



Quality Assurance Plan for CALI

2010-2011 School Year

I. CALI Training Modules

Lead Consultants: Iris White and Shauna Brown

Area of Focus	Description of Quality Assurance
Module Focus	Each year a different module will go through an extensive review of training materials and presentation, similar to the SRBI revision process that took place during the 2009-2010 school year for 2010-2011. The focus will be on Common Formative Assessments.
Review of all materials	Revision Checklist
Vetting of new trainings	Any new training will need to be vetted by a team of CSDE, RESC/SERC, CAS, Consultants and/or District Personnel before the training is delivered. Shauna will be the lead contact for the Culturally Responsive Education and Tier I Instruction for English Language Learners module; Iris for the Data Analysis for Educational Leaders Training.
Evaluations centralized	Evaluations will be sent to Shauna Brown at CSDE. Support Staff will enter results into a database.
Onsite observation	Linda Gregg from Leadership and Learning Center, will work with Shauna and Iris on September 14, 2010 to revise trainer evaluation form and standardize trainer and technical assistance expectations. Consultants from the Bureaus of Accountability and Learning and Teaching and Learning will observe statewide trainings.
Ongoing updates to trainers	DDDM/DT Recertification Session on November 9 and 10, 2010 at Rensselaer. CFA Certified Trainers Follow Up, date to be determined.
Application to register for certification and recertification sessions	Applications are approved by Iris. District staff who complete the certification trainings are invited to participate in follow up cohort groups : DDDM/DT- 2 Data Team Facilitators, Hayley Zinn Rowthorn and Beth McCaffery invited to facilitate, coordinated by Iris. CFA-Sue Palma and Abbie Lareau with consultation by Larry Ainsworth, coordinated by Iris ETS-Lynmarie and Kelly, coordinated by Shauna

Quarterly Newsletter Update	E-mailed to CALI Certified Trainers every January, April, July and October.
Survey of Certified Trainers	Iris to develop, e-mail in September. The purpose will be to receive feedback on certification trainings, the newsletter, application process, etc.

II. Request for Service and Technical Assistance

Lead Consultants: Iris White and Shauna Brown

Area of Focus	Action
Technical Assistance Standards	Draft completed, need to revise to complete standards for trainers. Linda Gregg will provide consultation to Iris and Shauna on September 14.
Breakdown of data on RFS Application	EASTCONN will provide breakdown in late August/early September.
Survey schools and districts on RFS-Advisory Committee	Feedback received in Spring 2010. Assistant Superintendents will be invited to a feedback session with Jim Huggins during the October Advisory Committee Meeting.
RFS-TA-TAST	Work with EASTCONN to ensure that assistant superintendents and CALI Contacts are given access to the TAST Report and district trained lists.

Data Team Facilitators

Lead Consultant: Iris White

Area of Focus	Action
Feedback from Data Teams	Short survey monkey for principals to provide feedback on facilitation - e-mailed in January.
Standards	Data Team Facilitators complete and submit standards every June to Iris White and the Bureau Chief, Accountability and Improvement. Standards are shared with Assistant Superintendents and District Team Leads.
TAST	Re-examine the TAST System to see if the reporting system is accurate. Routinely check TAST reports to make sure they are completed, accurate and correctly labeled.
Billing Procedures	Review with EASTCONN
Professional Development	Quarterly half day meetings held with all data team facilitators, kicked off with a full day of professional development on Friday, September 10.

Executive Coaches

Lead Consultant: Robert Pitocco

Area of Focus	Action
Reports	Executive coaches, submit confidential reports to Susan Kennedy and Mike Buckley from CAS, after every school visit.
External Evaluation	Completed by UCONN and shared with Executive Coaches and the Bureau of Accountability and Improvement.

CALI Logistics

Lead Consultant: Shauna Brown

Area of Focus	Action
Coordination of CALI Logistics	Iris and Shauna will review procedures with EASTCONN and hold a meeting with all site coordinators in September.
No Shows	Names e-mailed to Assistant Superintendents or CALI Contacts after each training.
List of Registrants	E-mailed to Assistant Superintendents or CALI Contacts quarterly.
Wait List	Review procedure with EASTCONN.