

Site Visits

Florida Authorizer Bootcamp

Agenda

- **Why conduct site visits?**
- **Statutory Basis for Site Visits**
- **Scope of Site Visit**
- **Types of Site Visit Activities**
- **Steps to Conducting a Site Visit**



Bootcamp Overview

Review Process

Contract Negotiation
and Finalization

★ *You are here*
Annual Report and
Site Visits

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Application Stage

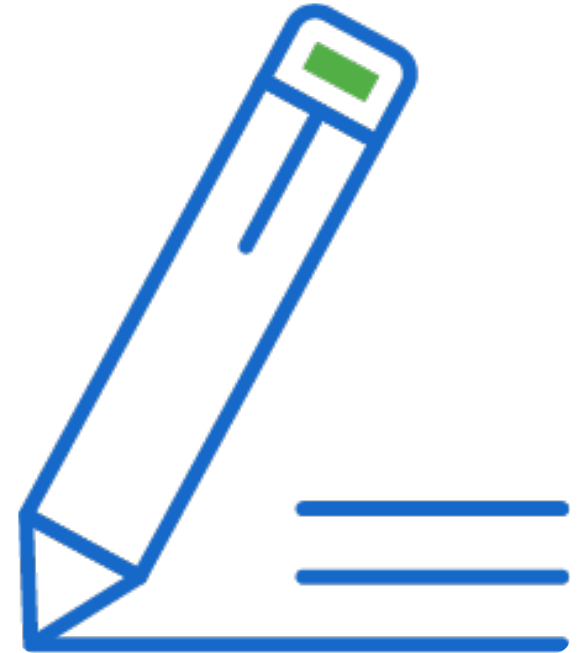
Decision Making

Ongoing Monitoring

Renewal Process

Objectives

- **Authorizers will understand the purpose of a site visit.**
- **Authorizers will understand the potential scope and types of activities of a site visit.**
- **Authorizers will understand the steps to take before, during, and after a site visit.**



Group Discussion

Why conduct site visits?



Why conduct site visits? (1)

Authorizers conduct site visits for different purposes

- Annually as part of annual report process
- Inform renewal
- Observe implementation of school improvement strategies

Session applies to different types of visits

Why conduct site visits? (2)

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- **Build communication between authorizer and school**
 - **Observe education program and operations in action**
 - **Inform continuous improvement for charter schools**
 - **Provide additional data to assess progress toward charter goals**
 - **Inform the annual report and renewal decision**

Statutory Basis for Site Visit (1)

Statutory Requirements

- Site visits are not required by state statute but help sponsors:
 - Ensure charter schools are meeting their statutory purposes
 - Monitor the charter school's progress toward its charter goals as required by F. S. § 1002.33(5)
- F.S. § 1002.33(2): Purpose
 - Improve student learning and academic achievement
 - Increase learning opportunities for all students with special emphasis on low-performing students and reading
 - Encourage the use of innovative learning methods
 - Require the measurement of learning outcomes

Florida Standard Contract – Section 1, B6 – Periodic Review and Evaluation

- The sponsor must annually evaluate the school's performance and progress toward meeting the standards and targets in its charter, including academic achievement goals.

Statutory Basis for Site Visit (2)

High-Quality Schools: Five-Year High Stakes Review

- Based on the Florida model contract, high-quality schools with charter terms that exceed five years, must have a high stakes review at least every five years
- Conducting a site visit as part of the five-year high stakes review is not required by state statute (or in the Florida model contract), but helps sponsors
 - Ensure charter schools are meeting their statutory purposes
 - Monitor the charter school in its progress towards its charter goals

Scope of Site Visit: Potential Topics (1)

Education Program: Overview of the education program, English learner and special education services, curricular materials, professional development, teacher credentials and staffing, classroom observations, and assessment and use of data

School Culture and Discipline: School environment, classroom environment, and discipline policies

Board Governance and Legal Obligations: Board management and meetings, school oversight, policy development, and stakeholder involvement

Facility: Condition of facility, adequacy for instruction, and compliance with standards

Scope of Site Visit: Potential Topics (2)

School Safety: Emergency plans for active shooter and hostage situations, school-level threat teams

Fiscal: Systems associated with attendance, record-keeping, inventory, budget, and accounting

School Operations: Training, handbooks, admissions, discipline, health and safety, parent notifications, and policies



Types of Activities: Brainstorm



Types of Activities (1)

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- **School Walk-Through:** Walk through of school to observe school culture, facility, safety, learning environment
 - **Classroom Observations:** Observe fidelity to their model and best practices for instructing students with disabilities and English learners
 - **Document Review:** Review documents such as IEP records, teacher credential documents, school safety plans, enrollment documents

Types of Activities (2)

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- **Board Interview:** Interview board members to assess governance structure, policies, oversight
 - **School Leader Interview:** Interview school leaders to assess the educational program, personnel practices, school culture, and discipline practices
 - **Teacher Focus Groups:** Meet with teachers to assess school culture and instructional practices
 - **Parent Focus Groups:** Meet with parents to assess communication with the school and support for students' learning at home and involvement in decisions

Steps to Conducting a Site Visit: Prior to Site Visit

Before the site visit, notify the school of:

Date of site visit

Times of interviews

Any documents school is required to gather
for review

Criteria the authorizer will use to evaluate the
school

Steps to Conducting a Site Visit: During the Site Visit

The site visit itself may be made up of the following components:

**School Walk
Through**

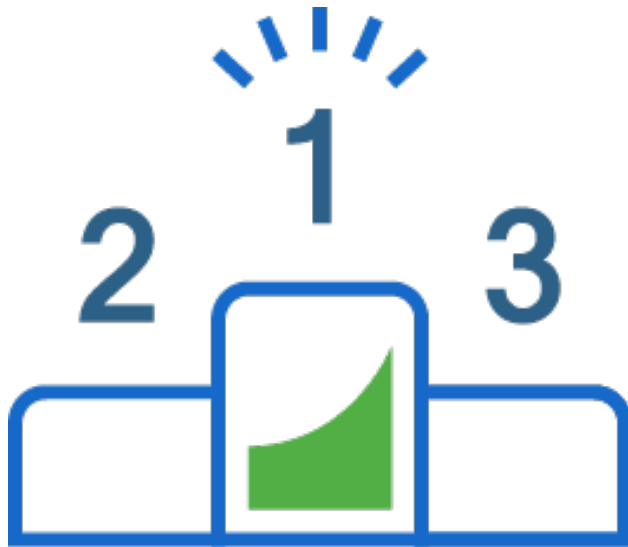
**Classroom
Observation**

Document Review

Board Interview

**School Leader
Interview**

Steps to Conducting a Site Visit: Following the Site Visit



Share the school's ratings and feedback



Share next steps related to non-compliance/low scores

Site Visit Stories

- Can you share a time where a site visit uncovered a bright spot in a school you sponsor?
- Can you share a time where a compliance issue came up on a site visit?
- How do you and your staff deal with compliance issues?



**Questions?
Reactions?
Ideas?**

