

R&I's Support of Quarterly Reviews of Progress

Summary of Work for 2022-23

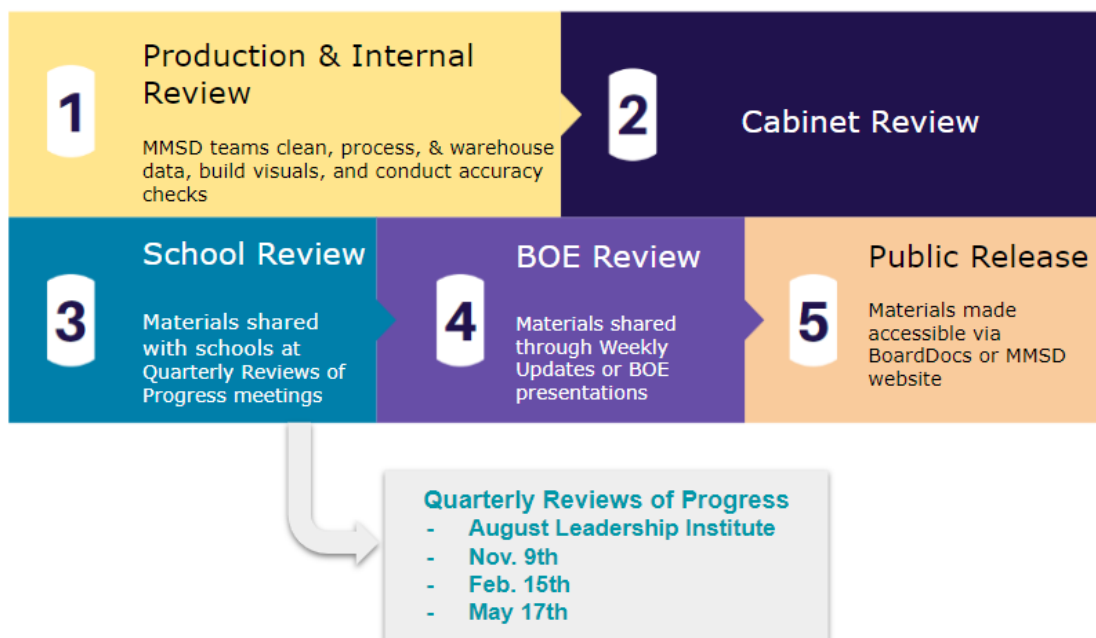
Background

Aligned to the R&I goal of developing and testing routines around data use, our team supported the district in implementing a cadence of district-wide data reviews in 2022-23, called *Quarterly Reviews of Progress*. Conceptually, this project aimed to draw on practices to examine key district metrics aligned to the Strategic Framework and School Improvement Plans (SIPs) that had existed in the district prior to the COVID-19 pandemic (e.g. School-Based Leadership Team (SBLT) Institutes and Central Office Institutes), but were disrupted during the pandemic. This memo describes the work of the R&I team around Quarterly Reviews of Progress in SY2022-23, as well as what we learned.

What did we do?

July - August 2022: Prep & Planning

- Created a comprehensive spreadsheet mapping out data availability by quarter, tied to strategic district frameworks for data such as the district's Strategic Framework, School Improvement Planning (SIP) Metrics, and the Superintendent Priority Metrics.
- Created an infographic (below) that articulated the district's planned, sequential process for sharing Quarterly Review of Progress data in which data resources shared with the Board of Education (BOE) and public are first vetted by MMSD's District Leadership (i.e. Cabinet) and shared with schools prior to release.



August 2022-June 2023: Execution

- Tested and refined a process for the assignment, construction, review, and release of products within the R&I team

- Prepared and shared content at four, roughly quarterly timepoints during the 2022-23 school year, described in the following bullets:
 - **Quarter 1 (August)** - Presented to school leaders and leadership teams at the August 8th-9th Leadership Institute and to the BOE at the August 27th BOE Retreat. Presentation content focused on EOY Data from the 2021-22 School Year.
 - **Quarter 2 (November)** - Presented to school leaders and leadership teams at the November 9th Quarterly Review of Progress. Data shared included results on literacy assessments (FastBridge and Achieve 3000), year to date (YTD) unexcused absences, and YTD behavior metrics (events, out of school suspensions, and disproportionality for events & suspensions)
 - **Quarter 3 (February)** - Shared with Central Office staff at the February 8th Central Office Quarterly Review of Progress asynchronous data review and with the BOE at the February 6th Instructional Working Group meeting. The presentation content focused on staff LETRs training completion, YTD unexcused absences, and YTD behavior metrics (events, out of school suspensions, disproportionality for events & suspensions) fall climate survey results for students and staff, and Superintendent Metrics (co-curricular participation, staff diversity, high school graduation, Parent-teacher conference attendance, Forward & Fastbridge).
 - **Quarter 4 (May)** - Presented to school leaders and leadership teams at the May 17th Quarterly Review of Progress. Data included YTD unexcused absences, behavior metrics, Semester 1 grade distributions for middle and high school, high school completion, and post-secondary enrollment.

What did we learn?

Successes

- Created comprehensive, “umbrella” data decks to be adapted for various audiences was a useful and efficient approach for sharing similar content to groups with differing needs, contexts, and timelines
- Implemented division of labor with opportunities for collaborative analysis within the R&I team created a shared sense of the results and their implications

Challenges

- Difficult to line up planned review dates with data availability, especially for Quarter 2 and Quarter 3 reviews
- Multiple frameworks of metrics, and mid-year shifts in the metrics viewed as most critical, made our August forecasting content inaccurate and added inefficiencies to the process
- Timing and available venues for data reviews shifted throughout the year, which led to changes in how data was reviewed, when it happened and who reviewed it first