

## INTEROFFICE MEMORANDUM

**TO:** DR. CLOUET, SUPERINTENDENT OF SCHOOLS  
**FROM:** CHRISTINE CARVER, INTERIM ASSISTANT SUPERINTENDENT  
**SUBJECT:** BOE CURRICULUM COMMITTEE – MEASURING ACHIEVEMENT  
**DATE:** 7/18/2008  
**CC:** BOE CURRICULUM COMMITTEE, ALISON BURDICK, SUPERVISOR OF CURRICULUM, DATA, ASSESSMENT AND INSTRUCTION

As you are aware, the November, 2007, Quality Review Report for New London Public Schools (Cambridge District Report), in the section entitled, “*What the district needs to improve*”, the comments specify that the district should, as part of the planning stage within the new projects or initiatives, develop clear mechanisms and procedures for the ongoing evaluation of its effects on student achievement. It also states that there should be more developed monitoring strategies for school leadership and the quality of work within the classrooms.

With regard to the first issue of developing systems for evaluation of new initiatives and its effects on student achievement, a system has been identified to accomplish the goal. When instituting new programs, indicators will be developed and reviewed by the district data team (DELTA) on the ongoing effect of the program to student achievement. The indicators for evaluations of new programs and initiatives will be aligned with indicators within the District Improvement Plan. Indicators will include; student attendance data, discipline data, reports on quarterly assessments to include math and literacy, student, staff and parent survey information and annual assessments (CMT and CAPT results). The information will also be presented annually to the Board of Education in a summative report. An example of this change in practice is with the introduction of Shoreline Academy (CommPACT School). The University of Connecticut will be assisting us in the design of the evaluation and data collection. Progress of individual initiatives will also be shared with the public at the Board of Education Data Fairs that are to be held quarterly.

With regard to developing strategies to monitor school leadership and the quality of work within the classrooms, the district initiated the following set of strategies during the 2007-2008 school year;

- Central Office Learning Walks (see attached protocols). Bi-annually a central office team went with a principal from another school to each school and conducted Learning Walks. At the conclusion of each Learning Walk the team debriefed with the building Principal and followed up with staff at a subsequent staff meeting.
- Monthly Reports (see Attachment) – These were collected by the Assistant Superintendent on attendance, discipline, 504, Child Study Team Meetings and the Planning and Placement Team Process. Data Team minutes from each building were also collected.
- Administrative Council Reports – Building Principals gave monthly reports on the status of their building Level Teaching and Learning Committee meetings. This focused on strategies for instructional improvement.

- Coaching. Many buildings had coaches on improving Data Team process, how to use data to effectively improve instruction and development of Common Formative Assessments. The Coaches met monthly with the Superintendent, Assistant Superintendent and Director of Special Services to provide updates to building level progress. Coaching was provided through support from grants through the Connecticut Center for School Change and the State Department of Education.
- Learning Walks with Literacy Supervisor and Literacy Coach with principal. This was done to monitor implementation of core reading programs.
- Consultant visitations from both Open Court and Success for All with Literacy Supervisor, Literacy Coach and Principal. This was done to monitor implementation of core reading programs.

In 2008-2009 the following strategies will be implemented in accordance with the District Improvement Plan, this is outlined in the Accountability Calendar of the District Improvement Plan):

- Quarterly Visits (see attached protocol). This will be conducted quarterly by the Superintendent and Interim Assistant Superintendent. Please review attached protocol for details. This will be an evidence based approach to monitoring and accountability.
- DELTA (District Data Team) will be meeting bimonthly to review data and action strategies as outlined by the District Improvement Plan (see attached draft).
- Quarterly Data Fairs – Board of Education – There will be quarterly data fairs prior to the BOE meetings in October, December, February and April. The topics will include; Literacy, Math, Science/Social Studies and Climate (attendance, discipline and suspension).
- Other reports as outlined in the Accountability Calendar.
- Coaching will continue for the 2008-2009 year.
- Literacy Learning Walks will continue to occur.
- Central Office Learning Walks will not continue in the same format but will be incorporated into the Quarterly Visit structure.
- Administrative Council reports will continue.
- Monthly reports will be incorporated into the Quarterly Visits.
- Data Team Meeting minutes will continue to be collected by the Interim Assistant Superintendent.

