



Alliance Public Schools
External Review Team Schedule
November 25-28, 2012

SUNDAY, November 25

Time	Event	Location	Who
Check in 3:00 pm	External Review Team	Holiday Inn Express 1420 West Third Street Alliance, NE 69301	External Review Team
5:00 pm – 6:00 pm	Dinner	District Office	External Review Team District Leadership Team
6:00 pm – 8:00 pm	Evening Work Session #1 Prepare for Day 1	Conference Room	External Review Team

MONDAY, November 26 Day 1

Time	Event	Location	Who
	Breakfast	Hotel	External Review Team
7:30 am	External Review Team departs for District Office	Conference Room (Designated team work room)	External Review Team
8:15 am – 9:00 am	Superintendent's Overview	Staff Development Room	Superintendent, Leadership Team, External Review Team
9:00 am – 9:45 am	Superintendent's Interview	Staff Development Room	External Review Team
9:45-10:00 am	Break		
10:00 am – 10:45 am	Standards Overview	Staff Development Room	District Staff
10:45 am – 11:45 am	School Board Interviews Split into two groups if necessary	Staff Development Room	External Review Team School Board Members (May divide groups)
11:45 am – 12:30 pm	Lunch and Team Debriefing	Conference Room Lunch brought in	External Review Team
12:30 pm – 1:30 pm	Standards Interviews	Staff Development Room	Superintendent, Leadership Team, External Review Team
1:30 pm – 2:30 pm	Parents/Community Members Interviews	Staff Development Room	External Review Team Parents/Community
2:30-2:45 pm	Break		
2:45 pm – 3:45 pm	Principal Interviews	Staff Development Room	External Review Team Principals
3:45 pm – 4:00 pm	Team Debriefing	Conference Room	External Review Team
4:00 pm	Team returns to Hotel		
5:00 pm – 7:00 pm	Evening Work Session #2 Prepare for Day 2	Conference Room	External Review Team
7:00 pm –	Dinner	Restaurant or brought in	External Review Team



TUESDAY, November 27 Day 2

Time	Event	Who
	Breakfast at the hotel	External Review Team
7:45 am	Arrive at school – Observations and interviews begin the moment you arrive on campus. Throughout the course of the day speak briefly with teachers, students, staff, and parents. Ask questions and note your impressions. There are no formal interview times scheduled with these groups while you are at the school.	External Review Team
8:00 am – 8:45 am	Alliance High School and Alliance Middle School Principal’s and Standards Overview Interview: Principal, School Leadership Team or School Improvement Team	External Review Team Principal/Leadership Team
8:45 am – 11:20 am	Effective Learning Environment Observations (20 minutes per classroom – use the ELEOT (Effective Learning Environment Observation Tool)) Informal Interviews of teachers, students, staff	External Review Team
11:20 am – 11:30 am	Team Debrief	External Review Team
11:30 am – 12:00 pm	Lunch/Concluding meeting with Principal	External Review Team Principal
Noon –	Transport to next school	External Review Team
12:15 pm – 1:00 pm	Grandview Elementary School and Emerson Elementary School Principal’s and Standards Overview Interview: Principal, School Leadership Team or School Improvement Team	External Review Team Principal/Leadership Team
1:00-3:30 pm	Effective Learning Environment Observations (20 minutes per classroom – use the ELEOT (Effective Learning Environment Observation Tool)) Informal Interviews of teachers, students, staff	External Review Team
3:30 pm – 3:40 pm	Team Debrief	External Review Team
3:40 pm – 4:00 pm	Concluding meeting with Principal	External Review Team Principal
4:00 pm	Return to hotel	
5:00 pm – 7:00 pm	Evening Work Session #3 Prepare for Day 3	External Review Team
7:00 pm	Dinner - Nearby Restaurant or brought	External Review Team



WEDNESDAY, November 28

Day 3

Time	Event	Location	Who
	Breakfast	Hotel	External Review Team
7:20	Check out of hotel and depart for the District Office	Holiday Inn Express	External Review Team
8:00 am – 9:00 am	Follow-up interviews to verify standards indicators	Staff Development Room	External Review Team Superintendent Staff
9:00 am – 11:30 am	Final Team Work Session	Conference Room	External Review Team
11:30-12:15 pm	Working Lunch	Conference Room	External Review Team
12:15 pm – 3:00 pm	Team Work Session Finalize ratings, discussions, deliberations, final decisions, completion of Exit Report	Conference Room	External Review Team
3:00 pm – 3:30 pm	Final Meeting with Superintendent	TBA	Lead Evaluator, Associate Lead Evaluator, Superintendent
4:00 pm – 4:30 pm	Exit Report during called Board Meeting	High School Library Meeting Room	Lead Evaluator – Presents Exit Report External Review Team All System Admin. School Board Members Public
4:30 pm	Departure of Team		