



NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES

NEASC Commission on Public Schools Collaborative Conference

Required Elements of the Collaborative Conference

Tour of the school building

Classroom visits (at least 90 minutes)

Meeting with the Self-Reflection committee* to discuss the Self-Reflection report

Meeting with a representative group of students

Meeting with a representative group of parents

Meeting with a representative group of teachers

Meeting with central office administrators

Meeting with building administrators

Meeting with department leaders or other school leaders

Meeting with support staff personnel such as school counselors, nurse, librarian, and special education personnel

*May be selected members of the committee depending on how the school structured the Self-Reflection process.

- Note: All meetings should be 45 minutes, depending on the school bell schedule. Visitors may be asked to attend different meetings during the same block of time at the discretion of the chair.

The Collaborative Conference Visit Schedule

| Day 1 | | |
|-------------------------|--|-------------|
| 7:30 a.m. | Team arrival at the school | All |
| 7:45 – 8:15 a.m. | Tour of the building and grounds | All |
| 8:20 – 9:00 a.m. | Review report with Self-Reflection committee | All |
| 9:00 – 10:30 a.m. | Observe classes | All |
| 10:30 – 11:25 a.m. | Meeting with central office administrators/Meeting with support staff Meeting with CTE program personnel (if applicable) | Divide Team |
| 11:30 a.m. – 12:00 p.m. | Lunch | All |
| 12:00 p.m. – 12:45 p.m. | Meeting with parents/Meeting with students | Divide Team |
| 12:50 to 1:50 | Meeting with a representative group of teachers Meeting with CTE program personnel (if applicable) | Divide Team |
| 1:55 – 2:40 p.m. | Meeting with department heads or other school leaders | All |
| 2:45 – 3:30 p.m. | Meeting with building administrators | All |
| 3:45 p.m. | Depart school and check-in to the hotel | All |
| 5:00 p.m. | Team debrief meeting in hotel workroom | All |
| 6:00 p.m. | Dinner | All |
| 7:00 p.m. | Evening meeting and writing time in hotel workroom | All |
| 9:00 p.m. | Adjourn | All |
| Day 2 | | |
| 6:30 a.m. | Breakfast at hotel and check-out of hotel | All |
| 7:30 a.m. | Arrival at school | All |
| 7:45 a.m. – 12:00 p.m. | Work on the draft Collaborative Conference Report in the team room and other meetings if requested by the chair. It is important for the team to collaborate on the Foundational Element ratings and the finalization of the Priority Areas of Growth. | All |
| 12:00 p.m. | Lunch | All |
| 12:30 p.m. | Preparation for debrief meeting with the principal | All |
| 1:00 p.m. | Debrief with the principal | All |
| 1:45 p.m. | Depart | All |

- The chair will develop the Collaborative Conference Visit schedule, adjusted based on the school's bell schedule, in consultation with the principal or Accreditation Coordinators.
- All meetings should be 45-60 minutes, depending on the school bell schedule.
- CTE meetings with the director and program personnel will be scheduled as needed.