

District Site Review Team: A.J. Grauer & Penny Elliott

School Year: 2011-2012 **Site Reviewer:** A.J Grauer

Charter Program: Sheridan Allprep

ANNUAL CHARTER SITE VISIT BY SHERIDAN SCHOOL DISTRICT		
Program Area	Status C =In compliance NC =Not In Compliance NA =Not Applicable NO =Not Observed OK =May 15 meeting	Evidence List Indicators/evidence used to make determination of status*
Safety/Health		
<ul style="list-style-type: none"> Evidence of compliance with criminal background checks for staff on file 	C - ok	Lori has copies, will give DO copies
<ul style="list-style-type: none"> Immunization records are current 	c	Current/ students who refuse are list for not being able to participate in group activities.
<ul style="list-style-type: none"> Evidence of compliance with mandatory reporting of suspected child abuse 	C - ok	In hand book – not on-line
<ul style="list-style-type: none"> Review of school visitor policy and evidence of enforcement 	C - ok	No sign-in. Walk parents and student from place to place.
<ul style="list-style-type: none"> Observation of staff supervision outside the classroom – Home visits 	C - ok	Records person receives sheet from teacher, how and when contact took place. Attached to attendance sheets
<ul style="list-style-type: none"> Medications are administered according to district policy and state law 	N/A, except on field trips	
<ul style="list-style-type: none"> Evidence of staff training regarding bloodborne pathogens and First Aid 		Use same system that District uses - Public School Works
Facilities		
<ul style="list-style-type: none"> Review copy of annual fire safety inspection 	NA	Renting building from District
<ul style="list-style-type: none"> Evidence of health inspection and water testing 	NA	
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Records		
<ul style="list-style-type: none"> Cumulative folders are in a secure location in a locked, fire proof cabinet 	c	
<ul style="list-style-type: none"> Health files are maintained separately 	c	Kept in a separate file within the cumulative file – Pauline will send
<ul style="list-style-type: none"> Assessment records in cum file 	c - ok	State assessment kept on School Master
<ul style="list-style-type: none"> Attendance procedures are established and accurate 	c	

<ul style="list-style-type: none"> Procedures are in place for addressing excessive absences 	c	Lori contacts offenders personally
<ul style="list-style-type: none"> Records are retained for periods prescribed by state law. 	c	Kept in fire proof cabinet.
Instruction/Assessment		
<ul style="list-style-type: none"> Evidence teachers display competence with their subject matter – Highly Qualified 	c	-Need to have duplicate file in place at District Office
<ul style="list-style-type: none"> Evidence that teachers nurture productive relationships with students 	C – ok	Weekly contact with students: phone, home, and office visitations
<ul style="list-style-type: none"> Samples of student work reveal a level of rigor and quality 	Ok	-sample corrections- Math notebooks
<ul style="list-style-type: none"> Curriculum is assigned efficiently with clear expectations for what students must know and be able to do in each lesson 	Ok	Pre test: DRA – Reading for placement Math
<ul style="list-style-type: none"> Evidence that the educational program is nonreligious and nondiscriminatory as per contract 		
<ul style="list-style-type: none"> Results of student performance on state tests reported annually to parents and school district 	Sample - ok	Lori will provide samples
<ul style="list-style-type: none"> Procedures are in place for reporting progress to parents 	Progress report - ok	Lori
<ul style="list-style-type: none"> There is evidence the school offers instruction in all required content areas, and this instruction meets the academic content standards adopted by the State, as per ORS 329.045 (3) 	Ok Ok	Academics: guaranteed through contracts - Aventa learning/acellus/stars suite/jason
<ul style="list-style-type: none"> Evidence of Six education events during the school year 		2 – Open House 6 – OMSI 1 – Park 1 – Final Open House One open / not required - did offer reimbursement
<ul style="list-style-type: none"> Evidence of twice a week per student meetings 		See contact sheet
<ul style="list-style-type: none"> Evidence of face-to-face meetings have occurred six times 		See contact sheet
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<ul style="list-style-type: none"> Evidence of annual report to the district summarizing academic goals and the progress toward meeting the goals, and also including student attendance, discipline info, and policy development issues as per contract 	Due: June 1/30 survey	
<ul style="list-style-type: none"> Evidence of identification of low achieving students who are in need of special attention and programs targeted for those students 	Ok Ok	- reading assessment - on-line math assessment Parents lets teachers know Tues night & Lab: Tutor program & mtg

<ul style="list-style-type: none"> Evidence of parent support and involvement 	ok	e-mail, text, call
<ul style="list-style-type: none"> Teacher interviews: Two staff interviewed individually, 15 minutes each interview 	NA	
<ul style="list-style-type: none"> Student Interviews: Three groups of 3 students— one from elementary, one from middle level, one from high school level. Each group participates in a 15-minute interview. 	NA	
<ul style="list-style-type: none"> Parent Interviews: Two parents interviewed individually for 15 minutes each. 	NA	
Personnel		
<ul style="list-style-type: none"> Resumes and applications on file for current staff 	?	Has applications, but resumes for all current staff – will be asking
<ul style="list-style-type: none"> Job descriptions are on file for all employees 	NO ok	Written into contract in file of staff
<ul style="list-style-type: none"> Hiring procedures in place as approved by governing board 	C	Following district policy and procedures
<ul style="list-style-type: none"> Teacher licenses and state registrations on file; HQ requirements are met 	C	Digital copies of licenses and copy of TSPC info
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<ul style="list-style-type: none"> Personnel files are kept locked with limited access 	c	
<ul style="list-style-type: none"> Evidence of training and staff development 		Provisionary based
<ul style="list-style-type: none"> Staff development assists teachers to meet student needs by addressing identified short comings in learning and teacher pedagogical skill 	C ok ok	Weekly staff meetings, teachers are informed about Special Programs / Teacher evaluations
<ul style="list-style-type: none"> Evidence of a plan to resolve employee related grievances 	send digital	Staff Handbook
<ul style="list-style-type: none"> Evidence of meeting nondiscrimination requirements with school staff person responsible for compliance issues 	Ok – on web	Sent to DO
Governance		
<ul style="list-style-type: none"> Review agendas and minutes of governing body for open meeting law compliance as evidenced by posted announcements of meetings and record of minutes taken. 		Board Notice and Minutes
<ul style="list-style-type: none"> Review of articles of incorporation bylaws and organizational chart as per contract 	ok	Lori
<ul style="list-style-type: none"> List of school's board members addresses and telephone numbers available to community 		On web
<ul style="list-style-type: none"> Parents have information regarding how to contact board members or place an item on the agenda 		On web

<ul style="list-style-type: none"> The Board understands the core mission of the school in sufficient depth to permit effective oversight 		On web -they are re-visiting
<ul style="list-style-type: none"> The Board has in place a process for selecting new members 		By-laws
<ul style="list-style-type: none"> The Board has implemented and maintained appropriate policies, systems and processes: <ul style="list-style-type: none"> Conflict of interest policy Complaint process 	NO	*No polices - Using district policies for both
<ul style="list-style-type: none"> Board Interview: One board member interviewed 		
Discipline		
<ul style="list-style-type: none"> The school's code of student conduct is well defined, understandable and available to students and parents – on website 	NG Ok – in hand book	Will be putting it on line
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<ul style="list-style-type: none"> Evidence of tracking of discipline incidents 	N/A	
<ul style="list-style-type: none"> Review of suspension and expulsion records. Evidence school is implementing procedures defined in its charter, including suspension and expulsion actions consistent with district policy, and written notification provided to the District within 5 days of a pending suspension-expulsion action that details a summary of the action and evidence 	C ok	Hand book
<ul style="list-style-type: none"> When a student is expelled, the school identifies alternative programs that are appropriate and accessible to the family in writing 	N/A	
Food Service		
<ul style="list-style-type: none"> Evidence all students have been provided the opportunity to complete a free and reduced meal application 	c	Placed in each student application packet.
<ul style="list-style-type: none"> Free and reduced applications are retained for 3 years 	C	
<ul style="list-style-type: none"> Evidence food program complies with state requirements 	C	

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Follow-up from previous site visit		
<ul style="list-style-type: none"> Evidence of follow-up on concerns noted in previous site visit 		
<p>*Examples of Evidence of Compliance</p> <ul style="list-style-type: none"> Current policies: using District Minutes of charter meetings : on website Contract(s) with school district Written evaluations Inspection reports from outside agencies: NA Reviewed financial statement(s): through provision meeting Curriculum mapping/alignment documents: in process – Do Not Have Reports of state and local assessment administration schedules: almost Student performance results on state and local assessments: annual report Student attendance/cumulative/health/behavior records: total pg Interviews and focus groups with students, parents, staff: NA Other indicator(s) required by the contract between the district and the charter program 		
<p>Charter Site Review Comments, Recommendations and Noncompliance Issues:</p> <p>On May 8, 2012 we conducted the annual charter site visit to the Sheridan Allprep. I would like to thank your staff for providing the information required during a site visit. I appreciate Lori bring to the district office those records of evidence needed to complete the site evaluation. We asked for: criminal background checks, copy of staff and student handbooks, sign-in process be put into place, staff supervision examples, assessment records for cum files, samples of curriculum, progress reporting, academic content meets state standards, examples of teacher tracking of student progress, job descriptions and staff training.</p> <p>During our visit the evidence that areas of concern from our site visit that will need to be met in 2012-2013include: continuation of a sign in for visitors, complete staff fills provided to the district office, code of student conduct in place, charter policies or district policies in place and Health & Safety Inspections for your new location.</p> <p>Thank you for a welcoming site visit.</p>		