PLANNING AND CONDUCTING THE VISIT
THE NEBRASKA FRAMEWORK: A CHECKLIST FOR EXTERNAL TEAM LEADERS

The *External Team Visit: A Support Guide for Host Schools and External Team Leaders* may be accessed at: http://www.education.ne.gov/APAC/School%20Improvement.html. (Page numbers and appendices referenced in this checklist are found in that document.)

RESPONSIBILITIES OF THE EXTERNAL TEAM LEADER (page 5)

1. Advise the host school in making preparations for the visit
2. Lead the external team visits
3. Prepare and send a copy of the written report to the school and to the Nebraska Department of Education

Step 1: Duties Prior to the Visit (pages 1-5)

A. Confer with host school to discuss the following preliminary information:
   - ☐ Timeline (the anticipated dates for the external visit)
   - ☐ Name(s) of host school's contact person(s)
   - ☐ Date to meet with the host school's team prior to the visit (optional)

B. Confer with host school to discuss and plan the following concerning the visit:
   - ☐ Purpose of the visit
   - ☐ Composition and selection of the external team
   - ☐ Agenda (Appendix A) for the visit including:
     - ☐ Arrival
     - ☐ External Team Orientation
     - ☐ Host School Presentation
     - ☐ Small Group Meetings
     - ☐ Visits in the School(s)
     - ☐ Interviews
     - ☐ External Team Meeting(s)
     - ☐ Report Writing
     - ☐ Oral Exit Report
   - ☐ Letter of invitation sent to external team members in advance (at least five to six weeks) of the visit. The letter includes dates, times, purpose of the visit, intended assignment, and other details
   - ☐ Information provided to the external team at least two weeks prior to the visit including:
     - ☐ Agenda
     - ☐ Summary of school profile
     - ☐ School mission
     - ☐ Improvement goals

- ☐ Action Plans including improvement goal strategies and staff development plans
- ☐ Procedures to follow if the visit is to be postponed
- ☐ Other materials or information as agreed upon by the host school and external team leader
- ☐ Logistical and material needs for the external team:
  - ☐ Private meeting room available throughout the span of the visit including access to computers
  - ☐ Schedule of times and locations for meeting with small groups
  - ☐ Work materials and name tags for external team and host school staff
  - ☐ Expense reimbursement procedures and forms
- ☐ Download the Orientation and Oral Exit Report PowerPoints. Populate the PowerPoints with information concerning the external visit.

Step 2: Duties During the Visit (pages 6-7)

A. Conduct an Orientation Meeting. This is a time to accomplish the following:
   - ☐ Provide appropriate background information about the school improvement process and the role of the external team
   - ☐ Assist all external team members in understanding the purpose for the visit and their role (Make or alter team assignments at this time)
   - ☐ Review and make adjustments to the agenda for the visit
   - ☐ Distribute an outline for the written report (Appendix B) and provide directions for completing the report and establish responsibilities for preparing each section
   - ☐ If appropriate, distribute the Continuous Improvement Technical Assistance Rubric (Appendix C) and discuss how it may be used to fulfill the purpose for the visit
   - ☐ Attend, with external team, the host school presentation

B. Participate in Small Group Meetings or Focus Group Sections
   - ☐ Discuss accomplishments and plans with subcommittees, goal committees and/or focus groups
   - ☐ Participate in such meetings as the schedule allows

C. Visit in the School
   - ☐ Follow-up with the external team in their assignments to visit specific buildings, staff members, areas, or functions. Answer questions concerning the assignments including the schedule and locations.

D. Conduct External Team Meetings
   - ☐ Schedule this meeting near the end of the visit
   - ☐ Facilitate the external team reviews and findings
   - ☐ Discuss and agree upon successes and recommendations to be included in the report
   - ☐ Identify team members who will be responsible for sending you the written report sections (if not completed during the visit)

E. Coordinate and Present an Oral Exit Report
   - ☐ At the conclusion of the visit, coordinate the oral exit report
   - ☐ Decide who will present the oral exit report
   - ☐ Check the oral exit report to make sure that it is a summary of the external team's impressions, concerns, and recommendations
   - ☐ Include general commentary about the improvement process, recognition of accomplishments, and recommendations for continued implementation of the improvement plan or process
   - ☐ Present the oral exit report to the steering committee, administration, and anyone interested such as faculty, school board, and community members

Step 3: Duties After the Visit – Preparing the External Team Report (pages 7-8)

A. Format for the Report
   - ☐ A template for the full report is available in Appendix B
   - ☐ Correct for "typos," mechanical, and grammatical errors
   - ☐ Check report for clarity, accuracy, and usefulness to the school

B. Submitting the Report to the School and NDE
   - ☐ Send copies of the completed report within three weeks of the conclusion of the visit
     - ☐ Mail or attach one copy to the host school
     - ☐ Mail or attach a duplicate copy to:

Accreditation and School Improvement
Nebraska Department of Education
301 Centennial Mall South, Box 94987
Lincoln, NE 68509-4987

(Phone 402-471-2444 for an e-mail address)