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To

- diana@autismcharter.org

Subject

First Year Site Visit Results

Email Body

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Arizona State Board for Charter Schools

Physical Address
1616 W. Adams Street, Suite 170
Phoenix, AZ 85007

Mailing Address
P.O. Box 18328
Phoenix, AZ 85009

October 9, 2014

Phone: (602) 364-3080
Fax: (602) 364-3089

Arizona Autism Charter Schools, Inc.

Diana Diaz, Charter Representative

16174 West Glenrosa Avenue

Goodyear, AZ 85395

Dear Ms. Diaz,

On September 18, 2014, staff of the Arizona State Board for Charter Schools conducted the first year site visit of Arizona Autism Charter School. I appreciated the opportunity to meet with you, tour the facility, and observe the school in action. Below is a summary of items reviewed, corresponding observations and findings, and any follow-up action or information that needs to be completed.

1. Tour of Facility: A tour of the facility was conducted. **No follow-up required.**

2. Student Count: On the day of the site visit, a total of 78 students were counted**.** Attendance records provided for that date report 82 students. In addition, the attendance policy and procedures were reviewed. Students were organized into the following grades:

Grade	Observed	Reported Enrolled	Reported Absent	Reported Present
K	18	18	0	18
1	19	22	3	19
2	10	13	1	12
3	15	17	0	17
4	8	9	1	8
5	8	8	0	8
Total	**78**	**87**	**5**	**82**

The discrepancy between the students counted and students reported is less than 5%, threshold used to determine whether additional information is required. **No follow-up required.**

3. Fingerprint Clearance Cards and Background Checks: Fingerprint clearance cards (FCCs) were reviewed pursuant to A.R.S. §15-183.C.5. Background checks, if applicable, were reviewed according to A.R.S. §15-512. **No follow-up required.**

4. Resume File: A resume file of all current and former instructional employees was available at the school site pursuant to A.R.S. §15-183.F. Teacher resumes contained personal identifiable information. A.R.S. §15-183.F does not require the school to provide any personal identifiable information. Evidence was provided to indicate parents had been notified of the availability of the teacher resumes through the beginning of the year packet. **No follow-up required.**

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5. Governing Body Meeting Notices, Agendas, and Minutes: The governing body meeting notices, agendas, and minutes were reviewed and are compliant with Open Meeting Law A.R.S. §38-431.01-09. Public notices have complied with A.R.S. §38-431.02 (A) (1). Corporate Board membership for Arizona Autism Charter Schools, Inc. was not consistent between ASBCS Online and the Arizona Corporation Commission (ACC). Ms. Diaz stated that the current members are no longer on the Board: Joseph Gentry, Josephine Torrez, and herself. These members are not listed with ASBCS Online. She also identified Harry Kressler and Genaro Delgadillo to be Board members as listed on ACC but not listed with ASBCS Online.

By October 24, 2014 submit:

- A Charter Holder Governance Notification Request to remove and add members based on the current Board composition discussed at the site visit and ensuring the Corporate Board membership is in alignment with ACC.

6. Enrollment Policies: The enrollment policies were reviewed and found to be in compliance with A.R.S. §15-184. **No follow-up required.**

7. Daily Instructional Schedule: The school calendar and class schedules were reviewed. The school meets the requirements for hours of instruction in each grade level per A.R.S. §15-90.

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8. Program of Instruction: Students were observed engaged in direct and individualized instruction as well as incorporating interventions through Applied Behavior Analysis. Classroom observations are described below:

Ms. Patrick (Kindergarten) – Students were seated close to the teacher while reviewing their counting. Three instructional aides were present in the classroom. One aide was assisting a student on using his communication device for counting. The other aides were assisting students in the group.

Ms. Brooke (1st grade): Students were seated at the front of the classroom by the white board. 4 aides were present in the classroom. Students were listening to a story that was being sung. The teacher asked students to touch on Thursday by doing it on the white board or using their communication devices. When students followed directions they were immediately rewarded.

Ms. Guyman (2nd-3rd grades): Students were observed working independently on an activity what the two aides in the classroom were assisting the students as needed.

Ms. McCarthy (2nd-3rd grades): Students were observed having snack time. Three aides were present in the classroom and assisting students as needed.

Ms. Tolyway (4th-5th grades): Students were seated at desks with two aides in the classroom. The teacher was reading out loud, “The BFG Notebook”. The students were viewing the chapter 20 on the white board. As the teacher was reading, she would pose reading comprehension questions for the students to answer verbally.

Ms. Horan (4th-5th grades): Students were observed working with aides on compliance training. Another student was on the computer getting one-on-one instruction from an aide.

9. Academic Plan and Framework Discussion: The Academic Plan was reviewed with Ms.Diaz in the areas of curriculum, monitoring instruction, and assessment. In the area of curriculum, she has hired qualified instructional staff to instruct the students of this special population.

In the area of assessment, Ms. Diaz stated that the teachers have been collecting data daily to determine the progress of the students both academically and in their functioning with communication skills. The curriculum software data is updated daily to show the progress points.

Next, the Academic Framework was reviewed with Ms. Diaz. Board staff reviewed Appendix C of the *Academic Performance Framework and Guidance* document and walked them through the first 5 years of the Board's Intervention Policy. In addition, should the charter holder be assigned a Performance Management Plan (PMP) or Demonstration of Sufficient Progress (DSP) in the future, staff provided them with guiding questions utilized by staff to evaluate a PMP or DSP.

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I look forward to receiving the above requested material by the end of business on October 24, 2014. The information will be reviewed upon receipt, with results communicated following the review. A charter holder that fails to timely submit all required information will be brought before the Board for consideration of non-compliance.

If you have any questions concerning the information above, please contact me at 602-364-3084 or johanna.medina@asbcs.az.gov. The Board appreciates your cooperation during this first year site visit.

Sincerely,

Johanna Medina

Johanna Medina

Director of School Quality

Arizona State Board for Charter Schools

Date Sent

10/09/14