

[email to all faculty/staff spring prior to self-study]

Dear Colleagues,

MCDS is a member of ISACS (Independent Schools of the Central States). This is our accrediting organization, meaning this organization serves as a measure of quality in all aspects of schooling. The accreditation process is a 7 year cycle, each year having specific action steps to help ensure that a school is participating in a continuous cycle of introspection, evaluation and revision for improvement. We are getting ready to embark on year 2, which is to do what is called a Self-Study. That basically means that we (all faculty, staff, board members, parents and students) will reflect and analyze how we think we are doing in all aspects of our school (academics, as well as admissions, financial matters, governance, food service--, in other words ALL ASPECTS!).

To guide us in this process, we have a Steering Committee. This committee will begin its work this spring, to plan out a comprehensive method of reviewing our school and a way to report out our findings. The Steering Committee Chairs, as you already know, are Amy and Shelley. The rest of the committee is composed of Bob, Devon, Sarah, Kristina, Karla, and Jon. We thank these people in advance for their willingness to guide MCDS in this process. We also thank many others of you that volunteered and will be helping in other leadership roles throughout next year.

Next year, you can expect an introduction to this process from a representative of ISACS, probably sometime during our August work week. You can also expect to spend all, or close to all, of our PD time to be spent participating in the self study. Those specific directions will come in the fall. You can expect to work hard on this process, but the payoffs are amazing! Many of the past substantial improvements in our school have resulted from this process! Everything from expanding our Admissions and Business staff, to making a case for a school counselor, to changes in our use of technology. This process truly results in our whole community getting to say what we like, what we wish were different, and how exactly we wish to improve.

The process culminates in a group of educators from other schools coming to observe and verify our work. This visit will take place in the fall of 2018 (if you can think that far ahead). During their visit, they will be looking to see that we are compliant with ISACS Standards for Membership (you'll see these next fall), and that what we write in our self study is actually what they see happening in our school. They want to know that we are really doing what we say we are doing.

We are so happy for the opportunity to guide our community through this most amazing learning process. We teach our students to reflect upon their work--it is exciting to be given such focused time to reflect upon our work as a whole MCDS community. We hope you are looking forward to it, as well.

Sincerely,

Shelley and Amy

Steering Committee agenda June 15, 2017 [end of school year, prior to self study year]

Steering Committee Members:

Shelley, Amy, Bob, Devon, Sarah, Kristina, Karla, Jon, Ben

Purpose and Goal--

1. Our purpose is to guide the faculty and staff in the process of reviewing and reflecting on all aspects of MCDS life. As subcommittees are working, we may need to help guide those groups that get bogged down in details and lose sight of their goals, or may get derailed by one person's agenda. We should be alert to making sure that all voices and opinions are considered, and the reports reflect MCDS as accurately as possible, knowing that we do not all experience this community in the same way.
2. Our end product is a report that should paint an accurate picture of where MCDS is now and where we might want to go next. This report will consist of several subreports, with an introduction and summary. Our committee will write the summary. Ben writes the introduction. Additionally, there will be lots of "addenda" that we will need to collect and organize.
3. We are also responsible for all of the hosting details when the visiting team comes in fall 2018.

Handouts: folder with ISACS Self Study overview

Action Item

1. Discuss how to divide time--primary in morning and academic in afternoon, or all primary in semester one, and academic in semester two.
2. Discuss how to solicit parent input and on which committees
3. Divide faculty into committees. Survey was sent to faculty/staff 5-31-2017.
4. Map out progress points for the PD days to guide the writing process.

Items to Note

From Ben--4-5 hours of work on each of 6 PD days, plus once a month at faculty meetings, infusion of learning values throughout curriculum-documentation

ISACS/PD days 2017-18: 2 during the August work week, Oct. 2, Nov. 27, Feb 23, April 2.

Each subcommittee will be receiving the ISACS directions and the relevant constituent survey results.

Full accreditation guide available at http://www.isacs.org/page/47257_Accreditation_Guide.asp

ACADEMIC SUB COMMITTEES FOR SELF STUDY

Pre-K

Art

LA/English

HG

Math

Music

PE

Science

World Language

IB Programme

College counseling

Student services- (ILP's, enrichment, academic student needs)

Student Services (health, counseling, records keeping, food, transportation)

Lib/maker/tinker/tech ed./keyboarding

PRIMARY SUB COMMITTEES FOR SELF STUDY

Character Ed-LS assemblies, advisory, and homerooms

Extracurriculars (including extended day and summer programs)

Admissions/marketing

School Advancement

Local Community

Parent Community

Student Body

Alumni Body

School Climate

Equity and Justice

Governance and Decision Making

Administration

Business/Financial management

Facilities

Technology (building-blackbaud)

Purpose Goals and Philosophy

Personnel

[email to part time staff/faculty summer prior to self-study year]

Hi Everyone,

We hope you are enjoying your summer!

Shelley and I are coordinating schedules for teacher work week and some of the In-Service Days. This year we kick off our ISACS self study and we need all faculty and staff to participate in the committee reports. You will find that everyone has been assigned to committees and will be responsible for writing a report. (You will be sent an email where you can find your committee and meeting location at school.) The following dates and times are mandatory to complete this process.

The dates we need you at school for this task are :

Friday, August 18: 9-3:30 KICK OFF (with 4 hours for your own work time)

Tuesday, August 22: 8-3:30 ISACS WORK DAY

****a complete schedule for teacher work week will be emailed soon, please see DH for other times that you may be needed at school, thank you!**

Monday, October 2: 8-3:30 REPORTS DUE for Academic reports

Monday, November 27: 8:3:30 ISACS WORK DAY

Friday, February 23: 8-3:30 REPORTS DUE for Other Committees

Monday, April 2: 8-3:30 ISACS WORK DAY

You will be compensated for your extra hours. If you have any questions, please see the Business Manager.

Thank you for your participation in this process- it will be exciting!!

ISACS Chairpersons,

Amy Maier and Shelley Petzold

Steering Committee Agenda 8-18-2017

Steering Committee Members:

Shelley, Amy, Bob, Devon, Sarah, Kristina, Karla, Jon, Ben

Purpose and Goal--(same as before--this is just a reminder)

1. Our purpose is to guide the faculty and staff in the process of reviewing and reflecting on all aspects of MCDS life. As subcommittees are working, we may need to help guide those groups that get bogged down in details and lose sight of their goals, or may get derailed by one person's agenda. We should be alert to making sure that all voices and opinions are considered, and the reports reflect MCDS as accurately as possible, knowing that we do not all experience this community in the same way.
2. Our end product is a report that should paint an accurate picture of where MCDS is now and where we might want to go next. This report will consist of several subreports, with an introduction and summary. Our committee will write the summary. Ben writes the introduction. Additionally, there will be lots of "addenda" that we will need to collect and organize.
3. We are also responsible for all of the hosting details when the visiting team comes in fall 2018.

Action Items:

1. Approve timeline changes (see document in Team drive)
2. Brainstorm ideas to add fun/bribery on work days (starting Tuesday next week).

Breakfast on Oct. 2. Chocolates on Tuesday. Drinks on Tuesday.

3. Share expectations of who helps which subcommittees
4. Devon-continue (?) finding past reaction reports and filling that folder.

Items to Note:

You should have received a link to the new Accreditation Guide.

[This document was in our Google Shared Drive from the beginning, and we just added onto it as necessary.]

Timeline and Instructions for **Academic Area** ISACS Reports

August 18 (2:30-3:30): Orientation

Today we will be working on ACADEMIC committees.

- Assign one member of your committee to take notes to focus your ideas. (This person does not necessarily need to be the chair.)
- Go to the ISACS 2017-18 folder in the Team Drive. Find the Self Study report from 2011 in your subcommittee's folder.
 - Feel free to reuse the information from this report where appropriate. For example, don't rewrite the school's mission or philosophy, just use what exists. This is ok to do.
- Find the following two sections in the [ISACS Accreditation Guide](#) and consider the strengths and challenges of your subject area.
 - Related Questions to Address
 - Relevant ISACS Standards for Membership
- Find the ISACS constituent survey data at this [link](#)
- Find the folder where you will put your final document (2017-18 ISACS, Academic Sub-Committees, your particular subject area), using the [template](#) to guide your writing and formatting.

During this short time today, you want to make sure that you have all of the above materials, that you can find them, and that you know where you will eventually put your report and addenda. This will (hopefully!) allow you to use your work time on Tuesday to get as much done as possible. Please ask any Steering Committee member if you have questions! (Amy, Shelley, Kristina, Devon, Sarah K., Karla, Jon, Bob)

August 22 (whole day):

Today we will be working on ACADEMIC committees.

Morning - Take this morning to read through and share your reactions to the materials you found last time (2011 self-study, ISACS Accreditation Guide: Related Questions to Address, ISACS Accreditation Guide: Relevant ISACS Standards for Membership, Constituent Survey data). Discuss each person's reactions to these info sources, share your thoughts on strengths and weaknesses. Thoughtfully consider all input and information.

Afternoon -

- Write draft report using the [ISACS Academic Sub-Committee Report Template_2017](#)
 - BEFORE you start writing, make a copy of this document and name your new document like the following example: *Science* Committee Report-ISACS 2017
- Determine what the addenda will be. These all need to be electronic. Put in the folder for your subject area labeled "Addenda."

Note: Draft of report will be due on the next inservice day. You want to make sure that you make enough progress today such that you can easily finish next time.

Oct. 2:

8:00 AM--MEET IN LS POD FOR ALL FACULTY MEETING--15 MINUTES

Today we will be working on ACADEMIC committees.

1. Finish your **Academic** subcommittee report by 12:00PM. Be sure that it is saved in your folder in the ISACS 2017-18 folder.
2. Use the afternoon to finish collecting your addenda and make any revisions identified by your reader.
3. At 2:00, meet with your reader to see if you need to revise anything.
4. Use this checklist to make sure you have included everything you need to include.
 - Ensure constituent survey is referenced
 - Make sure all committee members are listed
 - For subject area reports, include how many periods/week or minutes/week as appropriate.
 - Check the [MCDS Style Guide](#)
 - Link to addenda at bottom of report (make sure link is viewable by anybody with access to the link)
 - Enumerated items (strengths, etc.)--maximum of 7, minimum of 1.
 - Final report must be in the proper folder
 - Final report approximately 1-2 pages, unless you have spoken with your Steering Committee member.
 - If there are members of the department that are not on your committee, make sure that they have had a chance to read the report and agree with it.
 - Give reader report by noon; be ready for revisions by 2:00
 - Afternoon - addenda and revisions

Timeline and Instructions for **Primary Subcommittee** ISACS Reports

Schedule for the Day:

8:00 -- MEET IN LS POD FOR ALL FACULTY/STAFF MEETING--15 MINUTES

8:15 - 2:00 -- Primary Committee meetings

2:00 - 3:00 -- Academic Committee meetings (for those that have corrections or additions)

Nov. 27: During your 8:15-2:00 meeting:

- Introductions. Make sure that everyone on the committee knows each other. You might have parents, alumni, or board members with you.
- Assign one member of your committee to take notes to focus your ideas.
- Review the Self Study report from 2011, which is in your committee's folder. (In ISACS Team Drive, "ISACS 2017-18," then "Primary Committees.")
 - Feel free to reuse the information from this report where appropriate. For example, don't rewrite the school's mission or philosophy, just use what exists. This is ok to do.
- Review your primary subcommittee section of the ISACS Accreditation Guide, which is also in your committee's folder or you can click these links. ([Part 1](#), [Part 2](#)). Specifically, there are three sections that you need to pay attention to.
 - "Related Questions to Address"
 - ISACS Standards for Membership
 - Addenda
- Discuss the ISACS Standards for Membership. Determine if MCDS meets each of these. If there is some evidence for these, collect it now to be used as addenda.
- Discuss the Related Questions to Address. Use these to brainstorm strengths and challenges that relate to your committee. Record these ideas.
- Review the suggested Addenda. Determine what further information (that you may not know or have access to) that you will need for your report, guided by the suggestions, such as a flow chart or organizational structure at MCDS or a financial report. Decide who will retrieve this information and how. Do so for next inservice day (Feb. 23)
- Find the ISACS constituent survey data at this [link](#)
- Also find the summary of the narrative comments from the ISACS constituent survey (called "Common Themes for Primary reports") at this [link](#).
- **Do not start writing until noon. The first four hours should be spent gathering information and asking questions. Once you are ready then:**
 - Share any information you gathered for your report.
 - Review your notes regarding strengths and challenges. Begin writing your report using the [ISACS Primary Sub-Committee Report Template_2017](#)

- BEFORE you start writing, make a copy of this document and name your new document with the name of your subcommittee like the following example: *School Climate* Committee Report-ISACS 2017
- Write the Overview, keeping in mind the Visiting Team and what they will need to know.
- Determine what the addenda will be. These all need to be electronic. Put in the folder for your primary subcommittee area labeled “Addenda”.

Feb. 23 Inservice Day:

- **8:00 - 10:30:** *Professional Development meetings unrelated to ISACS*
- **10:30 - 3:30:** Begin writing or review draft of report started on November 27. You should have a good rough draft at least by the end of today. Then you can revise on the next inservice day. Reports are due at noon on the NEXT inservice day, April 2. Things to look for/check for:
 - Follow the directions for the template when writing, found at this [link](#).
 - Include documentation for the Standards of Membership described in your primary subcommittee section of the ISACS Accreditation Guide, which is in your committee’s folder or you can click these links. ([Part 1](#), [Part 2](#)).
 - Include information that answers the Related Questions to Address, part of your primary subcommittee section of the ISACS Accreditation Guide in your committee folder.
 - Include evidence for your claims from the ISACS constituent survey data at this [link](#) AND the summary of the narrative comments (called “Common Themes for Primary reports”) at this [link](#). Some committees were also given additional survey data to review/include. It is VERY IMPORTANT to include this hard data in your report!
 - Collect addenda as you go, but don’t let it hold you up. There is more time for this later.
 - Encourage discussion, ask the hard questions, seek out what you don’t know. Remember our goal is to GROW and growing can be CHALLENGING.
- Our goal is to complete these reports by the APRIL INSERVICE day. So, don’t panic.



- Just keep swimming, swimming, swimming.



•

April 2:

Wow! It's April! And you are rested from spring break and reading for today! Wahoo! Here's the plan for today. If you have any trouble/questions/need help, just seek out your Steering Committee person or call/text Shelley.

- Finish your Primary Committee report. This final draft is due by 12 noon. Please double check that you have done all this:
 - Followed the directions for the template when writing, found at this [link](#).
 - Included documentation for the Standards of Membership described in your primary subcommittee section of the ISACS Accreditation Guide, which is in your committee's folder or you can click these links. ([Part 1](#), [Part 2](#)).
 - Included information that answers the Related Questions to Address, part of your primary subcommittee section of the ISACS Accreditation Guide in your committee folder.
 - Included evidence for your claims from the ISACS constituent survey data at this [link](#) AND the summary of the narrative comments (called "Common Themes for Primary reports") at this [link](#). Some committees were also given additional survey data to review/include. It is VERY IMPORTANT to include this hard data in your report!
 - Put a **copy** of each addenda item in your committee's folder, as well as listing it at the bottom of your report according to the directions in the template.

- ISACS Steering Committee will be reading reports from 12:00-3:30. You make work on other things (unit plans!), but be around so that if we have questions for your group, you are available.

June Work Week:

There will be a meeting during this week to revise primary committee reports. I know it is a three-day work week this year, so be prepared to fit this meeting in somewhere, somehow.

Steering Committee Meeting Agenda, 10-30-2017 3:30-5:00

1. Our only task today is to tease out any common themes from these reports. As the Steering Committee, we are responsible for writing the final conclusion. This is a piece that sums up the overall findings. Since we have written half of the report now, it is a good time to see if there are themes from these Academic areas. Then we can review the second half when those are done, and put the pieces together in May/June.
2. Next meeting, Nov. 17, 7:15 AM. Purpose: to make sure we know what we are doing at the November inservice.
3. Update team on RSVPs from Board members

Steering Committee Meeting Agenda 9-22-2017, **7:15AM**

Steering Committee Agenda:

1. Proof this Checklist to be used on Oct. 2 for all committees--

- a. Ensure constituent survey is referenced
- b. Make sure all committee members are listed
- c. For subject area reports, include how many periods/week or minutes/week as appropriate.
- d. Check the [MCDS Style Guide](#)
- e. Link to addenda at bottom of report (make sure link is viewable by anybody with access to the link)
- f. Enumerated items (strengths, etc.)--maximum of 7, minimum of 1.
- g. Final report must be in the proper folder
- h. Final report approximately 1-2 pages, unless you have spoken with your Steering Committee member.
- i. If there are members of the department that are not on your committee, make sure that they have had a chance to read the report and agree with it.
- j. Give reader report by noon; be ready for revisions by 2:00
- k. Afternoon - addenda and revisions

2. Steering committee has decided that the LS, MS, and HS reports are worthwhile independently.

3. Treats for October 2- Chips and Salsa/ cheese and crackers?
4. Who wants to read the final reports using the MCDS Style Guide? Kristina and Karla
5. What room on site do we think would be good for the Visiting Team to use? (College Counseling)
6. What type of event do we want to welcome the Visiting Team?
 - a. "It is essential that the visiting team members have as much time as possible for visiting classes, meeting with faculty and students, reviewing materials, and writing their reports during these four days. For this reason, it is inappropriate for the host school to attempt to entertain the visiting team except for the one informal gathering of administration, faculty, trustees, and team on the day of arrival. This social occasion can be an afternoon tea or reception, an after-supper dessert and coffee, or even supper itself on the first evening. Sometimes, there may be an actual presentation of the school's philosophy, remarks of welcome from the school head, and a few comments from the visiting team leader. Any such formal program, however, should be brief, and principal emphasis should be on informal conversation between faculty and team"
 - b. NAME TAGS WITH DEPARTMENTS
Student led tours
Piano in the background --students playing?
Artwork up

ALL PAST ISACS VISIT ANNOUNCEMENTS ALL IN THIS ONE DOCUMENT:

9-8-2018

All Faculty and Staff,

We are gearing up for the ISACS Visiting Team! They will be arriving on the MCDS campus on Sunday, October 14 at 4PM. **Your presence is required at this opening reception.** Students will be giving the guests tours starting at 4:15. **Please be here from 4:00-6:00 PM** to meet and interact with our guests. You will start out in your classrooms while our guests are touring, and then join us in the LS lobby around 5-5:15 for the reception. They will mostly want to meet people that they will be talking with during their visit. It is nice for them to get a sense of what we look like and maybe when you are free on Monday or Tuesday. And as an added benefit, we all get to enjoy some of Gwen's catering. Yum!

On Monday, October 15 at 3:45 there will be Division meetings (location TBD). These meetings will take place without administrators present so that the Visiting Team members can ask for your thoughts on various topics.

On October 17, the Head of the Visiting Team will share the major findings of the group with us. This will be a full faculty/staff meeting at 3:45. If you coach or have Extended Day or any after school activity, we will be in touch with plans to free you so that you can attend this meeting. The conclusion of our past year of self reflection and evaluation is an event celebrate! Therefore, immediately following this meeting, we invite you to join in us for hors d'oeuvres and drinks to celebrate our community, catered by Becky. Consider it a small thank you for all the work you have done over the past year or so! Thank you! Thank you!

There will be a few other meetings for particular groups during the days of Oct. 15 and 16. You will be notified if any of these affect you.

Overall, the Visiting Team is here to hold a mirror up to MCDS to help us in our self-reflection and improvement process. They are NOT here to evaluate any one person or any one program. They will read our self study and then look for confirmation that what we said is what they see. Please be open and honest with them. You should not feel the need to show off some new amazing lesson, but you should make sure that you are present (no field trips) and if you can avoid tests that would be preferred. Just be your regular amazing self! It is appropriate to clean up a little, the way you would anytime you are expecting company.

Shelley and Amy

10-4-2018

It is time to get excited! We have company coming! The ISACS Visiting Team will be arriving on Oct. 14th and be visiting through Oct. 17th. The details are explained OnCampus, but we just wanted to reiterate a few things.

1. You will receive a lanyard in your mailbox. Remember that nice photo ID you received recently? Please put it in the lanyard and wear it Oct. 14-17. The Visiting Team will look for these nametags to know who all works here. Thank you!
2. Sunday, Oct. 14th is a required event for all of us! It will be okay, though, because Gwen will be catering the food. Please be at school at 4pm. Teachers will be in their classrooms during the tour (4:00 until 5:00 or 5:15). Others will be in the LS lobby. Between 5:00 and 5:15, all of us will move to the LS lobby for the reception. There will be some opening remarks, and some socializing time for the Visiting Team members to figure out who they need to connect with during the upcoming days.
3. Monday, Oct. 15 at 3:45 are Division meetings, just with the Visiting Team, no administrators. LS meets in the LS art room, MS in room 244, and HS in room 130.
4. Wednesday, Oct. 17th will be an all staff/faculty meeting at 3:45. The Head of the Visiting Team will share a few major remarks from the study with all of us. He is not allowed to share much, just the major highlights. After that, we will have a celebration! We don't know what they'll say in their report, but we know we have a great school, so it is worth celebrating all of our collective works. Becky will be catering, so expect some yummy food and drinks. If you have an after school obligation that day, please talk with Shelley or Amy to see if we can arrange some coverage for you. It is worth trying to be at this meeting, if only for a half hour.
5. Overall, please enjoy the company of our guests. They all come from independent schools in the region, and are looking forward to visiting us. And remember--we always tidy up for company!

Shelley and Amy

10-12-2018

Faculty and Staff,

We are so excited for the ISACS Accreditation Visit! It is the culmination of all of our efforts, and will be an opportunity to showcase our dedication and love for our school community. You are all such wonderful ambassadors for MCDS, and we know the Visiting Team will be impressed with each and every one of you. Thank you in advance for sharing your time, your thoughts, and your selves with our guests during these upcoming days.

One last list of reminders for the accreditation visit:

1. See you all this Sunday at 4:00 for the opening reception. You should be finished by 6:00.

Feel free to connect with any Visiting Team member that is related to the area in which you work or any report you helped write. They'll be looking to connect with you, so it will help them out.

And wear your nametags!

2. You will want to make sure you remember what you wrote about in any report (any you authored or any that relate to your work), so that you can easily talk about if asked.

3. Remember that you have Division meetings after school Monday and some admin meetings throughout the week. Check the schedule that is OnCampus (same place Margy's Daily Memo is).

4. The Keurig machine that is in the MS/HS Conference room will be relocated to the College Counseling Center for Monday and Tuesday. The College Counseling room is for Visiting Team members only--no one else should go in there for those two days. The Keurig will return on Wednesday, but in the meantime you will have to go to the Bistro for your caffeine fix.

5. Take a few moments to do any tidying up needed prior to Sunday evening, especially if your space has been hit hard by all the festivities that are happening in these last days before the ISACS visit.

6. Finally, the names of the Visiting Team members are listed at the end of this email. It can be nice to know who your guests are ahead of time.

Onward!

Shelley and Amy

Steering Committee Agenda 8-24-18, 8-9:30 AM, MS/HS Conference room

Steering Committee Members:

Shelley, Amy, Bob, Devon, Sarah, Kristina, Karla, Jon, Ben

Agenda:

1. Revisit Conclusion.
2. Deadlines/assignments for remaining tasks (budget allotments are still coming):
 - a. Goodie bags-Jon-complete by 9/10/2018-suggestions include NOT printing MCDS on anything (makes less usable when visitor takes it home to their school), snacks, something representative of school or area, welcome card from students, maybe a water bottle, Drumlin wine or Local beer and cheese curds, canvas bag. \$200
 - b. Snack spread at school and at hotel (have to pick from hotel choices) \$400 hotel snacks. \$100 for office supplies and snacks at school (go see Crystle first), office supplies they need for school-Karla and Sarah-planned by 10/1/2018- also make name cards for the Visiting team to be used in the hotel conference room.
 - c. Lunch for visiting team from NEW SCHOOL LUNCH VENDOR-Bob-arranged by 9/17/2018. Hope to have dietary needs from Visiting Team by then. - Then talk to Crystle!
 - d. hotel/dinner arrangements-Ben, Shelley and Amy-all reservations made by 9/17/2018.
 - e. Faculty/Staff celebration-Amy and Kristina-set date and planned by 9/17/2018. budget=\$350 Becky is catering. Amy & Kristina need to buy drinks. Amy & Kristina will talk to Caroline about event help and will organize coverage for after school activities. Date for event: 10/17/18
Extra curriculums may be cancelled and this event will possibly take place in the HS gym
 - f. Opening reception-Devon and Kristina-planned and arrangements made by 10/1/2018. We should have input from Visiting Team leader to inform your plans before the deadline. \$350 for food/drink; Gwen to cater, and have planned by 9/10/2018--Amy will ask Alice for additional funds in this budget.
 - i. Bonnie/Heather event set-up
 - ii. Students there to lead tours (MS and HS Student Council)
 - iii. Student quartet-- (Jon said he's on it)
 - g. Make a Visiting Team chart of all faculty/staff-Devon-done by 9/17/2018. Shelley has a photo of one from another school to use as a guide. Note department chairs and division heads - note to speak with DC or DH re: curriculum questions
 - h. Make a Visiting Team chart of ISACS standards for membership-Ben, Sarah-done by 9/10/2018. Shelley has a photo of one from another school to use as a guide.
 - i. Note to Visiting Team re dietary needs, travel arrangements, etc-Shelley and Amy-done by 8/27/2018.

- j. Seth's pre-visit date set-Ben- September 5th
- k. Name tags for all MCDS faculty and staff and Visiting Team-? Done by 8/27/2018 --we have lanyards Amy and Shelley
- l. Jon work with Carlos for printer/projectors, surge strips, ect. For school and hotel and emails

Reminders:

The Visiting Team will be here Oct. 14-17, 2018. Required attendance at opening event on Sunday Oct. 14.

Please reread the reports listed here:

Purpose--Devon, Amy
Admissions-Devon, Amy
Local Comm-karla, Sarah
Student body-karla, Sarah
Alumni-, Sarah, karla
Parent-Sarah, karla,
School advancement-Bob, Jon
Equity-Bob, Jon
School climate-Bob, Jon
Governance-Bob, Jon
Admin-Shell, Kristina
Personnel-Shell, Kristina
Business management-Devon, Amy
Facilities-Devon, Amy
Tech--Shell, Kristina

Edit, proof, comment--take any big changes to the chair of the committee. **Please reread your four sections by Monday, August 27th** and talk to any committees that you need to by Thursday, August 30. **Reread the whole report by Monday, Sept. 4th. (Happy Labor Day!)**

