



<p>1. Introductions & Overview of the Process (Both Team Coordinators)</p> <p><i>5 minutes</i></p>	<p>The team coordinators help all participants get acquainted with each other and the Peer Review process, and then set the tone for the meeting.</p>
<p>2. School Building (Presenting Team Leader)</p> <p><i>5 minutes</i></p>	<p>Presenting Team Leader will present details about the school building</p> <ul style="list-style-type: none">• Building Information• Student Demographics• Building Highlights
<p>3. Presentation of the School Improvement Activities and Data (Presenting Team)</p> <p><i>10 minutes per building goal</i></p>	<p>Presenting Team members describe in any way they choose:</p> <ul style="list-style-type: none">• The goal they have chosen• The data analysis that lead to this goal choice• Strategies• Current status• Where they plan to go to next <p>Visiting Team members listen silently and take notes but do not interrupt the Presenting Team presentation to discuss any items at this time.</p>
<p>4. Clarifying Questions (Visiting Team)</p> <p><i>5 minutes per goal</i></p>	<p>Visiting Team members ask questions seeking more information about statements made by the Presenting Team. This is not a time for discussion but only for asking clarifying questions. If the Visiting Team should like feedback on any particular area, it should be requested from the Presenting Team now.</p> <p>Examples:</p> <ul style="list-style-type: none">• “What did you mean by...?”• “I’d like to know more about...”• “Could you explain...?” <p>Presenting team members respond only to the questions. This is not a dialogue or discussion. Only answers to questions should be addressed.</p>
<p>5. Reflection Time (Visiting Team)</p> <p><i>5-10 minutes</i></p>	<p>Visiting Team members each review what they have heard and brainstorm their warm and cool feedback to assist the Presenting Team in “tuning” the school improvement activities under consideration.</p> <p>Remember.....</p> <p>WARM FEEDBACK is understanding and supporting.</p> <ul style="list-style-type: none">• “I like the way they...”• “It is exciting to hear that they...”• “I think... will work really well.” <p>COOL FEEDBACK questions other ways to achieve the desired school improvement activities.</p> <ul style="list-style-type: none">• “I wonder if they decided to ...”• “I wonder if they thought about...”• “I wonder what would happen if...”



<p>6. Feedback and Dialogue (Both Teams)</p> <p>5-10 minutes</p>	<p>Visiting Team members summarize their feedback as well as general data that will help the Presenting Team in “tuning” their goal/plan/activities.</p> <p>Presenting Team members will listen, take notes, and respond.</p> <p>WARM FEEDBACK is understanding and supporting.</p> <ul style="list-style-type: none">• “I like the way your team...”• “It is exciting to hear that you...”• “I think... will work really well.” <p>COOL FEEDBACK questions other ways to achieve the desired school improvement activities.</p> <ul style="list-style-type: none">• “I wonder if your school decided to ...”• “I wonder if your team thought about...”• “I wonder what would happen if...” <p>The Presenting Team, utilizing their notes, has a discussion about the feedback from the Visiting Team. <i>What might this feedback mean for the work of our school?</i></p> <p>Open dialog between both groups to finish.</p>
<p style="text-align: center;">AT THIS POINT, THE NEXT PRESENTING TEAM STARTS AT STEP 2.</p>	
<p>7. Complete <i>Internal Review Paperwork</i> (Visiting Team)</p>	<p>The Visiting Team completes the <i>Internal Review Paperwork</i> together</p> <ul style="list-style-type: none">• Warm, Cool and Ideas on Opportunities for Improvement Rubric• Visiting Team Assessment Rubric <p>They give the informal (hand written) completed paperwork to the Presenting Team Coordinator. Formal (typed) document to be sent to building principal and Eric Lieske within one week.</p>