



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
Commission on Public Schools

Steering Committee Meeting Agenda

The steering committee is a representative group of individuals who work well together and have strong organizational and effective leadership skills.

The steering committee will:

- a. Be a resource for the faculty during the process.
- b. Serve on visiting teams to other schools.
- c. Develop a comprehensive understanding of:
 - o the Accreditation protocol
 - o the 2023 Standards for Accreditation and the relationships among them
- d. Design the school's Self-Reflection process.
 - o Divide the work and assign roles (Steering Committee Checklist, Accreditation Handbook, pp. 20-21).
 - o Write the School and Community Summary, 2-3 pages, and share it with the faculty (Accreditation Handbook, p. 22 and Appendix sample, pp. 45-46).
 - o Plan a budget for the Collaborative Conference and Decennial Accreditation Visits, e.g., housing, meals, etc. (pp. 23-25).
 - o Develop a timeline for the Self-Reflection process (Accreditation Handbook, pp. 27-31), including report approval for Part 2
 - o Determine who will write the report (one committee, five committees, etc.)
 - assign chair(s) and tasks each part of the Self-Reflection Report (Accreditation Handbook, pp. 32-33, and the Self-Reflection Guide)
 - Involve multiple stakeholders in the Self-Reflection process when and where appropriate
 - o Think about students and DEIB throughout the Self-Reflection process
- e. Coordinate efforts to collect the information and evidence needed by the Self-Reflection committee(s).
 - o Oversee the administration of the three NEASC opinion surveys (Survey Administration Guidelines attached to the email with the survey links or on the NEASC website.)
 - o Gather other general information from the district that may be needed, for example, the budget
 - o Organize and curate the collection of student work as evidence of aligning with the Standards, in particular, Standard 2 (Accreditation Handbook, pp. 43-44)

- Appoint a steering committee member to act as a liaison for requests for information from within the school, central office, and local government
- f. Ensure that the Self-Reflection Report is completed in a timely manner.
 - Oversee the work of Self-Reflection:
 - gather, analyze, and discuss evidence
 - can use faculty evidence collection spreadsheets (optional)
 - draw conclusions and determine the level of alignment with the Foundational Elements and Principles using the rubrics in the Self-Reflection Guide
 - write the narratives
 - write a list of strengths and areas for growth for each Standard
 - organize evidence in the online portal
 - Create and monitor benchmarks of progress; for example, request a written narrative for one principle to calibrate work.
 - Review drafts of the reports as they are being written.
 - Organize the presentation of the Standards reports to the faculty for approval (2/3 majority approval required, but 80+ percent preferred).
- g. Identify Priority Areas for Growth.
 - The principal and leadership team identify the 3-5 Priority Areas for Growth using the needs identified in the report, district priorities, the Standards, and Descriptors of Effective Practice as guides.
 - Generate faculty input or feedback in finalizing Priority Areas for Growth.
- h. Edit the final Self-Reflection Report. When completed, click the green “Mark Report Complete” tab. This locks school access to the report.
- i. Complete the arrangements for and organize the Collaborative Conference Visit (Accreditation Handbook, pp. 34-36).
 - Create the schedule for the Collaborative Conference Visit with the chair of the visiting team.
 - Make hotel and meal arrangements.
 - Determine technology needed during the visit with guidance from the visiting team chair.
 - Ensure the report and any documentation is loaded into the portal.
 - Ensure the school and hotel workrooms have sufficient technology, materials, and supplies
- j. Complete and submit the NEASC Growth Plan/School Improvement Plan following the Collaborative Conference Visit (Accreditation Handbook, pp. 37-38 and 47) including all Priority Areas for Growth written as goal statements.
- k. Arrange details for the Decennial Accreditation Visit (Accreditation Handbook, pp. 39-41).

Additional information: www.neasc.org/public > Resources for schools