

DCS Mini-QAR

Proposed Outline for Presenting Team

- Step 1:** Introductions & Overview of the Process (Both)
- Step 2:** Overview of the school (mission and vision statements, demographics and building highlights)
- Step 3:** Presentation of the School Improvement Activities and Data
- Step 4:** Clarifying Questions by Visiting Team
- Step 5:** Reflection Time by Visiting Team
- Step 6:** Feedback and Dialogue (Both)
- Step 7:** Complete *Internal Review Paperwork*

1. In Step 1, your Building School Improvement Chair should be prepared to
 - a. Welcome the guests and any visitors in the audience
 - b. Set a positive tone for the meeting
 - c. Clarify how the Visiting Team leader will indicate that time is almost up

2. In Step 2, one representative from your building will start the presentation by providing the Visiting Team with
 - a. Building Information (Mission and Vision)
 - b. Student Demographics
 - c. Building Highlights

3. At Step 3, the first goal team is up. They have 10 minutes to discuss in any way they like the following information
 - a. The goal they chose
 - b. The reasons for choosing the goal and the supporting data
 - c. SMART Objectives for the goal (strategies)
 - d. Current status of the goal and objectives (what is happening right now?)
 - e. Where to next?

4. Step 4: The Visiting Team poses clarifying questions to the Presenting Team.

5. Step 5: The Visiting Team discusses what they have 1) read in the Internal Review Paperwork and School Improvement plan and 2) what they heard and saw in the presentation. The Presenting Team simply listens and takes notes on the discussion

6. Step 6: The Visiting Team provides the formal feedback using the Warm and Cool Feedback guidelines. The Presenting team listens and dialogs with the Visiting team about the feedback.

7. Once the Presenting Team is finished, then the next goal team starts at Step 3.