

GOT WASC?

VENTURE SCHOOL'S TOP 40 HINTS



INTRODUCTIONS

- MATT CHAMBERLAIN – PRINCIPAL
- MELANIE HARRIS – TEACHER & WASC COORDINATOR
- DENNICE BARNES – OFFICE MANAGER
- TODAY WE HAVE 40 WASC HINTS FOR YOU IN HONOR OF CCIS 40TH ANNIVERSARY! *Happy Anniversary!*
- PLEASE HOLD YOUR QUESTIONS UNTIL THE END OF OUR PRESENTATION DURING OUR Q&A

ACS WASC - DISCLAIMER

[HTTP://WWW.ACSWASC.ORG](http://www.acswasc.org)

- FORMAL WASC TRAININGS
- WEBINARS
- EXEMPLARS
- TUTORIALS

- VOLUNTEER & GO ON A WASC VISIT



VENTURE SCHOOL - WASC BACKGROUND

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1) HINT: HONOR PAST SUCCESSES AND PROJECT FOR THE FUTURE

- PREVIOUS SCHOOL SUCCESS
 - WASC
 - AWARDS, RECOGNITIONS, ACCOMPLISHMENTS
- CURRENT PROGRAMS
- LOOKING 2, 5, 10 YEARS INTO THE FUTURE
 - NEW PROGRAMS
 - TECHNOLOGY - NOT YET INVENTED
 - DISTRICT LCAP AND/OR INITIATIVES



VENTURE SCHOOL - STRATEGIC PLANNING

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2) HINT: DETERMINE HOW YOU WANT TO BE SEEN AND REMEMBERED

3) HINT: BE OPEN TO DIFFERENT PERSPECTIVES (FORMAL AND INFORMAL)

- WHAT'S YOUR GOAL?

- FULFILLING PREVIOUS WASC ACTION PLANS
- DISTRICT GOALS & INITIATIVES - LCAP
- STUDENT NEEDS – ACADEMIC, SOCIAL EMOTIONAL, TECHNOLOGY
- STAFFING EXPERIENCE - BACKGROUND, LIFE EXPERIENCES, HOBBIES



- NOTE: EVERY VISIT AND VISITING COMMITTEE IS DIFFERENT

- NOTE: EVERY VISIT AND VISITING COMMITTEE HAS DIFFERENT EXPECTATIONS

- NOTE: EVERY VISIT AND VISITING COMMITTEE BRINGS A DIFFERENT PERSPECTIVE

VENTURE SCHOOL - SELF STUDY REPORT

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4) HINT: IT'S ALL ABOUT THE REPORT

5) HINT: THE VISIT JUST VALIDATES THE REPORT THAT'S WHY IT'S ALL ABOUT THE REPORT!

- WRITTEN PORTION

- THERE ARE 5 CHAPTERS
- START WITH CH. 4 FIRST BECAUSE IT TAKES THE LONGEST-SHOULD COLLABORATE AND WRITE IN FOCUS GROUPS
- CH. 1 BACKGROUND/INFORMATION ON SCHOOL-HISTORY, DEMOGRAPHICS, PROGRAMS, TEST SCORES, ETC
- CH. 2 PROGRESS OR CHANGES (GOOD OR BAD) YOU'VE MADE SINCE LAST VISIT.-CHECK YOUR LAST VISIT NOTES(MIDYEAR REPORT OR SELF STUDY) AND LOOK FOR CRITICAL AREAS FOR FOLLOW UP! THIS IS WHAT WASC IS RECOMMENDING YOU DO. REALLY IMPORTANT!
- CH. 3 & 5 CORRESPOND WITH EACH OTHER. CH. 3 IS IDENTIFYING CRITICAL NEEDS (YOU MUST USE DATA). CH. 5 IS THE ACTION PLAN-YOUR PLAN TO FIX THE CRITICAL NEEDS. THIS IS THE MOST IMPORTANT CHAPTER!

VENTURE SCHOOL - SELF STUDY REPORT

TIMELINE:

- YOU MUST HAVE THE REPORT COMPLETELY DONE WITH RECOMMENDED CHANGES FROM YOUR WASC COMMITTEE CHAIR **SIX WEEKS** BEFORE THE VISIT
- YOUR COMMITTEE CHAIR WILL CONTACT YOU ABOUT SIX MONTHS BEFORE YOUR VISIT AND WILL WANT TO DO A PRE-VISIT ABOUT 3-4 MONTHS BEFOREHAND. AT THIS POINT THE REPORT IS COMPLETED BUT NOT QUITE POLISHED.
- ASK YOUR VISITING COMMITTEE CHAIR FOR PREFERENCES I.E APPENDICES
- **BE PREPARED TO MAKE CHANGES**



VENTURE SCHOOL - SELF STUDY REPORT

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- **RESOURCES YOU SHOULD KNOW-**

- DISTRICT: USE YOUR DIRECTOR/COORDINATOR OF ASSESSMENTS AND ANALYSIS-HELP WITH DATA: DEMOGRAPHICS, FREE LUNCH, TEST SCORES, DISTRICT SURVEYS AND STATS, LCAP, SPSA, DATAQUEST.ORG DIRECTOR/COORDINATOR CAN/SHOULD MEET WITH YOU IF YOU REQUEST, WILL DO EXCEL GRAPHS AND CHARTS FOR YOU ESPECIALLY THE DIFFICULT STUFF!
 - FUNDING: DISTRICT CREDIT CARD, WASC BUDGET (NOT ALL DISTRICTS HAVE THIS), DIFFERENT BUDGET CODES THAT WILL HELP. TELL THEM IT'S FOR WASC!!
- PARENT COMMUNITY: YOU MIGHT BE THINKING NO WAY! THEY DON'T GET INVOLVED BUT YOU'D BE SURPRISED. COMMUNICATE EARLY AND OFTEN. BUILD THE CULTURE! YOU NEED THEM FOR THE REPORT (HOME GROUPS)-SURVEYS AND THE VISIT.
- STAFF- ASK THEM TO TAKE ON MORE LEADERSHIP ROLES! USE THEIR STRENGTHS! CREATE THE FOCUS GROUPS AND LET THEM LEAD FOR COLLABORATIVE PURPOSES.

VENTURE SCHOOL - SELF STUDY REPORT

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• **MORE RESOURCES**

- WASC COMMITTEE CHAIR- THEY WANT TO HELP YOU! THEY WANT YOU TO SUCCEED! (PLEASE DON'T GET CRAZY AND NEEDY THOUGH 😊) ASK THE BIG PICTURE QUESTIONS.
- LOCAL SCHOOLS WASC COORDINATORS- TAP INTO THIS RESOURCE OF EXPERIENCED COORDINATORS. THEY ARE HAPPY TO HELP BECAUSE THEY KNOW THE STRESSES.
- WASC WEBSITE: BECOME A VISITING COMMITTEE MEMBER. BEST INFORMATION AND PROFESSIONAL DEVELOPMENT. YOUR PRINCIPAL CAN SIGN YOU UP.



VENTURE SCHOOL - SELF STUDY REPORT

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- **NEW EXPECTATIONS!**

- THE 6 YEAR PLAN: 6 YEAR CLEAR; 6 YEAR 1 DAY VISIT; 6 YEAR 2 DAY VISIT; 2 YEAR VISIT; 1 YEAR VISIT- IF I WERE TO USE A GRADING SCALE...

- 6 YEAR 1 DAY IS THE NEW 6 YEAR CLEAR.

- DATA, DATA, DATA! –WHAT'S THE NEW EXPECTATION

- EMBEDDING INTO THE REPORT-THEY DO WANT TO SEE IT.
- DATA DRIVEN ASSESSMENTS-THIS IS A BIG PUSH. VARIOUS WAYS TO GO ABOUT THIS!



VENTURE SCHOOL - SELF STUDY REPORT

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• THINGS YOU SHOULD KNOW ABOUT YOUR COMMITTEE

- IT'S VOLUNTARY! THEY DON'T GET PAID
- THEY WANT TO BE SUPPORTIVE; NOT PUNITIVE
- DURING THE VISIT THEY WORK 10-12 HOURS. THE WORK DAY IS NOT DONE FOR THEM WHEN SCHOOL IS OUT.
- THEY HAVE TO WRITE THEIR OWN REPORT. IT'S LONG AS WELL! MAKE SURE YOUR REPORT IS PRISTINE BECAUSE THEY'LL QUOTE IT
- THEY DO A LOT OF PREP WORK BEFORE THEY EVEN COME TO THE VISIT. THE VISIT VALIDATES!
- THE VISIT IS TYPICALLY THE FIRST TIME THEY'VE MET EACH OTHER JUST BEFORE THEY MEET YOU.
- THEY LIKE TO SNACK (ALTHOUGH THEY WON'T ADMIT IT)! THIS IS VERY IMPORTANT FOR WRITING REPORTS!



VENTURE SCHOOL - REBRANDING VENTURE

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6) HINT: DETERMINE YOUR BRAND

7) HINT: EVERYWHERE ALL THE TIME

- NEW MASCOT - VULTURES TO VIKINGS
 - LEADERSHIP CLASS, WHOLE SCHOOL SURVEY (VOYAGERS, VIPERS, VIKINGS)WHOLE SCHOOL VOTE
- NEW LOGO
- NEW SIGNAGE FRONT OF SCHOOL
- INTERIOR SIGNAG
- ENOTEPADS, PENS, MUGS
- NEW WEBSITE
- NEW SPIRIT WEAR - T-SHIRTS / GEAR



VENTURE SCHOOL - VISIT PLANNING

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8) HINT: CHECK IN WITH THE VISITING CHAIRPERSON FOR A PRE-VISIT BUT THEY WILL CONTACT YOU

9) HINT: EXPECT THE UNEXPECTED (YOU MIGHT HAVE TO CONTACT THEM FIRST)

- YOUR SCHEDULE COULD CHANGE
- CHANGES WITHIN THE COMMITTEE ITSELF – MEMBERS, NUMBERS, ETC
- YOUR CHAIRPERSON MAY HAVE SPECIFIC IDEAS ABOUT WHAT THEY WANT TO SEE OR DO DURING THE VISIT (I.E, SCHEDULE CHANGES ETC)

VENTURE SCHOOL - VISIT PLANNING

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10) HINT: PLEASE BE OUR GUEST!

11) HINT: DECIDE WHO YOU WANT THE COMMITTEE TO SEE - HOME GROUPS, DISTRICT STAFF, PARENTS, STUDENTS

12) HINT: PLAN THE EXPERIENCE – THE EXPERIENCE IS IN THE DETAILS, THE SMALL STUFF COUNTS

- INVITE / INVOLVE BOARD MEMBERS, DISTRICT OFFICE STAFF
- ADVERTISE IMPORTANT DATES, TIMES, MEETINGS
- SAVE THE DATE (PLANTS) 
 - INFO SUBJECT TO CHANGE (TIME, DATES, LOCATIONS).
- PLANNING THE EXPERIENCES



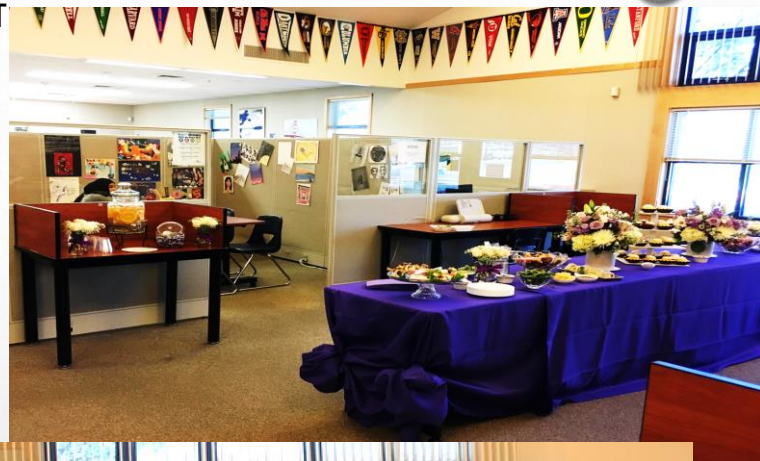
VENTURE SCHOOL - VISIT PLANNING

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**13) HINT: TIMING IS EVERYTHING - ALLOW
EXTRA TIME FOR SIMULTANEOUS EVENTS
(PARKING, CONFLICTS IN SCHEDULE, ETC)**

**14) HINT: IF YOU ARE ON TIME, YOU'RE
LATE!**

- MEET & GREET
- TOUR OF SCHOOL
- RECEPTION - MEET WITH STAFF,
STUDENTS, PARENTS, DISTRICT OFFICE,
BOARD OF EDUCATION



VENTURE SCHOOL – WAR ROOM

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15) HINT: HAVE EVERYTHING AT YOUR FINGERTIPS

16) HINT: ANTICIPATE EVERY NEED

CONFERENCE ROOM

- COMPUTER ACCESS (PC OR CHROMEBOOK)
- PRINTER
- PHONE
- PENS, PENCILS, POST ITS, LOGO'D NOTEPAPER
- SNACKS - REFRESHED THROUGHOUT THE DAY
- DRINKS (SODA, WATER)- REFRESHED THROUGHOUT THE DAY
- COFFEE (KEURIG AND PODS)



VENTURE SCHOOL - TECH CONSIDERATIONS

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17) HINT: MAKE THE TECHNOLOGY EXPERIENCE SEAMLESS

18) HINT: BE PARANOID - TEST, RE-TEST AND RE-TEST AGAIN

- COMPUTERS, WIFI, PROJECTORS, PRINTERS, CONNECTION / ACCESS TO THE WEB
- TEST AND RE-TEST
- CONFERENCE ROOM - COMPUTERS, PRINTERS
- CSA SUPPORT / DISTRICT TECH SUPPORT
 - EXTRA HOURS TO GET “STUFF”DONE



VENTURE SCHOOL - BACKUP / STANDBY SUPPORT

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19) HINT: PLAN FOR URGENT “UNICORN” REQUESTS - “I’D LIKE...”

20) HINT: HAVE A BACKUP PLAN FOR OTHER URGENT REQUESTS

- SCHOOL SITE
 - OFFICE MANAGER
 - OFFICE ASSISTANTS
 - PARENTS VOLUNTEERS
- DISTRICT OFFICE
 - DISTRICT ASSESSMENT DEPARTMENT
 - DISTRICT FACILITIES DEPARTMENT
 - TECHNOLOGY DEPARTMENT



VENTURE SCHOOL - DO YOUR HOMEWORK!

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21) HINT: KNOW YOUR AUDIENCE

22) HINT: GOOGLE CAN BE YOUR RESEARCH BUDDY

- WHO IS ON YOUR VISITING COMMITTEE?
 - CURRENT SCHOOL SITE
 - SCHOOL LOCATION & LOCAL SCHOOL DEMOGRAPHICS
 - SCHOOL PROGRAMS
 - WHAT'S THE SCHOOL LIKE? SIMILAR OR DIFFERENT TO YOUR SITE
 - GET TO KNOW THE COMMITTEE
 - ANYTHING ONLINE - BIOGRAPHY, LIKES / DISLIKES
 - TITLE
 - CREDENTIAL / BACKGROUND
 - WASC EXPERIENCE



VENTURE SCHOOL – LOGISTICS

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23) HINT: DETERMINE WHO IS PAYING THE BILLS - HOW WILL YOU BE REIMBURSED?

24) HINT: DETERMINE THE NEEDS OF THE COMMITTEE (ALLERGIES, LIKES/DISLIKES)

- **HOTEL**

- CLOSE PROXIMITY TO SCHOOL (PROVIDE DETAILED DIRECTIONS TO AND FROM HOTEL)
- INCLUDES BREAKFAST (COVERS ONE OF THE MEALS EACH DAY TO SAVE MONEY)
- CONTACT THE RESERVATION AGENT
 - PAYMENT - PO, CHECK, CREDIT CARD (TO HOLD THE ROOMS)
 - DISCOUNTS
 - CHANGE POLICY
 - ROOM DROPS
 - LATE CHECK-INS / EARLY CHECK-OUTS
 - FREE PARKING?
 - BUSINESS CENTER - ACCESS TO WIFI, PRINTING - COSTS?
 - SMOKING / NON SMOKING POLICIES



VENTURE SCHOOL – LOGISTICS

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25) HINT: A WAY TO A WASC COMMITTEES HEART IS THROUGH THEIR STOMACHS

26) HINT: CAN'T PLEASE EVERYONE - AIM FOR THE MIDDLE

- **FOOD - 60 MEALS IN 3 DAYS! YES PEOPLE THAT WILL BE WHERE MOST OF YOUR \$\$ WILL GO.**
 - RECEPTION - WE HELD OURS AFTER THE TOUR AND SETUP FOR IT DURING THE PARENT GROUP INTERVIEWS.
 - YOU WILL NEED TO ASSIGN: DRY CLEANING OR BORROWING OF FORMAL TABLE CLOTHS OR PURCHASING PLASTIC ONES, PICKING UP FOOD, SET UP, REFILING, AND TEAM TO TEAR DOWN.
 - STICKING WITH YOUR SCHOOL COLORS FOR TABLE DECOR IS A GOOD LOOK AND ASK THOSE STAFF MEMBERS THAT YOU KNOW CAN HELP PROVIDE A UNIFORM LOOK, I,E. SERVING TRAYS, BOWLS AND UTENSILS TO GIVE AN UPSCALE RESTAURANT ATMOSPHERE.
 - YOUR BUDGET WILL DETERMINE WHAT YOU WILL BE SERVING FROM: JUST DESSERTS, TO HORDERVES, OR ASSORTED SUSHI WITH DESSERTS LIKE WE DID.
 - OUR PRINCIPAL PAID FOR MOST OF THE RECEPTION ITEMS SINCE HE WAS ALSO DOING THE PICK UP FOR THESE ITEMS.

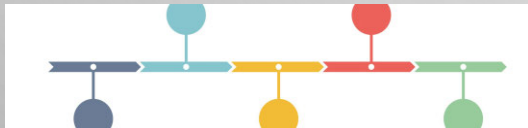
VENTURE SCHOOL – LOGISTICS

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27) HINT: PLAN THE WORK, WORK THE PLAN

28) HINT: PRESENTATION IS EVERYTHING (EVEN IF IT'S A CHOCOLATE COOKIE)

- SCHEDULE
- BLUEPRINT
- TIMELINE OF EVENT
- TO DO'S



VENTURE SCHOOL - BUDGET BY THE NUMBERS

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29) HINT: EXECUTE CHAMPAGNE DREAMS ON A BEER BUDGET

30) HINT: DON'T BE SHY, ASK THE COMMUNITY FOR HELP

- TOTAL OVERALL BUDGET NUMBER
- INTERIOR CLEANING (0 % OF BUDGET)
 - DISTRICT CUSTODIAL – IF POSSIBLE
 - TEACHERS
- EXTERIOR CLEANING (3 % OF BUDGET)
 - DISTRICT CUSTODIAL / DISTRICT LANDSCAPING?
- HOTEL (35 % OF BUDGET)
- FOOD (30 % OF BUDGET) – UTILIZE VOLUNTEER DONATIONS TO KEEP COSTS DOWN
- BRANDING (32 % OF BUDGET) – LOGO, SIGNAGE, BANNERS, PENS, PAPER
- MILEAGE FOR VISITING COMMITTEE (% OF BUDGET)
 - DISTRICT? APPROVED FORM?




VENTURE SCHOOL - SCHOOL INTERIOR PREP

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31) HINT: SQUEAKY CLEAN...EVEN THE WINDOWS AND TOILETS

32) HINT: THE GOLDILOCKS PRINCIPLE - NOT, NOT SOFT, JUST RIGHT

- SIGNAGE
- DEEP CLEAN OF SCHOOL
 - TEACHER SPACES / CLASSROOMS CLEANED / DUSTING
 - CARPETS CLEANED
 - TABLES CLEANED
 - WINDOWS CLEANED
 - BATHROOMS CLEANED
- NEW LOGO'D FLOOR MATS
- FRESH FLOWERS



**KEEP CALM AND
VENTURE ON...**

Expected Schoolwide Learning Outcomes

V.E.N.T.U.R.E.
(Validating, Empowering, Nurturing, Teaching, Understanding, Recognizing, Extraordinary)

STUDENT LEARNER OUTCOMES:

Student Learner Outcome #1:
Venture students will gain and demonstrate communication, collaboration, and critical thinking skills to meet/exceed the Content State standards, in preparation for college and/or career.

Student Learner Outcome #2:
Venture students will demonstrate ethical, respectful and responsible behavior.

Student Learner Outcome #3:
Students will be active in the learning process and take responsibility for themselves and their education.

VENTURE SCHOOL - SCHOOL EXTERIOR PREP

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**33) HINT: ONLY ONE OPPORTUNITY TO MAKE A
FIRST IMPRESSION**

**34) HINT: HOW DO THEY KNOW THEY HAVE
ARRIVED? "ARE WE THERE YET?"**

- SIGNAGE
- NEW LOGO'D FLOOR MATS
- NEW FLOWERS / PLANTS
- NEW TAN BARK (DISTRICT PROVIDED)
- ASSIGNED PARKING SIGNS
- WINDOWS CLEANED
- NO TRASH IN PARKING LOT



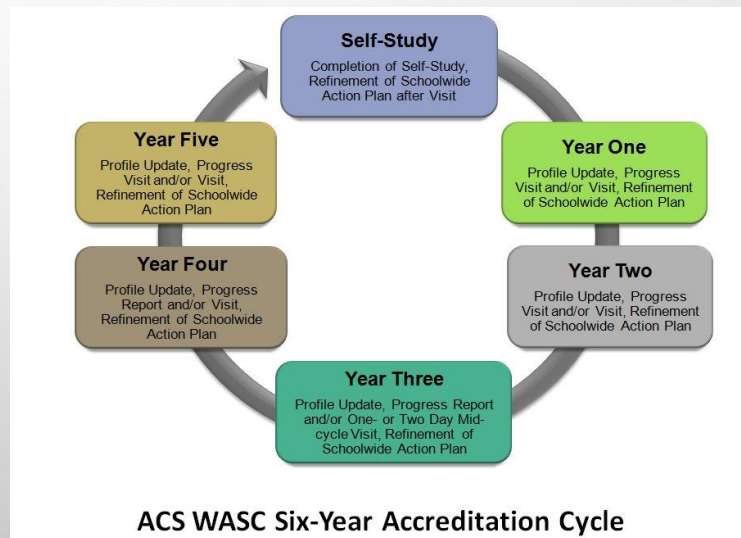
VENTURE SCHOOL - END OF VISIT DEBRIEF

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35) HINT: DEEP BREATH, LISTEN, BE OPEN

36) HINT: CELEBRATE THE SUCCESS, PLAN FOR THE FUTURE

- COMMITTEE CHAIR DEBRIEF WITH PRINCIPAL AND WASC COORDINATOR
 - BIG PICTURE
 - DRAFT OF COMMITTEE REPORT
 - NO RECOMMENDATION AT THIS POINT
- COMMITTEE DEBRIEF
 - INITIAL THOUGHTS FROM VISIT
 - 10,000 FOOT VIEW
 - NO QUESTIONS
 - COMMITTEE LEAVES
- CELEBRATION



VENTURE SCHOOL - NEXT STEPS

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37) HINT: BE HUMBLE, BE APPRECIATIVE, THANK EVERYONE

38) HINT: PLAN FOR THE FUTURE

39) HINT: VERIFY REPORT SUBMISSION, VERIFY UPDATE SUBMISSION

- WASC VISITING CHAIRPERSON SUBMITS FINAL REPORT TO WASC COMMISSION
- PRINCIPAL AND WASC COORDINATOR
 - SUBMIT EVALUATION OF VISITING COMMITTEE
 - WRITE UPDATED ACTION PLANS BASED ON FINAL REPORT SUBMIT TO WASC COMMISSION

VENTURE SCHOOL - CONTACT INFO

40) HINT: DON'T WAIT UNTIL THE LAST MINUTE IF YOU HAVE QUESTIONS...CALL US!

- **MATT CHAMBERLAIN - PRINCIPAL**
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