Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Montessori House, Inc.
School Name: Montessori House Charter Elementary School
Site Visit Date: April 2, 2015

Required for: Renewal
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
[P.1] Association Montessori International montessori@amiusa.org Teacher's Montessori Albums Montessori Teacher Certification Montessori Guide Refresher courses	**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:** • The Montessori course is given as a nine-month graduate course after the teacher candidate has completed a bachelor of arts or science degree from a qualified college or university. • There will be extensive final written and oral exams for specified international teacher trainers. Each trainee's albums are inspected by a committee of both national and international trainers. • Annual workshops, periodic required refresher courses, and international congresses, as well as local alumni groups and online help through AMI membership in Montessori professional organizations help teachers to deepen their understanding of education.
[P.2] Association Montessori International montessori@amiusa.org Teacher's Montessori Albums Membership in Professional Organizations (AMI, EAA)	**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:** • The professional development plan was adopted from AMI and was created by Maria Montessori. The plan begins with the rigorous Montessori intellectual teacher training and continues for the teachers life as she learns through observation, experience and contact with other Montessorians through refresher courses, workshops and online.

[P.3] Association Montessori International montessori@amiusa.org Arizona AMI Alumni Association www.MontessoriGuide.org Refresher Courses	**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:** • Attendance at workshops and refresher courses and membership in EAA (Elementary Alumni Association), the Montessori AMI sponsored elementary alumni organization, are all helpful and serve as guides to the Montessori instructional staff and their learning needs.
[P.4] Association Montessori International montessori@amiusa.org www.MontessoriGuide.org Teacher's Montessori Albums	**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:** • The professional development plan addresses areas of high importance by being certified Montessori teachers through Association Montessori International which upholds Dr. Maria Montessori's original vision.
[P.5] The Advanced Montessori Method I by Maria Montessori The Advanced Montessori Method II by Maria Montessori Association Montessori International Arizona AMI Alumni Association Montessori Teacher Certification	**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:** • At Montessori House we support high-quality implementation of strategies learned in professional development sessions by meeting often to review and discuss the strategies learned and plan how to incorporate them in our school and especially with the children in the classrooms. • Teacher records and student records demonstrate strategies that are being used.
[P.6] Life Leadership Program Association Montessori International Arizona AMI Alumni Association Montessori Teacher Certification MH Adopted Budget15 Board meeting minutes	**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:** • The board approves the budget, which includes allocation for the AMI refresher course each year. The AMI conferences, travel, room and board, and registration are all funded by the school budget allocation for instructional improvement program line item so that teachers can attend each year. This is the main source for professional development, as it is strictly tied to all Montessori methods. • The Life Leadership Program, purchased by a parent, is used for additional training and leadership.

[P.7] Staff Meeting Agendas Association Montessori International Teacher's Daily Record	**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:** • The teachers' work is documented daily in teacher record forms, and the Charter Holder conducts formal observations monthly to make notes on strategies that are being used or need to be used. Through observations, the Charter Holder can identify different learning situations and how to apply what was learned in a refresher course.
[P.8] Daily 15-min Staff Meeting Daily Work Schedule Monthly Staff Meeting Agenda Professional Evaluation Teacher's Daily Record	**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:** • Montessori House staff meets daily for 15 minutes before school begins. We discuss application of strategies for that day and how, when, for whom we will be using the strategies. • We also meet within a week after any conference or course to debrief and share information we gained as well as how we want to apply it to our students, classrooms, or lessons. • The administration observes the teachers and classes to see how and when strategies are applied. • The outcomes of applied strategies are kept on the teacher's log and the child's record.
[P.9] Montessori Teacher Albums SPED Training AZELLA training Occupational Therapy Training MontessoriGuide.org	**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% **The documents provided demonstrate evidence of the following:** • Teachers go to SPED training throughout the year, AZELLA training and this year an Occupational Therapy training was conducted to help understand how to best use materials for students in the bottom 25% • Online professional development is offered at MontessoriGuide.org through AMI
[P.10]	**N/A**
[P.11]	**N/A**

[P.12] SPED Training Montessori Teacher Albums	**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:** • Teachers go to SPED training throughout the year, AZELLA training and this year an Occupational Therapy training was conducted to help understand how to best use materials for students in the bottom 25% • Online professional development is offered at MontessoriGuide.org through AMI

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