Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: The Odyssey Preparatory Academy, Inc. (TOPA)
School Name: Odyssey Institute for Advanced and International Studies (OIAIS)

Site Visit Date: January 20, 2015
Required for: Expansion - Grade Level, Enrollment Cap
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
[P.1]PD Calendar **PD Powerpoints** **MYP Weekly Overview** **Coaching logs and feedback**	**Charter holder indicated the intended purpose of the document was to demonstrate:** the Charter Holder's professional development plan **The documents provided demonstrate evidence of the following:** • **Pre-service PD Calendar – Calendar showing PD offerings during first two weeks of August.** • **School Year PD Calendar – Calendar showing PD offerings August-May** • **PD powerpoints – Powerpoints from PD sessions on 9/5/14, 9/12/14, 9/19/14, 9/26/14, 10/3/14, 10/17/14, 11/14/14, 12/5/14 showing topics covered and provides materials.** • **MYP Weekly Overview – Documents what teachers do during PD time weekly.** • **Coaching logs and feedback – Used to identify consistent issues across faculty as areas of high importance. Shows teacher, date, class, purpose/engagement strategy, follow-up/feedback.**
[P.2] Admin walk through sheets **Teacher Observation Tracker** **AdvancEd self assessment report** **AdvancED scholar, teacher and parent survey results** **AIMS and PSSS data** **MYP 2014-2015 Implementation guide**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the professional development plan was developed **The documents provided demonstrate evidence of the following:** • **Admin walk through sheets – OIAIS Instructional Strategies Guiding Practices, shows for a particular observation observer notes – a component of the Teacher Evaluation (included). Used to identify teacher learning needs.** • **Teacher Observation Tracker – Identifies teacher "goods" and "betters" from observations, compiled to identify areas of high importance.** • **AdvancEd self assessment report – Provides analysis of internal data on teacher observations and data, used to formulate PD plan for current year.** • **AdvancED scholar, teacher and parent survey results – Provides survey data, including analysis of what school could do better; used to formulate PD plan for current year.** • **AIMS and PSSS data - Analysis identified areas of high importance for current year PD.**

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	• **MYP 2014-2015 Implementation guide – Principals to Practice Implementation Guide used to identify areas of high importance from changes to IB curriculum.**
[P.3] AIMS and PSSS data **MYP 2014-2015 Implementation guide** **Admin walk-through sheets** **Teacher goal sheets**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the professional development plan is aligned with instructional staff learning needs **The documents provided demonstrate evidence of the following:** • **AIMS and PSSS data - Analysis identified areas of high importance for current year PD.** • **MYP 2014-2015 Implementation guide - Principals to Practice Implementation Guide used to identify areas of high importance from changes to IB curriculum.** • **Admin walk-through sheets - OIAIS Instructional Strategies Guiding Practices, shows for a particular observation observer notes – a component of the Teacher Evaluation (included). Used to identify teacher learning needs.** • **Teacher goal sheets – Teachers identify areas of "Teach Like a Champion" for personal growth, which is used to develop PD offerings.**
[P.4] AIMS and PSSS data **MYP 2014-2015 Implementation guide** **Admin walk-through sheets** **Teacher goal sheets**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the plan addresses areas of high importance **The documents provided demonstrate evidence of the following:** • **AIMS and PSSS data - Analysis identified areas of high importance for current year PD.** • **MYP 2014-2015 Implementation guide - Principals to Practice Implementation Guide used to identify areas of high importance from changes to IB curriculum.** • **Admin walk-through sheets - OIAIS Instructional Strategies Guiding Practices, shows for a particular observation observer notes – a component of the Teacher Evaluation (included). Used to identify teacher learning needs.** • **Teacher goal sheets – Teachers identify areas of "Teach Like a Champion" for personal growth, which is used to develop PD offerings.**

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[P.5] PD Calendar **Teacher observation tracker** **Emails** **Teacher professional growth chart** **MYP training** **Peer coach calendar** **Coaching logs**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder supports high quality implementation of the strategies learned in professional development sessions **The documents provided demonstrate evidence of the following:** • **Teacher observation tracker – Shows observations monitoring the implementation of strategies from "Teach Like a Champion"** • **Calendars – PD Calendar indicate revisiting topics such as ESR, inquiry, and key concepts. throughout the year** • **Emails – Emails from Coach providing follow-up to Teach Like a Champion growth area in observation.** • **Teacher professional growth chart – Provides feedback to teacher on engagement strategy identified in goal sheet.** • **MYP training – Shows "Completion of Training" certificates from IB-provided training** • **Peer coach calendar – Charter holder stated that the meeting occurs daily in HS Math, but is not documented.** • **Coaching logs - Used to identify consistent issues across faculty as areas of high importance. Shows teacher, date, class, purpose/engagement strategy, follow-up/feedback.**
[P.6] Managebac **Google docs** **Method test prep** **Copies of books** **Teaching Channel.org** **Dropbox**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder provides the resources that are necessary for high quality implementation **The documents provided** demonstrate **evidence of the following:** • **Managebac – On site, demonstrated how Managebac system includes support documents for implementing MYP curriculum and practices as described in PD, and system for monitoring use.** • **Google docs – Shared drives include curriculum tools, assessment tools.** • **Method test prep – Provides tools that allow teachers to monitor students and collect data on effectiveness of instructional strategies.** • **Copies of books – Teach Like a Champion book provided to each teacher.** • **Teaching Channel.org – Allows teachers to view PD videos on topics self-identified by teachers or identified by administration.** • **Dropbox – Allows teachers to share resources with each other.**

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[P.7] Teacher observation tracker **Calendars** **Emails** **Teacher professional growth chart** **MYP training** **Peer coach calendar** **Coaching logs**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors the implementation of the strategies learned in professional development sessions **The documents provided demonstrate evidence of the following:** • **Teacher observation tracker – Shows observations monitoring the implementation of strategies from "Teach Like a Champion"** • **Calendars – PD Calendar indicate revisiting topics such as ESR, inquiry, and key concepts. throughout the year** • **Emails – Emails from Coach providing follow-up to Teach Like a Champion growth area in observation.** • **Teacher professional growth chart – Provides feedback to teacher on engagement strategy identified in goal sheet.** • **MYP training – Shows "Completion of Training" certificates from IB-provided training** • **Peer coach calendar – Charter holder stated that the meeting occurs daily in HS Math, but is not documented.** • **Coaching logs - Used to identify consistent issues across faculty as areas of high importance. Shows teacher, date, class, purpose/engagement strategy, follow-up/feedback.**
[P.8] Calendars **Emails** **Teacher professional growth chart** **MYP unit planners and lesson plans** **Teacher observation tracker** **Coaching logs**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors and follows-up with instructional staff to support and develop implementation of the strategies learned in professional development **The documents provided demonstrate evidence of the following:** • **Calendars – PD Calendar indicate revisiting topics such as ESR, inquiry, and key concepts. throughout the year** • **Emails – Emails from Coach providing follow-up to Teach Like a Champion growth area in observation.** • **Teacher professional growth chart - Provides feedback to teacher on engagement strategy identified in goal sheet.** • **MYP unit planners and lesson plans – Shows how administrators monitor unit planners and lesson plans and provide feedback to teachers regarding monitoring implementation of new IB MYP components.** • **Teacher observation tracker – Shows observations monitoring the implementation of strategies from "Teach Like a Champion"** • **Coaching logs - Used to identify consistent issues across faculty as areas of high importance. Shows teacher, date, class, purpose/engagement strategy, follow-up/feedback**

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[P.9] Calendar **Meeting notes** **Sign in sheet** **IXL student list** **Reading Horizons notes**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the professional development plan ensures that instructional staff receives the type of development required to meet the needs of students with proficiency in the bottom 25%/non-proficient students **The documents provided demonstrate evidence of the following:** • **Calendar - PD Calendar indicates time reserved to discuss strategies related to needs of bottom 25%, including Scholar Study Team weekly.** • **Meeting notes – Shows how external trainer provided training on how to modify lessons for struggling learners, 10/24/14. Also includes PD Powerpoint from 9/5/14 regarding engagement strategies, powerpoint from 10/24/14 regarding vocabulary strategies.** • **Sign in sheet – for 10/10/14 Vocabulary, 9/19/14 45 day screens, 8/13/14 SPED** • **IXL student list – identifies students identified for use in IXL program in training for other math teachers.** • **Reading Horizons notes – show participants involved in training for struggling English learners.**
[P.10] Calendar **Meeting notes** **Sign in sheet** **Reading Horizons notes**	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the professional development plan ensures that instructional staff receives the type of development required to meet the needs of English Language Learners (ELLs) **The documents provided demonstrate evidence of the following:** • **Calendar - PD Calendar indicates time reserved to discuss strategies related to needs of ELL students, including Scholar Study Team weekly.** • **Meeting notes – Shows how external trainer provided training on how to modify lessons for struggling learners, 10/10/14. Also includes PD Powerpoint from 9/5/14 regarding engagement strategies, powerpoint from 10/10/14 regarding vocabulary strategies.** • **Sign in sheets - for 10/10/14 Vocabulary** • **Reading Horizons notes – show participants involved in training for struggling English learners.**

I, Hugh Thompson, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on January 20, 2015. _____

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I, Holly Johnson, received a copy of this document at the end of the site visit conducted by the Arizona State Board of Charter Schools on January 20, 2015. _____

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