**Site Evaluation Schedule:**

Woodbridge Township School District,

**COLONIA HIGH SCHOOL**

**Day One-Tuesday, February 20, 2018**

* **12:00 p.m.**
  + Evaluation Team arrives at Colonia High School, reports to **Conference Room (There will be five marked off parking areas reserved)**
* **1:00 p.m.**
  + **Team in-service by Chairperson Frank Radzievich, Conference Room, Team members only: please no interruptions!**
* **2:45 p.m.**
  + Faculty and Visiting Team reception, remarks by administration, Chair Radzievich, introduction of Team members, **school presentation of philosophy, mission, belief statements (Presentation by students), school and community overview (Presented by faculty)**
* **3:30 p.m.**
  + Visiting Team tours building (Note: brief tour to give visitors the “lay of the land”) – Tour will be given by a member of the planning team-**Amorin, Biri, Davison, Forstenhausler, J. Razimowicz, Murphy, Pace, Panko, DiChiara, LaSala, Ponte, Liguori, Pasko, or Galvin**
* **4:00 p.m.**
  + Team travels to **APA Hotel** via private vehicles
* **5:00 p.m.**
  + Dinner at hotel
* **6:00 p.m.**
  + Continue in-service training by Chair Radzievich

**Day Two-Wednesday February 21, 2018**

* **6:30 a.m.**
  + Breakfast at hotel
* **7:15 a.m.**
  + School van transportation to Colonia High School
* **7:30 a.m.**
  + Report to **Conference Room** for overview of day’s activities, Team members only
* **8:00 a.m.**
  + Faculty and grounds tour with maintenance supervisor-**Mr. J. Tumblety** -Team members 1 and 2, Chair
  + **Classroom observations**-Team members 3 and 4
* **9:00 a.m.**
  + Meet with Internal Coordinator (s)-**Ms. Amorin, Mr. Biri, Ms. Davison, and Ms. Murphy (Conference Room)-**All Team members
* **10:00 a.m.**
  + Meet with planning team members- **Amorin, Biri, Davison, Forstenhausler, J. Razimowicz, Murphy, Pace, Panko, DiChiara, LaSala, Ponte, Liguori, Pasko, and Galvin (Conference Room)-**Team members 3 and 4
  + **Classroom observations**-Team members 1 and 2
* **11:00 a.m.**
  + Meet with school selected students (**Media Center**)- All Team members and Chair
* **12:00 p.m.**
  + Lunch in **Conference Room** (working lunch – **Team members only**)
* **12:30 p.m.**
  + Meet with building principal-**Mr. Pace** (principal may invite vice principals to the meeting)-Team members 1 and 2
  + **Classroom observations** - Team members 3 and 4
* **1:30 p.m.**
  + Meet with technology director-**Mr. Challahan**, Team member 1 **(Conference Room)**
  + Meet with special education director-**Ms. Schrieks or Ms. Bair** Team member 2 and 3 **(Counseling Suite)**
  + Meet with guidance/counseling director-**Ms. Galvin**, Team member 4 **(Ms. Galvin’s Office)**
  + Meet with nurse/health director-**Ms. Beebe and Mr. Wiesenstein**, Team Chair **(Nurse’s Office)**
* **2:45 p.m.**
  + Meet with department chairs-**Ms. DiChiara, Ms. Galvin, Mr. LaSala, Ms. Liguori, Ms. Murphy, and Mr. Panko, Ms. Ponte (Conference Room) -** All Team members
  + Meet with teacher union president or professional association leader-**Mr. Pasko, Mr. Cuffe, or Ms. Mentzel (Counseling Suite) -** Team Chair
* **3:30 p.m.**
  + Team meets in **Conference Room** for discussions, debriefing, planning and paperwork review
* **4:00 p.m.**
  + School van to **APA Hotel**
* **5:00 p.m.**
  + Dinner at hotel
* **6:00 p.m.**
  + Team work session, hotel meeting room

**Day 3-Thursday, February 22, 2018**

* **6:30 a.m.**
  + Team breakfast at hotel
* **7:00 a.m.**
  + School van transportation to Colonia High School
* **7:30 a.m.**
  + Report to **Conference Room** for overview of day’s work
* **8:00 a.m.**
  + Meet with class/club/activity advisors-**Mr. Csapo, Mr. Hall, Mr. O’Lone, Ms. McCoy, Mr. Danch, Ms. Platko, Mr. Rollis** **(Media Center) -** Team member 4
  + Meet with athletic director-**Mr. LaSala (Athletic Director’s Office) -** Team member 3
  + Meet with school or local police representative-**Mr. Small and/or Officer McGovern (Conference Room) -** Team members 1 and 2 and Chair
* **9:00 a.m.**
  + Meet with business manager/financial officer-**Mr. Wolferman, Mr. Pace, and Ms. Gobbo (Conference Room) -** Team members 1 and 2
  + Meet with school superintendent-**Dr. Zega (Mr. Pace’s Office) -** Team members 3 and 4 and Chair
* **10:00 a.m.**
  + Meet with randomly selected students (**Media Center**) - All Team members
* **11:00 a.m.**
  + Meet with parents and school board directors (separate meetings) Board – **Conference Room -** Team members 1 and 2
  + Parents (**Ms. Dowd, Ms. Sadowski**) – **Counseling Suite -** Team members 3 and 4
* **12:00 p.m.**
  + Lunch in **Conference Room** (working lunch – **Team members only**)
* **1:00 p.m.**
  + Meet with support staff-**Mr. Hall**, secretaries-**Ms. Perry, Ms. Smith**, café, and transportation staff (**Conference Room**) - Team members 1, 2, and Chair
  + Classroom observations - Team members 3 and 4
* **2:00 p.m.**
  + Team reflections and writing time in **Conference Room -** All Team members
* **2:45 p.m.**
  + Voluntary faculty meeting with Team Chair – open forum
* **3:00 p.m.**
  + Team does discussion and report writing
* **4:00 p.m.**
  + Van transportation to **APA Hotel**
* **5:00 p.m.**
  + Dinner at hotel
* **6:00 p.m.**
  + Team work session, hotel meeting room

**Day 4-Friday, February 23, 2018**

* **6:30 a.m.**
  + Breakfast at hotel and checkout
* **7:00 a.m.**
  + Team drives to the school **(There will be five marked off parking areas reserved)**
* **7:30 a.m.** 
  + Review schedule in **Conference Room**
* **8:00 a.m.**
  + Finalize written work. Make final classroom observations.
* **10:00 a.m.** 
  + **Private Team meeting**: school accreditation vote taken.
* **11:00 a.m.**
  + Chair meets with principal and internal coordinator to discuss oral report **(Ms. Pace’s Office or the Conference Room)**
* **12:00 p.m.**
  + Chair releases all Team members - Lunch
* **1:00 p.m.**
  + Dismissal - Finalize all written work by Chair
* **2:45 p.m.**
  + Chair delivers oral report to faculty, administration, school board, community, press. **(Auditorium)**

**Concerning classroom observations, the Middle States Team is here to evaluate programs and not individual teachers and staff in their classrooms, labs and work areas. We ask that the school administration make this point with the faculty.**

**All Self Study information must be formatted into the prescribed Middle States format via materials received from the Association. The Middle States office requests that Visiting Teams receive the Self Study document 30 days before the evaluation date.**