

CIP Status Check Handout



Purpose: Status checks provide space for the CI Team to monitor and reflect on the implementation and the impact of the improvement strategies they identified, as well as progress towards goals they set in their SPP.

Directions: As a team, review progress monitoring data for each of your goals and complete the reflection exercise on the following page. You can add tables for additional goals as needed. You should conduct a minimum of 2-3 status checks during the year to help ensure you are making progress toward your goals.

Considerations:

- **Consider saving Status Check documents** for future reference. Team reflections during status checks are a significant part of the continuous improvement process. Keeping track of these reflections will help your school see progress on goals and strategies over the years in the same document.
- **Use the data available at the time of status checks to drive your discussions.** Your team identified formative and summative measures to use for monitoring progress on goals and strategies.
- Keep in mind that **data will tell us WHAT is happening, but it will never tell us WHY.** We need discussions with people to fill in those gaps and deepen our understanding of why we are where we are in our progress towards our goals. The discussions are critical for teasing out what is driving the findings and data trends we are seeing.



Status Check Reflection Sheet

[Inquiry Area] - School Goal # - [Status Check Date] <i>Update for each goal</i>	Are We Making Progress Toward Our Goal? <i>Yes or No</i>
Goal #3: By June 2023, there will be increased opportunities to engage with families quarterly including but not limited to literacy events, STEM nights, social events, and parent-teacher conferences returning family engagement to pre-COVID levels as measured by an average of 40% of families in attendance at each event.	yes
Progress <i>What does our progress monitoring data reveal about our progress toward our goal?</i>	
In a review of attendance sheets, we are averaging 30% of families attending our academic and social events. Attendance at parent-teacher conferences is much higher at 85%. Attendance at morning mugs has been very low at less than 2%.	
Lessons Learned <i>What are we learning as we implement our improvement strategies? What challenges with implementation and gaps in performance are we noticing?</i>	Are Our Strategies On Track? <i>On Track, At-Risk, Needs Immediate Attention</i>
Improvement Strategy 1: A school committee will collaborate with our Family and Community Engagement specialist to design and offer academic and social events increasing interaction between school and home.	On track
Improvement Strategy 2: <i>Add rows for additional Improvement Strategies as needed</i>	
Next Steps <i>What specific actions do we need to take to address the challenges and performance gaps we've identified? By when? By whom?</i>	
Having a committee specifically planning events has increased attendance. No additional actions are needed.	
Needs <i>What do we need to be successful in taking action?</i>	
Maintain the momentum from first semester.	