

TCCB ED CHAIRPERSON

TRAINING Procedures PPT

OPENING PRAYER

Dear God, We offer everything to you during this meeting. May we ask for your blessing and divine providence that the activities set for this undertaking be successful and effective.

May we retain the invaluable knowledge and learning experiences that we derive from this meeting.

We pray that you bless all here and enable them to fulfill their tasks responsibly, and that the objectives set may all be achieved.

May we all be living witnesses of your genuine love, through the implementation of the knowledge acquired through this activity. Grant us your divine wisdom as we undertake the responsibilities shared with us.

- This we ask in Jesus' name, AMEN

ICEBREAKER

- Count off into groups of 4
- Introduce yourself and where you are from
- Assign a scribe and reporter (can be same person)
- Discuss and list 10 things that you, as a group, have in common
 - No body parts
 - Nothing work related
- Report to large group

PERMISSIONS-FEEL FREE TO....

- Take breaks
- Move around
- Tend to your business
- Comment and share examples
- Ask questions

TRUE OR FALSE?

- It is a TCCB ED policy that a school must have the Philosophy and Mission statement posted in every room.
- Every school must have a grievance procedure for resolution of conflict with parents stated in school handbooks.
- TCCB ED requires that all Catholic schools have curriculum documents in place for use in instructional planning.
- A team can determine if the principal/administrator effectively communicates with teachers and the larger school community.

TRUE OR FALSE?

- Schools are required to have a Technology Plan.
- Supervision of teachers involves observation of teachers in classrooms and in other instructional activities.
- Every school must have in place a process for reviewing the financial status of the school.
- Every school should have both a faculty and student/parent handbook.

CATHOLIC EDUCATION/ACCREDITATION HISTORY

Historical Highlights of Catholic Education in Texas

- San Antonio Archdiocese Est. 1852 Central Catholic High-ST
- Brownsville Diocese Est. 1853 Incarnate Word Academy-Br
- Austin Diocese Est. 1866 St. Mary Cathedral School-Au
- Victoria Diocese Est. 1867 Nazareth Academy-Vic
- Laredo Diocese Est. 1868 Ursuline Elementary (Now St. Augustine's)-La
- Corpus Christi Diocese Est. 1871 Incarnate Word Academy-CC
- Dallas Diocese Est. 1874 Ursuline Academy-Da
- El Paso Diocese Est. 1879 Loretto Academy
- San Angelo Diocese Est. 1888 Immaculate Conception Academy-SA
- Fort Worth Diocese Est. 1890 Sacred Heart School-Muenster
- Beaumont Diocese Est. 1895 St. Anthony Cathedral School-Be
- Galveston-Houston Diocese Est. 1900 St. Thomas High School-Hou
- Amarillo Diocese Est. 1914 St. Anthony School-Hereford
- Lubbock Diocese Est. 1920 St. Joseph School-Slaton
- Tyler Diocese Est. 1948 St. Mary's School-Longview

History of Catholic Accreditation in Texas

- Even though Texas education traces back to the 18th century, accreditation of schools did not occur until the 20th century
- TEPSAC (Texas Private School Accreditation Commission) is the single umbrella organization for private school accreditation
- The Texas Catholic Conference Education Department (TCCB ED), recognized by the TEA, implements the accreditation process for Texas Catholic schools
- TEA does not accredit our schools
- In 2013, TCCB ED entered into partnership with AdvancED providing a dual accreditation option from both agencies with one team-one visit led by TCCB ED

GOALS OF CATHOLIC EDUCATION

Goals for Catholic Education in Texas

- The Catholic school promotes a community of believers, learners and active doers in the spirit of Jesus Christ in the Catholic Church and lived out as active citizens in today's society. The school fosters
 - Clear understanding of purpose and goals by stakeholders
 - Catholic identity and Gospel values
 - Formation of students

Goals for Catholic Education in Texas

- The Catholic School provides instructional leadership and maintains an effective and efficient program of studies. The administration and staff have the responsibility to:
 - Be visible to school and civil community
 - Communicate regarding expectations, school activities and accomplishments
 - Provide systematic reporting of student progress and programs of instruction to meet diverse learner needs
 - Provide safe and orderly environment with clear discipline code
 - Comply with policies and standards of TCCB ED

Goals for Catholic Education in Texas

- The purpose, design and implementation of the curriculum represents the school's mission which is understood, as well as shared by teachers, students and parents/guardians. All students should:
 - Develop knowledge and understanding of Catholic faith and personal relationship with God
 - Develop proficiency in fundamental academic areas
 - Develop higher level thinking and problem solving skill
 - Develop understanding and appreciation of cultural diversity

TCCB ED

TCCB ED Objectives

- To assess strengths and weaknesses of school's total instructional process
- To examine effectiveness of various program components in meeting student needs and facilitate *continuous school improvement*
- To offer suggestions for development and strengthening of school processes, systems, and services
- To provide assurance and accountability to the TCCB ED of the school's measure of effectiveness and quality under the Domains and areas of Focus
- To establish the level of accreditation

Who is involved in the process?

- Bishops of Texas (16)
- TCCB ED Texas Catholic Conference Education Department
- TCCAC Texas Catholic Conference Accreditation Commission
 - Superintendents (6)
 - At large (6)
- Principals/School Communities/Private School Boards
- Visiting Teams
- TEPSAC-Texas Private Schools Accreditation Commission

Accreditation Process Activities

- Annual
- Seven Years
- Interim Report at three years
- Immediate Attention (90 days)
- One Year
- As Needed
- Accreditation Recognition
 - Single TCCB ED
 - Dual-TCCB ED and another accrediting agency (AdvancED, ISAS, NAEYC)

Domains and Areas of Focus

- Domain I Mission, Philosophy and Vision
- Domain II Community
- Domain III Governance, Administration and Management
- Domain IV Personnel (Administration, Faculty and Staff)
- Domain V: Curriculum, Instruction and Assessment
- Domain VI: Student Services, Resources and Activities
- Domain VII: Plant and Facilities

PROCESS FOR ACCREDITATION

Self Study

Preparation 12-18
mths prior to TCCB
ED
Accreditation visit

Self Study

Forwarded to
Accreditation Team
for review 8 weeks
prior to visit

Accreditation Visit

Team visits school
for Accreditation
visit and presents
VTCR for committee
work

VTCR Redress

Principal has ten days
from receipt of VTCR
from TCCB ED to
"redress" any areas.
If there is a redress,
Chairperson responds-
all information
submitted with VTCR
to TCCAC

PROCESS FOR ACCREDITATION

VTCR

Self Study and VTCR assigned to a commissioner for review and present recommendation to their committee

VTCR-Committee Review

Four committees with 3 commissioners meet to review and discuss each school during committee meeting and an accreditation status is recommended

VTCR Plenary Session

Commissioners come together to present school information, committee findings, state recommendations and issue an accreditation status

Accreditation Status

Seven to 10 days after committee meetings, TCCB ED sends out Accreditation Status Report to principal and superintendent detailing areas that require attention and accreditation status

SELF STUDY VOCABULARY

- Administrative Structure
- Catholic Identity
- Counseling
- Academic Counseling
- Curriculum
- Curriculum Guide
- Faculty
- Goals
- Gospel Values
- Governing Body
- Guidance Program
- Long Range/Strategic Plan
- Mission Statement
- Philosophy Statement
- Combined Mission/Philosophy Statement
- Social Teachings
- Staff
- Stewardship
- Vision

ACCREDITATION TEAMS

Team Composition

- Minimum guidelines for team assignments
 - 100 or few students chairperson and at least two team members
 - 101-250 students..... chairperson and three team members
 - 251-350 students..... chairperson and four team members
 - 351-500 students..... chairperson and six team members
 - 501-750 students..... chairperson and at least seven team members
 - 751+students..... chairperson and at least eight team members

Team Criteria (superintendents select)

- Be a professional within the educational setting
- Have a minimum of three years teaching experience
- Have attended team members training since 2011
- Be free from past or present relationships of school to be visited
- Have a willingness to commit the time and energy required for entire on-site visitation
- Be from within the (arch)diocese of the school visited, or where warranted, be from another Texas (arch)diocese
- Cannot materially benefit from being on a visit

CHAIRPERSON RESPONSIBILITIES

Chairperson Responsibilities...before

- Communicate with principal regarding
 - Availability of materials (Self Study, schedules, school handbooks, brochures, floor plan, Strategic Plan, etc.)
 - Accommodations for team (travel, housing)
 - Arrangements for Orientation (logistics) and tour of school
 - Working arrangements (generation of Visiting Team Consensus Report, supplies, room, keys, name tags, parking)
- Communicate with team regarding
 - Expectations for visit, i.e., time, etc. (sample)
 - Determine team member area of expertise and assign Domains of Self Study utilizing Visiting Team Member Information (sample) NOTE: Chairperson is assigned Domains III (Governance) and IV (Personnel)
 - Ensure team members have all necessary documents
 - Devise and disseminate schedules (sample)

Chairperson Responsibilities...during

- Hold orientation to discuss visiting team roles, responsibilities and expectations (sample power point)
- Ensure team has all necessary paperwork (materials, vouchers, etc.)
- Liaison for visiting team with pastor, principal, governing body president
- Contact TCCB ED with any questions or concerns during the visit
- Facilitation and consensus building of VTCR
- REMINDER ABOUT CONFIDENTIALITY!

Chairperson Responsibilities...during

- Facilitate Domain review (supporting documentation for validation of SS)
 - Requirements, Standards and Policies
 - Personnel Files Checklist
 - Health Services Review Worksheet
 - Counselor/Interventionist Review Worksheet
 - Checklist for Curriculum Guides

Chairperson Responsibilities...after

- Ensure vouchers are turned in to the Principal
- Gather, box, and seal visiting team notes, documents and drafts and give to the Superintendent during the exit report meeting
- VTCR-Email final copy of VTCR to TCCB ED before final report given for feedback and mail two copies
- Exit Reports

- NOTE: You will receive a Certificate of Service which can be used for professional development per your Diocesan guidelines

VTCR

VISITING TEAM CONSENSUS REPORT

VTCR-Focus Areas

- Exemplary (EX)-requires an area of strength stated
- Outstanding (OT)-requires an area of strength stated
- Effective (EF)-requires no statement (ex: personnel files are in order), or could be in a needs improvement area (ex: opportunity for service projects could be improved)
- Needs Improvement (NI)-statement made with a recommendation on how to improve
- Absent (AB)-this rating must accompany "Explanations of "AB" Rating" form and requires recommendation on how to improve

VTCR-Report

- Every Focus area in every Domain must receive a code
- A Focus cannot be divided (i.e., you cannot give an OT and cite a strength, but then suggest a way to improve)
- Provide facts to support Focus statements
- Write in complete sentences and employ titles, not names
- All team members must *legibly* complete the signature form that accompanies the report
- All team members must review the “Disclaimer” prior to completing the signature form

VTCR-Report

- Email TCCB ED the VTCR before leaving the school campus
 - Debbie Solcher (Debbie@txcatholic.org)
 - Lisette Allen (Lisette@txcatholic.org)
- Personally mail the original VTCR and two copies to TCCB ED upon leaving the school campus

EXIT REPORTS

Principal and Faculty

Principal

- During this visit the Principal, Pastor, Superintendent, and their designees receive a complete verbal report of ratings, strengths, and areas needing strengthening.
 - Copies may be distributed during this exit meeting, but must be retained by the Chair at the end of the meeting.
 - Notes may be made by during this meeting by Principal, etc.
 - Principal will have 10 days to “redress” any ratings from the VTCR. The Chairperson will be notified for comments, and this communication given to TCCAC during their review of the VTCR for accreditation status.

Faculty

- During this meeting the Chairperson will visit with the Principal, Pastor, Superintendent, Faculty and their designees to bring closure to the accreditation visit. Team exits after meeting.
 - Thank Team for their work
 - Thank Principal, Pastor, Superintendent and Faculty for their hospitality
 - Positive comments about strengths of the school (can mention specific programs, activities, students, parents, community support, or things observed, etc.)
 - Explanation of accreditation process
 - Team not here to assign an accreditation status, but verify Self Study with an eye on *continuous school improvement*
 - VTCR given to TCCB ED and TCCAC will meet to determine status (meet in December and May annually) and school will receive notice of status

NEON

Logging in and what to expect!



Account

Membership

Events

Home/Dashboard

Create New Event

Event List

Reports

Communications

System Settings

My Account

Documents

Forms & Pages

Forms & Pages / [Secure Login Pages](#) / Member/Constituent restricted page

Web Page: TCCED Chairperson

Basic Information

Edit

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Page List

Status: **Published** [Un-Publish]

Name:	TCCED Chairperson	Page Category:	TCCED
Valid Date:	-	Availability:	Define My Own Applicable Group
Applicable Group:	View [Update]		
Description:	<p>Content:</p> <p>Chairperson Resources</p> <ul style="list-style-type: none"> Guide to Quality and Effectiveness Health Manual Chairperson Planning Guide and Documents <ul style="list-style-type: none"> 0 Memo to Chairpersons 1 Chairperson Planning Guide Chairperson and Team Member Training Visiting Team Consensus Reports <ul style="list-style-type: none"> Elementary Secondary PK-K through 12 Newsletters and Updates Visiting Team Expense Voucher 		
Page Link:	https://txcatholic.z2systems.com/neonPage.jsp?pageId=6& Check		

TABLE DISCUSSION

WITH YOUR GROUP....

- Assign a scribe and reporter (can be same person)

DISCUSSION TOPIC ONE: Chair Issues Encountered

DISCUSSION TOPIC TWO: What's up with those Rating Codes?

DISCUSSION TOPIC THREE: Document Review

DISCUSSION TOPIC FOUR: Exit Reports