

## CHARTER SCHOOL FALL SITE VISITATION GOALS

Our fall site visit will focus on oversight and monitoring of schools' operations. During the visit, we plan to meet with the school leader, discuss items outlined below, collect several documents, and spend some time reviewing records the school maintains.

Please feel free to contact us with ANY questions in advance of the visit. We look forward to meeting with you!

### ITEMS TO DISCUSS

- Staffing (vacancies, **review** of TB/fingerprinting/credentialing documentation)
- Testing (review testing calendar, collect coordinator contact information)
- Open meeting practices of school governance (**review** minutes and postings)
- SARC 2007-2008 plan for completion (new deadline: February 1)
- Discuss current suspension/expulsion/disenrollment policies and practices
- Discuss current facilities occupancy status
- Discuss current practices for parent involvement
- Discuss current practices for student recruitment
- Discuss supplemental hourly instruction and supporting documentation (i.e. time reporting for each student, teacher sign-in sheets, letters to parents indicating that their child is at risk or being recommended for retention)
- Measurable Pupil Outcomes as stated in charter
  - Discuss progress in each area

### ITEMS TO COLLECT AT TIME OF VISIT

- Board contact information and meeting dates (*see attached form*)
- Teaching staff list and core/non-core, non-college prep course list (*see attached form*)
- Copy of conflict of interest policy (*current, board-approved*)
- Copy of 08-09 student/family handbook(s)
- Copy of 08-09 enrollment application
- 08-09 enrollment list (*see attached form...please note required SSID numbers*)
- 08-09 student live-go enrollment list [addresses] (*see attached form*)
  - DOCUMENT REQUIRES PASSWORD: (SEE OCS STAFF)