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| **School**: |  | **Dates**: |  |

**TBD**

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| **Time** | **Meeting Topic** | **School Attendees/NEASC Attendees** | **Location** |
|  |  |  |  |
| **TBD** | NEASC Visiting Orientation | None/All team members | Zoom Link |

**Monday**

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| **Time** | **Meeting Topic** | **School Attendees/NEASC Attendees** | **Location** |
| 7:30 - 8:00 | Visiting Team Planning | All team members |  |
| 8:00 - 8:40 | Steering Committee | Principal and Steering Committee/All |  |
| 8:45 - 9:30 | School Tour | 4 students/All (Divide into 2 groups) |  |
| 9:40 - 10:30 | Priority Area #1 Meeting: | 6 stakeholder representatives/2 team members |  |
| Classroom Visits Round #1 | All Classes /6 team members | Classroom Visit Spreadsheet |
| 10:50 - 11:30 | Student Meetings | 24 students in four meetings of 6 each. Consider affinity groups/2 team members in each meeting |  |
| 12:30 - 1:20 | Priority Area #2 Meeting: | 6 stakeholder representatives/2 team members |  |
| Classroom Visits Round #2 | All Classes /6 team members | Classroom Visit Spreadsheet |
| 1:30 - 2:10 | Superintendent/District Leadership | Superintendent and others as needed/Chair & Assistant Chair |  |
| 2:20 - 2:40 | Principal Check in | Principal/Chair and Assistant Chair |  |
| 3:00 – 4:00  6:30 – 9:00 | Team Meetings | All team members |  |
| 7:00 - 7:30 | School Committee Meeting | Committee Members/Chair and team members as needed |  |

**Tuesday**

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| **Time** | **Meeting Topic** | **School Attendees/NEASC Attendees** | **Location** |
| 7:40 - 7:55 | Team Planning | All |  |
| 8:00 - 8:50 | Priority Area #3 Meeting: | 6 stakeholder representatives/2 Team Members |  |
| 8:00 - 8:50 | Priority Area #4 Meeting: | 6 stakeholder representatives/2 Team Members |  |
| 9:15 - 10:15 | Student Work | 16+ students with samples of work to discuss/All |  |
| 10:30 - 11:30 | 4Cs Meeting | Principal and Leadership Team/Chair and Asst. |  |
| 1:25 - 2:10 | Classroom Visits Round #3 | All Classes/All | Classroom Visit Spreadsheet |
| 2:20 - 2:40 | Principal Debrief | Principal/Chair and Asst. Chair |  |
| 3:00 - 4:00 | NEASC Team Meeting | All |  |
| 7:00 - 9:00 | NEASC Team Meeting | All |  |

**Wednesday**

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| **Time** | **Meeting Topic** | **School Attendees/NEASC Attendees** | **Zoom Link** |
| 8:00 - 12:00 | Team Meeting to review reports | All |  |
| 12:30 - 1:10 | Principal Debrief | Principal and others at principal’s discretion/All |  |
| 2:30 - 3:00 | Faculty Meeting | All Faculty/All – Chair gives remarks |  |