**Orientation PowerPoint**

**PURPOSE:** To provide the team leader a means to assure complete coverage of team members’ responsibilities during the visit.

The information contained in this presentation is based upon the NDE document: “External Team Visit: a Support Guide for Host Schools and External Team Leaders.” Refer to this document for a more detailed description of the areas covered in the PowerPoint.

If, after using this PowerPoint, you have suggestions or changes, please contact Accreditation and School Improvement, at the Nebraska Department of Education: (402-471-2444).

**DIRECTIONS:**

(1) [CLICK HERE](file:///\\ndewebstg02\web\NDEWEB\APAC\Documents\School%20Improvement\Frameworks%20orientation%20meeting%20report-PP2007.pptx) to open the PowerPoint.

(2) Click SAVE AS, navigate to a folder on your computer, and rename the PowerPoint

(3) Follow the SLIDE by SLIDE directions below to prepare the PowerPoint for the Orientation meeting

**SLIDE by SLIDE Directions:**

SLIDE 2: **Complete prior to the orientation meeting**. List the team member names here. Introduce yourself, ask team members to do the same - tell where you are employed, and what you bring to the team. Exchange telephone numbers and e-mail addresses at this time.

SLIDES 3-5: These slides discuss the “why” of the visit. It is important that the team understands that their purpose is to help the school fulfill the requirements listed in Rule 10.

SLIDE 5: The school’s goals have to remain the primary focus of the external team. Evaluating programs, buildings, or staff is not the purpose of the visit.

SLIDE 6: The team leader should share with the team the school’s continuous improvement process such as team members, how often they meet, accomplishments, action plan, etc.

SLIDE 7: **Complete prior to the orientation meeting**. Fill in the school’s current goal or goals. Adjust the number of goals to fit on this slide.

SLIDE 8: As the team is interviewing groups or individuals, the items listed in this slide should be kept in mind so the team may generate quality commendations, recommendations and next steps.

SLIDE 9: These items need to be reviewed and discussed in preparation for the day:

 **Agenda** – Review the agenda to assure that external team members follow the plan and purpose for the day plus answer any question concerning the schedule for the day.

**Profile Data/Support Documentation** – Answer questions the team may have about the information sent to them prior to the visit. Also introduce any “new” support documentation for their review.

**Opening Presentation** – some of the information may have been included in a written report and sent to the team in advance, but it must also be presented orally so the external team members can gain a deeper understanding and have an opportunity to ask questions.

**Written Report Directions** – Decide who is going to be responsible for which sections of the report and how this information will be sent to the team leader. Share the report template with the team.

**Continuous Improvement Technical Assistance Rubric** – Distribute a blank form to the team members and have them complete it throughout the day and bring the completed document to the meeting at the end of the day to compare to the school’s rubric. (This is an optional activity for the external team. If the school did not complete it, the external team could choose not to also.)

**Oral Exit Report** – The team should decide who will be involved in the presentation. If time permits, the team may want to review the Exit Report PowerPoint so that they know what is going to be presented.

**Expense Reimbursement** – The leader should distribute the form that the team members should use to submit reimbursement expenses such as mileage, meals, and/or lodging. The process should also be explained such as how to complete, where to send it, and when to expect payment.

SLIDE 10: It is important to review these hints briefly with the team. The team may generate additional hints based upon previous visits.

SLIDE 11: In most cases, the external team is split up to interview different groups and individuals. Developing three common questions will help in the writing of the report. It gives the report consistency. Decide as a team how you want to ask a question about commendations or what is going well with the school. After deciding on the question, remove the hint in #1 and fill-in with the question. Do the same with the recommendation question. A third question needs to be developed around the school’s goal(s). Additional questions may be generated by the team or individual team members to ask during the interview.

SLIDE 12: It is very important to give the team time to address any questions, concerns, and thoughts they may have before the visit begins.

SLIDE 13: Thank the external team members. This is essential since all team members, including the leader, are volunteers. Thanking them for their time and expertise is important, along with a message to their place of employment for allowing them to serve on the team.