Academic Programmatic Review 2020-21
Remote/e-Learning Process Pre-Visit Meeting

School Visit Liaison		School Visit Facilitator	

Agenda

I. Welcome/Introductions

II. Logistics

A. Roles and Responsibilities of the School Liaison & Visit Facilitator
- Collaborative Process
- Communication
- Technology

B. Access to Documents & Compliance Artifacts
- Survey says….

1. Electronic Platforms
   - Provide Access information for each platform, enter access/login information in document titled ***Access to Online/Web-based Platforms.*** This document is available in the OneDrive subfolder titled, ***Online Platforms.***

2. OneDrive Folder
   - Access link emailed to district-issued email address.
   - Formats may include PDF (preferred), Word and Excel. Make sure they are readable.
   - Identify document and upload in OneDrive folders as clearly identified in the ***Readiness Checklist.***
   - Use folders, as needed; but do not change titles or delete folders not being used.

C. Access to Remote/e-Learning Classrooms
- Provide a list of all remote/e-learning classroom platforms the Review Team may visit during the remote visit. Include the name of the program/website, access link, and user id and password to be used. Also, please include any user instructions, as applicable.

D. Revised Report Tool for Remote/e-Learning Process

III. School Preparedness/Readiness Checklist

A. Contact Information
1. School Leadership Team
2. Instructional/Teaching Staff
3. CSMSD Academic Team

B. Meeting with Respective Staff

C. Schedules
   1. Master School Schedule
   2. Instructional/Teachers
   3. Small groups and Individual Interventionist(s)
   4. ESE service provider(s)
   5. Heritage Language Support
   6. Course Recovery and Retention Support (Secondary Only)

D. Assessment Data – Charter.Tools

E. Lesson Plans

F. Evidence of Student Work (Student Folders)

G. Keystone Performance Task Process

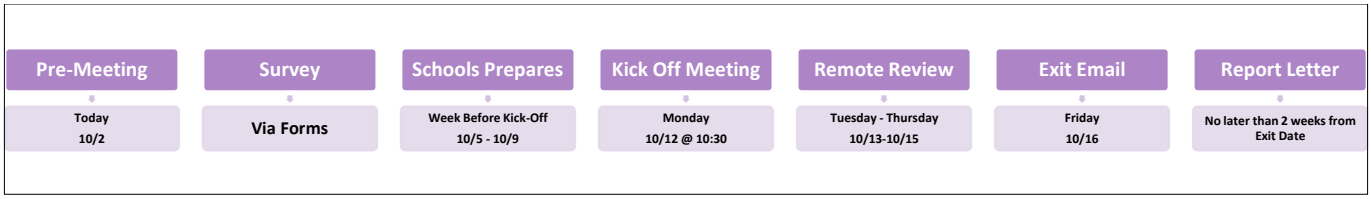
H. Early Warning System Process

I. MTSS/RtI Process

J. English Language Learners (ELLs)

K. Exceptional Student Education (ESE)

V. Timeline



VI. Sponsor' Responsibility
Section 1002.33(5)(b)1a, Florida Statutes, states, "The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter."
   A. Literacy Statutes: Rule 6A-6.053(5) and 6A-6.053(7), Florida Administrative Code and corresponding statutes
   B. Academic Performance Data: Section 1002.33(7)(a)3 and 1002.33(7)(a)4, Florida Statues, and corresponding rules
   C. Early Warning Systems: Section 1001.42(18)(b) and 1001.42(18)(b)2, Florida Statues and corresponding rules
   D. MTSS-RtI: Rule 6A-6.03018(2)(a) and (b) and 6A-6.0331(1), Florida Administrative Code and corresponding statutes
   E. ESE Statutes: SWD – Section 1003.571, Florida Statutes, and corresponding rules
   F. ESOL Statutes: Section 1003.56, Florida Statutes, and corresponding rules

VII. Questions

VIII. Closure