

**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON TECHNICAL AND CAREER INSTITUTIONS**

Letter to Focused Visiting Team

Dear Visiting Team Member:

May I express the thanks of the Committee on Technical and Career Institutions (CTCI) for your willingness to accept the assignment as a member of a visiting team. Perhaps a few comments will help clarify the role of the individual visiting team member in CTCI's assessment of the school's program.

Prior to your arrival, the host school will have spent considerable time in preparing a focused visit report. As representatives of the Association, the visiting team will spend two and a half days at the school reviewing the findings of the focused visit report, identifying programs which are commendable, and indicating areas which need improvement.

The focused visiting team report and other supportive documents are reviewed by the Committee on Technical and Career Institutions as a basis for voting continued accreditation with the New England Association of Schools and Colleges Commission on Public Schools. Clearly, the report of the visiting team is vital in Committee deliberations.

As a visiting team member, we trust you will be neither a relentless critic nor an innocuous observer. Neither posture will be of service to your hosts.

Because you will see much of the procedures and group dynamics of the school, it is important to keep all of your observations confidential. Be professional, constructive, and objective in your relationship with the school's staff.

Remember that we are not in the business of evaluating individual instructors or administrators. We are examining and setting forth in the clearest possible terms how well the institution implements its stated philosophy and its vocational programs.

Team findings should be delivered to the staff by the chair during the oral report, not by individual team members.

Review the material on the website and that sent by the host superintendent/ principal/director. This information will help you learn about the community and the school and its philosophy. You will find out how this school is unique.

Please review CTCI's **Standards of Membership**.

When you leave the school, please respect the confidentiality of your findings. You became privy to the workings of the school by virtue of your assignment as a visiting team member. Do not divulge your observations or team judgments following the visit.

Do not become concerned or anxious about commendations, recommendations or evaluations. School officials will get the opportunity to correct inaccuracies which appear in the visiting team report.

We are sure that the task of a visiting team member must seem enormous to you and it is. It is difficult for any professional to visit a school, become involved enough to capture its essence, yet remain apart enough to make objective, pertinent recommendations to improve its quality.

That is the ultimate goal of an evaluation--school improvement. Your recommendations may be consonant with the staff and administration's or they may not; but, if you sincerely believe that your recommendation, if implemented, will improve the school, you have done your job well.

We wish you the best in your assignment and thank you for the time and energy you will devote to the task.

Sincerely,

A handwritten signature in black ink that reads "Bruce Sievers". The signature is written in a cursive style with a large, stylized initial "B".

Bruce Sievers, Associate Director
Commission on Public Schools
Committee on Technical and Career Institutions