

# **Monitoring Routine Verification Tool Instructions**

## **Purpose**

The Monitoring Routine Verification Tool is designed to be completed by an observer to promote reflective practice and meaningful feedback regarding routine data-based decision making meetings. The indicators in this tool can be used to provide ongoing feedback and coaching to coaches/meeting facilitators and as a guidance document when planning for meetings.

## **Regional Coach Submission**

Following each monitoring routine meeting, the tool is completed by Regional Coaches online using this link:

[https://docs.google.com/forms/d/e/1FAIpQLSd-SthLha-FChFsKfF\\_qR-PkOiURdgnpRLnwXNY0vhSmm1mLg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd-SthLha-FChFsKfF_qR-PkOiURdgnpRLnwXNY0vhSmm1mLg/viewform?usp=sf_link)

The data is aggregated across all schools and used to determine professional learning priorities for regional and local coaches.

## **Monitoring Routine Verification Tool**

A paper copy of the Monitoring Routine Verification Tool can be found on the next page.

# Routine Progress Monitoring Verification Tool

**Purpose:** This observation tool is designed to be completed by an observer to promote reflective practice and meaningful feedback regarding routine data-based decision making meetings.

Observation Date:
District:
School:
LEA Coach(es):
Observer:

<b>What Strong Performance Looks Like:</b>	<b>Not Yet</b>	<b>Emerging</b>	<b>In Place</b>
1. Priorities are well understood and agreed on by all participants as the anchor for discussion.			
2. Agenda, key messages and discussion questions, and relevant data are clear, concise, and well-prepared in advance of the meeting.			
3. A wide range of evidence is presented in a way that is clear, sharp, and consistent, including outcome data, leading indicator data, and evidence on quality of implementation.			
4. Debate is vigorous but usually results in consensus about overall performance/progress, areas of strength, and areas of weakness.			
5. Discussion allows participants to identify specific barriers to success, with a focus on root causes that are actionable.			
6. Discussion encourages all participants to reflect on what it will take to overcome these barriers and to identify realistic solutions.			
7. When routines bring peers together, part of the discussion is structured to encourage learning and sharing across peers, including common challenges and best/promising practices.			
8. Cross-project comparisons create a spirit of friendly competition and professional learning about how to improve performance across all projects.			
9. Routine ends with the identification of clear action steps for all participants – both junior and senior – that are specific, actionable, and time-bound.			
10. Action steps identified at previous routine meetings are monitored for follow-through and efficacy during subsequent routine meetings.			

Strategy Reviewed:

Summary of Progress for Strategy:

Coaching Moves for Strategy Improvement:

Notes: