



Serving on a Five-Year Review Committee

The function of the five-year committee is to review the school's progress since its decennial evaluation. The scope of the committee's work includes the following:

- Review the school's responses to the recommendations, *particularly the major recommendations*, made in the NYS AIS decennial visiting committee report. The school's response is expected to have been thoughtful and appropriate; on occasion this may be that careful consideration led to the conclusion that it was not in fact appropriate to follow the decennial committee's recommendation.
- Review all substantive changes and developments since the decennial on-site visit and committee report. This does not imply investigative reporting. Such issues will either be reflected in the school's report or will surface naturally during the committee's visit.
- Review the school's response to the Governance Section of the *NYS AIS Manual for Evaluation and Accreditation 4.0* and its ratings of the corresponding Governance Criteria for Accreditation. **This is the only section of the Five-Year Review Visiting Committee Report that will require the committee to offer commendations, recommendations and criteria ratings.**
- Review the school's statement regarding challenges to be faced and initiatives, projects and improvements to be undertaken during the next five years.
- Submit a report to NYS AIS covering these areas. The committee is not expected to examine every aspect of the school, nor is it expected to make recommendations (except in the area of Governance).

Before The Visit – Carefully read the report that the school has sent to you, and review the school's website and expect the chair to contact you regarding a planning session prior to the visit using either phone or video conference. (Note the sample schedule at the end of this document.) Review the Google site provided to you by NYS AIS, which will include specific information about the visit as well as general tips for committee service.

Plan to arrive at the school by noon on the first day. When arranging for travel, be mindful of the expense and try to use the most economical method of transportation. Given the current IRS mileage rate, driving can be costly; consider carpooling. As with

decennial committees, the school will reimburse you for transportation and provide food and, if necessary, lodging.

Please sign the digital Conflict of Interest statement, available in the Google site, before your arrival at the school.

During The Visit – The chair and the school head will have planned the schedule for the visit; a sample schedule is included in this document. At the determination of the chair, the committee will function as a group or be asked to pursue pertinent areas individually. Under the chair’s direction, the committee will prepare a brief report addressing the bulleted points listed above. The governance portion of the report will be more substantial, and the committee will also rate the NYSAIS Governance Criteria for Accreditation.

In conversations with members of the school community, resist the temptation to offer informal advice and to recount personal experience or practice. Do not inform the school of the committee’s findings or offer any predictions as to accreditation. *The discussions and findings of the committee are confidential and are not to be shared with anyone outside the committee.*

Use the NYSAIS form to submit any out-of-pocket travel expenses that you incur. Give the completed form, along with documentation, to the chair before you leave the school, and the school will reimburse you directly. (If you have not received payment within 30 days, please notify Judith Sheridan or George Swain at NYSAIS.)

After The Visit – The chair will edit the report so that it speaks with one voice, and may ask you to do a final review. If so, please do so within a few days of the request.

The NYSAIS Commission on Accreditation will consider both the school’s and the committee’s reports and establish the terms of continued accreditation.

Suggested Schedule

Day One

noon - 12:45	Committee arrives, and has lunch together while finalizing its schedule
12:45 - 1:30	Committee meets with head of school
1:30 - 2:00	Committee meets with staff member(s) in charge of the report
2:00 - 3:30	Committee meets with various members of the staff

regarding responses to the major recommendations from the decennial report

3:30 - 4:30

Break for writing with refreshments in committee room

4:30 - 5:30

Committee meets with members of the governing body

5:30 - 7:00

Committee eats dinner and summarizes, plans for the next day, and adjourns for the evening

Day Two

8:00 - 11:30	Committee meets with various members of the staff, including those responsible for curriculum, communications, student services, finance, advancement and admissions
11:30 to 12:30	Lunch – perhaps with a subgroup of the school community relevant to the major recommendations from the decennial report
12:30 to 3:30	Committee convenes to write its report

Contact Judith Sheridan, judith@nysais.org or George Swain, george@nysais.org, Associate Directors for Evaluation and Accreditation, if you have any questions or concerns.

Thank you for supporting this important work!