Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Camino Montessori
School Name: Camino Montessori
Site Visit Date: April 17, 2015

Required for: Expansion - Grade Level
Evaluation Criteria Area: Monitoring Instruction

Document Name/Identification	Intended Purpose and Discussion Outcome
[M.1] **Grade K-3 ELA and Math Compass Standards** **MC RI.K1 Snip_monitoring standards** **MC_Math Scope & Sequence_Example** **MC_Reading Scope & Sequence_Example** **MC-August Plan-Kinder-SNIP** **MC-October Plan-Kinder-SNIP** **Houston Montessori Center Elementary Field Consulting Form; October and April.**	**Charter holder indicated the intended purpose of the document was to demonstrate:** the Charter Holder's process for monitoring the integration of standards into classroom instruction and how the Charter Holder monitors whether or not instructional staff implements an ACCRS-aligned curriculum with fidelity. **The documents provided demonstrate evidence of the following:** • The School Director will monitor the MC student recordkeeping system and STAR assessments at regular intervals to ensure all teachers are meeting the requirements for consistent, accurate, and up-to-date data entry for lesson-planning, lesson presentations, and student current levels of progress. The Charter Holder provided evidence of this process in the form of screenshots taken throughout the year. • The Charter Holder described having external evaluators from Montessori training facilities do evaluations of teacher instructional practice, which are being used this year as a component of the evaluation process. The evaluations include information, provided as feedback to the teacher and site leader, on the strengths, weaknesses, and learning needs of the teacher regarding the implementation of the Montessori program with fidelity. **Final Evaluation:** ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.2] **MC RI.K1 Snip_monitoring standards** **MC_Math Scope & Sequence_Example** **MC_Reading Scope & Sequence_Example** **MC-August Plan-Kinder-SNIP**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how does the Charter Holder monitor the effectiveness of standards-based instruction throughout the year. **The documents provided demonstrate evidence of the following:** • Lesson planning & student progress in content and CCSS are recorded in Montessori Compass recordkeeping system. • standards reports are run at the end of each semester.

MC-October Plan-Kinder-SNIP **MC_Kinder Fall Standards Progress-Student** **MC_Kinder Spring Standards Progress-Student**	**Final Evaluation:** ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.3] **Houston Montessori Center Elementary Field Consulting Form; October and April.**	**Charter holder indicated the intended purpose of the document was to demonstrate:** the Charter Holder's process for evaluating instructional practices and how this process evaluates the quality of instruction. **The documents provided demonstrate evidence of the following:** • The Charter Holder described having external evaluators from Montessori training facilities do evaluations of teacher instructional practice, which are being used this year as a component of the evaluation process.
	Final Evaluation: ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.4] **Houston Montessori Center Elementary Field Consulting Form; October and April.**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how this process identifies individual strengths, weaknesses, and needs. **The documents provided demonstrate evidence of the following:** • The Charter Holder described having external evaluators from Montessori training facilities do evaluations of teacher instructional practice, which are being used this year as a component of the evaluation process. The evaluations include information, provided as feedback to the teacher and site leader, on the strengths, weaknesses, and learning needs of the teacher regarding the implementation of the Montessori program with fidelity.
	Final Evaluation: ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.

[M.5] **Houston Montessori Center Elementary Field Consulting Form; October and April.**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder provides feedback on strengths, weaknesses, and learning needs based on the evaluation of instructional practices. **The documents provided demonstrate evidence of the following:** • The Charter Holder described having external evaluators from Montessori training facilities do evaluations of teacher instructional practice, which are being used this year as a component of the evaluation process. The evaluations include information, provided as feedback to the teacher and site leader, on the strengths, weaknesses, and learning needs of the teacher regarding the implementation of the Montessori program with fidelity.
	Final Evaluation: ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.6] **Houston Montessori Center Elementary Field Consulting Form; October and April.**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder analyzes this information, what the data about quality of instruction tells the Charter Holder, and what the Charter Holder has done in response. **The documents provided demonstrate evidence of the following:** • The Charter Holder described having external evaluators from Montessori training facilities do evaluations of teacher instructional practice, which are being used this year as a component of the evaluation process. The evaluations include information, provided as feedback to the teacher and site leader, on the strengths, weaknesses, and learning needs of the teacher regarding the implementation of the Montessori program with fidelity. The Charter Holder provided evidence that weaknesses identified in an October evaluation had been addressed by the teacher during a follow-up evaluation in April.
	Final Evaluation: ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.

[M.7] **earlylitercyJAN** **STAR Diagnostic-Student_Winter** **STAR Fall-Winter Progress Monitor-Student KB** **STAR Growth-Student-Winter** **STAR Instructional Planning-EI Class_Fall** **STAR Instructional Planning-EI Class_Winter** **STAR Instructional Planning-Student_Winter** **STAR_Early_Literacy_Assessment_Detail_08-05-2013 to 03-02-2015** **STAR_Early_Literacy_MATH-3** **STAR_Early_Literacy_READING-3** **MC RI.K1 Snip_monitoring standards** **MC-August Plan-Kinder-SNIP** **MC-October Plan-Kinder-SNIP**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors instruction to ensure it is meeting the needs of students with proficiency in the bottom 25%. **The documents provided demonstrate evidence of the following:** • Through comprehensive analysis of applicable assessment data, the Charter Holder monitors instruction of subgroup students identified for intervention and supplemental instruction. **Final Evaluation:** ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.8] **earlylitercyJAN** **STAR Diagnostic-Student_Winter** **STAR Fall-Winter Progress Monitor-Student KB** **STAR Growth-Student-Winter** **STAR Instructional Planning-EI Class_Fall**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors instruction to ensure it is meeting the needs of English Language Learners (ELLs). **The documents provided demonstrate evidence of the following:** • Through comprehensive analysis of applicable assessment data, the Charter Holder monitors instruction of subgroup students identified for intervention and supplemental instruction.

STAR Instructional Planning-EI Class_Winter **STAR Instructional Planning-Student_Winter** **STAR_Early_Literacy_Assessment_Detail_08-05-2013 to 03-02-2015** **STAR_Early_Literacy_MATH-3** **STAR_Early_Literacy_READING-3** **MC RI.K1 Snip_monitoring standards** **MC-August Plan-Kinder-SNIP** **MC-October Plan-Kinder-SNIP**	**Final Evaluation:** ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.
[M.9] **earlylitercyJAN** **STAR Diagnostic-Student_Winter** **STAR Fall-Winter Progress Monitor-Student KB** **STAR Growth-Student-Winter** **STAR Instructional Planning-EI Class_Fall** **STAR Instructional Planning-EI Class_Winter** **STAR Instructional Planning-Student_Winter** **STAR_Early_Literacy_Assessment_Detail_08-05-2013 to 03-02-2015** **STAR_Early_Literacy_MATH-3** **STAR_Early_Literacy_READING-3** **MC RI.K1 Snip_monitoring standards** **MC-August Plan-Kinder-SNIP** **MC-October Plan-Kinder-SNIP**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors instruction to ensure it is meeting the needs of Free and Reduced Lunch (FRL) students. **The documents provided demonstrate evidence of the following:** • Through comprehensive analysis of applicable assessment data, the Charter Holder monitors instruction of subgroup students identified for intervention and supplemental instruction.
	Final Evaluation: ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.

[M.10] **earlylitercyJAN** **STAR Diagnostic-Student_Winter** **STAR Fall-Winter Progress Monitor-Student KB** **STAR Growth-Student-Winter** **STAR Instructional Planning-EI Class_Fall** **STAR Instructional Planning-EI Class_Winter** **STAR Instructional Planning-Student_Winter** **STAR_Early_Literacy_Assessment_Detail_08-05-2013 to 03-02-2015** **STAR_Early_Literacy_MATH-3** **STAR_Early_Literacy_READING-3** **MC RI.K1 Snip_monitoring standards** **MC-August Plan-Kinder-SNIP** **MC-October Plan-Kinder-SNIP**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors instruction to ensure it is meeting the needs of students with disabilities. **The documents provided demonstrate evidence of the following:** • Through comprehensive analysis of applicable assessment data, the Charter Holder monitors instruction of subgroup students identified for intervention and supplemental instruction. **Final Evaluation:** ☒ Documents presented serve as detailed evidence of implementation of each of the relevant described processes, and thus are evaluated as sufficient. ☐ Documents presented do not demonstrate evidence of implementation of processes to address the required elements, and thus are evaluated as insufficient.