Proposed Program Review Audit Process (*for PILOT in Spring 2015*):

Rationale: The process maximizes both off-site review of data/evidence (ASSIST rationales/ratings) and on-site interviews/observation of additional key evidence to make valid inferences about the state of current programs, providing both commendations and recommendations that can support continuous improvement.

Key components:

1. 4-6 Indicators from each PR are identified that focus on program access, opportunity, and exposure—those indicators that focus directly on how students are being impacted by quality programs.
2. Selected schools within districts are identified for a PR Audit. Based on the FIRST letter of the name of the school, one PR area is identified for the audit (e.g., A-F = Arts, G-K = PLCS, etc.—with these random assignments varying year to year).
3. Audit Team pulls selected schools’ ASSIST information on the identified indicators for analysis, requesting access to the top 2-3 sources of evidence the school used in supporting their rating for those indicators (evidence sources must be presented within 3 working days to KDE from identification/request).
4. Audit schools identify 1 additional indicator under each standard that best exemplifies their progress or success in the program area being audited and submit the top 2-3 sources of evidence used to support those indicators (within 3 working days of request).
5. One additional indicator is randomly identified; ASSIST info for that indicator is reviewed and school again shares up to 3 sources of evidence that supported their rating (within 3 working days of request).
6. School on-site visit is scheduled at least 2 weeks ahead of time.
7. Prior to on-site visit, Audit Team will review School Report Cards and other public data in Open House for each school.
8. At least 1 week PRIOR to the visit, survey forms will be sent to the school to distribute to students, parents, faculty members (minimum response targets will be set depending on school demographics). NOTE: We will specify that the youngest students interviewed in an elementary school would be 2nd graders.
9. 3-4 Audit Team members will spend one day on site doing the following:
	1. Conducting a standardized interview with the principal/building leader;
	2. Conducting standardized focus group interviews with students (students identified randomly by the audit team—for example, “the 5th student on each homeroom roster”—minimum of 3 students per grade level in building);
	3. Conducting standardized interviews with the SBDM members (including parent representatives –will contact by phone if not available on site);
	4. Conducting standardized interviews with representative teachers throughout entire school;
	5. Reviewing the master schedule of the school;
	6. Analyzing survey responses;
	7. Generating a set of commendations and a set of recommendations based on all data gathered to date;
	8. Presenting the commendations/recommendations to the principal/school leader/school faculty;
	9. Presenting the commendations/recommendations to the superintendent/local school board member(s) (if they are available and wish to meet).
10. Audited schools are required to share the Audit Team findings with the local school board at the next scheduled public meeting following the audit and the next SBDM meeting.
11. Audited schools are asked to prioritize recommendations and address at least 2 in the coming year’s CSIP.
12. Exemplary or promising practices identified and substantiated with evidence/interviews, etc., will be shared on the Program Review website and schools will be encouraged to submit more details for possible inclusion on KDE’s Best Practice site.
13. KDE Audit Team member will conduct a follow up interview (by phone or Lync) the next year with the building principal/leader to check the status of the recommendations that were prioritized for improvement.

*\*Note: The 2015 Spring PILOT will work from 2014 PR Information/Ratings.*

Submitted on January 27, 2015