

Collaborative Conference – Sample Schedule

for public schools, districts, centers, and programs

Required Elements

- Tour of the school building
- Classroom visits (at least 90 minutes)
- Meeting with the Self-Reflection committee* to discuss the Self-Reflection report
- Meeting with a representative group of students
- Meeting with a representative group of parents
- Meeting with a representative group of teachers
- Meeting with central office administrators
- Meeting with building administrators
- Meeting with department leaders or other school leaders
- Meeting with support staff personnel such as school counselors, nurse, librarian, and special education personnel

*May be selected members of the committee depending on how the school structured the Self-Reflection process.

Note: All meetings should be 45 minutes, depending on the school bell schedule. Visitors may be asked to attend different meetings during the same block of time at the discretion of the chair.

The Collaborative Conference Visit Schedule

The chair will develop the Collaborative Conference Visit schedule, adjusted based on the school’s bell schedule, in consultation with the principal or Accreditation Coordinators.

- All meetings should be 45-60 minutes, depending on the school bell schedule.
- CTE meetings with the director and program personnel will be scheduled as needed.

Day 1		
7:30 a.m.	Team arrival at the school	All
7:45 – 8:15 a.m.	Tour of the building and grounds	All
8:20 – 9:00 a.m.	Review report with Self-Reflection committee	All
9:00 – 10:30 a.m.	Observe classes	All
10:30 – 11:25 a.m.	Meeting with central office administrators/Meeting with support staff Meeting with CTE program personnel (if applicable)	Divide Team
11:30 a.m. – 12:00 p.m.	Lunch	All
12:00 p.m. – 12:45 p.m.	Meeting with parents/Meeting with students	Divide Team
12:50 to 1:50	Meeting with a representative group of teachers Meeting with CTE program personnel (if applicable)	Divide Team
1:55 – 2:40 p.m.	Meeting with department heads or other school leaders	All
2:45 – 3:30 p.m.	Meeting with building administrators	All
3:45 p.m.	Depart school and check-in to the hotel	All
5:00 p.m.	Team debrief meeting in hotel workroom	All
6:00 p.m.	Dinner	All
7:00 p.m.	Evening meeting and writing time in hotel workroom	All
9:00 p.m.	Adjourn	All
Day 2		
6:30 a.m.	Breakfast at hotel and check-out of hotel	All
7:30 a.m.	Arrival at school	All
7:45 a.m. – 12:00 p.m.	Work on the draft Collaborative Conference Report in the team room and other meetings if requested by the chair. It is important for the team to collaborate on the Foundational Element ratings and the finalization of the Priority Areas of Growth.	All
12:00 p.m.	Lunch	All
12:30 p.m.	Preparation for debrief meeting with the principal	All
1:00 p.m.	Debrief with the principal	All
1:45 p.m.	Depart	All