

Debriefing Session

The purpose of this protocol is to ensure that all debriefings across the state are consistent. The debriefing session is an opportunity for the district leadership, cabinet members and reviewers to meet and discuss the preliminary findings of the district review process. At this point in the process, districts will not be informed of the ratings for individual tenets, points earned or overall statement of practice ratings. There is a calibration assurance process that must take place before any school or district community is informed of pending ratings. All reviewers should leave the district with one bullet for each statement of practice aligned to Tenet 1 (1.1, 1.2, 1.3, 1.4, 1.5). The session should take place as follows:

Timing of Session	NYSED Review Team	District Representatives
5 minutes	The lead reviewer thanks the district for the opportunity to partner with her/him in reviewing the sample schools and district.	
5 minutes	The lead reviewer distributes copies of the "Following the Review" document and explains the process and information that will be given to the district during the debriefing session.	
5 minutes		The district representatives have an opportunity to respond and ask clarifying questions.
15 minutes	The lead reviewer reads the one bullet from each statement of practice of Tenet 1 from his/her paper. Then s/he distributes copies of the document to the group and requests any clarifying questions and/or comments.	
10 minutes	The lead reviewer, or other pre-assigned team member, writes down the comments and questions.	The district representatives take a moment to read over the six bullets and proceed to ask clarifying questions or make comments.
10 minutes	The lead reviewer answers any clarifying questions. Please note that reviewers should not provide additional information about ratings or points earned. Clarifying questions may consist of questions about word choice, meaning of phrases, etc. The lead reviewer should also acknowledge the comments that were made by the district representatives by only stating that the comments have been noted.	
5 minutes	The lead reviewer, or other pre-assigned team member, writes down the comments and questions.	The district representatives provide any additional comments they may want to add for the record.
5 minutes	The lead reviewer thanks the district again, and the meeting adjourns.	