
Donté Fulton-Collins, Director
Brenda Santiago, Coordinator

November 13, 2020
TEAMS VIDEOCONFERENCE NORMS

Welcome!
Please type your Name and Title/Position in the chat box.

- Mute your microphone
- Turn on your camera when speaking, if possible
- Raise your “Teams” hand and wait for your name to be called or type your questions in the chat box
- Use technology respectfully
- Contribute and engage fully
- If you are unable to type in the chat box, please email your information and questions to brenda.santiago@browardschools.com

If not using the Teams App, Chrome web browser works best with Teams online.
Sponsor’s Statutory Obligation

• Sponsor's Duties & Obligations
  ▪ Section 1002.33(7), Florida Statutes, states that “the terms and conditions for the operation of a charter school shall be set forth by the sponsor and the applicant in a written contractual agreement, called a charter.”
  ▪ Section 1002.33(7)(c)1, Florida Statutes, states that “a charter may be renewed provided that a program review demonstrates that the criteria in paragraph (a) have been successfully accomplished and that none of the grounds for nonrenewal... has been documented.”

• 10 charter school agreements expiring on June 30, 2021

• COVID-19 Pandemic

• Florida's Optional Innovative Reopening Plan – New Process
  ▪ New Response - An Academic Programmatic Review Remote Visit will be conducted through an online process inclusive of videoconference meetings, online/web-based review of compliance documents and artifacts, and access to remote/e-classrooms.
Academic Programmatic Review

Pre COVID-19

Onsite
Face-To-Face
Brick and Mortar

Online
Remote/e-Learning
Hybrid

New Normal
MINDSETS

FIXED

BEFORE

PRESENT

GROWTH

Academic Programmatic Review
Before the Remote Visit

During the Remote Visit

After the Remote Visit

Shifts needed with the established process

We use Microsoft Teams as our Main Online Communication Platform

PROCESS IS CUSTOMIZED TO EACH SCHOOL’S FLORIDA OPTIONAL INNOVATIVE REOPENING PLAN
What We Had

Charter School Leadership Team
Principal
Assistant Principal
Literate Coach
ESOL Contact
ESE Specialist
School Counselor/Student Services
MTSS/RtI Facilitator
Other

School Identifiers
- New Charter School
- Renewal Charter School 2021
- Renewal Charter School 2022
- State-Mandated School Improvement Plan (SIP)*
- SIP Monitoring/Data Update School*
- SIP Lowest-Performing Elementary School*
- School of Excellence*
- High Performing School*
- SIR/Alternative High School
* State designated.

School Details
Benchmark Enrollment
- 2020-21
- 2019-20
- 2018-19
Current Grade Configuration
- 2020-21
- 2019-20
- 2018-19
Contract Grade Configuration
- 2020-21
- 2019-20
- 2018-19
FLDOE School Grades
- 2016
- 2015
- 2014
FLDOE School Improvement Rating (SIR)
- 2019
- 2018
- 2017
Special Programs as Stated in Charter Application
- Technology
- Montessori
- Dual Language
- Arts
- STEM
- Other
Florida’s Innovative Reopening Plan 2020-21
- 100% Brick & Mortar (FF)
- 100% Remote/e-Learning
- Hybrid Model
Most Recent Programmatic Review
- Contract Term

2019 ESSA Details
- ESSA Category
- Federal Percent of Points Index: All Students
- Graduation Rate at or Below 67%
- Total Number of Subgroups Missing the Target
- Subgroups Below 41% in the Current Year
- Title I

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Redefine: School Visit Facilitator’s Role

Checklists help to streamline the process when you have multiple facilitators.
OFFICIAL INFORMATION IS ALWAYS COMMUNICATED VIA DISTRICT-ISSUED EMAIL ADDRESS
Before the Remote Visit: Notification Letter

Notification Letter

• Letter includes:
  • Readiness Checklist
  • Name & Contact Information of School Visit Facilitator
  • Process Timeline
  • Links to:
    • Online Platforms Survey
    • OneDrive folder
  • Administrative Assistant calls school to confirm receipt

A COMPREHENSIVE AND DETAILED TIMELINE IS SHARED

*The Gables* School Management/Support Department will be conducting an Academic Program Review of the designated school in the designated School Visit Group on the designated date. The School Visit Group will be receiving an Academic Program Review Notification Letter which includes the following information:

**Process Timeline**

1. **Before the Visit:**
   - Administative Assistant calls school to confirm receipt.
   - Notification Letter sent to school.
   - Final School Visit Group List shared by the Academic Program Review Coordinator.

2. **During the Visit:**
   - Visiting Group arrives at school.
   - Visiting Group meets with school representatives.
   - Visiting Group completes the school visit.

3. **After the Visit:**
   - Visiting Group submits the School Visit Report.
   - School Visit Group report is compiled by the Academic Program Review Coordinator.

**Survey Link:**

Access the School Visit Group Survey Link to complete the online platform.

**OneDrive Folder:**

Access the OneDrive folder containing the School Visit Group Report and the School Visit Group Survey.

**Contact Information:**

Name:

Title:

Phone:

Email:

School Visit Facilitator

Thank you for your time and support during the Academic Program Review.

Certified by:

Date:
Before the Remote Visit: Pre-Visit Meeting

Pre-Visit Meeting via Microsoft Teams (1 Hour)
• Review Remote Visit/Online Platforms Survey results before, if available
• Confirm School Visit Liaison
• Discuss logistics and timeline
• Access to online platforms & e-classrooms
• Explain the OneDrive folder
• Answer Questions
School-Specific OneDrive Folder

- Link to school-specific OneDrive folder is sent to Principal
- Principal is required to share link with pertinent staff, including School Visit Liaison
- School Visit Liaison uploads documents
School Prepares for Remote Visit (1 week)

- School Visit Facilitator:
  - Communicates with the School Liaison
  - Ensures Liaison knows how to use the OneDrive Folder and Teams platform
  - Troubleshoots

Roles of the School Visit Facilitator & School Visit Liaison are key to this process.

Before the Remote Visit: School Prepares
Kick Off Meeting (1.5 Hours)

- School Visit Liaison demonstrates how to access any online platforms and remote/e-classrooms
- School Visit Liaison reports on OneDrive folder
- Q&A between the School and Review Team
- Follow-up with School Visit Liaison, as needed
Remote Visit Review

- Team reviews compliance documents and artifacts in OneDrive folder and online platforms
- Team visits remote/e-classrooms
- Site facilitator troubleshoots access issues, if needed
- Team meets with respective academic counterpart
Remote Visit Concludes

- CSMSD team members meet to complete Exit Checklist
- Site facilitator emails Exit Checklist to the School

### Checklist is Sent Via Email

**Remote Visit – Day 5**

**Academic Programmatic Review Remote Process 2020-21 Exit Checklist**

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<thead>
<tr>
<th>Check</th>
<th>Description</th>
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**Part 1: Logistics and Access**

- CSMSD team members to complete Exit Checklist
- Site facilitator emails Exit Checklist to the School

**Part 2: Academic Compliance Review**

- School Schedule
- Student Development Data
- Evidence of Ongoing Assessment

**Document Review**

- Evidence of MTSG Re-Visit or Initial Visit
- Evidence of MTG Re-Visit or Initial Visit

**File Access**

- Files were accessed through [Compliance]

**Sensitive Information**

- To protect student privacy, student data will not be shared in the APRI report or summary.

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*This form has been completed by the API Remote Visit Facilitator; school name of visit facilitator and date on latest data.*

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*The Client School’s activity suggests an API is committed to monitoring educational, social, and emotional well-being of all students within its community by supporting educators in their role and communicating on relevant student information.*
After the Review Visit

APR Report Letter
• Team members complete APR Report
• Team meets with Director to share concerns
• APR Report Letter is sent to the School with a copy of the report

Next Steps, as applicable
• Response/Action Plan
• Follow up in specific academic area(s) of concern
• Debriefing Videoconference with Director

Continuous Improvement Process
• Renewals
• SIP Schools
• Lowest 300 Elementary
• New schools
• High Performing
• Other, as needed
Update - Renewal APR Remote Process

• School Renewals 2020-2021
  ▪ Visits Completed – 9 out of 10
    • Debriefings - 2
    • In Process -1 out of 10

• School Renewals 2021-2022
  ▪ APR Remote Process Informational Session
    • January 2021
  ▪ Spring Visits – 12 schools
Keys to Success

- Organization
- Communication
- Time Management
- Flexibility & Patience
Questions?
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