Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Ha:san Educational Services
School Name: Ha:san Preparatory & Leadership School Charter School

Site Visit Date: December 11, 2014
Required for: Failing School
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
[P.1] **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **PD Sign in sheet** **Pearson and Pima Scope of Work** **PMP meeting notes** **Professional Development Observation Notes**	**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:** • A needs assessment was conducted by Pearson to identify the resources needed to improve student learning outcomes for SY13-14. • PD Calendars identified dates of professional development. • PD Agendas identified specific topics.
[P.2] **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **Pearson and Pima Scope of Work** **PMP meeting notes** **Staff Meeting Notes 2013** **FOCUS Grant Goals FY2014-15** **FOCUS Grant Goals FY2013-14**	**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:** • Prior to developing the professional development plan, a FOCUS grant was secured, and the PMP Team met several times to discuss options for teacher professional development. • Pearson visited classrooms and conducted a needs assessment. • Finally, a professional development calendar was finalized, and professional development was delivered throughout the school year and extending into June 2014.
[P.3] **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **Pearson and Pima Scope of Work** **PMP Sign in sheet** **PMP meeting notes** **Staff Meeting Notes 2013**	**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:** • Pearson visited the campus, conducted walk-throughs, and assessed our instructional staff learning needs. Once our needs were assessed, Pearson ranked the needs and created professional development based on those needs.

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[P.4] **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **Pearson and Pima Scope of Work** **PMP meeting notes** **Staff Meeting Notes 2013**	**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:** • reading and math were targeted as subjects of high importance • professional development addressed issues of student engagement, attendance, reading and math across the curriculum, formative assessment, using data walls to drive instruction, and differentiating instruction, all of which addressed areas that the Charter Holder identifies as important for improved student achievement.
[P.5] **Classroom Observations form** **Corresponding Emails** **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **Pearson and Pima Scope of Work** **PMP Sign in sheet** **PMP meeting notes** **Staff Meeting Notes 2013**	**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:** • Classroom observation form documents monitoring of several elements over time. The form includes comments describing support, such as coaching, that is provided to support the implementation of strategies learned in professional development. • Binders are provided to teachers following training from Pearson. The binders contain information and resources to support teacher implementation of professional development strategies.
[P.6] **Corresponding Emails** **PD evaluation forms** **Pearson and Pima Scope of Work** **phone records_001** **student work_001**	**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:** • Classroom observation form documents monitoring of several elements over time. The form includes comments describing support, such as coaching, that is provided to support the implementation of strategies learned in professional development. Binders are provided to teachers following training from Pearson. The binders contain information and resources to support teacher implementation of professional development strategies.

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[P.7] **Classroom Observations form** **PD evaluation forms** **Professional Development Notes** **Staff Meeting Notes 2013** **Teacher Improvement Plans**	**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:** • Classroom observation form documents monitoring of several elements over time. The form includes comments describing teacher progress, and professional development provided related to the observation criteria. The document demonstrates that observations are used to monitor implementation of strategies learned through professional development.
[P.8] **Classroom Observations form** **PD evaluation forms** **Professional Development Notes** **Staff Meeting Notes 2013** **Teacher Improvement Plans**	**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:** • Classroom observation form documents monitoring of several elements over time. The form includes comments describing teacher progress, and professional development provided related to the observation criteria. The document demonstrates that observations are used to monitor implementation of strategies learned through professional development.

[P.9]
Corresponding Emails
PD Agenda
PD Calendars 2013 2015 (1)
PD evaluation forms
PD Sign in sheet
Professional Development Ob Notes
Teacher Improvement Plans
	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:
	• 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 by presenting and monitoring for evidence of the following professional development meetings:
	  o Response to Intervention
	  o Integrating the 8 Math Practices
	  o Differentiated Instruction
	  o Math Common Core Training
	  o Math remediation
	  o Math Interventions

[P.10]	**Not Applicable**

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[P.11]	**Not Applicable**
[P.12] **PD Agenda** **PD Calendars 2013 2015 (1)** **PD evaluation forms** **PD Pearson materials tr_001** **Pearson and Pima Scope of Work** **Professional Development Ob Notes** **45 Day Screenings** **SPED 504** **SPED IEP** **SPED Meeting Notes** **SPED Teacher Input** **Staff Meeting Notes 2013**	**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 disabilities **The documents provided demonstrate evidence of the following:** • A process to ensure instructional staff receives the type of development required to meet the needs of students with disabilities • The professional development plan ensures that instructional staff receives the type of development required to meet the needs of students with disabilities by presenting and monitoring for evidence of the following professional development meetings: o Response to Intervention o Integrating the 8 Math Practices o Differentiated Instruction o Math Common Core Training o Math remediation o Math Interventions o Special Education policies and procedures

I, STEVE SALMENTO, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on December 11, 2014.

I, Robin L Kavatch, received a copy of this document at the end of the site visit conducted by the Arizona State Board of Charter Schools on December 11, 2014.

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