**Continuous Improvement Example: Representativeness of SEL Team**

Collaborating closely with out-of-school time partners? See the [OST-enhanced version of this tool](https://schoolguide.casel.org/out-of-school-time-tools). (<https://schoolguide.casel.org/out-of-school-time-tools>)

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| **PLAN:** |
| What problem of practice will be addressed? |
| The SEL team is having a hard time recruiting parents to be part of the team.  |
| **Continuous improvement aim:** *What is hoped to be achieved through this PDSA cycle?* |
| At least one family member will volunteer to be part of the SEL team and attend meetings to provide a needed family perspective. |
| **Innovation to be tested:***What change will be put into practice to achieve the aim?* |
| To help family members learn about SEL, four teachers will record a talking circle and post it on their class website. To encourage families to view the video, the teachers will use a web-based communications app to efficiently text families and request they view the video on the class website to learn more about SEL. |
| *Describe who will be implementing the innovation:* |
| Mr. Johnson, Ms. Lewis, Ms. Patel, Mr. Elliot |
| *How long will the innovation be implemented before moving to the next step?* |
| Two weeks |
| **What data source(s) will be used to determine extent to which aim is achieved?** |
| The number of parents contacting the teachers to learn more about the SEL team. |
| **Based on the identified data sources, what metrics would be an indicator that the innovation is successful?** |
| The innovation will be successful if at least four parents contact a teacher to learn more about the SEL team. |

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| **DO:** |
| What are high level observations from implementing the innovation?*"To what extent did everything go as planned?"*  |
| Each teacher was able to post the video on their class website and used the app to encourage family members to view the video of the talking circle. |

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| **STUDY:** |
| Team to utilize [ATLAS Looking at Data Protocol](https://drive.google.com/open?id=0B-JSYTPw8zJRek1ycWlzUEJoaUU) to guide data inquiry discussions. Please summarize any implications for Practice that the team generated through use of the ATLAS Looking at Data Protocol here.  |
| A total of three parents contacted their students’ teacher to learn more about the SEL team and what being part of the team would involve. All three parents had concerns about the scheduled time that the SEL team regularly met and wondered if the day and time could be more flexible to accommodate their schedules. |

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| **ACT:** |
| Team to utilize [ATLAS Looking at Data Protocol](https://drive.google.com/open?id=0B-JSYTPw8zJRek1ycWlzUEJoaUU) to guide data inquiry discussions. Please summarize any Next Steps that the team generated through use of the ATLAS Looking at Data Protocol here. |
| The three family members who are interested in volunteering will attend the next SEL team meeting to learn more and problem solve scheduling difficulties. |