

Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent
600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440

State Education Improvement Process Preparing for a Team Visitation (Year II or III)

Superintendent will send a copy of their School Profile/Portfolio and visitation schedule to the Team Chair along with a letter of welcome to each of the visiting team members at least two weeks prior to the visitation.

VISITATION AGENDA

SCHOOL: _____ **DATE:** _____

<u>Steering Committee:</u>	<u>Visitation Team:</u>
1. _____ Superintendent	1. _____ Team Chair
2. _____ Administrators	2. _____ Math “expert”
3. _____ Elementary and/or Title rep	3. _____ Reading “expert”
4. _____ Secondary and/or SPED rep	4. _____ Outside administrator
5. _____ parent(s) and/or student(s)	5. _____ Other “expert”
6. _____ (School board member) (other?)	(Stipend for T.C. + expenses for team)

Sunday, March 18, 2012

6:00 Dinner with Visitation Team, Board & Staff (School or Café)

Remarks and introductions: Superintendent and/or School Board

Overview of the process: Team Chair

Tour of School: Steering Com, Student rep, and/or school board

7:00: Orientation “only” of visiting team led by Team Chair (in designated work & interview area)

Review School Profile/Portfolio – share comments

Review Interview Guide and determine protocol for interviews

Review Preliminary Documentation Report: Each visitation team member will use this document to record information and present to Team Chair for assistance in writing final report. One or two standards may be assigned to each team member if the Team Chair wishes.

Monday, March 19, 2012

**8:00 Meet in designated work area with Steering Committee
(Computer, pens, markers, post it notes, large tablet paper, water-coffee-
snacks etc could be made available)**

8:30: Interviews: School Administrators & Students

9:00: Interviews: Teachers

9:30: Interviews: Students (split)

10:00: Visitation team work time

10:30: Interviews: School Board

11:00: Interviews: Community

11:30: Lunch (working lunch for visiting team)

12:15: Follow up interview if needed.

12:45: Visitation Team: Writing the Report

3:30: Initial feedback (findings)to staff by Team Chair

***Team Chair report will be sent to DPI no later than 2 weeks
after the visit.***

***School will send Action Plan to DPI no later than 2 weeks
after they receive the review. Annual Review due in May of each
year.***



DPI web site: <http://www.dpi.state.nd.us/>

School Approval & Accreditation:

<http://www.dpi.state.nd.us/approve/edimprov/index.shtm>

Team Chair assessment of Standards Report: (SFN58177)

Action Plan: (SFN54223)

Annual Review: (SFN58916)