Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: American Leadership Academy, Inc.
School Name: ALA Mesa
Site Visit Date: November 17, 2014

Required for: Expansion - New School Site, Enrollment Cap
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
1. Summer Training professional Hours: 7:30 am to 5:00 pm	Charter holder indicated the intended purpose of the document was to demonstrate: the school's professional development plan ASBCS staff: found the document identifies district training between July 7 and 25, 2014, with specific details about the contents of each session, and which teachers must attend. A copy of this document was taken because: provides evidence of the school's professional development plan
2. GoSignMeUp Administration online PD monitoring system	Charter holder indicated the intended purpose of the document was to demonstrate: the school's professional development plan ASBCS staff: found the online document identifies PD sessions provided, including a Saxon make-up September 10, with attendees; the Charter Holder stated that the system tracked attendance, but was not able to demonstrate for the September 10 session, but did demonstrate for an August 18 Saxon make-up and the Spalding make-up the week of August 25. A copy of this document was not taken because: presented online
3. GoSignMeUp Course Listing Report	Charter holder indicated the intended purpose of the document was to demonstrate: the school's professional development plan ASBCS staff: found the document identified, by name, PD sessions offered by the district, listing start date, end date, contact hours, and filled seats. A copy of this document was taken because: provides evidence of the school's professional development plan
4. Performance Development Needs (PDM) form	Charter holder indicated the intended purpose of the document was to demonstrate: identifies teacher learning needs ASBCS staff: found this document identifies needs for resources identified monthly by the Assistant Director. If AD determines that need exists for PD, will notify district through this form. A copy of this document was not taken because: presented online, does not demonstrate identification of teacher

	learning needs.
5. Assistant Director Meeting minutes, September 15, 2014	Charter holder indicated the intended purpose of the document was to demonstrate: the school's professional development plan ASBCS staff: found the document identifies the training provided to Assistant Directors on teacher coaching. A copy of this document was taken because: provides evidence of the school's professional development plan
6. Direct Instruction Coaching Academies emails	Charter holder indicated the intended purpose of the document was to demonstrate: how the school provides monitoring and follow-up to teachers. ASBCS staff: the document provides documentation of registration and agenda for an external PD session for Assistant Directors in February 2014. A copy of this document was taken because: provides evidence of how the school provides monitoring and follow-up to teachers.
7. OELAS Conference emails	Charter holder indicated the intended purpose of the document was to demonstrate: PD to meet the needs of ELL students ASBCS staff: found the document identifies that two employees would be attending the OELAS conference in December, 2013. The registration confirmation provides information about the conference contents. A copy of this document was taken because: provides evidence of PD to meet the needs of ELL students.
8. Director's Institute emails	Charter holder indicated the intended purpose of the document was to demonstrate: PD to meet the needs of students with disabilities ASBCS staff: found the document confirms registration at the August 2013 Director's Institute A copy of this document was taken because: provides evidence of : PD to meet the needs of students with disabilities
9. Teacher Checklist	Charter holder indicated the intended purpose of the document was to demonstrate: expectations of teachers regarding PD ASBCS staff: found the document identifies the expectations for teacher actions on a weekly, monthly, quarterly, semi-annual, and annual basis, including trainings.

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	A copy of this document was taken because: provides evidence of the school's PD plan
10. Peer Coaching Technical Assistance Form, 5 examples; Guide for Walkthrough Forms presentation	**Charter holder indicated the intended purpose of the document was to demonstrate: how the school provides PD in areas of high importance** **ASBCS staff: found the forms provide follow up from curriculum provider to Assistant Director regarding observations of teachers; the presentation was them provided to Assistant Director** **A copy of this document was taken because: provides evidence of how the school provides PD in areas of high importance**
11. Macintosh Mentoring Session August 22	**Charter holder indicated the intended purpose of the document was to demonstrate: how the school follows up on PD** **ASBCS staff: found the document provided feedback and reflection provided following a Sample lesson by the Assistant Director** **A copy of this document was taken because: provides evidence of how the school provides PD in areas of teacher learning need**

I, Alec Hugh Thompson, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on November 17, 2014.

Alec Thompson

I, Chelsey Griess, received a copy of this document at the end of the site visit conducted by the Arizona State Board of Charter Schools on November 17, 2014.

Chelsey Griess