

# DE Accreditation Site Visit Agenda 2015

## Day 1 - Monday, April 20, 2015

	Various DE Team Members	Team A	Team B	Team C
	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>
<b>8:00 a.m. - 10:30 a.m.</b>	DE Team members report on results of Document Review Team Training on Interviewing and Debriefing (Room TBD)			
<b>10:45 a.m. - 12:15 p.m.</b>	Chief Administrator Interview	Administrative Cabinet	Administrative Cabinet	Equity Staff
<b>12:15 p.m. - 2:00 p.m.</b>	Lunch & Debrief Chief Administrator Interview	Lunch & Debrief Cabinet Interview	Lunch & Debrief Cabinet Interview	Lunch & Debrief Equity Staff Interview
<b>2:00 p.m. - 3:30 p.m.</b>	Compile Team Notes	AEA Staff Interview 1	AEA Staff Interview 2	AEA Staff Interview 3
<b>3:30 p.m. - 4:30 p.m.</b>	Compile Team Notes	Debrief Interview 1	Debrief Interview 2	Debrief Interview 3

## Day 2 - Tuesday, April 21, 2015

	Sharon & Holly	Team A	Team B	Team C
	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>
<b>8:00 a.m. - 9:30 a.m.</b>	Compile Team Notes			
<b>9:30 a.m. - 10:30 a.m.</b>	Compile Team Notes	Debrief Interview 4	Debrief Interview 5	Debrief Interview 6
<b>10:30 a.m. - 12:30 p.m.</b>	Lunch & Debrief AEA Interviews (Location TBD) <i>Please note that a one and a half hour debriefing time needs to be scheduled to allow the team to debrief all of the AEA staff interviews prior to beginning LEA staff interviews.</i>			
<b>12:45 p.m. - 2:00 p.m.</b>	Compile Team Notes	LEA Staff Interview 1 (Teachers)	LEA Staff Interview 2 (Teachers)	LEA Staff Interview 3 (Teachers)
<b>2:00 p.m. - 3:00 p.m.</b>	Compile Team Notes	Debrief Interview 1	Debrief Interview 2	Debrief Interview 3

## Day 3 - Wednesday, April 22, 2015

	Sharon & Holly	Team A	Team B	Team C
	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>	<i>Room: TBD</i>
<b>8:30 a.m. - 9:45 a.m.</b>	Compile Team Notes	LEA Staff Interview 4 (Superintendents)	LEA Staff Interview 5 (Principals)	LEA Staff Interview 6 (Curriculum Directors)
<b>9:45 a.m. - 10:45 a.m.</b>	Compile Team Notes	Debrief Interview 4	Debrief Interview 5	Debrief Interview 6
<b>10:45 a.m. - 12:30 p.m.</b>	Debrief LEA Staff Interviews Lunch (Location TBD) 11:00 a.m. Special Education Compliance Review Site Visit Team arrives and joins AEA Accreditation Site Visit Team for lunch & Debriefing			
<b>12:30 p.m. - 3:00 p.m.</b>	Team Meeting Review compiled information Identify information gaps Develop list of suggested strengths and recommendations			
<b>3:00 p.m. - 3:30 p.m.</b>	There is no formal exit conference; the AEA Accreditation Co-Leads will visit with the Chief Administrator at the conclusion of the interview days.			
<b>3:30 p.m. - 4:30 p.m.</b>	Team Training for Special Education Compliance Review Site Visit Team			

# DE Accreditation Site Visit Agenda 2015

## Day 4 - Thursday, April 23, 2015

<b>8:00 a.m. - 9:15 a.m.</b>	Overview of Visit - DE AEA Special Education Presentation - MBAEA <i>(Please use this time to talk about the organization of special education within MBAEA, how special education services are delivered, how general supervision is addressed, what MBAEA's long term goals are for special education and how decisions are made regarding resources such as special ed dollars, staff positions, FTEs and caseloads)</i>	
	<b>Interview Team</b>	<b>Interview Team</b>
	Sharon Hawthorne Tom Mosbach EC Person	Kim Drew Linda Hansen EC Person
<b>9:30 a.m. - 11:00 a.m.</b>	Kim Hofmann, Special Education Coordinator	Regional Administrators for selected districts including Regional Administrators for ECSE
<b>11:00 a.m. - 12:30 p.m.</b>	Debrief 9:30 Interview Lunch	Debrief 9:30 Interview Lunch
<b>12:30 p.m. - 2:00 p.m.</b>	Special Education Consultants, School Social Workers, and School Psychologists for selected districts including those who work with ECSE	Challenging Behavior Team
<b>2:00 p.m. - 3:00 p.m.</b>	Debrief 12:30 Interview Break	Debrief 12:30 Interview Break
<b>3:00 p.m. - 4:30 p.m.</b>	Speech-Language Pathologists, Occupational Therapists, Physical Therapists, Hearing and Vision Itinerant Teachers for selected districts including those who work with ECSE	Secondary Transition Team
<b>4:30 p.m. - 5:30 p.m.</b>	Debrief 3:00 Interview	Debrief 3:00 Interview
<b>5:30 p.m. - 6:30 p.m.</b>	Parents of ECSE, Elementary, and Middle School Students with IEPs from selected districts.	Parents of students with IEPs with challenging behaviors and parents for students with IEPs of Secondary Transition age from selected districts.
<b>6:30 p.m.</b>	Debrief Parent Interview	Debrief Parent Interview

## Day 5 - Friday, April 24, 2015

	<b>Interview Team</b>	<b>Interview Team</b>
	Sharon Hawthorne Tom Mosbach EC Person	Kim Drew Linda Hansen EC Person
<b>8:00 a.m. - 8:30 a.m.</b>	<b>TEAM MEETING</b>	
<b>8:30 a.m. - 9:45 a.m.</b>	ECSE and Elementary Special Education Teachers selected districts	High School Special Education Teachers selected districts
<b>9:45 a.m. - 10:30 a.m.</b>	Debrief 8:30 Interview	Debrief 8:30 Interview
<b>10:30 a.m. - 11:45 a.m.</b>	Middle School Special Education Teachers selected districts	Teachers of Students with FBA selected districts
<b>11:45 a.m. - 12:30 p.m.</b>	Debrief 10:30 Interview Lunch	Debrief 10:30 Interview Lunch
<b>12:30 p.m. - 1:45 p.m.</b>	Building Principals / Director of Special Education selected districts	Building Principals / Director of Special Education selected districts
<b>1:45 p.m. - 2:15 p.m.</b>	Debrief 12:15 p.m. Interview Develop Wrap-up statements	Debrief 12:15 p.m. Interview Develop Wrap-up statements
There is no formal exit conference; the AEA Accreditation Lead will visit with the Special Education Coordinator at the conclusion of the Interview Days		