

# New England Association of Schools and Colleges Commission on Public Schools

## Steering Committee Meeting Agenda – 2024 schools

*The Accreditation Steering Committee is a representative group of individuals who work well together and with others and have effective organizational and leadership skills.*

The steering committee will

- act as a resource for other faculty members
  - serve on teams to other schools
  - develop a comprehensive understanding of the new Accreditation protocol and the 2020 Standards for Accreditation
  - design and oversee all parts of the Self-Reflection process and the completion of the Self-Reflection Report
  - ensure inclusive, authentic representation and involvement of multiple stakeholders, such as school personnel, parents, students, and community members in the Self-Reflection process
  - organize and complete arrangements for the Collaborative Conference and Initial/Decennial Accreditation Visits
- A. Divide labor and assign roles
- create norms of collaboration and for task completion
- B. Develop a timeline for the Self-Reflection (pp. 25-29, *Accreditation Handbook*), which includes time for report approval process for Part 2 of the Self-Reflection Report
- C. Plan the budget in concert with principal for the Collaborative Conference Visit and the Decennial Accreditation Visit, such as housing, meals, etc. (pp. 22-23 *Accreditation Handbook*)
- D. Ensure that the school has recently revised and committed to its core values, beliefs, and vision of the graduate
- E. Write the School and Community Summary, 2-3 pages, and share with the faculty (p. 21, and see sample, pp. 56-57 of Appendix of *Accreditation Handbook*) and determine who will write the other sections of the Self-Reflection, such as the Look Back, 4 Cs, Goals and Vision for the Future, and Priority Areas (pp. 30-32 *Accreditation Handbook*)
- F. Oversee administration of the NEASC opinion surveys (p. 15 *Accreditation Handbook*)
- G. Develop a committee structure for the preparation and completion of the entire Self-Reflection Report
- assign chair(s) for the Self-Reflection Committee(s) and create Self-Reflection Committee(s)
  - involve school personnel in the Self-Reflection process and ensure parents, students, and community make contributions where/when appropriate, such as through focus groups
  - review drafts of the reports, especially Part 2, on a continual basis as they are being written. Check the narrative for how the school supports diversity, equity, and inclusion for all.
- H. Coordinate efforts to collect the evidence requested by the Self-Reflection Committee(s)
- provide the NEASC Opinion Survey results
  - obtain state reports and distribute to committee(s)
  - other general information from the district that the committee(s) might need, for example, a school and district budget
  - organize the collection of student work as evidence of aligning to the Standards (this can also be done electronically on the portal), and use the Student Work Set Cover Sheet and instructions (pp. 52-53, *Accreditation Handbook*)
  - organize the collection of general evidence in the online portal (such as the student handbook, links to strategic plans, curriculum documents, etc.) in the section called documents for the visiting team

- appoint a steering committee liaison for requests for information within the school and for the central office and local government
- I. Ensure that the Self-Reflection Committee(s) completes reports, especially for Part 2, in a timely manner. Oversee work of the committee(s) as they:
- unpack/understand the Standards/Principles/Descriptors
  - gather evidence paying particular attention to equity for and inclusion of all students
  - analyze and discuss evidence, draw conclusions and write the narratives
  - determine level of alignment to the Foundational Elements and the Principles using the respective rubrics
  - write list of strengths and areas for growth which will help to determine the school's Priority Areas for Growth
  - organize the presentation of all five Standard narratives in Part 2 to the faculty to vote to indicate approval (must have 66 percent of the faculty approve each report, 80+ percent preferred)
- J. Develop a list of the strengths and areas for growth from each Standard area
- use faculty input to determine the top strengths and areas for growth which will become the school's critical strengths and help the leadership team determine the Priority Areas for Growth
- K. Arrange for editing of the final Self-Reflection Report
- once the entire Self-Reflection Report is finished, the principal should click on the "Mark Report Complete" button (which will restrict school access to changing the report) and send an email to the school's liaison.
- L. Organize and complete the arrangements for the Collaborative Conference Visit
- work with the chair of the Collaborative Conference visiting team to create the schedule for the Collaborative Conference Visit
  - make hotel and meal arrangements for the Collaborative Conference Visit, and arrange for a place for the team to work in the evening (conference room or a private area in the hotel)
  - determine technology needed during the visit with the chair
  - ensure all evidence and documentation are available for team, especially if using Google Docs
  - ensure the school workroom is reserved and meets the needs of the visiting team with space and supplies
- M. Remind the principal and leadership team of the NEASC School Growth/Improvement Plan to be completed following the Collaborative Conference visit (See pp. 38 and 58 in *Accreditation Handbook*)
- N. Arrange details for the 2024 Initial/Decennial Accreditation visit (See *Accreditation Handbook* and more information will be emailed.)

**VISIT THE NEASC WEBSITE for updated documents and information**  
<https://cpemhs.neasc.org>