

## Annual Monitoring Visits 2016

School	Members	Observation, Parents, Students, Staff visit	Administration and Board visit
<b>Cornville</b>	Shelley Jana Mike	Friday, April 8 9:30-2:30	Wednesday, April 20 2:00-6:00
<b>MeANS</b>	John Jana Nichi	*Monday, April 11 12:00-3:00	Monday, April 25 9:00-2:00
<b>Baxter</b>	Jana John Ande	Thursday, April 28 9:30-2:30	Friday, June 17 9:00 am – 1:00 pm
<b>Fiddlehead</b>	Shelley Jana Nichi	Wednesday, May 4 9:30-2:30	Thursday, June 16 10:30-2:30
<b>Harpwell</b>	Laurie John Shelley	Thursday, May 12 9:30-2:30	Thursday, June 30 11:30-4:00
<b>MCA</b>	Mike Laurie Nichi	Wednesday, May 18 9:30-2:30	Friday, July 8 10:30-2:30
<b>MeVA</b>	Mike Laurie Ande	Wednesday, May 25 9:30-2:30	Tuesday, July 12 10:30-2:30

\*Call Gina to schedule classroom observation on a different day.

### Monitoring Visit Matrix

Visit Type & Time Frame	Purpose	Commission Responsibilities	School Responsibilities	Completed Documentation
<p>End of Year Activities Between Apr. 15 and June 1</p>	<ul style="list-style-type: none"> <li>Prepare for end of year visit</li> </ul>	<p>Between April 15<sup>th</sup> &amp; End of School:</p> <ul style="list-style-type: none"> <li>Observe classrooms with school leadership               <ul style="list-style-type: none"> <li>School provides evidence of the implementation of unique components of their application</li> </ul> </li> <li>Review self-assessment</li> <li>Meet with students and parents based on self-assessment</li> <li>Identify areas for follow up at end of year visit</li> </ul>	<ul style="list-style-type: none"> <li>Complete self-assessment and send to Commission by April 15<sup>th</sup></li> <li>Observe classrooms with Commission members</li> </ul>	<p>End of Year Visit Preparation List</p>
<p>End of Year Visit (End of years 1, 2, &amp; 3) Between June 15<sup>th</sup> and July 15<sup>th</sup></p>	<ul style="list-style-type: none"> <li>Determine if the school is delivering program described in application</li> <li>Monitor progress towards performance measures</li> </ul>	<ul style="list-style-type: none"> <li>Meet with:               <ul style="list-style-type: none"> <li>School Leadership</li> <li>Board Members</li> </ul> </li> <li>Review initial data aligned to performance measures</li> <li>Establish due dates for end of year data report to Commission</li> </ul>	<ul style="list-style-type: none"> <li>Work with Commission to arrange visit</li> <li>Provide initial data</li> </ul>	<p>End of Year Report</p>

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<p>End of Year Visit <b>Year 1</b> Between June 15<sup>th</sup> and July 15<sup>th</sup></p>	<ul style="list-style-type: none"> <li>Determine if the school is delivering program described in application</li> <li>Monitor progress towards performance measures</li> </ul>	<ul style="list-style-type: none"> <li>Review self-assessment</li> <li>Visit school between May 1<sup>st</sup> and End of school year to:               <ul style="list-style-type: none"> <li>Observe classrooms</li> </ul> </li> <li>Meet with:               <ul style="list-style-type: none"> <li>School Leadership</li> <li>Board Members</li> <li>Parents</li> <li>Students</li> <li>Teachers</li> </ul> </li> <li>Review initial data aligned to performance measures</li> <li>Establish due dates for end of year data report to Commission</li> <li>After the close of school and before July 15<sup>th</sup>: Meet with school leadership to review final data, end of year report, and discuss plans for following year</li> </ul>	<ul style="list-style-type: none"> <li>Complete self-assessment and send to Commission by April 15<sup>th</sup></li> <li>Work with Commission to arrange visit</li> <li>Observe classrooms with Commission members</li> <li>Provide initial data</li> <li>Prepare an end-of-year self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>School Self-Assessment</li> <li>End of Year Report</li> </ul>

## End of Year Visit End of Year Template: Use 2014-2015 Report as Template

### End of Year Visit Guidance

**Self-Assessment:** *School completes a self-assessment at least two weeks prior to the scheduled visit and submits it to the review team.*

**Classroom Observations:** *Member(s) of the Commission observe classrooms with school's leadership team. Spend at least 20 minutes in representative classrooms at each grade level and/or subject area. After leaving the classroom, the leadership team describes how what was seen in the classroom reflects the school's mission and vision. The classroom observations should be done prior to the end of year visit.*

**Meet with Students:** *Areas to explore include student satisfaction with academic program and the quality of the school climate. Possible questions include:*

- *What are you learning?*
- *How well does your teacher understand your needs as a learner?*
- *How do students get along with each other?*
- *Do you feel safe at school? On the bus? At the bus stop?*
- *Is there anything you wish you could change at this school?*
- *Is there anything else you would like to tell us about the school?*

**Meet with Teachers:** *Areas to explore include teacher satisfaction with academic program, the quality of the school climate, and the support they receive. Possible questions include:*

- *What do you teach? How long have you been teaching? How long have you been at this school?*
- *How do you receive feedback on the quality of your teaching?*
- *Are you able to meet the needs of your students?*
- *How do you ensure your program is aligned to the Maine Learning Results?*
- *How do you use student achievement data?*
- *Is there anything you wish you could change at this school?*
- *How do students get along with each other?*
- *Is there anything else you would like to tell us about the school?*

**Meet with Parents:** *Areas to explore include satisfaction with academic program, the quality of the school climate, the information they receive on their child's progress and their participation in school sponsored activities. Possible questions include:*

- *How many of your children attend this school? What grades are they in? How long have they attended?*
- *Why did you decided to send your child here?*

- *How do you receive feedback on your student's progress?*
- *What does your child like most about the school? The least?*
- *How many family activities have you participated in?*
- *What does the school do really well?*
- *What are your suggestions for improvement?*
- *Is there anything else you would like to tell us about the school?*

**Meet with School Leadership:** *Commission Review Team asks questions generated from the school's self-assessment. Goal is to better understand the school's successes and challenges and the leadership team's response to both.*

**Meet with School Governance Team:** *Areas to explore include Governance Team's monitoring and review of school leadership team and their role in governing the school.*

**Meet with Students:** Areas to explore include student satisfaction with academic program and the quality of the school climate. Possible questions include:

*What are you learning?*

*How well does your teacher understand your needs as a learner?*

*How do students get along with each other?*

*Do you feel safe at school? On the bus? At the bus stop?*

*Is there anything you wish you could change at this school?*

*Is there anything else you would like to tell us about the school?*

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*What do you teach?*

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*How do you receive feedback on the quality of your teaching?*

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*How do you ensure your program is aligned to the Maine Learning Results?*

*How do you use student achievement data?*

*Is there anything you wish you could change at this school?*

*How do students get along with each other?*

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*What does your child like most about the school?*

*What does your child like least about the school?*

*How many family activities have you participated in?*

*What does the school do really well?*

*What are your suggestions for improvement?*

*Is there anything else you would like to tell us about the school?*