

Steering Committee and Self-Reflection Writers Meeting Agenda

The steering committee oversees the preparation of the Self-Reflection Report and ensures that it is prepared through analysis of evidence and collaboration with stakeholders. Some members of the steering committee may write parts of the Self-Reflection Report, Other members of the professional staff write the five Standard narratives.

Standards for Accreditation 2023 (Standards booklets)

Architecture: Principles of Effective Practice and Foundational Elements

Timeline and Data

The Self-Reflection Report takes approximately 3-6 months to complete. Copy-paste into the portal at least four weeks before the Collaborative Conference Visit.

The Steering Committee:

- uses the Accreditation Handbook (See Steering Committee Checklist, Accreditation Handbook, pp. 20-21)
- plans the budget (Accreditation Handbook, pp. 23-25) and arranges for the Collaborative Conference Visit (Accreditation Handbook, pp. 37-38 and 47) and Decennial Accreditation Visit (Accreditation Handbook, pp. 39-41)
- develops the timeline for completion of the Self-Reflection Report (Accreditation Handbook, pp. 27-31)
- determines how the report will be written: whole faculty, five groups, one large committee
- arranges evidence collection from the faculty on Standards spreadsheets (if possible) and other district or school data for writers
- administers the three NEASC opinion surveys for faculty, students, families and provides the results to writers
- organizes and curates the collection of student work as evidence of aligning with the Standards, especially for Standard 2 (Accreditation Handbook, pp. 43-44)
- writes the School and Community Summary (Accreditation Handbook, p. 22 and Appendix sample, pp. 45-46) and Parts 1 and 3 of the Self-Reflection Report
- edits and finalizes the Self-Reflection Report and copy-pastes it to the portal. When complete, the principal clicks the green "Mark Report Complete" button in the portal. This locks school access to the report.

Writing the Standards Narratives

The Self-Reflection writers:

- read Self-Reflection Guide carefully
- discuss the educational terms used in the Standards, Foundational Elements, Principles, and Descriptors for clarity
- use a DEIB lens throughout the Self-Reflection process
- include multiple stakeholders: parents, students, community, central office staff, etc.
- analyze, discuss, and determine alignment to each Principle
- use the writing templates and draw conclusions from the evidence regarding the school's alignment to each Principle by using the Descriptors
- use the Principles of Effective Practice Rubric to determine alignment with each Principle in the Standards (Self-Reflection Guide)
- use the Foundational Elements Rubric to determine alignment with each Foundational Element (Self-Reflection Guide)
- use representative evidence to support your conclusions, which can be hyperlinked in the report (recommended) or uploaded to the portal
- determine strengths and areas for growth for each Standard
- present the five Standard narratives to the faculty and vote to ascertain the level of agreement:
 - Send the drafts out electronically to all faculty two weeks in advance of the meeting to ask for comments/edits. Make any edits needed. Send the report out a few days before the scheduled meeting.
 - Present one Standard narrative at a time (recommended) on different days or all five Standard narratives on the same day as determined by the steering committee. Leave a small window for discussion.
 - A 2/3 majority of the faculty needs to approve each Standard report to make it final; 80 percent or greater is preferred.
 - Make any final edits to Standards narratives after the faculty vote.

Find more information at neasc.org/resources-public-schools

