School Stocktake Observation Guide 2019-2020

**Date:**

**School:**

|  |  |  |  |
| --- | --- | --- | --- |
| Look-for | **Yes** | **No** | **Notes** |
| The meeting occurred as scheduled |  |  |  |
| The meeting started and ended on time |  |  |  |
| The key participants were present (Principal, AP, area of focus point people) |  |  |  |
|  |  |  |  |

# Facilitation

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| --- | --- | --- | --- |
| Look-for | **Yes** | **No** | **Notes** |
| Point people completed the ratings in advance |  |  |  |
| There was an agenda prepared in advance with “deep dive” topics |  |  |  |
| Assistant Principal served as a strong facilitator – keeping on agenda, time, pushing for action, recording next steps |  |  |  |
| Necessary materials were ready (agenda, data, etc.) |  |  |  |
| Next steps were clearly defined (with an owner and deadline) before the meeting ended |  |  |  |
| Next steps were reviewed before leaving the meeting |  |  |  |
|  |  |  |  |

# Focus on Performance

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| --- | --- | --- | --- |
| Look-for | **Yes** | **No** | **Notes** |
| Ratings and evidence were submitted in advance and detailed enough to prompt |  |  |  |
| The principal had been prepped in advance of the meeting, so no surprises occurred |  |  |  |
| Ratings were reflective of relative areas of strength and challenge (i.e., not all amber red/amber green) |  |  |  |
| Data and evidence were brought to bear in the conversation |  |  |  |
| All action steps within the SIP Areas of Focus were discussed in detail |  |  |  |
| The majority of the conversation focused on the areas of challenge (rather than a report out of progress) Such as, Greatest Challenges and support needed. |  |  |  |

# Action on Performance

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| --- | --- | --- | --- |
| Look-for | **Yes** | **No** | **Notes \*Delivery Dates** |
| A few key barriers were identified |  |  |  |
| The principal asked tough, focused questions |  |  |  |
| The conversation stayed on-track and focused on the challenges at hand |  |  |  |
| The right “voices” participated in the discussion |  |  |  |
| \*Next steps were clear and thorough – and focused on action, deadlines dates for deliverables noted. |  |  |  |

Note – Please return Observation Form to Office of School Improvement attention Dr. Straker. Thank you.