

**South Central USD #5**

**External Review Team Schedule**

**December 2-5, 2012**

**SUNDAY, December 2, 2012**

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| **Time** | **Event** | **Where** | **Who** |
| Check in 3:00 p.m. | External Review Team | Holiday Inn Express, Hastings, NE | External Review Team |
| 4:00 p.m. - 6:00 p.m. | Evening Work Session #1/Prepare for Day 1 | Hotel Conference Room | External Review Team |
| 6:00 p.m. | Dinner |  | External Review TeamDistrict Leadership Team**Superintendent:** Randy Gilson**Principals**: Jason Searle, Jeff Kenton, Julie Studnicka (Craig McLey cannot attend)**SIP Chairs:** Amanda Skalka, Connie Porter, Alisa Sandahl**SIP Team Board Members:** *Craig Cox, Brian Shaw, Donita Furman* |

**MONDAY, December 3, 2012 (Breakfast at hotel)**

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| **Time** | **Event** | **Where** | **Who** |
| **7:45 a.m.** | **External Review Team Depart for System’s Central Office**  | **Holiday Inn Express** | **External Review Team****will car pool to system office**  |
| 8:30 a.m. – 9:00 a.m.  | Superintendent’s Overview | Sandy Creek West Activity Room | External Review Team **Superintendent**: Dr. Gilson **Principals**: Jason Searle, Jeff Kenton, Julie Studnicka, Craig McLey**CIA Director, SIP Chair**: Amanda Skalka**SIP Chairs**: Connie Porter, Alisa Sandahl |
| 9:00 a.m. – 9:30 a.m. | Superintendent’s Interview | Sandy Creek West Activity Room | External Review Team**Superintendent**: Dr. Gilson |
| 9:30 a.m. – 10:15 a.m. | Standards Overview | Sandy Creek West Activity Room  | Accreditation Team:**Steering Committee****Chairs**: Amanda, Connie, Alisa**Principals**: Jason Searle, Jeff Kenton, Julie Studnicka, Craig McLey**Steering Committee Members:**  |
| 10:45 a.m. - 11:30 a.m. | School Board Interviews | BoardMembers **Team A** |  | Board Members **Team B** |  |  | External Review Team (divided)**School Board Members**  |
| 11:30 a.m. - 12:15 p.m. | Lunch & Team Debriefing | Sandy Creek West Activity Room | External Review Team |
| 12:30 p.m. - 1:30 p.m. | Standards Interviews | Standards 1 and 3 |  | Standards 2, 4, 5 |  |  | External Review Team (divided)**Chairs**: Amanda, Connie, Alisa**Principals**: Jason Searle, Jeff Kenton, Julie Studnicka, Craig McLey**Steering Committee Members:** (System Office Staff that can inform the specific standards) |
| 1:30 p.m. - 4:00 p.m. | Artifact Review | Team work space in System office.**Sandy Creek West Activity Room** |  |  | External Review Team  |
| 4:00 p.m. | Team returns to hotel |  | External Review Team  |
| 5:00 p.m. - 7:00 p.m.7:00 p.m. | Evening Work Session #2 Prepare for Day 2Dinner | HotelArea restaurant | External Review Team |

**Tuesday, December 4, 2012 - School Reviews (Breakfast at Hotel)**

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| **Time** | **Event** | **Where** | **Who** |
| 7:30 a.m. | BreakfastDeparture of External Review Team Members | HotelParking lot | External Review Team Carpool to schools |
| TEAM A at LN Elementary (Lawrence) AM, LN JR./SR. HIGH (Nelson) PM |
| 8:00 - 8:45 a.m. | Principal Interview | Lawrence-Nelson Elementary School  | External Review Team **Principal: Craig McLey**(including short tour)  |
| 8:45 - 10:15 a.m. | Classroom Reviews  | Grades K-6 | External Review Team |
| 10:15 – 11:00 a.m. | Interviews: Parents(8 to 12 parents) | Lawrence-Nelson Elementary Library | External Review Team**Lawrence-Nelson Parents** |
| 11:00 – 11:40 a.m. | Interview:Students  | Library Student Group (8 to 10) Grades K-2 | Library Student Group8 to 10 Grades 3-6 | External Review Team(team members divided)**Lawrence-Nelson K-6 Students** |
| 11:40 a.m. – 1:00 p.m.  | Lunch with PrincipalTravel to Jr./Sr. High  | Elementary cafeteria  | External Review Team **Principal: Craig McLey** |
| 12:15 – 12:45 p.m. | Principal Interview  | Jr./Sr. High School Review | External Review Team **Principal: Craig McLey**(including short tour) |
| 12:45 – 1:30 p.m. | Interview:Students  | Location – FCS RoomStudent Group(8 to 10) Grade 7-9 | Location – FCS RoomStudent Group(8 to 10) Grade 10-12 | External Review Team(team members divided)**Lawrence-Nelson 7-12 Students** |
| 1:30 – 3:00 p.m. | Classroom Reviews  | Grades 7-12 | External Review Team |
| 3:00 – 3:45 p.m. | Interviews: Parents | Location – FCS Room Parent Interview (8 to 12 parents) | External Review Team**Lawrence-Nelson Parents** |
| 3:45 – 4:30 p.m. | Interviews: Teachers | Location – FCS Room, Library (Elementary Teachers when they arrive at 4:00/4:15)Teacher Interviews (may split up depending on numbers)**K-12 TEACHERS** | External Review Team**LN PreK-12 Teachers: all that would like to attend** |
| 4:30 p.m. | Return to hotel  | Holiday Inn Express  | Transported by carpool |
| 5:30 - 7:30 p.m. | Work Session #3 Prepare for Day 3 | Hotel Conference Room | External Review Team  |
| 7:30 p.m. | Dinner | Area restaurant | External Review Team |

**Tuesday, December 4, 2012 - School Reviews continued**

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| Team B at Sandy Creek Elementary AM & JR./SR. HIGH PM |
| 8:00 - 8:45 a.m. | Principal Interview | **Sandy Creek Elementary School** (2 External Review Team Members) | External Review Team**Principal: Jeff Kenton**(including short tour) |
| 8:45 - 10:00 a.m. | Classroom Reviews  |  | External Review Team |
| 10:00 - 10:45 a.m. | Interviews: Parents (8 to 12 parents) Sandy Creek Elementary & CCELC | Sandy Creek West Activity Room | External Review Team**Sandy Creek Parents** |
| 10:45 - 11:20 a.m. | Interview:Students  | West Activity Room Student Group (8 to 10) Grades K-2 | Sandy Creek Conf. RoomStudent Group8 to 10 Grades 3-6 | External Review Team(team members divided)**Sandy Creek K-6 Students** |
| 11:20 a.m. – 11:45 p.m.  | Lunch/Concluding meeting with Elementary Principal | Elementary cafeteria  | External Review Team**Principal: Jeff Kenton** |
| 11:45 | Elementary Review Team will move to Jr./Sr. High  |  | System personnel and External Review Team |
| 12:15 – 1:00 p.m. | Principal Interview  | Jr./Sr. High School Review | External Review Team **Principal: Jason Searle**(including short tour) |
| 1:00 – 1:35 p.m. | Interview:Students  | West Activity Room Student Group (8 to 10) Grades 7-9 | Sandy Creek Conf. RoomStudent Group8 to 10 Grades 10-12 | External Review Team(team members divided)**Sandy Creek 7-12 Students** |
| 1:35 – 2:45 p.m. | Classroom Reviews  | Grades 7 to 12 | External Review Team |
| 2:45 – 3:30 p.m. | Interviews: Teachers | Sandy Creek Conference RoomTeacher Interviews - **Preschool**  | **Preschool Teachers/Staff** |
| 2:45 – 3:30 p.m. | Interviews: Parents (8-12 parents) | Sandy Creek West Activity Room  | External Review Team**Sandy Creek Parents** |
| 3:30 – 3:45 p.m. | Concluding meeting with Jr./Sr. High Principal | Jr./Sr. High Principal Office | External Review Team**Principal: Jason Searle** |
| 3:45 – 4:30 p.m. | Interviews: Teachers | Sandy Creek West Activity Room and/or Conf. RoomTeacher Interviews (may split up depending on numbers)**K-12 TEACHERS** | External Review Team**Sandy Creek K-12 Teachers: all who want to attend (SC @ CC teachers, too)** |
| 4:30 p.m. | Return to hotel  | Holiday Inn Express  | Transported by carpool |
| 5:30 - 7:30 p.m. | Work Session #3 Prepare for Day 3 | Hotel Conference Room | External Review Team |
| 7:30 p.m. | Dinner | Area restaurant | External Review Team |

**Tuesday, December 4, 2012 - School Reviews continued**

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| Team B (1 Member) at Sandy Creek at Clay Center Elementary AND Clay County Early Learning Center |
| 8:00 - 8:45 a.m. | Principal/Supervisor Interview (same person) **at Clay Center** | **Sandy Creek at Clay Center Elementary School** (Clay Center) | External Review Team **Principal: Julie Studnicka**(including short tour) |
| 8:45 - 9:45 a.m. | Classroom Reviews  | Clay Center Elementary School (Clay Center) | External Review Team |
| 9:45 - 10:15 a.m. | Interview:Students (8 to 10) Grades K, 1, 4, 6 | SC @ CC Intervention Room | External Review Team**SC @ Clay Center Students** |
| 10:35-11:00 | Classroom Reviews | **Clay County Early Learning Center (Fairfield)**External Review Team member may stay and talk to students at lunch if needed | External Review Team**Supervisor: Julie Studnicka** |
| 11:20 |  | External Team members joins the rest of Team B at Sandy Creek for lunch  |  |
| ***2:45 – 3:30 p.m.******\*SEE ABOVE\**** | ***Interviews: Teachers*** | ***Sandy Creek Conference Room******Teacher Interviews - Preschool***  | ***Preschool Teachers/Staff*** |

**Wednesday, December 5, 2012 - System Office (Breakfast at hotel)**

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| **Time** | **Event** | **Where** | **Who** |
|  | **Breakfast** | **Hotel** | **External Review Team**  |
| 8:30 a.m. | Check outDepart for System office |  |  |
| 9:00 a.m. – 11:30 a.m. | Final Team Work Session  | Team work space in System office | External Review Team |
| 11:30 a.m.– 12:00 p.m. | Debrief with Superintendent | Superintendent’s office | External Review Team Lead and Associate Lead Evaluator**SIP Chairs: Amanda, Connie, Alisa** |
| 12:15 p.m. – 12:45 p.m. | Exit Report during called Board meeting | Sandy Creek West Activity Room | Lead Evaluator – Presents Exit ReportExternal Review Team**All System Administrators****School Board Members****Steering Committee Members that can attend****Any Students/Teachers available****Public** |
| 12:45 p.m. | Departure of team |   |  |