



Administrative Completeness Workshop

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Learning Objectives

After this workshop you will understand:

- ✓ The responsibility of the charter holder in the school improvement process
- ✓ Criteria for administrative completeness
- ✓ Review process and timeline



Purpose

- To ensure compliance with:
 - ✓ Statutes
 - ✓ Charter
 - ✓ Arizona Department of Education



Resources

- A.R.S. § 15-241
 - ✓ “Non-Title 1 schools and Title 1 schools labeled “D” or “F” that do not receive a federal label must also follow school improvement guidelines.”
- A.R.S. § 15-241.02
- ADE School Improvement Guidance



Improvement Plan (SCIP)

- Submit a plan on ALEAT by October 1st
- Provide a copy of the plan to the Board
- Follow ADE requirements



Parent Notification

- Any school designated as being in improvement must:
 - ✓ Notify their parents of the classification
 - ✓ Explain the improvement plan process
 - ✓ Provide information regarding a public meeting
- Provide evidence of the notification to the Board



Administrative Completeness Review

- Required goals for 2016-2017
- Each goal in SMART format
- Each goal includes strategies and action steps
- 7 turnaround principles



Required Goals

- Reading achievement goal for ALL students
- Reading goal for bottom 25%
- English Language Proficiency goal
- Math achievement goal for ALL students
- Math goal for bottom 25%
- Goal addressing STEM
- Attendance goal
- Goal addressing graduation rate (high school only)



Components

- Strategic
- Measureable
- Attainable
- Results-based
- Time-bound



SMART goal

- Math achievement for all students will increase by _____%, moving from _____% proficient or highly proficient on 2016 AzMERIT to _____% proficient or highly proficient on 2017 AzMERIT.
 - ✓ Strategic – Focus on math achievement for all students
 - ✓ Measureable: use proficiency results
 - ✓ Attainable: identification of percentages
 - ✓ Results- based: using AzMERIT data
 - ✓ Time-bound: Comparing data from 2016 to 2017



Components

- Strategy: the tool or method selected to achieve a goal.
 - ✓ Systematic and organized
 - ✓ Action oriented
- Action Step: a specific effort undertaken to implement a strategy.



7 Turnaround Principles

- Comprehensive Support Schools (7)
- Targeted Support Schools (2 to 3 and #5)
- School Improvement Grant Schools
 - ✓ All strategies in SIG model



Timeline

Timeframe	Process Stage
Due October 3	Improvement Plans due to the Board and ADE.
By October 3	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 (TBD).
Within 30 business days of submission	Staff conducts an administrative completeness review of the SCIP. If <u>incomplete</u> , notification will identify deficiencies and require charter holder to resubmit <u>within 10 business days</u> of notification.
Within 15 business days of re-submission	Staff conducts the 2 nd administrative completeness review of the revised SCIP.
December	Report to the Board status of the improvement plans.



Conclusion

- SCIP and parent notification due October 3
- Use administrative review checklist
- Include required goals with strategies and action steps
- Opportunity to resubmit



Any Questions?

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Thank you for your time!

