



Pop-in Sample Agenda

Times below are approximate. They may be impacted by the preparedness of the school and front desk staff, as well as the manner in which classes are scheduled.

Upon Arrival (5-10 minutes)

- Board staff introduces themselves to individual(s) at the front desk
- Board staff provides the Guidance Document
- Front desk staff provides required documentation

Observation Planning (10-15 minutes)

- Board staff reviews the provided schedules and map
- Board staff identifies classrooms that will be visited

Observations (45-90 minutes)

- Board staff walks the campus
- Board staff visits classrooms to observe instruction and the program of instruction in action

Review (15-20 minutes)

- Board staff reviews provided compliance documentation
- Board staff meets with school administration (if available) to discuss the pop-in
- Board staff sends an email to the charter representative letting them know that the school received a visit and whether there are any compliance issues or concerns.