Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Milestones Charter School
School Name: Milestones Charter School
Site Visit Date: April 30, 2014

Required for: Renewal
Evaluation Criteria Area: Curriculum

Document Name/Identification	Intended Purpose and Discussion Outcome
Milestones Charter School ACCRS for Mathematics and ELA for K-8	**Charter holder indicated the intended purpose of the document was to demonstrate process for evaluating curriculum.** **ASBCS staff reviewed curriculum maps that identifies standard and matches to curriculum resources and when it was taught.** **A copy of this document was taken because it demonstrates a process for evaluating curriculum.**
Milestones ACC Pacing Guide	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of the curriculum maps.** **ASBCS staff reviewed guide that identifies standard and in which quarter it is taught.** **A copy of this document was taken because it demonstrates a process for implementing curriculum.**
Meeting Agendas for teachers in grades 5-8 **9/4/2013** **10/2/2013** **11/20/2013** **12/11/2013** **12/18/2013** **1/15/2014** **2/26/2014** **3/19/2014** **4/23/2014**	**Charter holder indicated the intended purpose of the document was to demonstrate evaluation of curriculum.** **ASBCS staff identifies teachers meeting to discuss curriculum mapping.** **A copy of this document was taken because it demonstrates a process for evaluating curriculum.**

Team meeting notes for grades K-4 10/16/13 10/24/13	Charter holder indicated the intended purpose of the document was to demonstrate evaluation of curriculum. ASBCS staff identifies teachers meeting to discuss curriculum mapping. A copy of this document was taken because it demonstrates a process for evaluating curriculum.
Staff development agendas 7/30/2013 9/18/2013 9/25/2013 10/10/2013 1/8/2014 4/18/2014 4/25/2014	Charter holder indicated the intended purpose of the document was to demonstrate evaluation of curriculum. ASBCS staff identifies teachers meeting to discuss curriculum mapping. A copy of this document was taken because it demonstrated a process for evaluating curriculum.
Staff Development agenda 8/30/2013 10/10/2013	Charter holder indicated the intended purpose of the document was to demonstrate curriculum adoption process. ASBCS staff identifies previewing materials considered for adoption of Study Island and a presentation of Study Island. A copy of this document was taken because it demonstrates a process for adopting curriculum.
Milestones Charter School Special Governing Board Meeting 10/10/2013	Charter holder indicated the intended purpose of the document was to demonstrate curriculum adoption process. ASBCS staff identifies the board meeting minutes include school administrative team notifying school governing board of the adoption of the math and reading supplemental curriculum. A copy of this document was taken because it demonstrates a process for adopting curriculum.

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Email from 5th grade teacher 6-18-2013	Charter holder indicated the intended purpose of the document was to demonstrate curriculum adoption process. ASBCS staff identifies features of Study Island that meet curriculum needs emailed by a teacher. A copy of this document was taken because it demonstrates a process for adopting curriculum.
Lesson plan for 5th grade teacher 12-9 through 13, 2013 for Math Lesson plan for 5th grade teacher 3-17 through 21, 2014 for ELA Lesson plan for 6-8th grade teacher 2-24 through 28, 2014 for Math	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum maps and pacing guide for grades 5-8. In the 7-8 grade math lesson plan the 7th grade standards support the topics addressed in 8th grade standards. Standards are aligned to ACCRS. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.
Lesson plan for 6-8th grade teacher 2-24 through 28, 2014 for ELA	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum maps and pacing guide for grades 6-8, and included ELL standards. For the combo class of 6-7 and 7-8 have alignment of standards between grade levels. Standards aligned to ACCRS. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.
Lesson plan for 4th grade teacher 10-21 through 25, 2013 for ELA	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum map and pacing guide and identified 4.NBT.5 as aligned to ACCRS. For the ELA lesson plan identified 4NBT.1 and 4NBT.5 as aligned to ACCRS. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.

Lesson plan for 3rd grade teacher 3-31 through 4-1, 2014 for Math and ELA 9-23 through 9-27, 2013 for Math	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum map and pacing guide and identified 3.OA.9 as aligned to ACCRS for Math. For lesson plans in September identified 3.NBT.1 as aligned to ACCRS. For lesson plans in Mar-April identified 3.RF.3, 3.RF.4 as aligned to ACCRS. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.
Lesson plan for 2nd grade teacher 10-21 through 25, 2013 for Math and ELA	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum map and pacing guide and identified 2.MD.8 as aligned to ACCRS for Math and in ELA identified 2.RL1 and 2.RL.2 as aligned to ACCRS. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.
Lesson plan for 1st grade teacher 9-16 through 20, 2013 for Math and ELA Lesson plan for 1st grade teacher 10-21 through 25, 2013 for ELA	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum map and pacing guide and identified 1.MD.3-4 and 1.NBT.2-4 as aligned to ACCRS for Math and in ELA identified 1.RI.2, 1.RL.2-3, and RL.7 as aligned to ACCRS but not in alignment with maps/pacing guide for the ELA lesson plan. For October lesson plan in ELA identified 1.RI.1-4 as aligned to ACCRS and maps/pacing guide. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.
Lesson plan for K grade teacher 2-3 through 7, 2014 for Math and ELA	Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum. ASBCS staff compared standards to curriculum map and pacing guide and identified K.OA.1-2 and K.OA.3-4 as aligned to ACCRS for Math and in ELA identified K.RF.2d, K.RF.3 and K.RF.3d as aligned to ACCRS and to maps/pacing guides. A copy of this document was taken because it demonstrates implementation of curriculum aligned to ACCRS.

Milestones Special Education Information Sheet 2013-14	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum for students with disabilities.** **ASBCS staff reviewed individual information sheets for students and verified that they include academic goals and accommodations for each student. These sheets were provided to the classroom teacher by the SPED teacher.** **A copy of this document was not taken because they have student identified information.**
Math Curriculum for Special Education Students	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum for students with disabilities.** **ASBCS staff identified the process for creating, evaluating, revising and implementing math curriculum for SPED students.** **A copy of this document was taken because they demonstrate a process for creating, revising, evaluating and implementing curriculum for students with disabilities.**
Individual Language Learner Plan for an 8th grade student	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum for ELL students.** **ASBCS staff reviewed ILLP document that includes student progress reports and documentation of ELL standards.** **A copy of this document was taken because they demonstrate a process for implementing curriculum for ELL students and student information has been redacted.**
Tier II and III for 6th grade students	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of curriculum for students in the bottom 25%.** **ASBCS staff reviewed documentation of students in the bottom 25% and the academic services they are receiving (Academic Club and Study Island).** **A copy of this document was taken because they demonstrate a process for implementing curriculum for students in the bottom 25%.**
Parent Teacher Student Plan for K, 2nd and 5th grade students	**Charter holder indicated the intended purpose of the document was to demonstrate implementation curriculum for students in the bottom 25%.** **ASBCS staff reviewed plan that includes recommended support, observations and quarterly updates. For the K and 2nd grade plan it also includes a Schedule of Extra Support.** **A copy of this document was taken because they demonstrate a process for implementing curriculum for students in the bottom 25% and student information has been redacted.**

Free & Reduced Lunch Program Student Data	**Charter holder indicated the intended purpose of the document was to demonstrate implementation curriculum for s FRL students.** **ASBCS staff reviewed a roster and analysis of FRL students and the type of academic support services they are receiving.** **A copy of this document was taken because they demonstrate a process for implementing curriculum for FRL students and student information has been redacted.**

I, STEVE SALMENTO, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on April 30, 2014 _____.

I, Tara Cabardo, received a copy of this document at the end of the site visit conducted by the Arizona State Board of Charter Schools on April 30, 2014 _____.

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Required for: Renewal
Evaluation Criteria Area: Instruction

Document Name/Identification	Intended Purpose and Discussion Outcome
Teacher Observation form for 5th grade teacher on 11/7/2013	**Charter holder indicated the intended purpose of the document was to demonstrate monitoring of instruction aligned to ACCRS.** **ASBCS staff identified the observer is looking for standards, reviews lesson plans, and documents follow up with teacher.** **A copy of this document** was **taken because it demonstrates monitoring of instruction aligned to ACCRS.**
Teacher Observation form for 4th grade teacher on 1/28/2014 **Team Meeting for 4th grade on 1/29/2014** **Staff Meeting 2/19/2014**	**Charter holder indicated the intended purpose of the document was to demonstrate monitoring and follow-up of instruction aligned to ACCRS.** **ASBCS staff identified the observer is reviewing lesson plans and follow up documentation addresses issues identified with lesson plans. Agenda for 2/19 identified follow-up with teachers regarding keeping lesson plans up to date.** **A copy of this document** was **taken because it demonstrates monitoring of instruction and follow up, aligned to ACCRS.**
Teacher Observation form for MS ELA teacher on 10/16/2013 and 11/6013	**Charter holder indicated the intended purpose of the document was to demonstrate monitoring and follow-up of instruction aligned to ACCRS.** **ASBCS staff identified the observer is identifying the effectiveness of instruction and follow up documentation demonstrates follow up monitoring with time on task.** **A copy of this document** was **taken because it demonstrates monitoring of instruction and follow-up, aligned to ACCRS.**
Staff Meeting agendas for **9/25/2013** **1/29/2014**	**Charter holder indicated the intended purpose of the document was to demonstrate monitoring effectiveness of instruction.** **ASBCS staff identified discussions of implementing Daily 5 for part of instruction and follow-up monitoring of implementation of Daily 5** **A copy of this document** was **taken because it demonstrates monitoring of instruction and follow-up.**

Team meetings for 2-3 grades **8/22/2013** **8/29/2013** **9/12/2013**	**Charter holder indicated the intended purpose of the document was to demonstrate monitoring effectiveness of instruction.** **ASBCS staff identified discussions of implementing Daily 5 for part of instruction and follow-up monitoring of implementation of Daily 5** **A copy of this document** was **taken because it demonstrates monitoring of instruction and follow-up.**
Milestones Teacher Self-Evaluation 2013-2014 for a 5th grade teacher	**Charter holder indicated the intended purpose of the document was to demonstrate evaluation of instructional practices of teachers.** **ASBCS staff identified performance areas that include: overall professionalism, curriculum, classroom management, classroom procedures, and Milestones philosophy. It also includes a narrative response about their professional growth and accomplishment/challenge.** **A copy of this document** was **taken because it demonstrates the evaluation of instructional practices of teachers.**
Spring Special Education Compliance document	**Charter holder indicated the intended purpose of the document was to demonstrate the observation of Special Education compliance for teachers.** **ASBCS staff identified the document is used to monitor compliance with Special Education reporting requirements to ensure that teachers serving SPED students are in compliance.** **A copy of this document** was not **taken because it has student identifiable information.**
Teacher Evaluations for 2012-2013	**Charter holder indicated the intended purpose of the document was to demonstrate evaluation of instructional practices of teachers.** **ASBCS staff identifies the document addresses strengths, weaknesses and areas of improvement based on the totality of reviewing classroom observations and leadership team discussions.** **A copy of this document** was **taken because it documents a system in place for evaluating teachers.**

I, STEVE SALMENTO, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on April 30, 2014 _____.

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Required for: Renewal
Evaluation Criteria Area: Assessment

Document Name/Identification	Intended Purpose and Discussion Outcome
Team Meeting Agenda **11/20/2013** **1/15/2014** **4/14/2104**	**Charter holder indicated the intended purpose of the document was to demonstrate an assessment plan.** **ASBCS staff identified that the November agenda states that math and ELA diagnostics should be given the following week, the January agenda states the mid-quarter assessments need to be given, and the April agenda states to have DIBELS testing completed.** **A copy of this document was taken because it demonstrates the beginning stages of an assessment schedule.**
Email sent on 2/24/2014 to teachers	**Charter holder indicated the intended purpose of the document was to demonstrate an assessment plan.** **ASBCS staff identified that teachers were notified to have their DIBELS scores reported in a specific manner.** **A copy of this document was taken because it demonstrates the beginning stages of an assessment schedule.**

I, Steve Sarmento, completed this Site Visit Inventory during the site visit conducted by the Arizona State Board of Charter Schools on April 30, 2014 _____.

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Required for: Renewal
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
Milestones Charter School – School Calendar Modifications **Full school calendar for 2012-13 and 2013-14**	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of a PD plan.** **ASBCS staff identified summary of the 2012-13 and 2013-14 calendars and changes made in 2013-14.** **A copy of this document** was **taken because it demonstrates implementation of a PD plan.**
Back to School Staff Development sign in sheets **7/29/2013** **8/1/2013** **8/2/2013** **8/5/2013** **10/2/2013**	**Charter holder indicated the intended purpose of the document was to demonstrate implementation of PD aligned to areas of high importance.** **ASBCS staff identified PD sessions of high importance** **A copy of this document** was **taken because they demonstrate implementation of PD aligned to areas of high importance.**
Common Core Standards and PARCC testing **Words Their Way Workshop*** **Daily Five/CAFÉ Workshop*** **Agenda** **Common Core Math** **Building a Strong Elementary Math Program** **Milestones Special Education Overview**	**Charter holder indicated the intended purpose of the document was to demonstrate the necessary resources to implement PD.** **ASBCS staff identified materials utilized during PD sessions.** **A copy of this document** Choose an item. **taken because:**

Staff Development agendas **8/30/2013** **9/18/2013** **9/25/2013** **10/10/2013** **1/8/2014** **2/14/2014** **3/7/2014** **4/18/2014** **4/25/2014**	**Charter holder indicated the intended purpose of the document was to demonstrate a PD plan aligned with teacher learning needs.** **ASBCS staff identified topics that addressed teacher learning needs and follow-up to previous sessions.** **A copy of this document** was **taken because it demonstrates a PD aligned with teacher learning needs.**
Teacher Observation Forms	**Charter holder indicated the intended purpose of the document was to demonstrate evidence of monitoring and follow-up of PD.** **ASBCS staff identified that Daily 5 and Common Core is monitored and observed in the classroom.** **A copy of this document** was **taken because it demonstrates evidence of monitoring and follow-up of PD.**

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Required for: Renewal
Evaluation Criteria Area: Data

Document Name/Identification	Intended Purpose and Discussion Outcome
No documentation received.	**Charter holder indicated the intended purpose of the document was to demonstrate:** **ASBCS staff:** **A copy of this document** Choose an item. **taken because:**

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