

**Eastern Suffolk BOCES
Middle States Association Re-Accreditation Validation Team Visit
December 2-5, 2008**

PROPOSED FLOW OF MEETINGS

TUESDAY - DECEMBER 2, 2008

- | | |
|----------------|---|
| 2:00 – 4:00 pm | Team Arrives at Hotel
Greeted by Chair and ESBOCES Internal Coordinator
<i>[Refreshments, including coffee and snacks, available in meeting room]</i> |
| 4:00 – 5:30 pm | Chair Meets with Team
Orientation and Training on AFG Re-Accreditation Process
Review of Visit Schedule, Assignments |
| 5:30 – 6:30 pm | Chief Operating Officer and Internal Coordinators Brief Team
about ESBOCES and Answer Questions |
| 7:00 pm | Dinner Buffet at Hotel for Team |
| 8:00 pm | Team members prepare in their rooms |

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NOTE: All groups should be able to address questions about any of the standards and/or action plans; however, some of their specializations have been noted below.

Room A and Board Room have been set aside at Hines December 2-5 for use as work rooms for team

WEDNESDAY - DECEMBER 3, 2008

7:00 – 8:00 am	Breakfast at Hotel	
8:00 – 8:30 am	Travel to James Hines Administration Center	
8:30 – 9:30 am	Combined Meeting with Chief Operating Officer <u>and</u> District Superintendent <i>[All Standards and Action Plans]</i>	Board Room
9:30 – 10:30 am	Meet with ESBOCES Re-Accreditation Planning Team <i>[All Standards and Action Plans, Period of Appraisal, etc.]</i>	Room C
10:45 – 11:30 am	Meet with Administrative Council Members <i>[All Standards and Action Plans, Period of Appraisal, etc.]</i>	Room C
11:30 – 12:00	Open / Break / Team Time	Board Room
12:00 – 1:15 pm	Lunch and Meeting with ESBOCES Board <i>[All Standards and Action Plans]</i>	Room C
1:15 pm	Travel to Sherwood Instructional Support Center (from Hines)	
1:30 – 4:30 pm	Interviews with Leadership and Administrative Staff focused on Proposed Objectives/Action Plans and Related Middle States Standards Note: Administrative Council will provide names Team will break up into smaller groups for interviews in separate rooms/areas	Sherwood Meeting Rooms
5:00 pm	Reception & Meeting with District/Community/Business Partners <i>Separate teams to meet with each group - District, Business, Higher Education, Government, etc. [Standards 1,2,3,7]</i> Note: Cabinet will provide names	Sherwood Conference Rooms
6:30 pm	Team Debriefing/Discussion/Writing Time	Hotel
8:00 pm	Dinner at Hotel	Hotel

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THURSDAY - DECEMBER 4, 2008

7:00 – 8:00 am	Breakfast at Hotel	
8:00 – 8:30 am	Travel to Sites	
8:30 – 12:00	<p>Team Members Visit CTE and Special Ed Sites <i>4 smaller teams –</i> <i>[Standards 1,4,6,7,8,9,10 and Action Plans # I]</i></p> <p>Team 1: ICC, PLC Team 2: SLC @ Wm. Floyd, WTAC Team 3: BLC/TSP, BAC, BTC Team 4: MLC, SAC</p>	See “ <i>Site Visitation Schedule</i> ”
12:00 – 12:30	Travel to Brookhaven Technical Center (from various sites)	
12:30 – 1:15 pm	<p>Lunch and Meeting with Members of various Shared Decision-Making Teams – Meal prepared by ESBOCES Students <i>[All Standards and Action Plan # I]</i></p> <p><i>Approximately 25-30 people including validation team</i> Note: Assoc Supt. for Ed Services will provide SDM Team member names</p>	Brookhaven Technical Center
1:15 – 1:30 pm	Travel to Sherwood Instructional Support Center (from BTC)	
1:30 – 4:30 pm	<p>Interviews with Other Levels of Stakeholders focused on Proposed Objectives/Action Plans and Related Middle States Standards</p> <p>Note: Administrative Council will provide names Team will break up into smaller groups for interviews in separate rooms/areas</p>	Sherwood Meeting Rooms
5:00 pm	<p>Meeting & Reception with Parents <i>[Standards 1,7,8 and Action Plans # I, V]</i></p> <p>Note: Assoc Supt. for Ed Services to provide names</p>	Sherwood Conference Rooms
6:30 pm	Team Meeting and Writing Time	Hotel
8:00 pm	Dinner at hotel	Hotel

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FRIDAY - DECEMBER 5, 2008

7:00 – 8:00 am	Breakfast at Hotel	
8:00am – 2:30pm	Team Writing/ Discussion/ Meeting	Hotel
11:45 am	Lunch for team members	Hotel
2:00 pm	Chair Travels to Sherwood	
2:15 pm	Chair meets with Cabinet to review oral report	Sherwood Meeting Room A
2:30 pm	Team travels to Sherwood	
3:00 pm	Team Oral Report <i>Agency Community Members will be invited</i>	Sherwood Conference Rooms

Note: ESBOCES Re-Accreditation Planning Team will provide names

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**SITE VISITATIONS
December 4, 2008
8:30 am – 12:30 pm**

TEAM 1

8:30 – 10:00	Islip Career Center (ICC)
10:30 – 12:00	Premm Learning Center (PLC)
12:00	Travel to BTC for lunch
12:30	Lunch at Brookhaven Technical Center (BTC)

TEAM 2

8:30 – 10:00	Sayville Learning Center @ Wm. Floyd Elementary
10:30 – 12:00	Harry B. Ward Technical and Academic Center (WTAC)
12:00	Travel to BTC for lunch
12:30	Lunch at Brookhaven Technical Center (BTC)

TEAM 3

8:30 – 9:45	Brookhaven Learning Center (BLC) and Transition Services Program (TSP)
10:00 – 11:00	Bellport Academic Center (BAC)
11:00 – 12:20	Brookhaven Technical Center (BTC)
12:20	Travel to BTC for lunch
12:30	Lunch at Brookhaven Technical Center (BTC)

TEAM 4

8:30 – 10:00	Masera Learning Center (MLC)
10:30 – 12:00	Suffolk Aviation Center (SAC)
12:00	Travel to BTC for lunch
12:30	Lunch at Brookhaven Technical Center (BTC)