



DEPARTMENT OF EDUCATION

**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

*Working Together for Student Success*

## **MEMORANDUM**

**To:** State Board of Education

**From:** Robin LeClaire, Director of School Improvement  
Dr. Kenneth Folks, Chief Academic Officer

**Date:** September 5, 2018

**RE:** SQR Scope of Work 2018-2019

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### **School Quality Review - Scope of Work**

**The school quality review (SQR) is a needs assessment designed to evaluate the academic program and operational conditions within an eligible school.** The SQR will result in actionable recommendations for school and district leadership to improve academics, develop talent, and strengthen systems to sustain reforms. The process is guided by a rubric aligned to the “5Essentials for School Improvement” developed by the Consortium on School Research at the University of Chicago.

The “5Essentials” is a research-based and practice-proven school improvement system that provides data and insight into schools’ organizational strengths and areas of opportunity across the five essential factors for school improvement: *Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction*. Researchers found that schools with high ratings in at least three of the five essentials were ten times more likely to show substantial gains in student learning over time than schools with low ratings on three or more of the five essentials. Research also shows that a persistently low score in even one of the five essentials reduced the likelihood of improvement to less than ten percent.

(<https://www.uchicagoimpact.org/our-offerings/5essentials>)

**The school quality review includes a pre-visit analysis and planning meeting, onsite comprehensive review, and targeted follow-up visits.**

### **Technical Assistance Teams (TAT)**

State law authorizes the Board to establish an expert team that must include representatives from the community or region the school serves, and may consist of school superintendents, members of

governing bodies, and teachers from high performing school corporations, and special consultants or advisors.

**TAT members will receive training to ensure they understand the purpose of the visit and the individual roles of each team member.** The training will consist of, at a minimum, the establishment of shared norms, training on the rubric used to guide the review, and competency and awareness training meant to ensure all members have a keen understanding of self as a member of a state-led review team.

### **5Essentials Rubric**

Each of the “5Essentials” will be evaluated based on multiple indicators. The evaluation ratings include ineffective, improvement necessary, effective, and highly effective. Each domain will be rated and a summative evaluation rating shall be assigned to the domain as a whole. All schools will be evaluated on the *Effective Leaders* domain and each school will choose two other domains on which to be evaluated. Data from classroom observations, stakeholder surveys, and focus group interviews, coupled with the TAT’s ratings for each of the “5Essentials,” will be synthesized in a final report with evidence-backed ratings, strengths, and areas for growth. Informed by these ratings and the complete body of evidence gathered by the Technical Assistance Team, actionable recommendations will be provided to help guide the school and its district toward school improvement strategies that are responsive to the school’s most critical needs.

**Internal staff preparation and training will be finished by September 15, 2018. School visits will begin starting in October 2018.**

#### **October 2018**

- **School Quality Review Notifications:** SBOE provides notification to every school that will receive a quality review during the 2018-2019 school year.

#### **October 2018**

- **Virtual Orientation:** A virtual orientation/information session will be recorded and shared with all school and district leaders who will participate in the school quality review process. This session will cover the SQR process and the steps schools can take now to best prepare for the visit.
- **Pre-Visit Planning Meetings:** Throughout the month of November, members of the IDOE school improvement team will conduct pre-visit planning meetings with each school to better understand their priorities for school improvement.

### **October 2018 - February 2019**

- **TAT Training:** All individuals who will participate on one or more of the expert teams across the state will participate in a mandatory training session. As a result of this session, TAT members will better understand the purpose and expectations of the review, the values and principles that underline the entire process, and receive performance data and qualitative information about their assigned school(s).
- **Comprehensive Reviews:** All visits will occur. Within 20 business days following the on-site review, each school will receive a draft version of the report that includes concrete recommendations for school improvement. Each school will have seven business days to review the report to provide technical corrections before it is finalized.

### **January - May 2019**

- **Follow Up and Support:** Site visits, virtual meetings and phone calls between schools and IDOE staff will provide the support and assistance needed to respond to the recommendations and findings from the SQR reports.

### **The total cost of all school quality reviews reflects the prices for travel, lodging, and food.**

- **Hotel:** \$110 per night x 2 nights x 8 team members x 39 schools = **\$68,640**
- **Meals:** \$26.00 state rate per day x 3 days x 8 team members x 39 schools = **\$24,336**
- **Car/Mileage:** \$30.00 state rate (car) x 3 days x 8 team members x 39 schools = **\$28,080**
- **Substitutes for Teachers:** Teachers serving on the SQR Team should also be eligible for Professional Growth Points ~ **\$11,600**

### **Estimated Total: \$132,656**

\*\*Total travel expenses may be less based on lodging and travel needs for local educators not needing a car; however, lodging may still be needed due to the scope of work being completed each evening following a visit.

