

SAMPLE DRAFT Civil Rights On-Site Review Agenda

XXXXXXX High School

Month # and #, 201_

At A Preset Time Jenefer Youngfield, Utah State Board of Education. **Purpose:** To complete an on-site facilities review of high school as part of Civil Rights On-Site Review

Tuesday, XXXX #, 201 **DAY ONE** *“Walk About” of facilities* Murray Meszaros

Wednesday, XXXX #, 201 **DAY TWO**

8:00 - 8:20 a.m. **Meeting with Administration** **HS Conference Room**

- Superintendent (or Associate) and District CTE Director
- High School Principal and CTE Coordinator
- Civil Rights (CR) Team – Murray Meszaros (and others as needed)

8:20 – 2:25 p.m. **Interviews with “Most Responsible” Faculty & Staff** **HS Conference Room**

8:20 a.m. Meet with Principal, District CTE Director and HS CTE Coordinator 70 minutes

9:30 a.m. WBL Coordinator 15 minutes

9:45 a.m. Title IX Coordinator District – High School - 30 minutes

10:15 a.m. Title VI Coordinator District – High School –

Title III EL Services District - 30 minutes

10:45 a.m. 504 Coordinator District – High School 40 minutes

11:25 a.m. Title II ADA District – High School -- 15 minutes

11:40 a.m. Special Education District– High School – 20 minutes

12:00-12:45 p.m. Lunch and “Accordion Time” (*expand or contract to get back on schedule*)

12:45-2:05 p.m. **Counselors** **HS Conference Room**

12:45 p.m. in groups of two or three 40 minutes

1:25 p.m. in groups of two or three 40 minutes

2:05-2:25 p.m. **School Nurse** 20 minutes

2:25-2:35 p.m. **Break** 10 minutes

2:40-3:00 p.m. **CR Team – Walk halls and talk with students** 20 minutes

3:30-4:30 p.m. **Interviews as requested by Murray** 60 minutes

- Head Custodian

Thursday, XXXXX #, 201 DAY THREE

7:45 – 8:45 a.m.	Meeting with individual student groups – 7 to 10 students in each group	HS Conference Room
7:45 a.m.	Non-Traditional student group (male)	15 minutes
8:00 a.m.	ELL student group	15 minutes
8:15 a.m.	SPED student group	15 minutes
8:30 a.m.	Non-Traditional student group (female)	15 minutes
8:45 – 9:00 a.m.	Break or “catch-up”	15 minutes
9:00 – 10:20 a.m.	Teacher Interviews (example and predetermined and requested by Murray)	HS Conference Room
9:00 a.m.	Plant & Soil	20 minutes
9:20 a.m.	Exploring Computer Sci or Computer Technology Computer Repair/Maintenance, or Programming/Gaming	20 minutes
9:40 a.m.	Welding	20 minutes
10:00 a.m.	Autos	
10:20 a.m.	Family and Consumer Sciences	20 minutes
10:40 – 12:15 p.m.	Additional, Follow-up Interviews or Classroom Visits	
12:15 – 12:45 p.m.	Lunch	HS Conference Room
1:00 – 3:00	Additional, Follow-up Interviews	HS Conference Room

~~~~~

**Friday, XXXXX #, 201 DAY FOUR**

**HS Conference Room**

- During the day Interviews and phone calls as necessary

~~~~~

Up to four weeks after onsite review (possible)

USBE Office, SLC

- Data requests and phone interviews