

Housekeeping

one Chair's discussion worksheet

Previsit

- Requirement for pre-reading and visit
- Open communication regarding difficulties and successes; how can/will we best work together to make the visit successful and meaningful for the school. Celebrate success and identify strategic work to improve student learning.
- Copies of previous VC reports (last full visit and any interim)
- Revisit School Self-Study Coordinator checklist in WASC manual

Hotel Reservations/Meals for VC and Reimbursement

- School makes reservations; single rooms; ask for state government rate. Notify VC members when you mail Self-Study; Include map to hotel, final schedule, other "welcoming" information. Clean & safe; close to school; continental breakfast helpful but not required; non-smoking rooms; rooms close but not necessarily all on the same floor in a row; If one could be slightly larger it's helpful but not required; one room (larger?) for early check-in on Sunday.
- If possible, prepay (or make arrangement for billing) for dinner meals. If not possible, I'll pick up all dinner meal costs and include in my reimbursement.
- If possible, we'll carpool to/from the school.
- Have paperwork for our reimbursement ready. Consider Googling mileage (home to hotel to school to hotel to home) and having those checks ready as most VC members, mileage will be their only expense.

Self-Study

- Mail 5-6 weeks ahead of the visit; include CD/USB with text of report for VC in Word (pc) format.
- Make a couple of extra, "fancy" copies – just in case. Often we lose VC members after the report's been mailed and you'll need another one ready to send to the replacement (should WASC be able to find someone).

Workroom on Campus

- Large enough
- Secure location for personal belongings but not "secret"
- Reflect school – good location for general evidence (yearbooks, photographs, Board policies, some student work)
- Desk supplies – paper, pencils, scotch tape, stapler, pencils/pens, paper clips, scissors, easel paper & markers
- Access to (where? code?) & location of copy machine
- Two or three computers & a printer (Microsoft Office 2003 or more recent for the pc). Please check printing set-up before Monday morning.
- Have 2-3 extra campus maps & bell schedules.
- Need enough copies of current master schedule for the VC plus three. Make one as large as is reasonably & economically possible; whatever's available for other copies that will be used by the VC member.
- **Evening security** on campus. We'll work at the school Monday & Tuesday between the end of the last meeting & dinner (roughly 5 pm to 7 pm). Security? Parking? Restrooms?

Food/Hospitality

- In workroom: light, high protein (cheese & crackers, pretzels, Cliff bars, trail mix, raisins), yoghurt, fruit. Hot water with coffee & tea bags works well. Water, soft drinks, juice. Small amount of chocolate (M&M's, "fun" size candy bars)
- Lunch both days on campus – How will you/we handle payment in student & faculty cafeterias?
- Breakfast? Will VC eat at hotel or on campus? If on campus, what/how?
- Wednesday working lunch for VC & Leadership Team. Portable!
- List of restaurants in area (eat in & delivery).
- I'll check food allergies/concerns with VC members & let you know what I discover

Key(s) for restroom & workroom for each member.

Phone numbers for principal & self-study coordinator (cell & home). Walkie talkie?

Photographs on campus . We'd like to take photographs on campus to incorporate into the Wednesday presentation. Policy? Permission? Guidelines? This presentation will be the highlights of our written report. OR, might we use some from your yearbook/newspaper stock?

Colors and Logo would like jpeg or gif file for report cover.

Parking places: 2-3 Sunday, Monday, & Tuesday (unless we have a van in the group. I'll check). One for each committee member on Wednesday

Clerical Help & Technology

- Visiting Committee will do most of their own work in producing their reports.
- We will need help with reproduction (person or "key" to copy machine) Tuesday & Wednesday.

Schedule

- Robertson will do first cut based on school bell schedule. School to reflect & refine. May move meetings or add meetings; may not drop meetings. Clerical? Administration? Counselors?
- Minimum day on Wednesday? Nice but *not* necessary.
- Ad hoc student meeting. Passes available Sunday afternoon.
- All focus group meetings in "their rooms" if they have had a regular meeting place. We go to their turf.
- District Office meeting: Invite the people come who best can reflect on your process & action plan and/or those who need to be present for political purposes. They come to the school to meet the VC. This meeting will be on Tuesday (if we can make it work with their schedules).
- Daily meetings with Leadership Team regarding meetings, progress, questions, writing: Not necessary to have all in attendance at every meeting, but do need people knowledgeable/interested in the topic(s) of the day. Purpose is to provide feedback & gather information – it's a two-way street!
- Wednesday substitute needs for Leadership Team from mid-day on

Sunday

- Need for event? Your call. If yes, please keep it short!
- Purpose of meeting with Leadership Team is to set the stage for the visit. Please have the right players.
- Parent/Community Meeting
- VC will work **at school** on Sunday beginning about noon. Campus availability? Keys?

Evidence/Artifacts/Documents

- Put most of it in the classroom.
- Highlight for us where you're hosting/having necessary events which we should visit (band or play practice, parent meeting, special exhibit or activity).
- Include additional data that has been received/gathered since publication of the self-study.
- Basic texts in English, Mathematics, Science, & Social Studies for grades 9 & 10

Bring your school to life in the VC's work area (these are examples; see also Workroom section)

- * Brochures, etc. advertising school/programs/smaller learning communities
- * Teacher Handbook/ policies
- * Student/Parent materials (handbooks, agreements, training materials, etc.)
- * Curriculum documents for core courses in English, Mathematics, Science, & Social Studies at all grade levels. Include other departments, as they are available.
- * Samples of student work. These should show a variety of grade levels & student sub-groups as well as program paths. Larger (culminating) projects give the most information (rather than daily work). Show three-dimensional objects, artwork, models. Include samples of those pieces of work analyzed during the self-study.
- * List of all staff members with department & location (enough for each VC member)
- * Campus map (enough for each VC member – just in case)
- * Safety Plan
- * Student Yearbooks (2-3); Student Newspapers (samples)
- * Any materials that document the process of self-study (If you don't have them, don't create them!). This might include samples of agendas for meetings, a timeline, evolution of the cover of the report, an early draft of something, lists of Focus Group members if not in the report, schedule of meetings, structured interview questions
- * Board/Director policy manual (if not too voluminous; if large, consider just those related to personnel & curriculum/instruction)
- * If not in the self-study, duties & responsibilities chart/list for administrative and/or management staff
- * Parent/family newsletters; Minutes from various parent meeting; Parent/family training materials (samples)
- * Staff meeting agendas; Agendas for professional development
- * Employee contracts

Action Plan

- Copies of annual action plans since last full (or initial, if this is school first full visit) plus annual reports.
- Preliminary in self-study. Much of our discussions will be around what you learned from the self-study & how that will affect future actions.
- Should VC make additional schoolwide recommendations, these MUST be incorporated into a revised action plan. It may be that these recommendations will necessitate additional tasks or actions. Or, (less likely) they may require an entire new section within the plan or a complete revision of one or more sections. We'll be clear!

Wednesday

- Need LCD projector & screen for presentation. You will receive a copy of the PowerPoint to show to other audiences (this is where the photographs come into play).
- Invite whoever needs to be there.

Paperwork

- VC will leave school a good draft, but **still** a draft of VC report. Robertson will mail school one complete, final VC report within five working days. Please recycle all drafts. **NOTE:** The school is responsible for sending copies of the VC report and the revised action plan to various organizations. **CHECK** the manual for details. (WASC/CDE 2009 pp. 148 and 183)
- Robertson will mail VC all reports (public & confidential) to WASC within five working days. The Accrediting Commission meets the end of January, April, & June. Actual dates are posted on the WASC website (www.acswasc.org). Depending on timing, the Commission will take action on the Visiting Committee's recommendation at their next meeting. The principal (this is the only person to whom they will give the information verbally) may call the Northern Section office of WASC the week following the Commission meeting to find out the Commission's action. A letter will follow in several weeks.
- WASC requires a copy of your self-study (CD). School personnel are responsible for sending this along. See manual for details & due date.
- Robertson will send complete copies of VC work to all VC members who request them when term has been determined.

Preparing Staff for the Visit

- Focus Group-VC meetings will be open reflection of process, findings, & next steps. Remind them to re-read their work before the meeting & to be familiar with the draft Action Plan, particularly as it relates to their focus/home group area AND their classroom. Detail of conversation will continue to be on key issues related to student learning & what happens after the Visiting Committee leaves. What have you learned as a result of the self-study? How will the school/your classroom be different in 2, 3, 5 years? There will also be questions to fill gaps for the VC – things in the self-study that were incomplete or confusing.
- Will not ask staff to repeat self-study; rather to extend thinking & ideas; fill gaps. However, they should be cognizant of the contents of the final report.
- Circle or inward facing chairs/desks; around tables. VC will not sit together in meetings.
- VC expects all who participated to attend & all who attend to participate. Help set this norm.
- Start & end meetings on time.
- VC will take notes in classrooms & meetings to help us remember who/what/when.