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: Instruction

Document Name/Identification	Intended Purpose and Discussion Outcome
1. (Curriculum Doc. #13) 5th Grade PLC Report – Week of Oct. 13; ; PLC Report week of October 20	Charter holder indicated the intended purpose of the document was to demonstrate: how the school monitors the integration of standards into instruction. ASBCS staff: found the document identified a teacher who had gotten behind the curriculum map due to testing, and provided an action plan for the student to double up on Saxon and Hake lessons. The Charter Holder stated that certain Hake and Saxon lessons could double up the objectives in a lesson, and catching up would take about two weeks. The PLC Meeting of October 20 indicates that the map alignment is being monitored, but no progress has been made. A copy of this document was taken because: provides evidence of how the school monitors the integration of standards into instruction.
2. Galileo instructional effectiveness module	Charter holder indicated the intended purpose of the document was to demonstrate: how does the Charter Holder document the effectiveness of standards implementation throughout the year. ASBCS staff: found the document provided an interactive online system for entering observation and evaluation data. There are presets for six informal observations and two formal observations. No informal observations were observed to have been entered into this system – the Charter Holder stated that the Galileo system took time to implement, so the observations for the first semester were completed using Google Docs. A copy of this document was not taken because: presented online, not currently implemented.
3. Mesa Mentor Program online document	Charter holder indicated the intended purpose of the document was to demonstrate: how does the Charter Holder document the effectiveness of standards implementation throughout the year. ASBCS staff: found the document lists, by new teacher, the areas discussed during mentoring sessions with the Assistant Director, August 22 and Sept. 22. Identifies areas of concern that will be part of the teacher's improvement plan. The Charter Holder A copy of this document was not taken because: presented on screen.
4. Walk-Thru: Domain 2:	Charter holder indicated the intended purpose of the document was to demonstrate: how the Charter Holder

The Classroom Envionment – Sept. 15, 2014	monitors the effectiveness of instruction. ASBCS staff: found the document identifies, for each subdomain in Domain 2, a rating with notes for the teacher identified in #3, including Unsatisfactory in 2d. Managing Student Behavior. A copy of this document was taken because: provides evidence of how the Charter Holder monitors the effectiveness of instruction.
5. Educator Proficiency Ratings Report	Charter holder indicated the intended purpose of the document was to demonstrate: how the Charter Holder monitors the effectiveness of instruction. ASBCS staff: found the document identifies, for each subdomain, the teacher's rating with evidence and, in some subdomains, notes. Provided for the teacher identified in #3. Formal evaluation date October 14, 2014. The Charter Holder said that instruction has so far only been evaluation in formal evaluations. A copy of this document was taken because: provides evidence of how the Charter Holder monitors the effectiveness of instruction.
6. Walk-thru form for Danielson Domain 3, bank template	Charter holder indicated the intended purpose of the document was to demonstrate: how the Charter Holder monitors the effectiveness of instruction. ASBCS staff: found the document provided space for the observer to indicate the level of proficiency on Domain 3 subdomains, with space for notes A copy of this document was not taken because: presented online
7. Walk-Thru Evaluation, Domain 3, ELA lesson grade K, September 4, 2014	Charter holder indicated the intended purpose of the document was to demonstrate: how the instructional practices of the teachers are monitored. ASBCS staff: found the document, for each subdomain, identified the proficiency level with descriptors, comments providing positives and suggestions, with comments focused on instructional techniques. The Charter Holder stated that the document is emailed to the teacher. If follow-up is needed, Assistant Director schedules meeting informally or in the Mentor program, but this was not documented. Only one informal observation on Domain 3 has been conducted. A copy of this document was taken because: provide evidence of how the instructional practices of the teachers are monitored.
8. Walk-Thru Evaluation: Domain 2, Math lesson	Charter holder indicated the intended purpose of the document was to demonstrate: how the instructional practices of the teachers are monitored.

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grade ??, September 15, 2014	**ASBCS staff: found that for each subdomain, provided a rating and comments, including suggestions when rated below Proficient. The teacher was part of the mentor program.** **A copy of this document** was not **taken because: presented on screen**
9. Win Win Agreement for 4th grade teacher (Improvement Plan), October 31, 2014	**Charter holder indicated the intended purpose of the document was to demonstrate: how the data is analyzed and what use the school makes of the analysis** **ASBCS staff: found this document identified action plans for specific areas identified in documents 4 and 5, what assistance would be provided by the Charter Holder, and the timeline for improvement – to be reviewed November 24 and December 15, 2014.** **A copy of this document** was **taken because: provides evidence of : how the data is analyzed and what use the school makes of the analysis**
10. Protocol for Pre-observation Conference – 3rd grade teacher, September 25, 2014; Educator Proficiency Ratings Report, same teacher, October 20, 2014	**Charter holder indicated the intended purpose of the document was to demonstrate: how the system for monitoring instruction addresses the needs of students in the subgroups.** **ASBCS staff: found that the preconference form in #3 asks for a description of the students including any with special needs. In Domain Ib, the evaluator indicates that the teacher is aware of special needs in the classroom and provides example of differentiation.** **A copy of this document** was **taken because: provides evidence how the system for monitoring instruction addresses the needs of students in the subgroups.**
11. Teacher Tracking Form for week of October 27	**Charter holder indicated the intended purpose of the document was to demonstrate: how the school evaluates instructional practices.** **ASBCS staff: found the document provides a list by teacher, kept by the Assistant Director, of whether teachers have: grades to Infinite Campus, lesson plans (by grade), PLC notes, Newsletter, and Dibels. All teachers have X or N/A** **A copy of this document** was **taken because: provides evidence of how the school evaluates instructional practices.**
12. Instructional Schedule	**Charter holder indicated the intended purpose of the document was to demonstrate: how instruction is adapted to meet the needs of subgroups** **ASBCS staff: found the document identifies, by teacher, the weekly instructional schedule including RTI blocks.**

	A copy of this document ~~Choose an item~~ was taken because: provides evidence of how instruction is adapted to meet the needs of subgroups.
PD 9. Teacher Checklist	Charter holder indicated the intended purpose of the document was to demonstrate: expectations of teachers regarding instruction ASBCS staff: found the document identifies the expectations for teacher actions on a weekly, monthly, quarterly, semi-annual, and annual basis, including lesson plans, observations, and evaluations.. A copy of this document was taken because: provides evidence of the school's instruction plan
13. 2013-2014 Evaluations of Instructional Effectiveness	Charter holder indicated the intended purpose of the document was to demonstrate: how the school evaluates the instructional effectiveness of teachers ASBCS staff: found the document provided feedback to teachers regarding classroom observations. A copy of this document was taken because: provides evidence of how the school evaluates the instructional effectiveness of teachers

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

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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