
AGENDA ITEM: Proposed Administrative Completeness Review Process for School Improvement Plans

Issue

Consideration of the Academic Performance Framework Subcommittee's recommendation to develop a process for reviewing improvement plans to ensure charter holders are complying with A.R.S. § 15-241.02 and the submission requirements provided by the Arizona Department of Education (ADE).

Background

Pursuant to A.R.S. § 15-241.02, within 90 days of receiving a "D" letter grade, a Charter Holder shall submit a copy of its improvement plan to its sponsor. In addition, ADE annually identifies schools in "improvement status" that demonstrate low academic performance and are also required to submit improvement plans. This includes schools identified for improvement and/or Targeted or Comprehensive Support, and schools receiving an "F" letter grade.

At its June, 2016 meeting, the Academic Performance Framework Subcommittee recommended that Board staff develop criteria to confirm whether an improvement plan submitted to ADE contains all of the required components provided in the guidance from ADE. Board staff has developed criteria based on the guidance from ADE to determine if an improvement plan is administratively complete

Administrative Completeness Review Criteria

The list below describes the proposed criteria for determining if an improvement plan is administratively complete and includes the required components of an improvement plan.

An administratively complete school improvement plan must contain:

1. All required goals as described in ADE's "Schools in Improvement Status Required Goals Template 2016-2017" document.
2. Each goal must be written in SMART format (strategic, measureable, attainable, results-based, and time-bound).
3. Each goal must have strategies that are systematic and organized.
4. For each strategy within a goal, it must have action steps that are goal-based, logical, and research or evidence based.
5. All 7 turnaround principles (*only applicable for schools receiving support*)

Reviews will be conducted within 30 business days of submission and deficiencies will be reported to the Charter Holder. A Charter Holder will have 10 business days from their notification to revise their improvement plan.

If the plan is not received by the Board by the specified deadline or is not in compliance with ADE requirements, the Charter Holder will appear before the Board for consideration of corrective action. The Charter Holder shall be provided the opportunity to respond to allegations of non-compliance at a public meeting before the Board makes a final determination.

In addition to reviewing the improvement plans, Board staff will also ensure the Charter Holder has provided the Board evidence of the notification provided to parents in accordance with A.R.S. § 15-241.02 (C).

Timeline for the Improvement Plan Process

The table below provides an overview of the implementation stages of the process and their timeframes.

Timeframe	Process Stage
Early September	ASBCS will conduct an Improvement Plan Workshop.
Date determined by ADE	Improvement Plans due to the Board and ADE.
In October or November	Charter Holder will provide evidence of the notification provided to parents in accordance with 15-241.02 (C) and present their improvement plan at the Board’s Meeting.
Within 30 business days of submission	The improvement plan will be reviewed for administrative completeness to confirm whether it contains all components required by statute, rule and ADE guidance. Notifications will be sent to the charter holders on a rolling basis. If <u>incomplete</u> , notification will identify deficiencies and require charter holder to resubmit within 10 business days of notification. If <u>complete</u> , the charter holder will have no further requirements from the Board as it relates to the submission of an improvement plan to ADE that contains all the required components.
Within 15 business days of submission	Improvement plans that have been resubmitted to achieve completeness status will be reviewed as before.
December	Report to the Board the status of the improvement plans and review process.

Board Options

Option 1: I move to approve the Administrative Completeness Review Process for Improvement Plans recommended by the Academic Performance Framework Subcommittee and included in this staff report.

Option 2: I move to approve the process as presented with the incorporation of the modifications discussed (provide specific information as necessary).

Option 3: Request the Subcommittee further consider modifications to the process related to (provide a specific charge for the Subcommittee) and bring a recommendation back to the full Board.

