

# 2025 MSBA School Survey Site Visit Guidance

## Scheduling:

- The MSBA's consultant STV Inc. will send a notice by email to Superintendents approximately 30 days ahead of when their District's site visit(s) are upcoming. Representatives from STV Inc. will contact Superintendents approximately two weeks in advance of the site visit to discuss specifics.
- Assessors will work to accommodate any significant scheduling conflicts, but flexibility will be appreciated as we schedule assessments at more than 1,580 schools across the Commonwealth.

## District Preparation:

- The Superintendent and/or a designated staff member should coordinate and provide information to each principal about the site visits and to gather the information and materials as discussed on the scheduling call with STV prior to arrival in their district.
- The principal should plan to have a meeting space for approximately 6 to 8 people to review school contact information as in some cases MSBA and Quality Assurance staff may accompany the assessor. A list of the district-wide questions and the individual school questions to be answered at the site visit will be sent to all Superintendents for distribution.
- A virtual interview will be held ahead of the site visit(s) to answer certain questions as indicated on the questionnaire provided to the superintendent.
- Have current floor plans printed out with the spaces designated as to their current use, e.g. general classroom, art, music, science, break-out space etc.

## Site Visits:

- Individual school assessments will last approximately 4 to 6 hours, with assessments of bigger buildings, such as large high schools and vocational-technical schools potentially lasting as long as six hours. An assessment will include both a sit-down meeting as well as a walkthrough of the facility. The overall time in the district is dependent on the number of schools in the district.
- The assessor will meet with a member of staff who can answer district-wide questions. This meeting will only need to occur once and should take no longer than 15-20 minutes.
- The assessors will meet with the principal and facility maintenance staff at each school building to ask the individual school questions, this question section will likely last about one to one and half hours.
- At the conclusion of each school meeting, the assessor will walk through the school observing all areas of the school. Either the school principal or someone with knowledge of the history and use of the building, as well as a member of the building's facilities team, should be available to accompany the assessor on the walk through.

## Post Site Visit:

- After completion of the assessments in your district, the MSBA and STV will be reaching out requesting your assistance confirming that the data received is accurate and reflects your shared information.