

SAMPLE: Communication from Chair to Team

December 28, 2007

Mr. Jeremy Jenkins
Oak Knoll Academy
1367 Applevalley Lane
Pasadena, CA 91105

Dear Jeremy:

Your commitment to participate in the accreditation of Oceanside Academy is commendable and much appreciated. I look forward to working with you on this worthy endeavor.

You should have received the Fall 2007 Accreditation Manual from CAIS and the Oceanside Academy 2007-2008 Self-Study. Please let me know immediately if you do not have these documents.

Much needs to be done before the visitation on February 10-13, 2008. Please complete the following:

- Familiarize yourself with Accreditation Manual. It is helpful to know the requirements and expectations of CAIS/WASC prior to reading the self-study.
- Read the entire Oceanside Academy 2007-2008 self-study. Although each of us will be responsible for bringing forward particular sections of the Visitation Committee Report, the Report should reflect the thoughts and perspectives of the committee. It is thus necessary to be familiar with and conversant about all sections of the self-study. It will be helpful if you note questions and comments as well as potential commendations and recommendations as you read the report.
- Enclosed please find a list of **section** assignments. You will be responsible for leading discussions with the school committee during our visit and, with the assistance and input of other members of the visiting team, writing and preparing these sections of the final report. **Please draft commendations and recommendations for each section prior to your arrival in Oceanside on Sunday, February 10, 2007. You should note the source document and the page number for each commendation and recommendation (i.e.,**

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- **School Report, p. 40-42). Make eight photocopies of each, keeping each section separate.** During our first meeting on Sunday, February 10, we will share what we have prepared with other members of the team, thus providing each team member with the first draft of the report.

Our first meeting will begin at 1:00 p.m. on Sunday, February 10 at the hotel. Meetings during our visit are scheduled throughout the day and into the evening hours, including dinner. Please do not schedule any personal appointments during the visitation, which will conclude at 4:00 p.m. on Wednesday, February 13, 2008.

I am working with Oceanside Academy to finalize hotel reservations, the schedule of meetings, and a comfortable and private work-space on both campuses. Computers will be provided. Please let me know if you have any special technical requirements or personal needs. I will be renting a car from the San Diego Airport (SAN) but will need other drivers to transport us from the hotel to the two campuses and to restaurants. Please let me know if you will have a car and can help with transportation.

That's all for now. Please feel to call me at (562) 222-2222 or e-mail me at head@ljdacademy.org if you have any questions or concerns. I look forward to meeting and working with you.

Yours truly,

Mel C. Williams, Ed.D.

Enclosures