

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

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

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.

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

Sample Collaborative Conference Work Schedule

Day 1

7:30 a.m.	Team arrival at the school
7:45 – 8:15 a.m.	Tour of the building and grounds
8:20 – 9:00 a.m.	Review report with Self-Reflection committee
9:00 – 10:30 a.m.	Observe classes
10:30 – 11:25 a.m.	Meeting with central office administrators/Meeting with support staff
11:30 a.m. – 12:00 p.m.	Lunch
12:00 – 12:45 p.m.	Meeting with parents/Meeting with students
12:50 - 1:50 p.m.	Meet with a representative group of teachers
1:55 – 2:40 p.m.	Meet with department heads or other school leaders
2:45 – 3:30 p.m.	Meet with building administrators
3:45 p.m.	Leave school and check in to hotel
6:00 p.m.	Dinner and evening meeting to debrief findings

Day 2

6:30 a.m.	Breakfast and check out of hotel
7:30 a.m.	Arrival at school
7:45 a.m. – 12:00 p.m.	Work on collaborative conference report in team room and other meetings as requested by the chair
12:00 – 12:30 p.m.	Lunch
1:00 p.m.	Debrief with principal
1:45 p.m.	Depart

Note: The Collaborative Conference schedule will be developed by the chair in consultation with the principal and/or Accreditation Coordinators and will be adjusted based on the school's bell schedule. Team members may split up between scheduled meetings.