

PAR Board Visit Checklist
Example: Year Five (2014 – 2015 SY)

	DUE DATE	TASK
🍏	Aug-Sep 2014	GoToMtg Site Visit Orientation Sessions: Distribute and discuss SV guidelines & suggested SV schedule to principals, site coordinators & coaches hosting a SV 1st semester; and again in December for 2 nd semester; clarify specific roles, etc. OWNER: PB Chair/School District Leadership
🍏	Aug-Sep 2014	PAR Board Chair initiates process by reaching out to Site Coordinator and CSSR Lead Coach assigned to the nine sites. OWNER: PB Chair
🍏	1 Month Prior to SV	PARBd Site Visiting Team Lead named, along with all PAR members for visit. OWNER: PB Chair
🍏	1 Month Prior to SV	Site Coordinator, Principal and Coach review the school vision & mission, update as needed and align with action plan from Summer Institute 2014 OWNER: CSSR* Lead Coach
🍏	1 Month Prior to SV	PARBd Site Visit Lead, CSSR Coach, Principal, and Site Coordinator meet f2f, conf. call or via GoToMtg to identify purpose for the i3 visit and to write a letter of understanding OWNER: PARBd Site Visit Lead
🍏	1 Month Prior to SV	Communications with all NETWORK school site coordinators reminding them of visit, providing basic logistics, need for school to register faculty & student participant(s), local lodging if needed, etc. OWNER: PAR Bd Chair designee** with help from School Site Coordinators
🍏	2 Weeks Prior to SV	Roster finalized and sent to host school Site Coordinator and PAR Board lead. OWNER: PAR Bd Chair designee
🍏	10 Days Prior to SV	School states questions/areas for facilitated dialog communicated to PAR Board Chair for final review and recommendations for change(s) if needed OWNER: School Principal & Site Coordinator
🍏	1 Week Prior to SV	UCLA School Data from prior years distributed to PAR Board Members (only) OWNER: PAR Bd Chair designee + Outside Evaluator***
🍏	1 Week Prior to SV	Initial PAR Board visit report distributed to Site Coordinator and CSSR Coach. Owner: PAR Bd Chair designee
🍏	1 Week Prior to SV	PARBd Visiting Team & other NETWORK school representatives review school self-reported data on the number of personalized, inquiry-based experiences and demonstrated mastery through performance assessment – as context for student interviews OWNER: PAR Bd Site Visit Lead (data provided by Outside Eval)
🍏	1 Week Prior to SV	1-2 focus questions/areas for facilitated dialog; and previous PAR Board report distributed to PAR Board Site Visit members – as context for assessing growth from prior years. OWNER: PB Chair/School District Leadership
🍏	1 Week Prior to SV	School Coach meets (GoToMeeting.com) with PAR Reps and PAR Board Chair (GS) to deliver overview of school progress with i3 work.

		OWNER: PARBd Site Visit Lead
🍏	1 Week Prior to SV	Digital copy of materials and website access information distributed, with final agenda and roster to all visitors (PAR Board, CSSR Staff, i3 Network visitors) OWNER: PB Chair designee
🍏	Day of Visit (1) 10:00-4:00	PARBd members arrive by 10AM and meet with building principal; full Team arrives 11AM; Site Visit schedule: 12-4PM OWNER: PARBd Site Visit Lead (assist from CSSR Lead Coach)
🍏	Day of Visit (1)	PARBd members planning meeting on site before arrival of other visitors OWNER: PARBd Site Visit Lead
🍏	Day of Visit (1)	School presents overview of the school to all Site Visitors OWNER: Site Coordinators (with principal/team)
🍏	Day of Visit (1)	School provides an overview of how they have used the i3 Resources (More focused on the initiatives underway as a direct result of i3) OWNER: Site Coordinator (with principal/team)
🍏	Day of Visit (1)	School “showcases” successful i3 supported strategies for change; document reviews OWNER: Site Coordinator (with principal/team)
🍏	Day of Visit (2) 7:30-4:00	Optional student led school tour; activities in response to Site Visit Team requests; e.g., observe student assessment performance; department meeting, etc. OWNER: Site Coordinator (with principal/team)
🍏	Day of Visit (2)	Observations of learning and teaching in action; focus groups with students, faculty, administrators; facilitated dialog about barriers etc. OWNER: Site Coordinator (with principal/team)
🍏	Day of Visit (2)	Insure adequate prep time for PAR Board members to meet prior to debrief & departure. Team verifies accuracy of perceptions & working consensus for debriefing. CSSR Coach attends both prep time & debrief (but not actually part of visit) OWNER: PAR Bd Site Visit Lead
🍏	2 Weeks After Visit	PAR Board Site Visit Lead completes and submits initial draft report OWNER: PAR Bd Site Visit Lead with PARBd Chair
🍏	3 Week After Visit	PARBd members discuss initial draft report with PAR Bd Chair OWNER: PAR Bd Chair
🍏	4 Weeks After Visit	Final draft report shared in face-to-face meeting between Coach, Principal, and Site Coordinator. PARBd Site Visit Lead makes changes to factual inaccuracies. OWNER: PAR Bd Chair/CSSR Lead Coach
🍏	NMT 6 Weeks After Visit	Report published OWNER: PAR Bd Site Visit Lead/School District Leadership
🍏	6-8 Weeks After Visit	Site Coordinator, Principal, Coach: Prepare, present & begin implementing action plan to meet all grant goals by June 2015 OWNER: CSSR Lead Coach/PAR Bd Chair
🍏	6-8 Weeks After School Receives Report	Site Coordinator, Principal, Coach: Create preliminary plan to share action plan results at next Annual Summer Institute OWNER: Coach/Site Coordinator with support from PB Chair

*CSSR School Change Coach onsite one day per month; see www.cssr.us and <http://www.thenewenglandnetwork.net/>

**Administrative assistant

**Most, but not all Districts or Grants require an outside evaluator