

EE VALIDATION PROCESS PROCESS TIMELINE /WORKSHEET

#	Components /Tasks	Who	<i>Proposed timeline</i>	Purpose / Content	Date / Deadline	Done
1. Preparation for Self - Study (1st of 4 phases)						
1.	<p>Initial Conversation (<i>Could be by phone, Skype, Go To Meeting, or meeting, as distance allows</i>)</p> <ul style="list-style-type: none"> • Introduce process • Consider possible dates for community retreat & Team visit <p>Follow-up conversations:</p> <ul style="list-style-type: none"> • Set date for Faculty / Community retreat day • Set date for Team Visit • Settle details of Retreat 	<p>OES Team Chair Principal and also president and/or other key individual of principal's choosing</p>	<p>One year before scheduled visit. (See schedule)</p>	<p>Initiate new EEE process:</p> <ul style="list-style-type: none"> • How is Edmund Rice coming alive in your school? Among your community? • How is Edmund Rice extending to new generations? • What's similar about process? <ul style="list-style-type: none"> ○ Self-study / reflection on current living of EE (III & IV); ○ Growth plan, i.e. next steps ○ Report / presentation; ○ Visit • What's new? <ul style="list-style-type: none"> ○ 4 Content areas <ul style="list-style-type: none"> ▪ Report on implementation of previous School Growth Plan ▪ Focus on EE III & IV ▪ View thru lenses of CB Chapter Calls & "Compassion, Present, Liberation ▪ Develop "Profile of a ...Graduate" ○ Involve all constituencies, esp. students. ○ How to report - Brief outline or summary ○ Visit 		

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				<ul style="list-style-type: none"> ▪ Presentations media – get students involved in production ▪ Activities for visitor participation (Cf Steps 8 & 9) ○ Follow-up <ul style="list-style-type: none"> ▪ Proclamation from OES /Brothers ▪ Annual Implementation accountability – to set next year’s goals 		
2.	Faculty / Community Retreat Day A. Inspiration & context B. Explain process C. Follow-up meeting with key people.	OES Chair leads Faculty, staff, reps from student body, parents, board, alumni, (as possible)	Beginning of semester before visit semester: August or Sept. for spring visit; Jan. for fall visit	Purpose: Inspire, energize, engage, and build ownership of process a.m. Rationale: <ul style="list-style-type: none"> • Why are we doing this? • Context of EE; • Relationship between EE and Brothers’ concerns & values, esp. now, e.g. Chapter Calls p.m. Intro new process <ul style="list-style-type: none"> • Emphasis on inclusion of all constituencies; • Help EE to come alive • Be creative – use media – presentations involve students • Visitors – want focus groups but want to participate in school life 		
3.	Identify Coordinator + 4 Teams Collaboration among teams essential Set timeline of self-study /	Administrators invite / appoint Coordinator and team leaders for each of four	Immediately after faculty retreat	Teams for 4 content areas: <ol style="list-style-type: none"> 1. Progress/ completion of School Growth Plan from last EEE (past) 2. Living Essential Elements III and IV Today 		

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	<p>report process up to visit.</p> <p>Send timeline to OES Visit Chair.</p> <p>Confer with OES Visit Chair as needed.</p>	<p>areas;</p> <p>Reps from all constituencies join each team.</p> <p>Coordinator + team leaders = Steering Committee</p> <p>Coordinator communicates regularly with administrators</p>		<p>(present)</p> <p>3. Next steps to further EE III & IV over the next three years.</p> <p>4. Develop Profile of a Graduate – (reflective of 7 EE– can help identify ERCB Brand)</p>	<p>Timeline to OES by</p> <p>_____</p>	
2. Self-study Process		Steering Comm. leads 4 integrated teams;	Begins Jan. for fall visit;	4-5 months duration		
School community-wide reflection process		Involves all constituencies	Sept. for spring visit	(Jan – May or Sept. – Jan.)		
4	<p>A. Gather information</p> <p>B. Share findings with other teams</p> <p>C. Prepare to present report on each of 4 areas at a School Assembly</p>	<p>4 Teams</p> <p>All constituencies</p> <p>Coordinator helps teams to share findings with each other.</p>	<p>Jan – Feb/ for fall visit</p> <p>OR</p> <p>Sept – Oct for spring visit</p> <p>(Can start earlier than Jan. or Sept.)</p>	<p>Each team determines how to involve the school community to get feedback on their area.</p> <p>Besides faculty & staff, be sure to involve parents, board members, & alumni – and especially students.</p> <p>Meetings, focus groups, including by activity, e.g. ACTION, immersion, sports, service students, moderators; can be integrated groups, i.e. adults & students</p>		
5	Present preliminary findings to school community (at assembly or meeting)	Coordinator and 4 teams	<p>Beginning March –for fall</p> <p>Beginning Nov – for spring visit</p>	<p>Solicit feedback on results</p> <p>Solicit ideas for presentation(s) to OES / Visiting Team:</p> <ul style="list-style-type: none"> Use media – video? TV format? PowerPoints? Performance Art? 	<p>Date of assembly or meeting</p> <p>_____</p>	

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	Solicit feedback on <ul style="list-style-type: none"> Content Best way to present content during visit 			<ul style="list-style-type: none"> Involve students / classes. Be creative in presenting your reality and make it fun! (May double for recruitment!) Who can work on each report / presentation / production? 		
6	Produce “reports” on 4 areas for Visit: <ul style="list-style-type: none"> Written report (template provided) <u>Plus</u> other ways to present your findings: <ul style="list-style-type: none"> Presentations (Live or media) Activities Focus group meetings Recruit writers and production teams	4 teams + writers and production teams	March – May for fall visit Nov – Jan for spring visit	Consider feedback on content and presentation from school assembly or meeting. <ul style="list-style-type: none"> Decide <u>how you will showcase</u> your findings to the Visiting Team and invited guests Involve various constituencies – especially students. Be creative! Use technology available to you. <u>Visitors want to see the school in action.</u> Examples: Assembly, liturgy, class visits, live or media presentations, lunch with students, demos, etc.	Deadline	
7	Coordinate production: <ul style="list-style-type: none"> Written report (template provided) Presentations (Live or media) Activities Focus group meetings 	Coordinators Teams Production Teams	Sept – for fall Feb – for spring	Produce the _____ Experience! Give it a name! <ul style="list-style-type: none"> Coordinate all components Determine any media package you may wish to <u>send in advance</u> to the Visiting Team <u>with the written report.</u> (2-3 weeks before visit. 	Deadline	

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8	<p>Set up Visit Schedule</p> <ul style="list-style-type: none"> • Presentations (Live or media) • Focus groups • Activities for Visitors 	<p>OES Visitor w/ Administrator(s) & Coordinator</p> <p>Coordinator discusses proposed schedule w/ OES visitor.</p> <p>Discusses what is practical to send in advance with the written report.</p>	<p>One month before visit</p>	<p>Determine how you will present your school's EE Experience. Schedule:</p> <p>Focus groups:</p> <ul style="list-style-type: none"> • Steering committee • Administrators • Faculty & staff – parents – students, board members– alums. • Focus groups can be mixed, e.g. ACTION students, immersion groups, service groups, "house groups." May be adults with students in some cases. <p>Presentations (live or media)</p> <p>Activities: e.g. Assembly, liturgy, class visits, lunch with students, demos, etc.</p>		
9	<p>Submits</p> <ul style="list-style-type: none"> • Written report (based on template) • Final schedule & description of visit activities • Media Package (optional) <p>etc. to OES for visiting team, as determined above. (Electronic)</p>	<p>Coordinator to OES Team Chair</p>	<p>At least two weeks before visit</p>	<p>Team members can prepare for visit.</p>	<p>Deadline</p> <p>_____</p>	

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3. School Visit by Validation Team – over 3 days—and follow-up				Dates of Visit		
10	Presentations or Reports on each of the four content areas (Live or Media)	4 Teams Production Crews		Demonstrate that this is an Edmund Rice School!		
11	Meetings w/ focus Groups	Visiting Team meets w/ <ul style="list-style-type: none"> • Steering committee & Team reps • Administrators, Faculty, Staff • Students (by class or activities) • Parents • Board Members • Alumni <i>Groups may be mixed</i>		Help teams reflect on experience of 4 content areas. Measure ownership of past assessment and commitment to future steps across school community.		
12	School activities	Visiting Team participate		See school in action: e.g. Class visits, Liturgy, Assembly, Performance, service project		
13	Team Response to Visit / Oral Report	Visiting Team to School Community & Invited Guests		School is encouraged to invite guests: e.g., board members, diocesan and civic leaders, local clergy.		
14	Written report from Visiting Team to School, PLT	OES Chair & Team		Confirmation of Essential Elements Validation; recommendations as needed		

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15	Letter of Affirmation sent on behalf of Province Leadership Team “Proclamation” to display in school	Director of Evangelization – sends copies to Chair of Board, Head of School, and School Community		Affirmed / proclaimed as an Edmund Rice Christian Brother School (9 separately incorporated) OR a Catholic School in the Edmund Rice Christian Brother Tradition (schools under dioceses)		
4. Implementation of the Next Steps over five years						
16	Implementation Plan	Implementation Coordinator / Team Appointed by Administrator		Determine goals for next semester (fall visit)/ academic year (spring visit)		
17	End of year assessment Send report to OES (OES will forward to corporate Members /Trustees)	Implementation Team Leads Administration and Faculty – Involve / invite students as appropriate	Before end of academic year , e.g. Faculty meeting in May	Gauge progress on “next steps” <ul style="list-style-type: none"> What has been achieved? What still needs to be done? (A template will be provided) 	Send rpt. by June 30 each year	
18	Goal Setting Send goals to OES	Implementation Team leads Administrators and Faculty - – involve / invite students as appropriate	Faculty day at beginning of academic year. (May be combined w/ year end assessment)	Include goals for the year regarding EE. Build ownership among administrators, faculty, staff, and students –and other constituencies as appropriate.	Send goals by Sept. 30 each yr.	
19	Include EE Goals in Orientation of new faculty, students, board members	Administrators	Beginning of academic year	Get everyone on board! Essential Elements are the life blood of the school and everyone knows it – inside the school and out in the community!		
20	Repeat annually!					