



ISACS Preliminary Visit Schedule and Agenda

SCHOOL:

VISIT DATE:

Required elements of the preliminary visit

- School tour (confirm availability of campus map, ability for team to move about campus)
- Steering committee meeting (general thematic meeting + logistics: tech, supplies, meeting spaces, schedule, transportation/food/lodging, timelines, communication)
- Head of school meeting
- Faculty/staff meeting (brief overview of visit with the goal of lowering anxiety and reinforcing our partnership role)
- Hotel tour (to review group meeting rooms and confirm any other logistics)
- Any other constituent groups as needed by host school or VTL (Board, admin, etc.)

Logistics to cover with Steering Committee

- Technology liaison: Who to contact for tech support during visit
- Onsite needs (could include)
 - Wireless access/printing capabilities/spare laptop for visiting team members, if needed
 - Private conference room space
 - Supplies (regular office supplies, paper, pens, snacks/drinks, large portable display of ISACS standards, large portable display of all faculty/staff with columns for “observed” and “interviewed”, faculty/employee schedules)
 - Flash drive preloaded with key documents (unless using Google Drive for document management)
 - Addenda: flash drives vs Google Drive vs physical files
- Offsite needs
 - Wireless access/printing capabilities
 - Power cords for multiple laptops, set up ahead of time under conference table
 - Projector and screen
 - Enough conference room space for visiting team + tables + tech
 - Standard office supplies, snacks/drinks
 - Easel & large sticky white paper post-it like notes
 - Addenda
 - Conference room booked from Sunday at noon through Wednesday at noon
- Transportation/lodging/food
 - Plane reservations (made by school or visiting team member?)
 - Transportation to and from airport
 - Onsite meals at school for lunch
 - Offsite meals at hotel in the evening and hot breakfast in morning
 - Early check in for hotel (VTL, team members, etc.)?
 - Transportation while in city (mini-vans, Uber?)
 - Gift bags for team members (not essential; keep it simple)
- Visit schedule
 - Discuss and/or review draft schedule
 - Details for Sunday opening event
 - Confirm timing of meetings with trustees, parent association leaders, student government/group, alumni association (groups that are non-employee groups)
 - Schedule for any Self-Study committee meetings with Visiting Team
 - Closing event (invitees, agenda, need for projector)
 - Importance of no field trips, staff availability, etc.
- Timelines/communication
 - Discuss VTL welcome message to the team
 - Communication from the school to the team, including:
 - Self-Study
 - Accompanying welcome message from school, including marketing materials, travel directions
 - Requests about allergy concerns, food requirements, technology needs
 - Information about reimbursement process
- Request copy of last Visiting Team Report and strategic planning documentation for VTL
- Role of visiting team: how can we best support the faculty/staff and the school?

Topics to cover with Head of School

- History and philosophy of the school
- Head's history and time at the school
- Current community
 - Demographics
 - Enrollment trends
 - Finances/HR: most recent audit, endowment status, any ongoing legal/HR concerns
 - Position and goals of the school with respect to diversity and equity, student safety, anti-harassment policies
- Journey over the past 7 years since the last Visiting Team
 - Progress on major recommendations
 - Status of strategic planning
- Role of Board in the Self-Study and at the school
- Current challenges on head's plate
- Major goals for the future
- Skeletons in the closet/surprises the team may encounter
- How can the team best support the host school in this process of reflection and planning?
- Confirm preliminary findings meeting on the last day of the visit with the HOS
- Exit report meeting: attendees/length/time of day