

**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 Team  District 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 | Board  Members  **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 2  Dinner | Hotel  Area 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. | Breakfast  Departure of External Review Team Members | Hotel  Parking 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 Group  8 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 Principal  Travel 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 Room  Student Group  (8 to 10) Grade 7-9 | Location – FCS Room  Student 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. Room  Student Group  8 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. Room  Student Group  8 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 Room  Teacher 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. Room  Teacher 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 out  Depart 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 Report  External 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 |  |  |