



**Mercer County Schools**  
**Monitoring Form 2018-2019**

<b>School:</b>	
<b>Meeting Purpose:</b>	To review district initiatives and systems, determine needs, target areas of district support and set goals.
<b>Protocol:</b>	Jennifer Hatton and Dennis Davis will meet monthly with the principal, instructional leadership team and Instructional Coaches to monitor and support district initiatives and systems. Principal will complete Evidences/Notes prior to each meeting. Each month change the color of your evidence.

Monitoring Topics	Guiding Questions	Evidence/Notes:
<b>Observation/Walkthroughs</b>  # of walkthroughs _____	1. How are you tracking your walkthroughs? 2. What instructional practices are you seeing in the classrooms? 3. What instructional strengths do you see? 4. What instructional concerns?	
<b>Instructional Leadership Team meetings</b>	1. How often do you meet with your instructional leadership team? 2. What is the focus of the meetings? Agendas?	
<b>Co-Teaching</b>	1. How are co-teaching classes going? 2. Are all teams planning together? 3. Are all teachers responsible for instruction and planning?	
<b>Certified Evaluation</b>	1. Non-renewals? 2. ICAPs? 3. Concerns: What support are you providing and what support is needed?	
<b>Curriculum Monitoring</b>  <b>Requirements:</b> <ul style="list-style-type: none"> <li>• Pacing Guide</li> <li>• Curriculum Map</li> </ul>	1. Describe protocols for monitoring curriculum in your school. How often are you meeting with teachers on curriculum? 2. What is the protocol if a teacher is not current on curriculum/pacing? 3. Do you know if most/many/few teachers are on track with pacing?	

<b>Professional Learning Communities Process</b>	<ol style="list-style-type: none"> <li>1. What PLC protocol is in place?</li> <li>2. How are PLC's schedules and structured?</li> <li>3. Are you leading/attending PLCs each week?</li> <li>4. Strongest aspect of these meetings? Areas for growth?</li> </ol>	
<b>Assessment Data</b> <ul style="list-style-type: none"> <li>• Behavior</li> <li>• Academic</li> <li>• Universal Screening</li> <li>• Data Analysis</li> <li>• RTI/ESS/Gap</li> </ul>	<ol style="list-style-type: none"> <li>1. What data did you analyze this month and what is it telling you?</li> <li>2. How are the gap students progressing (Disabilities, 2 or more and African American) towards proficiency?</li> <li>3. How is your Tier 1 instruction going? Are teachers differentiating instruction based on assessment and student mastery?</li> <li>4. How is RTI (Tier 2) structured?</li> </ol>	
<b>School Improvement Planning</b>	<ol style="list-style-type: none"> <li>1. How are you monitoring that the plan is being implemented?</li> <li>2. What is your plan to exit TSI status?</li> </ol>	
<b>Master Schedule</b>	<ol style="list-style-type: none"> <li>1. What are your focus areas in developing your master schedule next year?</li> </ol>	
<b>Instructional Coaches</b> <ul style="list-style-type: none"> <li>• Focus on classroom instruction</li> <li>• Support teachers with developing quality lesson plans, assessments and analyzing data.</li> </ul>	<ol style="list-style-type: none"> <li>1. What are you seeing in the classroom?</li> <li>2. What are you asking teachers to do?</li> <li>3. What concerns do you have?</li> </ol>	
<b>Mental Health</b>	<ol style="list-style-type: none"> <li>1. How are counselors addressing mental health?</li> </ol>	

## Notes