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- bdhawkins@gervin-school.org

Subject

First Year Site Visit Results

Email Body

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Arizona State Board for Charter Schools

Physical Address
1616 W. Adams Street, Suite 170
Phoenix, AZ 85007

Mailing Address
P.O. Box 18328
Phoenix, AZ 85009

Phone: (602) 364-3080
Fax: (602) 364-3089

November 8, 2012

George Gervin Youth Center, Inc.
Barbara Hawkins, Charter Representative
40 West Baseline Road
Tempe, AZ 85283

Dear Ms. Hawkins,

On October 4, staff of the Arizona State Board for Charter Schools conducted the first year site visit of George Gervin Prep Academy. I appreciated the opportunity to meet with Ms. Harris, tour the facility, and observe the school in action. The table below is a summary of items reviewed, corresponding observations and findings, and any follow-up action or information that needs to be completed.

1. Tour of Facility: A tour of the facility was conducted.

Comments/Follow-Up Required: None

2. Student Count: On the day of the site visit, a total of 126 students were counted**.** Attendance records provided for that date report 129 students. Students were organized into the following grades:

Grade	Observed	Reported Enrolled	Reported Absent	Reported Present
6th	29	53	1	54
7th	26	43	3	40
8th	19	40	2	38
6/7/8 Combined	52			
Total	**126**	**136**	**6**	**132**

The discrepancy between the students counted and students reported is less than 5%, threshold used to determine whether additional information is required.

Comments/Follow-Up Required: None

3. Fingerprint Clearance Cards and Background Checks: Fingerprint clearance cards (FCCs) were reviewed pursuant to A.R.S. §15-183.C.5. Background checks were reviewed according to A.R.S. §15-512.

Comments/Follow-Up Required: None

4. Resume File: A resume file of all current and former instructional employees was available in the office pursuant to A.R.S. §15-183.F. According to Ms. Harris, parents were notified of the availability of the resume file verbally at the Title I meeting, but not in print. Copies of letters sent to parents regarding teachers not meeting NCLB HQ status were provided.

Comments/Follow-Up Required: By November 23, provide a copy of the notification sent to parents of students notifying them of the availability of instructional staff resumes to review upon request.

5. Governing Body Meeting Notices, Agendas, and Minutes: The governing body meeting notices, agendas, and minutes were reviewed and are compliant with Open Meeting Law A.R.S. §38-431.01-09. Public notices have complied with A.R.S. §38-431.02 (A) (1). Notifications, agendas, and minutes are posted on the school website.

Comments/Follow-Up Required: None

6. Daily Instructional Schedule: The school calendar and class schedules were reviewed. The school meets the requirements for hours of instruction in each grade level per A.R.S. §15-901.

Comments/Follow-Up Required: None

7. Program of Instruction: Students were observed engaged in direct instruction, whole group participation, individual student work, and assessment. Classroom observations are described below:

Two classes of 6th grade students were observed. A Language Arts class was taking a survey in the computer lab. A Social Studies class was reading from their textbook about Pre-Columbian civilizations in the Andes.

Two classes of 7th grade students were observed. One Science class was taking a test on the metric system. A Language Arts class was taking a survey in the computer lab.

Two classes of 8th grade students were observed. In math class, students were sitting in a circle reviewing algebra functions while watching a Khan Academy video. In a Science class, the teacher was using the projector to illustrate the scientific method while students took notes.

Six classes with mixed grade levels were observed. In a PE/Health class, students were watching a video on eating disorders while taking notes. In a music class, students chanted the school song. In a computer class, students were completing a worksheet about the internet. In an Art class, students were working on various art projects. In a Resource class, students were working on assignments.

Comments/Follow-Up Required: None

I look forward to receiving the above requested material by the end of business on November 23. The information will be reviewed upon receipt, with results communicated following the review.

If you have any questions concerning the information above, please contact me at 601-364-3087 or hugh.thompson@asbcs.az.gov.

Sincerely,

Hugh Thompson

Hugh Thompson

Educational Program Specialist

Date Sent

11/08/12