Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Developing Innovations in Navajo Education, Inc. (DINE, Inc.)
School Name: Developing Innovations in Navajo Education, Inc. (DINE, Inc.)

Site Visit Date: July 22, 2014
Required for: Renewal
Evaluation Criteria Area: Curriculum

Document Name/Identification	Intended Purpose and Discussion Outcome
[C.1] Bids Online-Instruction Binder **Bid Evaluation Form**	**Charter holder indicated the intended purpose of the document was to demonstrate: curriculum adoption process** **ASBCS staff: binder included a "request for bids" which requested bids for "provision of a complete online curriculum meeting all Arizona state educational standards", "Provisions of a computer based instructional delivery system", "highly qualified teachers available to provide instruction for each subject", and delivery management. The binder included a summary of the three bids that were received including a description, the buyer, and the bid date. The binder included bids from each corporate that include background information, scope of work, instructional services, teaching/implementation plan, monitoring student progress, cost, and experience with ADE.** **The Charter Holder provided a "BID Evaluation Form." The form had not yet been completed, because the bid process has not yet been completed. The evaluation form identifies the area that will be scored in making a product selection.** **A copy of this document was taken; a selection was taken, because the information is confidential and consist of a large volume of material.**
[C.2]Student Progress Report; Student Grading Report; Student Attendance Report; Student Daily Activity Reports; Course Detail Reports; and Messages	**Charter holder indicated the intended purpose of the document was to demonstrate: implementation of the curriculum; adapted curriculum** **ASBCS staff: the charter holder presented the student progress reports from the online curriculum. The progress report is color coded to identify student progress that is on-track (green), slowing (yellow), or off track (red). The documents included the messages shared between the teacher and students that are used to communicate with students concerning progress, due dates, performance levels, etc. The comments included requirements for student pacing, number of lessons to be completed in the week, etc.** **The charter holder indicated that the program is adapted by student performance on initial assessments, students who master a lesson or objective move on, a student who does not master an objective are assigned additional lessons.** **A copy of this document was taken.**
[C.3]Weekly Progress Reports Binder	**Charter holder indicated the intended purpose of the document was to demonstrate: implementation of the curriculum**

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	ASBCS staff: the documents in this binder track the date, course, credits earned, lessons finished, and additional comments about performance level for each student. This is the process the charter holder uses to track student performance and progress and is used to drive discussions with students about progress and expectations. **A copy of this document was taken: a selection of documents was taken because of the volume of documents.**
[C.4]American School Curriculum Alignment and Resources	**Charter holder indicated the intended purpose of the document was to demonstrate: supplemental curriculum resources for subgroup students** **ASBCS staff: these curriculum resources are aligned to the archived standards. The charter representative stated that the materials are utilized for students who are struggling with concepts or struggling to stay on task.** **A copy of this document was not taken because: the volume of the material.**
[C.5]iSTEEP assessment forms	**Charter holder indicated the intended purpose of the document was to demonstrate: supplemental curriculum resources for subgroup students** **ASBCS staff: these iSTEEP documents were used in 2012 and 2013 school years to assess student performance levels. These materials were not used for 2014 school year and were not used as instructional materials, but were used as assessment materials.** **A copy of this document was not taken because: it is was not relevant to the criteria.**

I, Katherine Paulos, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on July 22, 2014. _____

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Site Visit Date: July 22, 2014
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Evaluation Criteria Area: Instruction

Document Name/Identification	Intended Purpose and Discussion Outcome
[I.1] Student Progress Report; Student Grading Report; Student Attendance Report; Student Daily Activity Reports; Course Detail Reports; and Messages	**Charter holder indicated the intended purpose of the document was to demonstrate: monitoring implementation of the curriculum** **ASBCS staff: the charter holder presented the student progress reports from the online curriculum. The progress report is color coded to identify student progress that is on-track (green), slowing (yellow), or off track (red). The documents included the messages shared between the teacher and students that are used to communicate with students concerning progress, due dates, performance levels, etc. The comments included requirements for student pacing, number of lessons to be completed in the week, etc.** **A copy of this document was taken.**
[I.2] Weekly Progress Reports Binder	**Charter holder indicated the intended purpose of the document was to demonstrate: monitoring implementation of the curriculum** **ASBCS staff: the documents in this binder track the date, course, credits earned, lessons finished, and additional comments about performance level for each student. This is the process the charter holder uses to track student performance and progress and is used to drive discussions with students about progress and expectations.** **A copy of this document was taken: a selection of documents was taken because of the volume of documents.**
[I.3] Personnel Policy	**Charter holder indicated the intended purpose of the document was to demonstrate: monitoring of instruction** **ASBCS staff: the charter holder represented that the employee evaluation policy states the evaluation processes and policy. The evaluation procedure states that a written evaluation shall be delivered to an employee in a private conference. No evidence of implementation was provided. The principal stated that no evaluations were conducted during the past year. The procedure also did not identify any criteria that would be utilized to evaluate instructional quality.** **A copy of this document was taken because: a selection was taken, because the large volume of material.**

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Site Visit Date: July 22, 2014
Required for: Renewal
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
[PD.1] Staff Development Training	Charter holder indicated the intended purpose of the document was to demonstrate: professional development plan ASBCS staff: the document provides a description of the training attended and the name of the employee who attended. The list include professional development from 2012-2013 and 2013-2014 school years. The trainings include trainings on Math, a focus area for the school. The trainings also include a session focused around cultural issues, a part of the school's mission statement. The charter holder also identified that training was provided on the use of their computer based curriculum, but no evidence was provided. A copy of this document was taken.
[PD.2] ADE ESS Materials	Charter holder indicated the intended purpose of the document was to demonstrate: professional development from ADE regarding special education ASBCS staff: the materials included a video titled assistive technology powerful solutions for success, a media check out form, a PowerPoint on educating students with disabilities grant notification multi-tier behavior supports information. materials on online courses on autism, and materials on essential practices for students with autism A copy of this document was not taken because: of the volume of the material.
[PD.3] Bills and Requisitions for Special Education Services Provided	Charter holder indicated the intended purpose of the document was to demonstrate: professional development regarding special education ASBCS staff: these documents indicate the Special Education services that were provided for the school. They do not appear to indicate any trainings that were provided during the 2013-2014 year. In the 2012-2013 school year, the documents indicate that the principal received access to personalized online trainings. A copy of this document was taken.

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[PD.4] Special education binder	**Charter holder indicated the intended purpose of the document was to demonstrate: professional development regarding special education** **ASBCS staff: documents included special education policies and procedures and implementation documents, but do not provide evidence of professional development training.** **A copy of this document** was not **taken because: the documents are not relevant to the criteria.**

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Site Visit Date: July 22, 2014
Required for: Renewal
Evaluation Criteria Area: Assessment

Document Name/Identification	Intended Purpose and Discussion Outcome
[A.1]Student Progress Report; Student Grading Report; Student Attendance Report; Student Daily Activity Reports; Course Detail Reports; and Messages	**Charter holder indicated the intended purpose of the document was to demonstrate: assessment system** **ASBCS staff: the charter holder presented the student progress reports from the online curriculum. The documents indicate that students are given assessments embedded within the curriculum. These assessments include the pre-test, practice tests, and mastery tests these assessments are provided at the beginning of each unit, as part of unit lessons, and at the end of each unit.** **The assessments are used to adapt student instruction according to student performance, students who master a lesson or objective move on, a student who does not master an objective are assigned additional lessons. The teacher works with students on an individual basis if they do not successfully mater assessments.** **For the special education students, they are given more opportunities to successfully complete a test.** **A copy of this document** was **taken.**
[A.2] iSTEEP assessments	**Charter holder indicated the intended purpose of the document was to demonstrate: assessment system adapted to meet needs of non-proficient students** **ASBCS staff: the assessments were utilized to assess the performance level of non-proficient students. These assessments were utilized during the earlier school years, but were not utilized during the most recent school year (2014). These assessments were not used during the 2014 school year because the older principal left and the current principal has not been trained to administer the assessments.** **A copy of this document** was **taken because: a selection was taken due to the volume of the material.**
[A.3] McDougal Littell Remediation Books	**Charter holder indicated the intended purpose of the document was to demonstrate: assessment system** **ASBCS staff: the book included several assessments and "remediation lessons" that were used in prior years, but not the current year. During those years, these were administered on a daily basis with all students during a tutoring time.** **A copy of this document** was not **taken because: the documents were included in several books.**

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Site Visit Date: July 22, 2014
Required for: Renewal
Evaluation Criteria Area: Data

Document Name/Identification	Intended Purpose and Discussion Outcome

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Site Visit Date: July 22, 2014
Required for: Renewal
Evaluation Criteria Area: Grad Rate

Document Name/Identification	Intended Purpose and Discussion Outcome
[GR.1] Curriculum Check Sheet	**Charter holder indicated the intended purpose of the document was to demonstrate: strategies to improve graduation rate** **ASBCS staff: this document is used by the principal to evaluate student credit statue, which are completed for all students. The sheet identifies all credits needed and completed in each subject area and AIMS Tests Scores.** **A copy of this document was taken.**

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Required for: Renewal
Evaluation Criteria Area: Persistence

Document Name/Identification	Intended Purpose and Discussion Outcome

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