

## Plan for the Implementation of Required Comprehensive Education Plan (CEP) Support Visits to Targeted Support and Improvement (TSI) Schools during the 2021-22 School Year

**Overview:** To comply with ESSA and Commissioner’s Regulations, DOE is required to conduct quarterly CEP support visits\* to each of the 67 identified Targeted Support and Improvement (TSI) schools. During these visits, each school will reflect on its progress toward meeting goals that align with its values and aspirations. In supporting the school, district and BCO staff will consider the extent to which the school has the necessary resources, systems, and school, family & community empowerment in place to execute its action plans and ensure progress for the identified subgroup(s).

Each collaborative visit will be led by a team that is configured by the Superintendent in consultation with the Executive Superintendent. The following is a **suggested** team configuration:

- **Co-lead:** Director of State Federal Program Implementation (DSFP) representing the BCO to facilitate the process, ensure SED protocols are followed and share outcomes.
- **Co-lead:** DOE Representative such as the Director of Continuous Improvement (DCI), Director of School Improvement (DSI) or Superintendent Designee who will provide specific context around school practices.
- **Subgroup Expert(s):** BCO content specialists to provide expertise based on subgroup identification (MLL/ELL/SWD, etc.); required if school was identified for MLL/ELL or SWD subgroup.

### Support Visit Timeframe, Focus & Outcomes

Activity Timeframe	Focus	Outcome
Support Visit #1 Window: November 1- December 17, 2021	Reflect on the initial implementation of the school’s CEP: <ul style="list-style-type: none"> <li>○ Discussing progress toward each goal, including implementation of key school improvement initiatives and reviewing beginning of year (BOY) screener data</li> <li>○ Conducting <a href="#">student interviews</a> in accordance with NYSED guidance</li> <li>○ Approximately 90-120 minutes; classroom visits optional</li> </ul>	DSFP facilitates updated Action Plans and Progress Measures & Targets in iPlan Portal; School completes Progress Reporting Tool in iPlan for Period 1
Support Visit #2 Window: February 14- March 31, 2022	Learn if mid-year benchmarks were achieved: <ul style="list-style-type: none"> <li>○ Discussing successes &amp; challenges in meeting mid-year benchmarks, including review of Middle of Year (MOY) screener data</li> <li>○ Making adjustments to action plans based on review of mid-year data</li> <li>○ Parent Focus Group—Gathering feedback from key stakeholders representing identified subgroups</li> <li>○ Approximately 90-120 minutes; 2-4 classroom visits <b>required</b></li> </ul>	DSFP drafts mid-year progress monitoring report in collaboration with co-lead, principal; School completes Progress Reporting Tool in iPlan for Period 2
Support Visit #3 Window: April 4-May 13, 2022	Identify how lessons learned will inform the initial development of the 2022-23 CEP: <ul style="list-style-type: none"> <li>○ Reflect on achievement of 2021-22 CEP goals and effectiveness of action plans</li> <li>○ Initial planning and draft goal development for 2022-23 CEP</li> <li>○ Use the <a href="#">Equity Self-Reflection for Identified Schools</a> to inform the development of the 2022-23 CEP</li> <li>○ Approximately 90-120 minutes; classroom visits optional</li> </ul>	DSFP collaborates with team to facilitate timely submission of draft 2022-2023 goals in iPlan Portal
Support Visit #4 Window: May 16-June 17, 2022	Provide shoulder to shoulder support for the development of 2022-23 CEP, reflective of the needs of identified subgroups: <ul style="list-style-type: none"> <li>○ Engage in End of Year (EOY) Progress Monitoring to inform 2022-23 CEP development</li> </ul>	DSFP provides shoulder to shoulder support, facilitates timely submission of draft 2022-

	<ul style="list-style-type: none"> <li>○ Review the school’s draft 2022-23 SMART goals and support any updates needed</li> <li>○ Ensure that action plans focus on new initiatives or modifications to current initiatives that connect to the root causes &amp; address priority needs</li> </ul>	<p>2023 CEP, and supports revision process through Superintendent approval of CEP; School completes Progress Reporting Tool in iPlan for Period 3</p>
<p>**Additional Support Visits June/July (as needed)</p>	<p>Continue to provide shoulder to shoulder support for the development of the 2022-23 CEP, on an as-needed basis.</p>	<p>DSFP provides shoulder to shoulder support, facilitates timely submission of draft 2022-2023 CEP, and supports revision process through Superintendent approval of CEP</p>

\*Support Visits may be held in person or remotely. The principal, superintendent/designee and BCO representatives should collaboratively decide which format will be used, while following all protocols related to [Health & Safety in Our Schools](#).

\*\*Support Visits #1-4 are required. Principals may request additional Support Visits during June & July to facilitate development of the 2022-23 CEP on an as-needed basis.