



CLSD Year 3 Site Visit 1 Guidance

This will be a two hour long virtual site visit. Your team will need to create a presentation that covers the items listed below. Please use the attached Self-Evaluation Continuum document as a guide for some of the areas. Questions can be directed to your REA liaison.

Use this [link](#) to sign up for a time.

Presentations should include:

- Literacy practice reports on all four age bands
 - Go over the six defined elements of the ND Comprehensive Literacy Plan for each grade band
 - Use Self-Evaluation Continuum as a reference for reporting areas and possible evidence
 - Be thorough, each element has three critical indicators, be sure that the presentation includes evidence for each of these
 - Representation from each of the grade bands should be present to answer questions
 - Present on goals forms
 - Should be aligned with findings of the self-assessment form
 - Due at time of first site visit
- Grant management report
 - Fiscal (Business manager or grant manager should be present for this section of the presentation)
 - Any budget updates
 - Update on where spending is at for the year/ life of the grant
 - A claims check will be done prior
 - First claim is due October 31st
 - Carryover plans
 - Tighten up spending this year, and moving forward
 - Literacy Team & Coaching
 - Who represents your literacy team
 - Goal-setting & monitoring processes
 - Literacy plan work
 - Reporting processes
 - Coaches
 - Who is/are your coach(es)
 - Coaching model
 - Work in/with the cadre

Two hours are allotted for this site visit because it should be a heavier lift than what has been done in the past. Each of the six elements need to be present in each of your age band reports with evidence to support the work you are doing. Examples of evidence can be found on the

Self-Evaluation Continuum document, but you are not limited to those options. If your team feels as though there is no evidence of work in a certain area, note that within your presentation.

An example feedback form has been attached to the Back-to-School email you received. That will be the form sent after this initial site visit. We will be looking to gauge where you are at and compare that to the self-reflection on your goals and measures to determine next steps. You may be asked to host a follow up in-person site visit to talk more in-depth about certain areas that need improvement, or if ample evidence is provided, a wrap-up virtual site visit will be scheduled for the spring with areas identified for focus.