

New York State Education Department
School Innovation Fund (SIF) Grant – Round 2
Site Visit Protocol

NYSED Goals:

1. To gauge grantee readiness for project implementation (*Preparation Period*) **OR**
To provide grantee support and assistance during implementation (*Implementation Period*)
2. To provide grantee support and assistance in preparation (*Preparation Period*) **OR**
To determine the current level of project implementation, and to gauge its effectiveness (*Implementation Period*)

Site Visit Components

(Final agenda and times will be developed collaboratively with the district project lead and the SED STO district liaison.)

SED and District/School Project Leadership (Preparation and Implementation Periods)

(Preparation Period Only: The purpose of this conversation is for SED staff to learn about the project progress to date, to discuss challenges, successes, barriers to implementation, and needs for further technical assistance, etc... **(Implementation Period Only:** The Performance Agreement, Performance Targets, and Performance Plan documents should be used to frame the discussion.)

Teacher Focus Group (Implementation Period Only)

The purpose of this conversation is for the SED site visit team to meet some of the instructional staff at the project school and to discuss staff involvement in project implementation, existing and potential upcoming challenges; and to identify needs for further support or technical assistance. Participants should include six-eight teachers representing a cross-section of grades and subject areas.

Partner Focus Group (Preparation and Implementation Periods)

The purpose of this conversation is to learn about the key partners' existing and potential upcoming challenges, as well as the project progress.

Classroom Observations (Implementation Period)

The purpose of this opportunity is for the SED site visit team to become familiar with the important instructional support, building features, and practices of the project school. This tour will include approximately six to eight classroom visits representing a cross-section of grades and subject areas. Teachers are not being evaluated by the site visit team.

SED Site Visit Team Discussion (Preparation and Implementation Periods)

The purpose of this activity is for the SED site visit team to share their observations in order to provide initial feedback during the Closing Discussion.

Closing Discussion (Prep and Implementation Periods)

The purpose of this discussion is for the SED site visit team to share with the Project Leadership their observations of the day's events; to discuss resources, supports, and next steps.