sign in with the office secretary. They are provided with visitor passes, which distinguish them from staff.

#### Site Visit: 2/7/2013

The principal was observed interacting appropriately and respectfully with staff. She addressed staff by name, demonstrated active listening and provided a response to address the immediate issue. She also was observed in a number of positive exchanges with students encountered in hallways and in the cafeteria.

#### Document Review

The monthly report indicates a 35% decrease number of out of school suspensions when compared to the same period the previous year.

The principal has established a partnership with the local Prevention Coalition to bring a series of presentations to our parents and families. Topics in this series include warning signs for bullying, drug abuse and other risk behaviors.

Principal monthly reports indicate that average daily attendance remains relatively constant. It fluctuates between 88 and 90 percent. The reports also indicate a high mobility rate with on average four new student registrations per week. Since September, 22 students have also exited the school. What is not clear is how many of these students transferred outside of the district.

Records indicate that all required fire, Shelter in Place and evacuation drills have been completed.

## Evidence Aligned to Professional Practice Component 4A

### **Site Visit: 10/4/2012**

A visit was scheduled to attend the principal's annual Title 1 School Report Night. Approximately 12 parents joined the presentation. One was asked how she knew to attend and said that she received an automated phone call invitation. The principal talked through a PPT presentation that detailed achievement and growth disaggregated by ELA, math, grade and IEP and LEP status. Closing gaps for these subgroups continues to be a concern. The principal provided an overview of strategies being implemented to address this. Parents had few questions, but the presentation was well received.

### **Document Review**

When surveyed, 94% of parents reported being "very satisfied" with the quantity and quality of information they receive from the school regarding their child's progress. In the open comments section, some parents included suggestions for additional parent involved school series. The schedule shows an additional math night as well as several other opportunities for parents to attend student learning sessions.

Sign in sheets reflect very high attendance rates for parents participating in the recent Math Night series.

A one-page letter to families reporting on current school performance was provided as evidence. The letter provided an overview of current achievement data for the school in aggregate. It also indicated growth made (particularly in math) over the last three years. The letter briefly discussed strategies being implemented to ensure continued improvement and invited parents to share in supporting their children's learning.

Recent newspaper articles have highlighted the partnership between the school and the local Rotary. Both the community service projects performed by our students and book collections donated by the Rotary were noted.

# Professional Development

## Stop and Jot

Take the next 3-5 minutes to read the prompts below, and then jot down an initial list of professional development opportunities building administrators in your district may use to draft a professional growth plan in the 2012-13 school year.

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➤ *Currently, my district is planning building administrator professional development in the following areas:*

- 1.
- 2.
- 3.
- 4.

➤ *Some other potential professional development that building administrators may want to pursue:*

- 1.
- 2.
- 3.
- 4.