

OSPI – Continuous Improvement

Technical Assistance Topic 2.2

Checklist

Knowing

- ☐ Does every team member understand the district and school goals—not just repeat them?
- ☐ Can staff explain how their daily work connects to those goals?
- ☐ Has your team used tools like process mapping to make alignment visible?
- ☐ Are teams using updated student data tied to the LCAP and SIP?

Top Tip: Move beyond memorization. Make sure every person can explain their role in reaching the goal.

Believing

- ☐ Do staff see visible wins across classrooms and teams—not just in isolation?
- ☐ Are successes tied to evidence-based practices (EBIs) that connect back to district or school goals?
- ☐ Does your school schedule regular cross-team data walks or learning showcases to share success stories?

Top Tip: Create moments for staff to see real results from their own school. Belief grows when success is visible.

Receiving Relevant Feedback

- ☐ Is feedback timely, specific, and directly tied to school goals?
- ☐ Are meetings focused on the most important data, not every piece of data?
- ☐ Does your team use a simple rubric to keep feedback clear and consistent?

Top Tip: Feedback should tell a clear story—where you are, what progress looks like, and where gaps remain.



The Cost of Not Implementing

- ☐ Have you scheduled checkpoints early (planning meetings, data reviews, community updates)?
- ☐ Are course corrections built into your improvement plan?
- ☐ Do staff understand the risk of small missteps multiplying over time?

Top Tip: Plan early and adjust often. Small corrections now prevent big problems later.

Conclusion

- ☐ Do all staff know, believe, and receive clear feedback tied to goals?
- ☐ Are successes shared openly so confidence grows across the school?
- ☐ Are leaders modeling clarity, belief, and follow-through?

Final Tip: Confidence is contagious. Build it early, spread it widely, and watch your team achieve more together.