

Contract Renewal Review 2021
Review Readiness Checklist

(MSID – SCHOOL NAME)

Review Facilitator: _____

Preparation for Readiness Review

- School Leader and Board Member attended Informational Training on December 11.
- Provided additional names for OneDrive access to Amy Fordyce.
 - o **Names of additional staff given access are:**
 - o Wendy Fitzpatrick
 - o Kandice Leon
- If desired, designate a Review Liaison to work with the Review Facilitator in addition to the School Leader during this process.
 Additional Review Liaison: _____ Email: _____
- Read through the Review Criteria Checklist and asked OR prepared questions regarding criteria for Readiness Review.

Throughout the Review Criteria Checklist, provide information for the Readiness Review regarding:

- Suggested **Review Method** changes (*Review Facilitator may also make changes to the Review Method based on CSO support staff recommendation*).
- Provide internal cloud links for electronic document review **OR** indicate use of HCPS OneDrive.
- Provide name of staff member(s) designated for Interviews and time range during 3-day review window when they will be available.
- Provide time range during 3-day review window for on-site observations (as appropriate)

SAMPLE

Criteria	Review Method	Information for Review Team	Item(s) Prepared
a. Gifted services match the EP and are delivered by a certified teacher.	Provide for electronic review		
b. Matrices are completed/updated after each IEP meeting by trained personnel and reviewed by the District.	Prepare for on-site observation & review*		

- When the item is fully prepared, the School will mark each criteria **Item(s) Prepared** box and the Review Facilitator will confirm prior to providing the Checklist to individual Reviewers



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Review Facilitator: _____

- Provide this Readiness Review Checklist **AND** your Review Criteria Checklist with notes included to your Review Liaison by _____.

Readiness Review with your Review Liaison is scheduled for:

Date:

Time:

Zoom Link:

<https://zoom.us/j/97760289989?pwd=bHdTRQjJRMEZyNjhGeG4wcGpNWXMydz09>

Meeting ID: 977 6028 9989

Passcode: s0EG3p

Day 5 Debrief Zoom with the School Leader and Review Team members will be scheduled during your Readiness Review.

If you have any questions prior to you Readiness Review, please contact the Charter Schools Office at 813-272-4049.