



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

End of Cycle Review Meetings

What are End of Cycle Review Meetings?

- Four times a year, we schedule time to have a collaborative, reflective, problem-solving conversation, rooted in data, about your school's progress towards your goals and action steps.
- These meetings are not meant to be a "gotcha", instead we hope to have an honest conversation about where your kids and your school are, entering this conversation with a continuous improvement and growth mindset.
- In addition, these conversations help us nurture a sense of collective efficacy at your school.

Collective efficacy: "When educators believe in their combined ability to influence student outcomes, there are significantly higher levels of academic achievement" (Bandura, 1993, as cited in Donohoo et al., 2018, p. 41)

What happens at a Cycle Review Meeting?

During an End of Cycle Review meeting, we will review the data that your team submitted through the Annual School Planning System (ASPS). This includes:

1. Progress toward measurable goals included in the annual school plan;
2. Student achievement data; and
3. Climate and culture data, at the aggregate and student subgroup levels, including, but not limited to, in-school suspensions, out-of-school suspensions, chronic absenteeism, student attendance, faculty attendance, and incidents of violence, including harassment, intimidation, or bullying.

In addition, End of Cycle Review Meetings will focus on shifts in practice, impact, and next steps that result from what the Annual School Plan (ASP) teams in schools have prepared in advance through their in-house review and data analysis.

What will I be asked during Cycle Review?

These are the specific questions we will discuss during Cycles 1-3:

1. What data tells if the interim goal is met/not met? Is the school on track to meet the overall goal?
2. What shifts in systematic/instructional practice can be highlighted as a result of the data analysis? What intentional changes in your systems and instruction have occurred due to the data analysis?
3. What has been the impact of the School Improvement Award (SIA) allocation? What accompanying evidence can be provided to support the hypothesis?
4. What are the next steps?



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What is the process for Cycle 4?

Cycle 4 Purpose

The purpose of the Cycle 4 review is to hold space for thoughtful reflection on the successes of the year, focusing in specifically on the Growth and Reflection Tool (GRT). Schools self-evaluate how they fall on indicators of school quality in the GRT during ASP development, but oftentimes this self-evaluation does not get connected to a conversation about the school's overall growth and trajectory. We want to ensure that schools can discuss specific areas that they have seen growth with evidence to support their ideas, and that schools can connect the future work indicated in the GRT to the upcoming ASP.

We know that thoughtful reflection, in which school leadership teams can articulate the agency they have exercised and will exercise to create change in their schools, helps to foster "collective efficacy." Collective efficacy has been identified as the most effective influencer of student achievement (Hattie, 2016).

Cycle 4 Process

The Cycle 4 review meeting will be conducted in-person or virtually, according to the needs of the school, as identified by the Regional Support Team. It is important to note that this meeting will include questions that have not yet been asked during Cycle Review meetings:

- Identify one area on the Growth & Reflection Tool that was of focus during the current school year, where the school has shown growth.
 - What evidence do you have to support this claim?
 - How will you use what you learned this year to continue to grow and develop in that area next year?
- Identify one area on the Growth & Reflection Tool where the school has not shown growth that will continue to be an area of focus for next year.
 - What evidence do you have to support this claim?
 - How will you use what you learned this year to continue to grow and develop in that area for next year?

School leadership teams should prepare for this meeting by:

- Reviewing any available data that indicates whether they have met their ASP's SMART goals
- Reflecting on the GRT indicators, noting indicators where they believe their school has made/not made growth this year
- Gathering any pertinent data that serves as evidence for the school's progress on the GRT



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Who should be at an End of Cycle Review Meeting?

Ideal: Principal, members of the School Leadership Team (SLT), district leadership (Superintendent, Assistant Superintendent, Federal Programs Officer, and/or any other district support relative to the goals)

Minimum: Principal or school administrator who can speak to the plan

What should school-based leadership teams do to prepare in advance for these meetings?

- Ensure all quarterly data has been entered into the ASPS.
- As a team, collaboratively analyze your data.
 - Discuss: Does this data tell us that we are on track to hit our goals? What big shifts can we make to get back on track? What do we hope will be the impact of these shifts? What systems do we need to have in place to monitor these shifts before the next cycle review?
- Teams should be prepared to speak to the impact of funding, any important shifts they are making as a result of the data, and any specific next steps.

When do these End of Cycle Review Meetings occur?

- November 15-January 31: Cycle 1 Review Meetings (in-person or virtual)
- February 15 - March 31: Cycle 2 Review Meetings (in-person or virtual)
- April 15 - May 20: Cycle 3 Review Virtual Audit (More information forthcoming)
- June 1- School Closing: Cycle 4 Review Meetings (More information forthcoming)

Why are there changes this year?

N.J.A.C. 6A:33 (Chapter 33 - School Turnaround and Improvement) was readopted with minor revisions and amendments. Chapter 33 codifies and amends the progress monitoring process, thus impacting expectations of the schools and districts with categorized schools per ESSA. To summarize, categorized school ASP teams are still required to meet at least four times a year to assess progress toward ASP goal attainment. They should review the three data points noted above (in the section "What happens at a Cycle Review meeting?").

Who can I contact if I have questions or need support?

Contact the [ASP Help Desk](#) or your Regional Support Team, if relevant.