



# TEAM MEMBER GUIDE

MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSIONS ON ELEMENTARY AND SECONDARY SCHOOLS  
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## PART 1: THE TEAM VISIT

### THE BASICS OF THE VISIT

#### The Team

Each visiting team consists of 1 Chair (team leader) and 2-4 team members. The amount of team members can vary based on several factors, including the size of the school and type of self-study protocol being utilized. (More on protocols can be found in the MSA Protocols section of this guide.) All team members are volunteer educators and school personnel that possess different levels of experience/areas of expertise in education as well as different levels of familiarity with accreditation. This is how MSA ensures that a school hosting a visit has a well-balanced visiting team that represents a variety of perspectives. Occasionally, MSA staff will also participate as Chairs and team members.

#### The Full-Team Visit (Onsite)

The full team visit lasts 3 ½ days, generally beginning on Sunday, Monday, or Tuesday. The specific schedule for each of these days will vary but will include a combination of scheduled interviews, observations of teaching and learning, and time for evidence review, report writing, and team discussions. By the end of the full-team visit, each team member will have completed and submitted their sections of the written report to the Chair, and the Team will have reached consensus on their accreditation recommendation.

#### The Team's Shared Google Drive

Within 30 days of the visit, the team will receive access to a Google shared drive. A *shared drive* is a space to store, share, and edit documents collaboratively, and only specific users have access to it. MSA-CESS staff will provide each team member with the link via email. **Only team members and the MSA-CESS staff will have access to the drive.** If you are familiar with Google Drive and Google Docs in general, everything will look familiar, but there will be greater restrictions in place to ensure the confidentiality of both the team's work and the school's self-study and evidence.

1. About four weeks before your visit, a member of the MSA-CESS staff will email you a link to access the drive, along with instructions for how to access it. This process should be quick and easy if you have a Google account that is associated with your school email address (the one that MSA-CESS uses to contact you). If your school email address is not already connected to a Google account, you can create one [using these instructions](#) in less than five minutes. **We recommend that you do this as soon as possible if your email is not already associated with a Google account.**
2. Team members are not permitted to copy or share any document, folder, or file from the drive with anyone who is not a member of the visiting team or the MSA-CESS staff. The school will have its own, separate access to the evidence and self-study folders, so there is no need to share any documents or folders with the school.
3. Team members are also not permitted to download or print any file from the drive unless it is a necessary part of the volunteer's process, such as a strong preference to read on paper instead of on a screen. If it is necessary to download or print any documents, the team member must permanently delete any downloads and shred any printouts by the conclusion

of the visit.

4. When you receive the link, your drive will contain the school's self-study document, their submitted evidence, and a video tour of the school. If at any point during the visit you need additional evidence, the school will have the ability to add it to one of these folders, and you will be able to view those files as soon as they are uploaded.
5. During the visit, please make sure to stay logged into the Google account that has access to the drive. You will need to access it throughout the visit. Please also ensure that you are the only person with access to your device(s) during the visit.
6. In the drive, you will find templates for each section of the team report, in the "Write Team Report" folder. When writing your sections of the report, please type directly into these documents. Do not download, copy, or share them, since any of those can cause confusion. These Google Docs have been generated specifically for your visit, and the team chair will use them when assembling the final report.
7. Another folder in your drive has workbooks for each standard, as well as sample interview questions, with a document for each type of interview that typically takes place during a visit. You are welcome to take notes directly in these documents if you wish.
8. Please apply the same standards of professional conduct, friendliness, and cooperative spirit from the rest of your time as a volunteer to anything you write in any document in this drive, any comments you make, and any communications that take place through the drive. In any case when you and another team member or the chair have differences of opinion, we always recommend calling that person directly to discuss them, rather than trying to resolve conflict through emails, texts, or other written messages.
9. When you have completed your sections of the team report, tell your chair. Make sure any comments have been handled and resolved, and if you have downloaded or printed any of the documents, make sure to permanently delete or destroy them immediately.
10. Specific instructions will also be available in the shared drive itself, as soon as you have access to it.

### CHAIR RESPONSIBILITIES

The chair of the team is responsible to:

1. Maintain all general communications with the school on behalf of the team prior to, during, and after the visit
2. Conduct a Pre-Visit Meeting (and One-Day Chair Visit if virtual visit) with the school to ensure that they are prepared to host the visit
3. Organize logistics, lead team meetings, and guide team members during the full team visit
4. Prepare and present an oral report to the head of school and then the whole school at the end of the visit summarizing the findings of the team and the accreditation recommendation

5. Compile a draft team report to be reviewed by the school and compile the final team report for MSA

Please see the Checklist for Chairs on our website under “Volunteer” for a more robust description of all Chair responsibilities.

### **TEAM MEMBER RESPONSIBILITIES**

Team members are responsible to do the following:

#### **Prior to the Team Visit**

1. Review all communications sent by the Chair
2. Complete the Team Questionnaire (provided by the Chair in initial communications)
3. Carefully read the self-study prepared by the school’s stakeholders, view the video tour, and review the evidence, which will be provided in a Google shared drive within 30 days of the visit

#### **During the Visit**

1. Accept the team schedule, meeting all appointments on the schedule, and being available until the last event on the schedule is completed (including team meetings)
2. Review evidence, participate in observations of teaching and learning, & conduct interviews (more details on this in Section 2 of this guide) while utilizing appropriate evaluation techniques and behaviors
3. Complete assigned sections of team report (to be assigned by the Chair)

#### **After the Visit**

Complete a short survey evaluating your visit experience and Team Chair.

## PART 2: THE VOLUNTEER'S TOOLBOX

### MSA STANDARDS & INDICATORS OF QUALITY FOR SCHOOLS

To read the MSA Standards & Indicators of Quality for schools in their entirety, please refer to the [Standards for Accreditation School Edition](#).

#### Standards

Middle States has 12 Standards for Accreditation that schools must meet in order to become accredited or reaccredited. They cover the following areas:

- Mission
- Governance and Leadership
- School Improvement Planning
- Finances
- Facilities
- School Organization and Staff
- Health and Safety
- Educational Program
- Assessment and Evidence of Student Learning
- Student Services
- Student Life and Student Activities
- Information Resources

The Middle States Standards for Accreditation are qualitative statements that reflect research-proven practices for schools pursuing continuous school improvement. The Middle States Standards have several important functions in the accreditation process. Most importantly, they serve as a mechanism for improving a school's capacity to produce the levels of student performance that are both desired and expected by its community of stakeholders. Because they are based on research and reflect proven practices, they serve as a qualitative guide to expectations for an accredited school.

The Standards are not designed to make all schools look alike. The Middle States accreditation process respects the individual nature and character of each school. The diversity of Middle States member schools reflects this important principle. Although it is required that all schools meet the same Standards for Accreditation, there is sufficient flexibility within the Standards so that different schools can demonstrate they meet the Standards in different ways.

The Standards serve as the primary basis upon which the Commissions make accreditation decisions. The Commissions offer a variety of protocols for self-study and accreditation, each of which begins with the requirement that a school meets the Standards for Accreditation. Then, building on the requirements of the Standards, a school proceeds to establish a plan for growing or improving student performance and the school's capacity to produce the levels of student performance desired and expected by its community of stakeholders.

#### Indicators of Quality

Indicators of Quality have been developed for each Standard. The Indicators amplify a Standard and show possible ways that a school can demonstrate that a particular Standard is met. Indicators provide

greater clarity regarding proven practices related to each Standard. Although it is expected that all accredited schools will meet the Standards, not all Indicators will apply to or be appropriate for each school. It is imperative that the use of Indicators respects the individual integrity of each school and that no attempt to conform a school's operation to these Indicators be made.

A number of the Standards for Accreditation include sub-sets of Indicators that are applicable to different types of schools and to schools with special programs or services. For example, the Governance and Leadership Standard includes a set of Indicators for independent/non-public schools and a different set of Indicators for schools in public school districts, archdiocesan/diocesan systems, and other school organizations with a central office staff. For some of the Standards, there are also Indicators for schools that have early age programs and Indicators for schools that deliver some or their entire educational program using a distance modality. Each school uses only the Indicators that are applicable and appropriate for the school.

### THE SELF-STUDY

The self-study is a self-assessment that a school seeking accreditation or reaccreditation completes, in which they evaluate to what level they believe they meet MSA's Standards for Accreditation. In addition to the adherence to the Standards, the school is able to utilize the self-assessment to develop a Plan for Growth and Improvement that can serve as its Long Term Strategic Plan. The self-study process can take anywhere from 1-3 years for a school to complete, depending on whether the school is seeking initial accreditation or reaccreditation.

The main purpose of the team visit is to validate that what a school's self-study states is indeed what the school is doing. Within 30 days of the team visit, each team member will receive access to the school's self-study and accompanying written evidence. The team member's task is to thoroughly review the self-study and evidence and utilize them throughout the team visit to make decisions regarding to what extent the school meets MSA's Standards.

### MSA PROTOCOLS

As we believe that one size does not fit all, MSA has developed several protocols for schools that are seeking initial accreditation or reaccreditation. The two most common protocols are *Designing our Future* and *Excellence by Design*. With some exceptions, schools seeking initial accreditation generally follow the *Designing Our Future* protocol, and schools seeking re-accreditation follow *Excellence By Design*. The decision regarding which protocol to utilize follows a discussion between the school and the school's assigned Accreditation Liaison.

#### **Designing our Future**

The *Designing our Future* protocol is recommended for schools seeking accreditation for the first time or schools that have recently gone through major changes such as a merger, addition of grades, or change in educational program.

*Designing Our Future* (DOF) is a self-study and accreditation protocol primarily focusing on growing and improving the school's capacity to produce the levels of student performance desired and expected by its community of stakeholders. Organizational capacity is defined by the 12 Middle States Standards for Accreditation for Schools that represent the "building blocks" required for a quality school and educational program (e.g., finances, facilities, student services, etc.).

Through this protocol, the school determines which areas of its curriculum and organizational capacity are the priorities for growth and improvement, sets measurable goals to address these priorities, and then establishes a plan to achieve its objectives. *Designing Our Future* differs from other accreditation formats used by the Middle States Association of Colleges and Schools in that it organizes the self-study process around a number of descriptive summaries that address the work of the school. Each descriptive summary consists of the gathering of information and data relevant to the topic and ends with the school and its community of stakeholders conducting a self-assessment of the school's adherence to the Standards for Accreditation that are relevant to the topic.

[Click here](#) for more information on the DOF protocol

### **Excellence by Design**

The *Excellence by Design* protocol is generally recommended for schools that have previously been accredited and are seeking re-accreditation.

*Excellence by Design* (ExBD) is an accreditation protocol that uses strategic planning as a vehicle for growth and improvement in student performance and in the school's capacity to effect that growth. The protocol links various planning and school growth and improvement efforts. *Excellence by Design* leads the school to establish objectives for improving student performance and organizational capacity based on its vision of a preferred future for its students. Therefore, *Excellence by Design* is a future-oriented and visionary process.

In addition, the protocol provides for a continuous review of programs and services and of the results of student performance. It also allows diverse constituent groups to participate in charting the future of the institution. *Excellence by Design* provides the framework for formally aligning all the work of the school to ensure that all of its efforts are coordinated and focused on achieving the school's mission. It is expected that this framework will accomplish the following purposes:

- Development of a sense of community and common purpose among the school's students and staff, and its community of stakeholders.
- A Plan for Growth and Improvement in student performance and the school's capacity to produce the levels of student performance expected by the school and its community of stakeholders.
- Greater cooperation between all of the school's stakeholders in identifying and implementing practices that have been demonstrated to lead to excellence in student performance and the organization's capacity to produce the desired levels of student performance.

Most importantly, this framework intends to develop in the school's community of stakeholders an understanding that the school is part of a larger community of learners and that this community has agreed upon, supports, and accepts responsibility for assisting the school in achieving its Mission, Profile of Graduates, and Plan for Growth and Improvement in student performance and organizational capacity. This learning community understands that, by working together to articulate and align its efforts, it can achieve higher levels of excellence in student performance.

[Click here](#) for more information on the EBD protocol



### ***Sustaining Excellence***

*Sustaining Excellence* is a protocol for schools that use strategic planning and action research as vehicles for growth and improvement in student performance and in the school's capacity to effect that growth. [Click here](#) for more information on the SE protocol.

Middle States has also created Standards for Accreditation for other types of educational institutions:

### **School Systems**

*Achieving Excellence System Wide* is the framework utilized for the accreditation of entire school systems. [Click here](#) to read the Standards for Accreditation School Systems Edition.

### **Learning Service Providers**

Learning Service Providers either provide educational services directly to students or service the schools and institutions that provide the education to the students. [Click here](#) to read the Standards for Accreditation Learning Service Provider Edition.

### **Career and Technical Institutions**

*Reflections on Standards of Quality* is a framework designed and required for use by institutions that offer career and technical programs to secondary and/or postsecondary students and that seek to use their accreditation by the Middle States Commission on Secondary Schools (MSA-CSS) to establish eligibility to participate in federal Title IV student or programs for their adult (postsecondary) students. [Click here](#) to read the Standards for Accreditation Career and Technical Edition.

## **THE PROCESS OF TRIANGULATION**

There are three main ways in which a team member seeks to validate a school's congruence with its self-study during the team visit: by reviewing the written evidence, making observations, and conducting interviews.

### **Reviewing Evidence**

When a school submits their self-study, they will also submit accompanying written evidence to support their conclusions. It is the team members' responsibility to thoroughly review the evidence and determine if anything needs to be further clarified in interviews and observations. Evidence will be available to all team members in their shared drive, and the school can add evidence during the visit at any team member's request.

### **Observation of Teaching and Learning**

Observations of teaching and learning are an integral part of the peer review process. They are meant to give a general impression of the teaching and learning in a school, not to evaluate specific teachers and students.

Two great questions to reflect on while observing teaching and learning on the visit are:

1. What does it look like to teach in this school?
2. What does it look like to learn in this school?

The specific method of observation will vary from one visit to another. The chair will inform the team about how and when observations will be conducted for each visit.

### **Interviews**

Interviews are an essential part of the visit. The team will interview students, parents, faculty members, and administrators. It is important to get a sense of what each individual or group feels about the process. The interview is not a “test” of the self-study, but rather an affirmation of information provided in the self-study for completion of the team report. It also verifies that all stakeholders feel that their opinions were heard during the process. **Sample questions for interviews are included in your team shared drive.** All interviews will take place over the preferred video call platform of the school.

Team members should keep the following points in mind when conducting interviews:

1. Thank the person/group both at the beginning and at the end of the interview. Interviews should always be conducted in an atmosphere of appreciation and end on a note of personal grace.
2. Keep in mind that some of the faculty members may be nervous or apprehensive because of the visit. Try to alleviate this situation by maintaining a professional manner and approach. Be friendly and let the teachers know that you are also an educator who has experienced many of the same situations.
3. It is important **not to put forward a point of view** on any of the subjects under discussion. Team members are not consultants.
4. All questions should be neutral and not framed as a concern or a problem.
5. Offer no signs of approval or disapproval concerning information given.
6. Be cautious in assigning reliability to information presented by a disgruntled informant.
7. Interviews can often be more valuable and revealing than classroom observations
8. **Remember that all observations and conclusions of the committee are confidential. They should not be discussed outside of the team meetings or after the visit.**

### **Triangulation of Evidence Review, Observations, and Interviews**

Throughout the visit, team members should consistently seek to validate information by verifying it through more than one means. Using the process of triangulation, team members will combine the evidence, observations, and interview responses to reach informed conclusions.

## PART 3: BRINGING IT ALL TOGETHER

### MAKING FINAL DECISIONS

The final outcome of the team visit is a comprehensive written report based on the review of evidence, observations of teaching and learning, and interviews that the team completed. The final team report reflects a consensus of the team members. The following are helpful definitions for terms that will be used by the Visiting Team in the report when making final determinations about the information gained during the team visit:

**Observations:** In this section, the Team lists any general observations regarding the degree to which the school meets the Standard and/or its Indicators of Quality.

#### Examples of Observations

1. A clean, well-maintained facility that is warm and inviting.
2. Classrooms have ample space and are clean and well-lit.
3. The faculty and staff have created a partnership between the home and school to provide mutual support for the child. Parents are recognized as the primary educators of the students.

**Exceeds Expectations of the Standard:** Utilized when the Visiting Team determines that the school exceeds the expectations of a Standard. If the team decides the school does not exceed expectations, this section may be deleted from the team report.

#### Examples of Exceed Expectations

1. Solid curriculum which addresses the various learning styles of the students.
2. Programs are implemented in the school and throughout the day to help students achieve success and overcome difficulties.

**Recommendation:** A Recommendation is given to the school by the Visiting Team and indicates an action the school may consider. Typically, in the professional opinion of the members of the Team, the action would enhance the effectiveness of the school and would result in further improvements. It may be a revisiting of findings by the school through its self-study or may be a new suggestion provided as a result of the external peer review process.

#### Examples of Recommendations

1. Consider the changing ethnic population when designing new student activities.
2. Add the concept of “family” to the school’s belief statements.
3. Examine the workload of the counseling staff with an eye toward better balance and service.

**Monitoring Issue:** Occasionally, a school will be working toward full implementation of an Indicator of Quality and/or Requirement of the Protocol used for self-study, but additional monitoring is REQUIRED to ensure that appropriate follow-through is taken by the school. This monitoring will typically take place at the next regularly scheduled accreditation maintenance activity such as at the mid-term

review. Typically, Monitoring Issues are for actions that a school needs to implement as planned, expand upon, or redo.

#### Examples of Monitoring Issues

1. By the time of the Mid-Term Report, expand the Planning Team/Steering Committee structure to include greater broad-based stakeholder involvement.
2. By the time of the Mid-Term Report, continue the curriculum review process until all academic departments have been included.
3. By the time of the Mid-Term Report, redo the self-assessment of compliance with the accreditation standards to reflect appropriate input from a larger sample of stakeholder.

A Monitoring Issue does not have an effect on the accreditation action taken by the Commissions.

**Stipulation:** A stipulation is assigned when a crucial or critical component is missing or inadequate. A stipulation can address either an Indicator of Quality or a Requirement of the Protocol used for self-study. A stipulation requires a school to either submit a report and/or host a representative of Middle States prior to the next regularly scheduled accreditation maintenance activity to demonstrate that the Stipulation has been addressed satisfactorily.

#### Examples of Stipulations

1. Taking action to correct inappropriate access to hazardous chemicals in the science labs.
2. Demonstrating that a crisis policy has been implemented.
3. Submitting baseline data for the measurable performance objectives required by the self-study protocol.

A stipulation can be identified by the team or at any other stage of the review and accreditation action process. If the Commissions identify one or more Stipulations, the school's accreditation status will be Accreditation with Stipulations.

**Probationary Action:** A Probationary Action is assigned when a school going through a re-accreditation is found to be out of compliance with one or more Standards or Requirements of the Protocol. A recommendation for Probation and the assignment of Probationary Actions should not be made without a conversation between the Team Chair and the school's MSA Accreditation Liaison. If the school is seeking its initial accreditation and is found to be out of compliance with one or more Standards or Requirements of the Protocol, the accreditation decision will be deferred as a school must meet all Standards to be accredited.

### WRITING THE REPORT

Each team member will assume responsibility for several areas of the evaluation as assigned by the chair and will be expected to submit parts of the team report to the whole team as scheduled. Following discussion and approval by the team, each team member should put his/her report in the appropriate templates and submit it to the team chair **prior to the end of the visit.**

#### Report Writing Samples

Below are samples of completed sections of a Visiting Team Report. These samples are intended as a reference only for the amount and style of writing requested by MSA; however, we understand that each visit is unique and your report may require additional or fewer bullet points.

Sample #1

**HEALTH AND SAFETY STANDARD FOR ACCREDITATION**

**The Standard:** A safe, orderly, and healthy environment for teaching and learning is provided. The school adheres to local, state, and federal government health and safety requirements. Health, safety, preventive/emergency procedures, and crisis management policies are clearly written, well documented, implemented, and updated regularly.

A. THE VISITING TEAM'S ASSESSMENT OF THE SCHOOL'S ADHERENCE TO THIS STANDARD FOR ACCREDITATION

X	It is the Visiting Team's assessment that the school <b>MEETS</b> this Standard for Accreditation.
	It is the Visiting Team's assessment that the school <b>DOES NOT MEET</b> this Standard for Accreditation. The evidence that supports this assessment is shown in the Recommended Stipulations shown in Section C, below.

B. EVIDENCE TO SUPPORT THE TEAM'S ASSESSMENT

Evidence	Visiting Team
Data from Observations and Interviews	X
Emergency and crisis plans	X
Records of most recent health and safety inspections	X
Record of emergency drills	X
Emergency Procedures section of Faculty Handbook	X

C. THE VISITING TEAM'S OBSERVATIONS AND RECOMMENDATIONS

Observations

In this section, the Team lists 1) any general observations regarding the degree to which the school meets this Standard and/or its Indicators of Quality and 2) any areas in which the school exceeds the requirements of this Standard and/or its Indicators of Quality.

The Visiting Team observed that:

- The school has satisfactory written procedures and functional equipment with which to communicate during fire and other emergencies, to summon assistance, and to evacuate the school's facilities.

- Appropriate training is provided for all staff members on how to implement emergency and crisis plans, handle accidents and illnesses, and prevent the spread of infectious diseases.
- The school safely stores equipment and supplies.
- A system exists to account for the whereabouts of students at all times.
- The school conducts and maintains written records of regular emergency drills.
- Designated members of the staff inform faculty and families (as appropriate to maintain confidentiality) about students' health or physical needs as student self-disclosed.
- The school ensures that the staff is kept up-to-date on safety information and practices, including procedures to deal with individual student needs.
- Working relationships with local authorities and health service providers are positive and ongoing.
- The educational program includes opportunities for students to develop knowledge, attitudes, and practices necessary for personal wellness and a healthy lifestyle.
- The school has an effective system to control access to the school by visitors and other non-school personnel.
- Staff members model positive health and safety practices.
- Safe drinking water is available throughout the day and/or evening for the staff and students.

The Visiting Team determined that the school exceeds the expectations of this Standard in the following ways:

- None at this time

#### Recommendations

In this section, the Team lists any recommendations to the school regarding how it can improve the degree to which it meets the requirements of this Standard and/or its Indicators of Quality. Recommendations are suggestions by the Team, but the school is not required to accept or act on them.

The Visiting Team recommends:

- None at this time

#### Recommended Monitoring Issues:

In this section, the Team lists any requirements of this Standard and/or its Indicators of Quality that require ongoing monitoring. Monitoring Issues refer to requirements that are not completely absent but that are met only partially and are either in need of completion or improvement. Monitoring issues must be addressed satisfactorily by the mid-term of the school's term of accreditation.

No.	Requirement of the Standard or Indicator	Recommended Action
X	NONE	

#### Recommended Stipulations:

In this section, the Team lists any requirement(s) of this Standard and/or its Indicators of Quality the school does not meet and, therefore, must be added as a stipulation to the school's accreditation.

No.	Requirement of the Standard or Indicator	Recommended Action
X	NONE	

Sample #2

**SCHOOL IMPROVEMENT PLANNING STANDARD FOR ACCREDITATION**

**The Standard:** The school uses a collaborative process to develop and implement a written strategic or long-range plan to improve its educational program and services. Plans are aligned with the school's philosophy/mission and its operational plans, and are focused on continuous improvement of student performance, staff professional and organizational growth.

A. THE VISITING TEAM'S ASSESSMENT OF THE SCHOOL'S ADHERENCE TO THIS STANDARD FOR ACCREDITATION

X	It is the Visiting Team's assessment is that the school <b>MEETS</b> this Standard for Accreditation
	It is the Visiting Team's assessment that the school <b>DOES NOT MEET</b> this Standard for Accreditation. The evidence that supports this assessment is shown in the Recommended Stipulations shown in Section C, below.

B. EVIDENCE TO SUPPORT THE TEAM'S ASSESSMENT

Evidence	Visiting Team
Data from Observations and Interviews	X
Strategic and/or long-range plan	
Development/institutional advancement plan	N/A
Enrollment plan	
Policies related to school improvement planning	X

C. THE VISITING TEAM'S OBSERVATIONS AND RECOMMENDATIONS

Observations

In this section, the Team lists 1) any general observations regarding the degree to which the school meets this Standard and/or its Indicators of Quality and 2) any areas in which the school exceeds the requirements of this Standard and/or its Indicators of Quality.

The Visiting Team observed that:

<ul style="list-style-type: none"> <li>The Action Plans are supported by the school community and approved by the governance where appropriate.</li> </ul>
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- The Action Plans will be reviewed periodically to determine the extent to which outcomes meet expectations so that corrective actions can be taken as needed.
- The school considers the capacities of its facilities, equipment, and staff before adopting new programs.
- The school has annual goals set by the state through the Unified Plan, but there is no long-term, multi-year strategic planning.

The Visiting Team determined that the school exceeds the expectations of this Standard in the following ways:

- The school's Action Plans were developed with broad-based school community participation and input.
- The objectives are based on an analysis of historical data, baseline performance information, trend data, and projections.

### Recommendations

In this section, the Team lists any recommendations to the school regarding how it can improve the degree to which it meets the requirements of this Standard and/or its Indicators of Quality. Recommendations are suggestions by the Team, but the school is not required to accept or act on them.

The Visiting Team recommends:

- Alignment of the state Unified Plan, the Action Plans, and a long-range multi-year strategic plan.

### Recommended Monitoring Issues:

In this section, the Team lists any requirements of this Standard and/or its Indicators of Quality that require ongoing monitoring. Monitoring Issues refer to requirements that are not completely absent but that are met only partially and are either in need of completion or improvement. Monitoring issues must be addressed satisfactorily by the mid-term of the school's term of accreditation.

No.	Requirement of the Standard or Indicator	Recommended Action
3.5	The school can document its long-range planning for finances, facilities, and technology enhancement.	By the time of the Mid-Term Report, the school develop a long-range (5 year plan) to include: <ol style="list-style-type: none"> <li>1. Financial plan</li> <li>2. Enrollment/Marketing Plan</li> <li>3. Technology Plan</li> <li>4. Employment and Work Readiness Plan for the Population Served</li> </ol>

### Recommended Stipulations:



In this section, the Team lists any requirement(s) of this Standard and/or its Indicators of Quality the school does not meet and, therefore, must be added as a stipulation to the school’s accreditation.

No.	Requirement of the Standard or Indicator	Recommended Action
X	NONE	

### What MSA looks for in Observations and Recommendations

#### **Observations**

When writing your observations, please keep the following criteria in mind:

#### CONCISE

Observations should be brief and on-topic, one or two sentences at most.

#### UNIQUE

Each observation should be different. There is no need to repeat an observation that already appears in another section.

#### RELEVANT

Every observation should relate to one of the indicators in that standard . (A few sections are not connected to standards, and in those cases, just keep your notes relevant to that section's topic.)

#### SCHOOL-SPECIFIC

Only include observations that connect to the school you are visiting and its goals and mission. Although we recognize that everyone walks into a visit with your own perspective, we ask you not to make any comparisons to your own institution. Keep your observations limited to the school's point of view.

#### VERIFIED

Make sure that every statement you include in the report has been verified by your interviews, the school's evidence, and your own observations. A single individual's opinion is not enough for inclusion in the report, but if that opinion is backed up by evidence and observations, you can include it.

#### **Recommendations**

First, follow most of the same criteria for recommendations that you follow for observations:

- CONCISE
- UNIQUE
- RELEVANT
- SCHOOL-SPECIFIC

In addition to those criteria, recommendations should also be:

#### CONSTRUCTIVE

MSA volunteers write their recommendations with the tone and viewpoint of a critical friend, providing ideas that will help the school grow on its own terms. Remember that schools will take

recommendations under greater consideration if they understand that the intention behind them is positive and helpful, rather than insulting or demeaning in any way.

**GENERAL**

Keep your recommendations broad and avoid making prescriptive suggestions, such as a specific curriculum the school does not use, a hiring decision, or anything that involves the school spending additional money. Strong recommendations identify an issue and point in the direction of a solution without naming the solution. This way, the school can chart its own path and more effectively implement the changes.

**SUPPORTED**

Every recommendation should be supported by observations that are in the Team Report. When the school reads its recommendations, none should come as a surprise: they should be founded on the observations from that section, so that it is clear to the school that these suggestions address specific issues.

**Helpful Vocabulary for Report Writing**

*Words & Phrases for Observations and Commendations*

support interest encouragement dedication loyalty love caring creating nurture guidance instruction extending relating effort improve	provide give instilling involve recognize acknowledge addressing employing integrating updating executing devising solving promoting utilize	interacting implanting supportive maintain permitting insure identify permeates conveys fosters sustains involving modeling incorporating translating	attempting teach noting tailoring enriching contributing demonstrating determining expanding stimulate challenge committing creating characterizing reinforcing
use of reaching out correctly identifying wholeheartedly seeking for setting for promoting and developing actively supporting tireless efforts in for evidence of for translating their	the varied application of staying abreast of further enhancing the putting into living practice the ongoing recognition of constant attempt to continually modeling acknowledging the need for addressing the role of comprehending the problem of		

providing an abundance tailoring the needs of encouraging the development contributing to the expanding the efforts for	successful execution of continued effort to promoting the exposure to its awareness of the importance of developing and fostering the spirit of
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*Words & Phrases for Recommendations and Stipulations*

encourage review investigate explore provide pursue reconsider re-evaluate identify examine utilize formulate expand enable develop address	recognize intervene undertake assist implement reach impact enforce seek form adopt assess define allot insure	share target progress supplement acquire regards pace research stress coordinate generate share clarify update place	incorporate continue designate train catalogue erect demonstrate initiate facilitate enrich focus interact formalize promote strive
attempt to strive to take steps to study ways to give consideration to make an effort to provide funds for study the need for give immediate consideration to study the possibilities for carefully evaluate move in the direction of direct efforts toward study the inconsistency make provisions for the team concurs with develop a procedure to attempt to establish		undertake a study of intensify efforts to initiate a plan for take the necessary steps move in the direction of specifically designate update the purpose of pursue the idea of continue to update for continue to further develop target priorities for adjust necessary goals develop a strategy for address the issues of take advantage of incorporate the tools of recognize a need for encourage the development of the determination to take appropriate action for	