

Components of Division Level System of Accountability - Essex County Public Schools

Event/Topic	Accountability	What data are we looking to review?	Template/Tool for Meeting	Who completes the Template/Tool?
Chief Academic Office Review of Instructional Data - Thomas, Blount, and Byrd-Wright review of data	2 Week Check - Instructional Review	<ul style="list-style-type: none"> ● Observation <ul style="list-style-type: none"> ○ Review Count ○ Analyze Data for PD ● Lesson Plan <ul style="list-style-type: none"> ○ Review Count ○ Analyze Data for PD 	CAO Instructional Review Template Instructional Walks - Feedback and Next Steps Template	Blount/Thomas/Byrd-Wright review of data Shared with Principals and Assistant Principals
Principals Meeting - Principal and Assistant Principal Instructional Review	Monthly Instructional Review led by Principal and Assistant Principal at Principals Meeting	<ul style="list-style-type: none"> ● Observation <ul style="list-style-type: none"> ○ Review Count ○ Analyze Data for PD ● Lesson Plan <ul style="list-style-type: none"> ○ Review Count ○ Analyze Data for PD 	Principal and Assistant Principal Instructional Review Template	Principal Submits 2 days prior to meeting to Thomas, Blount, and Byrd-Wright
School Data Team Meeting - PLC	School Data Team Meetings - Quarterly Benchmarks	<ul style="list-style-type: none"> ● Individual teacher performance on Benchmarks as related to Accreditation Report ● Individual teacher Corrective Action Plan based on SPBQ 	School Data Team Meeting - PLC Protocol ECPS Pass Rate/Cut Score Teacher Corrective Action Plan (complete columns 1, 2, 3, 4 and 5 only)	Teachers Submit to Principal 2 days prior to school level meetings
Principal and Central Office Level Data Meetings	Principal Data Team Meetings - Quarterly Benchmarks	<ul style="list-style-type: none"> ● School Summary of performance on Benchmarks as related to Accreditation Report ● School Action steps based on teacher data analysis 	Principal Level Data Team Meeting - Protocol Principal Corrective Action Plan	Principals Submits 2 days prior to meeting to Blount, Byrd-Wright, & Thomas
Remediation Cycle	Reteach, Retest	<ul style="list-style-type: none"> ● 2 Days of Remediation based on Benchmark data and Corrective Plan of Action ● Reassessment of skills at the end of day 2 	Teacher Corrective Action Plan (complete column 6 from plan)	Individual Teachers complete teacher plan - Column 6 and notify Blount, Thomas, Byrd-Wright when complete
3rd Quarter Data Reviews 14+ Day Plan and 5+ Day Plan	School Data Team Meetings - Quarterly Benchmarks	<ul style="list-style-type: none"> ● Individual teacher performance on Benchmarks as related to Accreditation Report ● Individual teacher Corrective Action Plan based on SPBQ 	14+ Day Plan/5+ Day Plan (EHS Sem 1 = 5 days) (replaces corrective action plan)	Teachers Submit to Principal 2 days prior to school level meetings

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| | | <ul style="list-style-type: none">• Development of 13 day plan | | |
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A SCHEDULE: (ONLY EHS - Q1)

- September 12 to 16 - Assessment Window Open
- September 19 to 23 - School Level Data Team Meetings
- September 26 and 27 - “Reteach, Retest” Designated Days
- September 26 - School Level Data Deadline for loading into Data Warehouse folders on Instructional Website. Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the data, and all data is loaded and ready for our review.
- September 29 - Division Level Meetings

B SCHEDULE: (JCIS and TES - Q1, EHS - Q2 and others, [see assessment calendar](#))

- September 8 - Principal/Assistant Principal/Assistant Principal Meetings - Principal presents Monthly Instructional Review
- September 23 - Central Office Review of Instructional Data
- October 6 - Principal/Assistant Principal Meetings - Principal presents Monthly Instructional Review
- October 10 to 20 - Assessment Window Open
- October 21 - Central Office Review of Instructional Data
- October 24 to 28 - School Level Data Team Meetings
- October 31 and November 1 - “Reteach, Retest” Designated Days
- October 31 - School Level Data Deadline for loading into Data Warehouse folders on Instructional Website. Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the data, and all data is loaded and ready for our review.
- November 3 - Division Level Meetings
- November 11 - Central Office Review of Instructional Data

C SCHEDULE: (ONLY EHS - Q3 and others, [see assessment calendar](#)) - **5 Day+ Plans for tested content**

- November 7 to 11 - Assessment Window Open
- November 14 to 18 - School Level Data Team Meetings - completion of **5 Day+ Plans** only, must include data from all benchmarks, see bottom tabs for 5 day plan (See [14+ / 5+ Day Plans SOL Readiness Hub ECPS 22/23](#))

- November 21 starts the 5+ Day Plan
- November 21- School Level Data Deadline for loading into Data Warehouse each 5 day plan into Essex Instruction website. Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the data, and all data is loaded and ready for our review.
- November 28 - Division Level Meetings

D SCHEDULE: (EHS - SOL Data, JCIS and TES - Q2)

- December 8 - Principal/Assistant Meetings - Principal presents Monthly Instructional Review
- January 12 - Principal/Assistant Meetings - NO data review due to holidays
- January 3 to 12 - Assessment Window Open
- January 17 to 20 - School Level Data Team Meetings
- January 23 and 24 - “Reteach, Retest” Designated Days
- January 23 - School Level Data Deadline for loading into Data Warehouse folders into Essex Instruction website. Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the data, and all data is loaded and ready for our review.
- January 25 - Division Level Meetings
- January 26 - Central Office Review of Instructional Data

E SCHEDULE: (ONLY EHS - Q1)

- February 13 to 17 - Assessment Window Open
- February 21 to 24 - School Level Data Team Meetings
- February 27 and 28 - “Reteach, Retest” Designated Days
- February 27 - School Level Data Deadline for loading into Data Warehouse folders on Instructional Website. Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the data, and all data is loaded and ready for our review.
- March 2 - Division Level Meetings

F SCHEDULE: (EHS - Q2, JCIS and TES - Q3)

- February 9 - Principal/Assistant Principal Meetings - Principal presents Monthly Instructional Review
- February 24 - Central Office Review of Instructional Data
- March 9 - Principal/Assistant Principal Meetings - Principal presents Monthly Instructional Review
- March 6 to 16 - Assessment Window Open
- March 20 to 24 - School Level Data Team Meetings - completion of [14+ Day Plans](#) only, must include data from all benchmarks (See [14+ / 5+ Day Plans SOL Readiness Hub_ECPS 22/23](#))
- March 27 - 14+ Day Plans due. All Plans must be uploaded to your Data Folder on the Instructional Website. Email to Thomas, Temple, Blount, and Byrd-Wright that plans are ready for review.
- March 24 - Central Office Review of Instructional Data
- March 29 - Division Level Meetings
- April 11 to 28 - 14 Day+ Plans implemented

G SCHEDULE: (ONLY EHS - Q3 and others, see chart)

- April 17 to 21 - Assessment Window Open
- April 24 to 28 - School Level Data Team Meetings - Update 14 Day Plans based on new data
- April 28 - Send email to Thomas, Temple, Blount, and Byrd-Wright indicating that you have reviewed the UPDATED 4 day plans based on the new data, and it is ready for our review.