

# FOLLOW-UP GUIDELINES FOR A TEAM EVALUATION REPORT



State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Field Services and Supervision Division  
Grimes State Office Building  
Des Moines, Iowa 50319

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## FOLLOW-UP GUIDELINES FOR A TEAM EVALUATION REPORT

This document is designed for the express purpose of providing a frame of reference for school district administration and staff as they work through observations and recommendations submitted by the visiting team members.

If one were to review the total operation of the school evaluation, it could be separated into four phases.

**Phase I** is concerned with identifying the need to evaluate the total school program, services, and facilities by an outside group. In this instance, the Field Services and Supervision Division of the Department of Public Instruction (DPI) provides consultative assistance to school district officials regarding expected input from the district and expected outcomes in terms of the completed evaluation.

**Phase II** is primarily concerned with preparation for the visit, for example, the formation of several study committees which includes local school staff, board, administration, and lay citizens. The chief task for these groups will be to determine the present condition of the several instructional and noninstructional areas, using as the assessment instrument the "Self Evaluative Criteria for Iowa Schools" provided by the DPI.

The actual on-site team visit could be termed **Phase III** of the evaluation process. The team is made up of a number of consultants from the DPI and assisted by fellow teachers and administrators from selected school districts, colleges, and universities located in the general geographic area. All or most school district professional and auxiliary service personnel are visited during the usual three-day visitation period. Simultaneous meetings are held at the close of the visit with each local committee to discuss findings and recommendations. Finally, in-depth reports are written by the team members and filed with the regional consultant for compilation. Multiple copies of the final report are reproduced for use by the school district.

The implementation process, or follow-up course of action, taken by the school district is termed **Phase IV**. This important function involves the development of short- and long-range goals from the recommendations contained in the written report.

The following outline is suggested as an aid to implementing portions of the summary report:

- A. A district-wide committee(s) is appointed and should be composed of lay citizens, board members, staff, noncertificated personnel, students, and administrators. The committee(s) should be challenged to examine the final written report as filed. This review should, in effect, result in an eventual plan of action for each recommendation contained in the report.
- B. All concerned employees should be informed of the need for their input in all committee deliberations.
- C. Tentative dates for committee meetings should be set early. These may be held two or three times a month (for purpose of better recall), for up to a maximum of three hours, until the review task is completed and the summary is submitted to the administration and board of directors.
- D. An outline should be developed giving direction for committee action.
- E. Keep community informed of committee deliberations.

The first meeting of the committee(s) should include the following agenda items:

- A. Explain the process and procedures that are perceived to accomplish the assignment in terms of expected outcomes.
- B. Distribute forms and materials that are necessary to discuss reports including the overall objectives and purpose.
- C. Review specific tasks, e.g.:
  - 1. Committee as a whole should discuss total report.
  - 2. Examine and analyze separately and collectively assigned portions of the report.
  - 3. Determine action to be taken on each suggestion or recommendation.
  - 4. Consensus should be reached on each recommendation by the committee as a whole. These in turn would be presented to the board and administration for their review and action.
  - 5. Provide time to present an oral report to the board of education, regarding the committee findings and recommendations for future action.

The agenda sample shown is a guide for the first meeting of the committee(s).

### Sample Agenda

#### FOLLOW-UP COMMITTEE MEETING DPI EVALUATION REPORT

School \_\_\_\_\_ Date \_\_\_\_\_

- 7:30 Committee organization
- 7:40 Orientation for assignment
  - 1. Information - past and present
  - 2. Purpose
  - 3. Tasks
  - 4. Design for completion of project
- 8:30 Break - coffee and conversation
- 8:50 Review procedures for committee action determined by examination, analysis, and discussion of written report
- 9:00
  - 1. Review of a selected section of report
  - 2. Set date for next meeting
  - 3. Assign section(s) for review at next meeting
- 10:00 Adjourn

A good practice to follow for informational procedures is to notify the committee members approximately one week in advance with a listing of the areas to be discussed.

Appropriate district personnel will need to be informed of pending discussion so they will be able to participate in their area of the report.

Specific sections of the report may need to be reproduced for each discussion group.

An agenda for individual committee meetings may take the appearance of the following:

### **Sample Agenda**

#### **FOLLOW-UP COMMITTEE MEETING FOR DPI REPORT RECOMMENDATIONS**

School \_\_\_\_\_ Date \_\_\_\_\_

- 7:00 Review and follow-up of previous meeting
- 7:05 Discussion - action on areas of (for example):
  - 1. Elementary and Secondary Art - pp. 8-11
  - 2. Business Education - pp. 12-13
- 8:30 Break - Coffee, cookies, and conversation
- 8:45 Discussion - action on areas of:
  - 1. Administration - pp. 6-8
  - 2. Educational Program - pp. 2-5
- 9:55 Summary
  - 1. Establish date for next meeting
  - 2. Review areas to be covered at next meeting
- 10:00 Adjourn

As each recommendation is discussed, a few test questions should be applied by each member, for example:

- A. Do I agree or disagree with the recommendation?
- B. Would it be desirable for our school?
- C. Is it feasible considering the resources of the district?
- D. If I agree, how and when can it be implemented?

The completed worksheet format illustrated below may be used by the committee for each area of the report. Use as many items as there are recommendations and concerns in the specific area. A summary of these worksheets may be presented to the board to formulate a time line priority for implementation. This should be presented at the first meeting so that the committee(s) will have a directed course of action.

### Sample Worksheet

School \_\_\_\_\_ Date \_\_\_\_\_

#### FOLLOW-UP COMMITTEE FOR

SECTION \_\_\_\_\_

Pages \_\_\_\_\_

ITEM	ACTION	TIME LINE	EXPLANATION
A	1		
B	2	A	This is a continuous process at present when possible to do it.
C	3	A	More equipment may be needed, however, most areas have adequate inventory now.
D	5	5	This is not needed at present time since special effort is being made with "as needed" basis.

Item - Represents recommendations in section under discussion

Action - Enter committee recommendation (See Action 1-5 below.)

Time - Enter the time spectrum that represents committee consensus

Explanation - Use for more detail of the action time line decision

Suggested rating scales are illustrated below.

#### Action

The "Action" portion of the action committee decision involves determining a definite type of suggested action for each item. The number representing committee consensus should be entered in the appropriate space.

1. Disagree: Disagree with the recommendation totally--no desire to follow up suggestion.
2. Disagree: Disagree with the recommendation as stated; however, as a result of committee discussion, we suggest \_\_\_\_\_.
3. Agree: Agree with part of the whole recommendation but not all of it.
4. Agree: Should be done, but not practical for district at present.
5. Agree: Should be accomplished or implemented.

#### Time Line

Along with an "action" indication the time and year date should receive committee majority opinion.

- A. Already accomplished totally or currently underway
- B.
  1. To be implemented next year
  2. Full implementation as per explanation
- C.
  1. To be implemented within two years
  2. To be fully implemented as per explanation
- D.
  1. To be implemented within three years
  2. To be fully implemented as per explanation
- E. Action to be implemented at some future date beyond three years

Upon completion of committee discussion and agreed action-time line, it might be advisable to have a summary chart prepared with the committee recommendations entered for each area. This could be wall mounted for long-term display and duplicated for staff and community consumption.



A Sample Summary  
of  
Priority Ranking  
from  
Committee Recommendations

Report Areas	Action - Time Line Recommendations Report Items							
	A	B	C	D	E	F	G	H
Educational Program								
Administration and Staff								
Agricultural Education								
Art								
Business Education								
English-Language Arts								
Foreign Language								
Guidance Services								
Health Education								
Home Economics								
Industrial Education								

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