

## 2017 AdvancED External Review Schedule for Wyndmere Public School

**Dates: Feb. 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>**

**External Review Team: Julie Kaspari – Team Leader, Jill Harris, Tara Steiner, Sarah Pohl, TBD**

*The External Review Team will be headquartered in our Computer Lab. You will be able to keep all of your things here throughout your stay. We will also provide coffee, juice, water, and some snacks for you to access over the course of the 3 days. Breakfast and lunch will be provided in the lunchroom during the school day. For dinners, we have several options from pizza and subs to ordering out/dining in at the Black Pelican.*

### Feb 21<sup>st</sup> – Day 1

Time	Event	Who
5:00 PM	Welcome and setup (present overview PPT, provide schedules, lesson plans, map of the school, Staff list, names of interviewees and other necessary documents)	AdvanceED Leadership Team, External Review Team,
5:30 PM	Work Session	External Review Team
6:30 PM	<b>Dinner Break</b>	
7:30 PM	Work Session	External Review Team
9:00 PM	Finish Work Session	

### Feb 22<sup>nd</sup> – Day 2

Time	Event	Who
7:30 AM	Arrive at School	External Review Team
8:00 AM	Overview Standards, Stakeholder Feedback and Student Performance	External Review Team & AdvancED Leadership Team
8:30 AM	Effective Learning Environment Observations (20 minutes per classroom utilizing the ELEOT (Effective Learning Environment Observation Tool) ( See schedules/lesson plans of classes)	External Review Team
11:45 AM	<b>Lunch</b>	
12:15 PM	Effective Learning Environment Observations (20 minutes per classroom utilizing the ELEOT (Effective Learning Environment Observation Tool) ( See schedules/lesson plans of classes)	External Review Team
2:30 PM	<b>Break</b>	
2:50 PM	Elem Students (Title Rm.); MS/HS Students ( Comp. Lab) Interviews	External Review Team (divide team members)
3:40 PM	Elem Teachers (Title Rm.) MS/HS Teachers (Comp. Lab) Interviews	External Review Team (divide team members)
4:15 PM	Elem Parents & Community Members (Title Rm.); MS/HS Parents & Community Members (Comp. Lab) Interviews	External Review Team (divide team members)
4:45 PM	Work Session	External Review Team

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<b>6:30 PM</b>	<b>Dinner Break</b>	
<b>7:30 PM</b>	Work Session	External Review Team
<b>9:00 PM</b>	<b>Finish Work Session</b>	

### Feb 23rd – Day 3

<b>Time</b>	<b>Event</b>	<b>Who</b>
<b>7:30 AM</b>	Arrive at School	External Review Team
<b>8:00 AM</b>	School Board members (Supt. Office); Support Staff (Comp. Lab) Interviews	External Review Team (divide team members)
<b>8:30 AM</b>	Effective Learning Environment Observations wrap up and team work session  (20 minutes per classroom utilizing the ELEOT (Effective Learning Environment Observation Tool) (See schedules/lesson plans of classes)	External Review Team
<b>11:45 AM</b>	<b>Lunch</b>	
<b>12:15 PM</b>	Team Work Session (Finalize ratings, discussions, deliberations, completion of Exit Report)	External Review Team
<b>1:30 PM</b>	Final meeting with administration in Computer Lab	External Review Team Lead Evaluator & Administration
<b>2:00 PM</b>	Final Team Meeting (if necessary)	External Review Team
<b>3:35 PM</b>	Exit Report given by external Review Lead Evaluator (band room)	External Review Team & school stakeholders
<b>4:00 PM</b>	<b>Conclusion of External Review</b>	