CALIBRATION VISITS

Narrowing the Focus

Reading First Leadership Meeting
September 2007
Rapid Process of Improvement

- Philosophy of small, incremental changes sustained over time resulting in improvement

- A team from various functions in an organization analyzes a targeted process to identify opportunities to improve. Solutions are implemented quickly.
FIVE WHYS
Example:

1. *Why did the machine stop?* There was a overload, and the fuse blew.
2. *Why was there an overload?* The bearing was not sufficiently lubricated.
3. *Why was it not lubricated sufficiently?* The lubrication pump was not pumping sufficiently.
4. *Why was it not pumping sufficiently?* The shaft of the pump was worn out.
5. *Why was the shaft worn out?* There was no strainer attached, and metal scrap got in.
Apply “Five Whys” to your school:

1. Why didn’t we make adequate growth?
Rapid Process of Improvement for Reading First
Phase 1: Planning and Preparation

- Before the calibration visit the principal, coach, and/or leadership team use data to:
  - Identify an appropriate target area.
  - Narrow the focus to a specific problem within the target area. Work as far down the “5 Whys” as you can.
  - Request additional members for the visiting team.
  - Determine the schedule for observations.
Visiting Team of Experts

- Principal
- Coach
- One or two teachers with expertise in a specific area
- Reading First Coordinator
Phase II: The Calibration Visit

Opening Meeting:

- Host principal explains the data, purpose and focus of the visit, then makes observation assignments for the visiting team.

- Assignments can be to a particular grade level, to a subgroup of students, one of the three tiers, etc.
Phase II: The Calibration Visit

Observations:

- Host principal and coach set the schedule. Amount of time observing in each setting will be determined by the focus of the visit.

- The visiting team searches for answers to the remaining “whys.”

- Host principal and coach assist the visiting team in finding their assignment, but do not observe students.
Phase II: The Calibration Visit

Solution Meeting:

- The visiting team relates the information collected and answers the remaining “whys.”

- The teams work together to develop possible solutions.

- No new funds, no new personnel.
### Phase III: Implementation and Follow-up

- Within two weeks the host principal and coach work with their leadership team to choose and implement the solution, as well as, determine a process for measuring effectiveness.

- A report including the list of possible solutions, as well as, the final decision is sent to a Reading First Coordinator within two weeks.

- Technical Assistance visits will be guided by the implemented solutions.
What about the schools new to Reading First?

- When they host, the focus will be implementation with fidelity and organization of the 3-tier model.
- The principals and coaches from both schools will observe together in as many classrooms as possible for 10 to 15 minutes each.
- It is helpful if the coaches prepare copies of the lessons ahead of time.
Thank you for doing great work!

Please leave your name badges on the tables.