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To

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Subject

First Year Site Visit Results

Email Body

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Arizona State Board for Charter Schools

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November 14, 2013

The Odyssey Preparatory Academy, Inc.

Holly Johnson, Authorized Representative

Megan Olson, Authorized Representative

6500 South Apache
Buckeye, AZ 85326

Dear Ms. Olson and Ms. Johnson,

On October 29, staff of the Arizona State Board for Charter Schools conducted the first year site visit of **The Odyssey Preparatory Academy-Casa Grande**. I appreciated the opportunity to meet with you and Mr. Floco, tour the facility, and observe the school in action. Below is a summary of items reviewed, corresponding observations and findings. All areas were found to be in compliance, and no follow-up is required at this time. Congratulations on a successful opening.

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

2. Student Count: On the day of the site visit, a total of 79 students were counted**.** Attendance records provided for that date report 78 students. In addition, the attendance policy and procedures were reviewed. Students were organized into the following grades:

Grade	Observed	Reported Enrolled	Reported Absent	Reported Present
K	31	36	5	31
1	10	12	2	10
2/3	17	17	0	17
4/5	21	22	2	20
Total	**79**	**87**	**9**	**78**

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

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

4. Resume File: A resume file of all current and former instructional employees was available at the front office pursuant to A.R.S. §15-183.F. Evidence was provided that parents had been notified through the FAQs on the school website.

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).

6. Enrollment Policies: The enrollment policies were reviewed and found to be in compliance with A.R.S. §15-184.

7. 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.

8. Program of Instruction: Students were observed engaged in Fundations phonics, Responsive Classroom morning meetings, and reading from the Imagine It series through direct instruction and in small groups. Classroom observations are described below:

> In Ms. Schlarb's Kindergarten classroom 15 students were observed engaged in a Language Arts lesson. The teacher described how to use a circle map graphic organizer to support their opinion of the journaling topic for the day, after which the students used the handout to write down the main idea and supporting details.
>
> In Ms. Macias' Kindergarten classroom, 16 students were observed engaged in a Language Arts lesson. Students sat on the rug and reviewed letter types. They returned to their tables and responded to the prompt "What makes you happy?" with a drawing.
>
> In Ms. Ashley's 1st grade classroom, 10 students were observed engaged in a Language Arts lesson. Students read words from the board which had blended sounds. The teacher had the students identify the letter combinations.
>
> In Mr. Otis' 2nd/3rd grade combined classroom, 17 students were observed engaged in a Language Arts lesson. While the teacher pointed to a Fundations phonics chart on the wall and recited words with specific sounds, students followed along with magnetized letters and letter combinations on a board to spell words at their seats.
>
> In Ms. Merrill's 4th/5th grade combined classroom, 21 students were observed engaged in a Language Arts lesson. Small groups of students had picked a favorite scene from "Robin Hood" from their reading book, and were busy preparing to present it as a skit. Some students made props from cardboard, while others turned the scene from the book into a script.

9. Performance Management Plan (PMP): According to Ms. Olson, a PMP for the charter holder had not been required when the charter was approved, but one had been submitted to the Director of School Accountability the day before the site visit as part of the 5 year interval review.

If you have any questions concerning the information above, please contact me at 602-364-3087 or hugh.thompson@asbcs.az.gov. The Board appreciates your cooperation during this first year site visit.

Sincerely,

Hugh Thompson

Hugh Thompson, M. Ed.

Education Program Specialist

Arizona State Board for Charter Schools

Date Sent

11/14/13