



Pop-in Sample Agenda

Times below are approximate. They may be impacted by the preparedness of the school and front desk staff, as well as the manner in which classes are scheduled.

Upon Arrival (5-10 minutes)

- Board staff introduces themselves to individual(s) at the front desk
- Board staff provides the Guidance Document
- School staff provides required documentation to Board staff

Observation Planning (10-15 minutes)

- Board staff reviews the provided schedules and map
- Board staff identifies classrooms that will be visited

Observations (45-90 minutes)

- Board staff walks the campus
- Board staff visits identified classrooms to observe instruction and the program of instruction in action

Review (15-20 minutes)

- Board staff reviews provided compliance documentation
- Board staff is available to school administration to discuss school highlights, or provide guidance (if requested by school staff)
- Board staff sends an email to the charter representative letting them know that the school received a visit and whether there are any additional required compliance submissions

Post Pop-in

- School and charter staff gather additional documentation for submission
- School and charter staff submit additional documentation to Board staff by email within 48 business hours of the conclusion of the pop-in visit
- Board staff will issue a report outlining compliance findings and summarizing classroom visits