Academic Programmatic Review:
New Remote Process for School Renewals

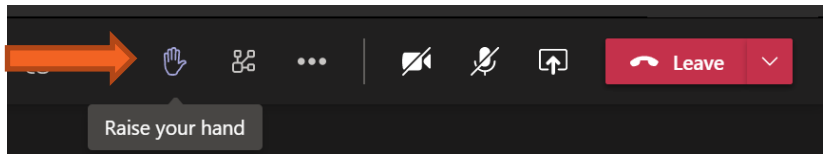
Donté Fulton-Collins, Director
Brenda Santiago, Coordinator

November 13, 2020

Established 1915
BROWARD
County Public Schools

NORMS

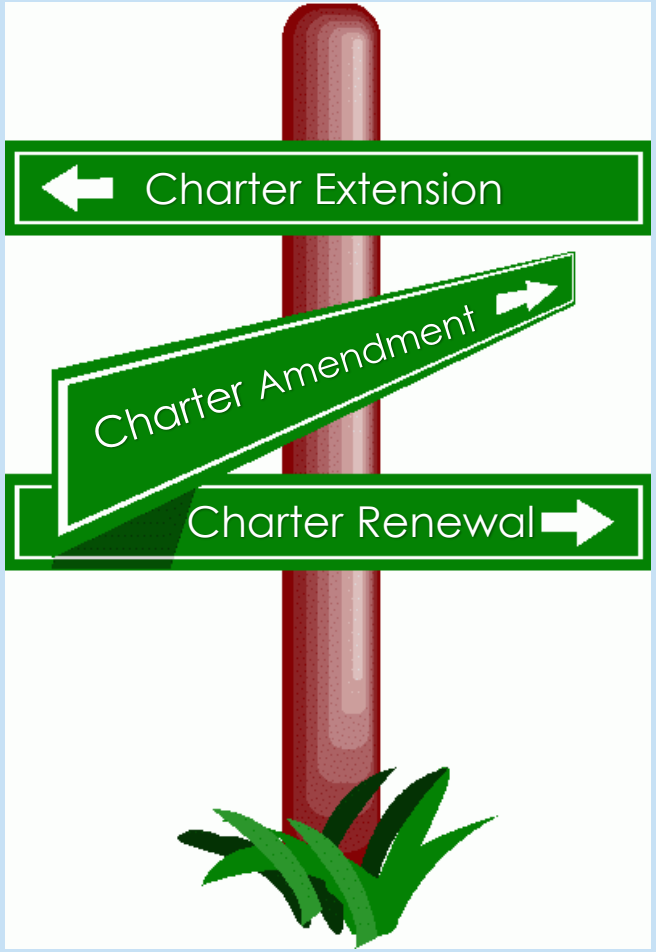
Welcome! Please type your Name and Title/Position in the chat box



- ☑ 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**

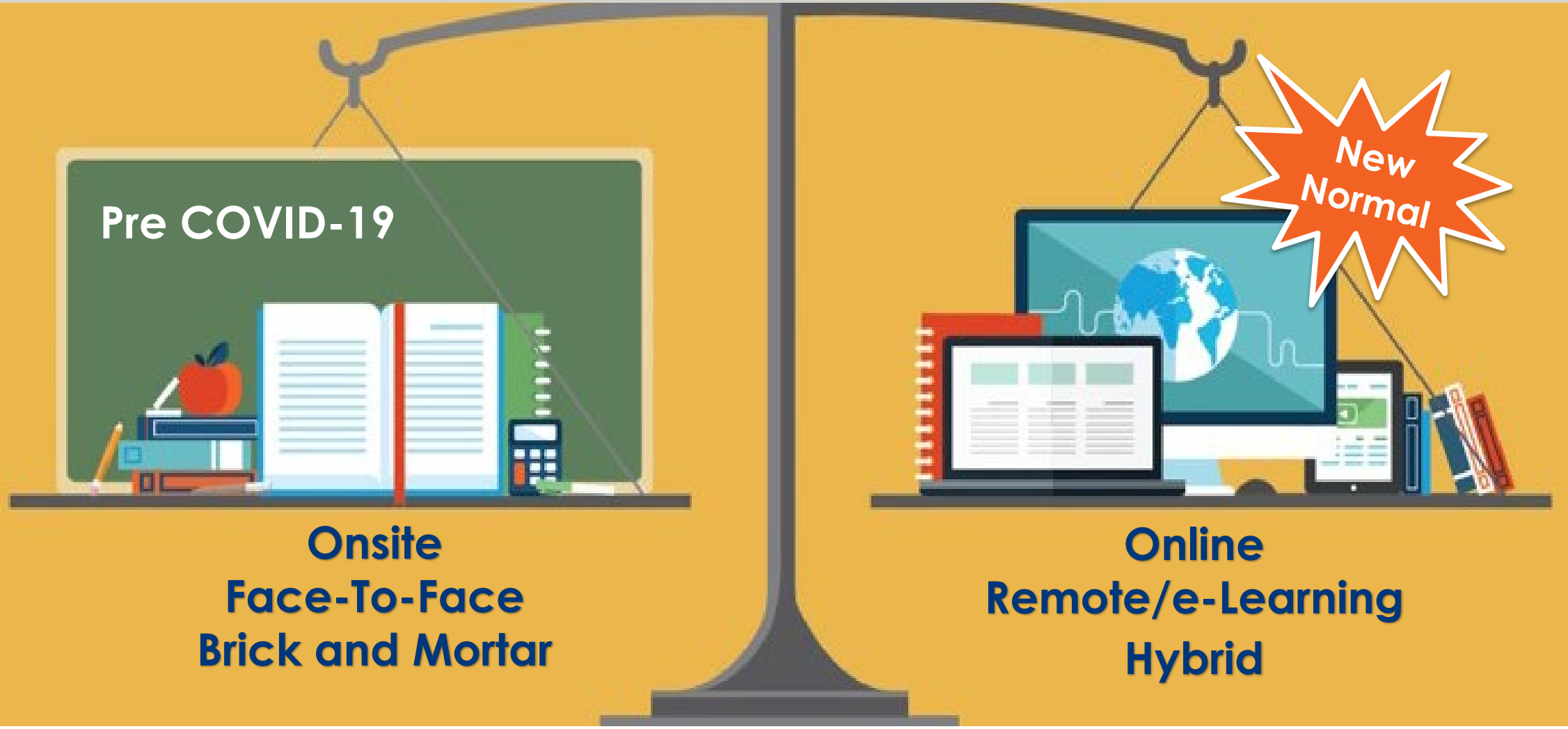
If not using the Teams App, Chrome web browser works best with Teams online

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



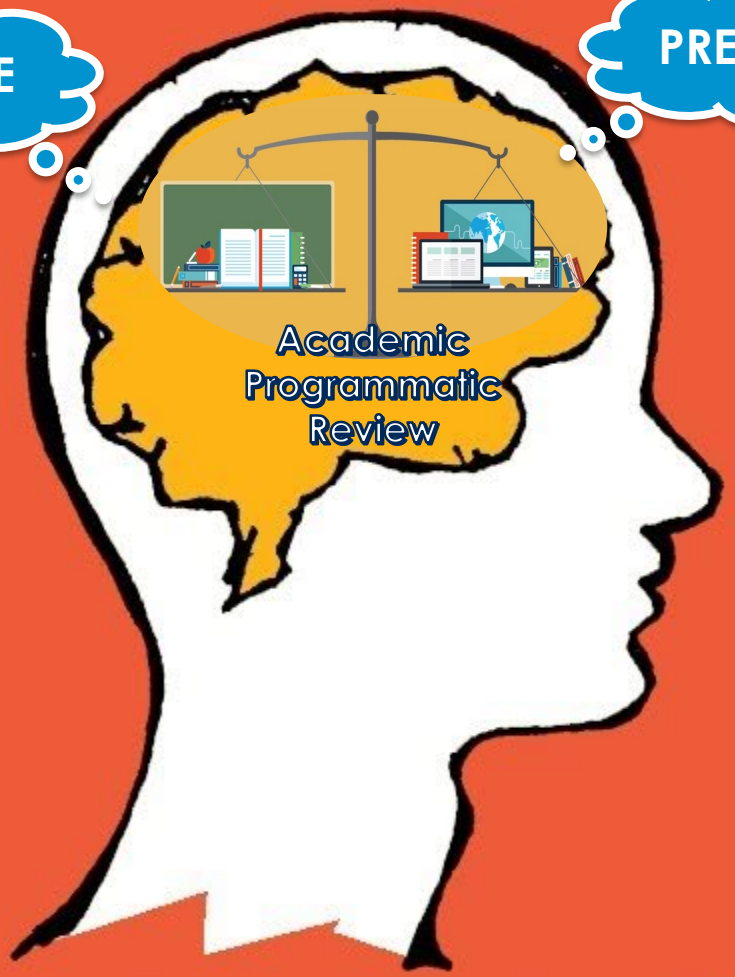
CSMSD Staff

- Donté Fulton-Collins, Director
  - Brenda Santiago, Coordinator
    - Terri Coyle, Curriculum Supervisor – Literacy K-12
    - Detra Adams, Curriculum Supervisor- Secondary Literacy
    - Celina Chavez, Educational Specialist, ESOL
    - Allisyn Axelrod, ESE Program Specialist
  - Rhonda Stephanik, Coordinator
  - Anitra Hayes-Collins, Office Manager
    - Katrina Jones-Gallon, Clerk Specialist IV
    - Shannon Gary, Clerk Specialist III
    - Darlene Kenon, Accounting Specialist II

FIXED

BEFORE

PRESENT



GROWTH

MINDSETS

E-SchoolWires

Colegia

Zoom Classrooms

Teams Classrooms

Google Classrooms

Shifts needed with the established process

Before the Remote Visit

During the Remote Visit

After the Remote Visit

We use Microsoft Teams as our Main Online Communication Platform

What We Had

The School Board of Broward County, Florida

Charter School Academic Programmatic Review 2020-21 - Remote/e-Learning Version

Charter Schools Management/Support Department

School Name:	Location #:	Site Visit Date:

Charter School Leadership Team	
Principal	
Assistant Principal	
Literacy 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*	❒ 300 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 Grade	2019:	2018	2017:
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 (FTF)	❒ 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

APR 2020-21/Remote Process/Opt-In Report

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Existing Process

FOUNDATION

We were able to build from what we had before

Redefine: School Visit Facilitator's Role

Academic Programmatic Review (APR) – Remote Process 2020-2021

School Visit Facilitator Action Steps
Before APR Visit
❒ Download school specific reports from Data Warehouse and TERMS (if applicable)
❒ Update Readiness Checklist and Pre-Meeting Agenda with school specific information
❒ Update Visit Timeline with appropriate dates for all meetings/processes
❒ Send Pre-Meeting Agenda and Readiness Checklist via email, include links to Pre-Visit Survey, OneDrive Folder, and Microsoft Teams Meeting
❒ Conduct a review of One-Drive folders to ensure alignment to Readiness Checklist
❒ Update OneDrive contact/communication document for Academic Team
❒ Facilitate Microsoft Teams Pre-Meeting with Academic Team and charter school Leadership Team
❒ Review Pre-Visit Survey in preparation for Teams Kick-Off Meeting and Remote Academic Programmatic Review
❒ Update Kick-Off Meeting agenda with school specific information
❒ Send email reminder for Microsoft Teams Kick-Off Meeting and attach PDF copy of agenda. Include Microsoft Teams meeting link.
❒ Facilitate Teams Kick-Off Meeting with Academics Team and school Leadership Team (designate School Visit Liaison as presenter)
❒ Timely respond to all emails/calls pertaining to the APR Remote Visit.
During APR Visit
❒ Maintain communication with School Visit Liaison
❒ Review OneDrive to ensure all school folders are being updated with artifacts
❒ Participate in Teams calls with Academic Team members and school representatives (if needed)
❒ Support charter school with uploading and organizing files for easy access of information (for our team)
❒ Support Academic Team members with access to remote classrooms and digital platforms (troubleshoot with school liaison, as needed)
❒ Timely respond to all emails/calls pertaining to the APR Remote visit
❒ Update APR Remote tool as needed throughout the visit (on SharePoint)
❒ Complete Exit Checklist and PDF document to share with charter school at the conclusion of the visit (Upload to SharePoint at the conclusion of the visit)
Closing of APR Visit
❒ Touch-base with Academic Team members to ensure they have completed their portion of the visit
❒ Check Remote APR tool to ensure all appropriate sections have been completed and/or greyed out
❒ Send closure email to charter school with PDF attachments of Exit Checklist, Folder-List, Retained Student List, and Meeting Attendance Reports

CHECKLISTS HELP TO STREAMLINE THE PROCESS WHEN YOU HAVE MULTIPLE FACILITATORS

Informational Session

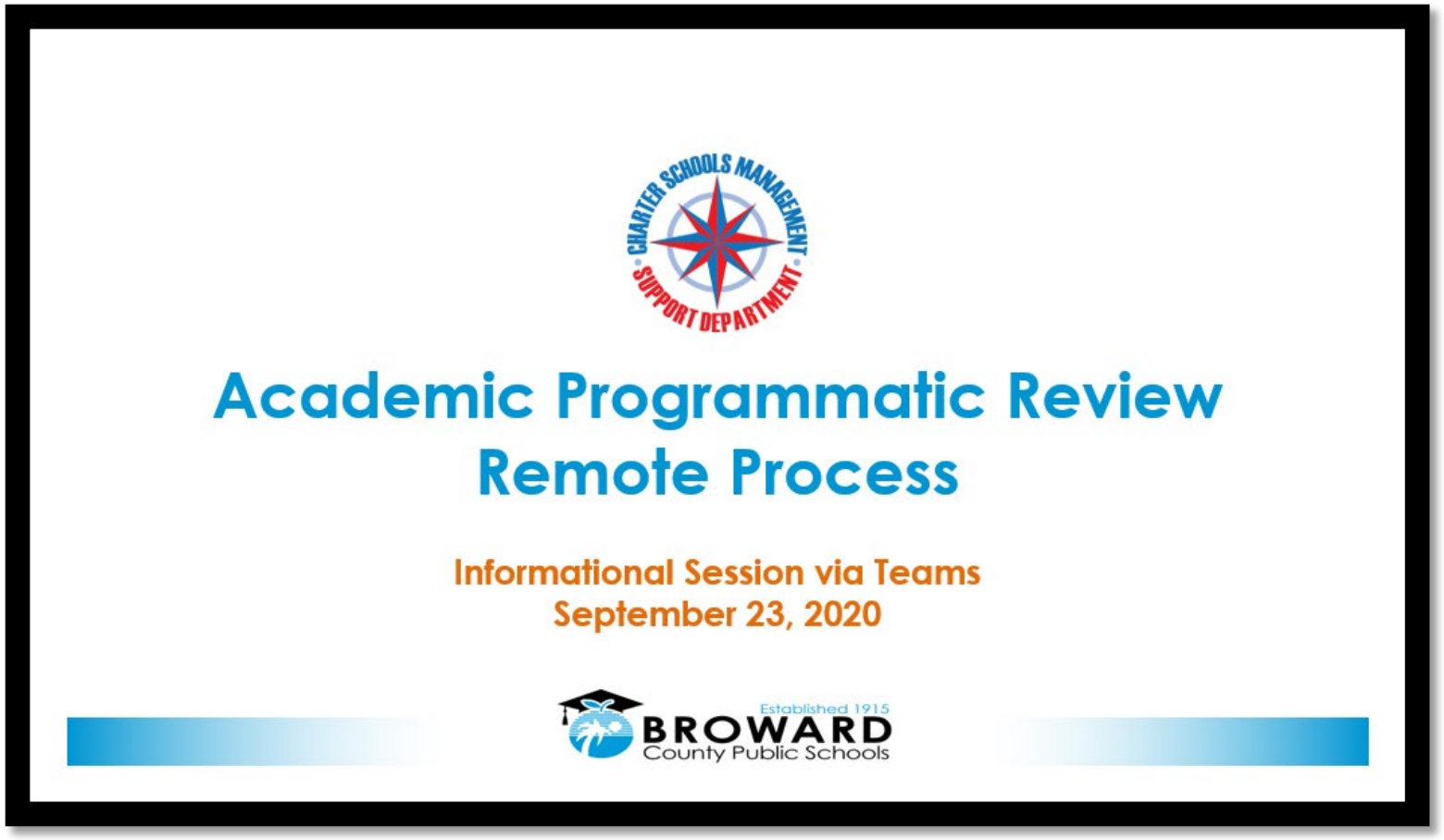
Academic Programmatic Review Remote Process
Informational Session via Teams Meeting

Wednesday, September 23, 2020

10:30 AM to 12:00 NOON

- A Teams meeting invitation will be sent to the school's District-issued email address (cs-5123@browardschools.com). Please use this email to join the meeting, as well.
- Principal/School Leader, please share the Teams meeting link in the invite with appropriate members of your school leadership team.

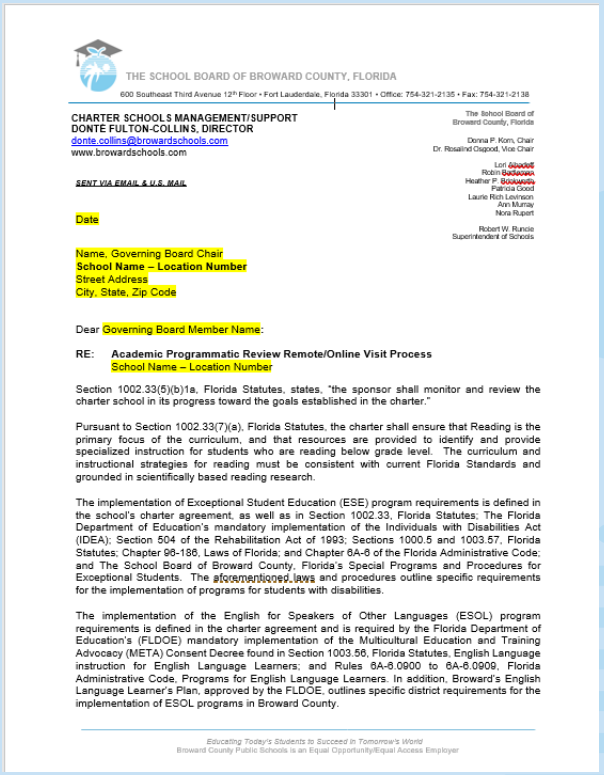
Fore more information, please contact Brenda Santiago, Coordinator, via email at brenda.santiago@browardschools.com



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



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 Southeast Third Avenue 12th Floor • Fort Lauderdale, Florida 33301 • Office: 754-321-2135 • Fax: 754-321-2138

CHARTER SCHOOLS MANAGEMENT/SUPPORT
DONTE FULTON-COLLINS, DIRECTOR
donte.collins@browardschools.com
www.browardschools.com

The School Board of Broward County, Florida

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Superintendent of Schools

SENT VIA EMAIL & U.S. MAIL

Date

Name, Governing Board Chair
School Name – Location Number
Street Address
City, State, Zip Code

Dear Governing Board Member Name:

RE: Academic Programmatic Review Remote/Online Visit Process
School Name – Location Number

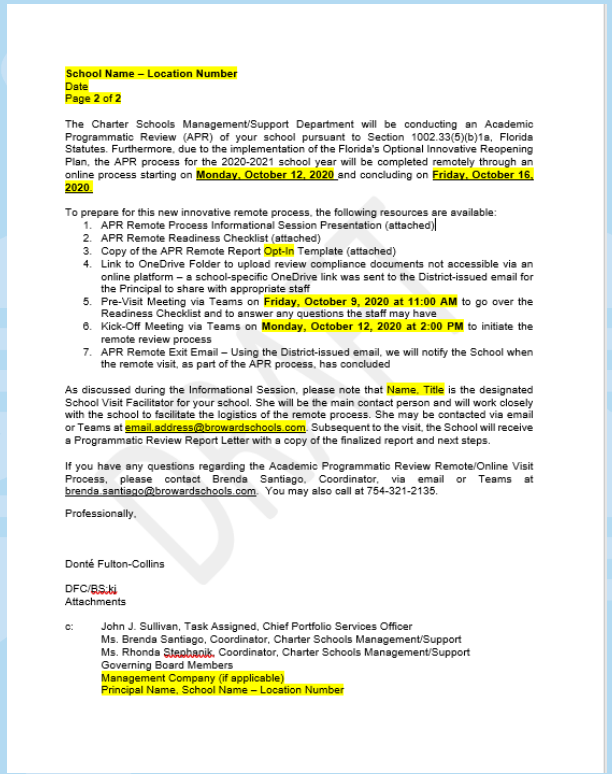
Section 1002.33(5)(b)1a, Florida Statutes, states, "the sponsor shall monitor and review the charter school in its progress toward the goals established in the charter."

Pursuant to Section 1002.33(7)(a), Florida Statutes, the charter shall ensure that Reading is the primary focus of the curriculum, and that resources are provided to identify and provide specialized instruction for students who are reading below grade level. The curriculum and instructional strategies for reading must be consistent with current Florida Standards and grounded in scientifically based reading research.

The implementation of Exceptional Student Education (ESE) program requirements is defined in the school's charter agreement, as well as in Section 1002.33, Florida Statutes; The Florida Department of Education's mandatory implementation of the Individuals with Disabilities Act (IDEA); Section 504 of the Rehabilitation Act of 1993; Sections 1000.5 and 1003.57, Florida Statutes; Chapter 98-186, Laws of Florida; and Chapter 6A-6 of the Florida Administrative Code; and The School Board of Broward County, Florida's Special Programs and Procedures for Exceptional Students. The aforementioned laws and procedures outline specific requirements for the implementation of programs for students with disabilities.

The implementation of the English for Speakers of Other Languages (ESOL) program requirements is defined in the charter agreement and is required by the Florida Department of Education's (FLDOE) mandatory implementation of the Multicultural Education and Training Advocacy (META) Consent Decree found in Section 1003.56, Florida Statutes, English Language instruction for English Language Learners; and Rules 6A-6.0900 to 6A-6.0909, Florida Administrative Code, Programs for English Language Learners. In addition, Broward's English Language Learner's Plan, approved by the FLDOE, outlines specific district requirements for the implementation of ESOL programs in Broward County.

Educating Today's Students to Succeed in Tomorrow's World
Broward County Public Schools is an Equal Opportunity/Equal Access Employer



School Name – Location Number
Date
Page 2 of 2

The Charter Schools Management/Support Department will be conducting an Academic Programmatic Review (APR) of your school pursuant to Section 1002.33(5)(b)1a, Florida Statutes. Furthermore, due to the implementation of the Florida's Optional Innovative Reopening Plan, the APR process for the 2020-2021 school year will be completed remotely through an online process starting on **Monday, October 12, 2020** and concluding on **Friday, October 16, 2020**.

To prepare for this new innovative remote process, the following resources are available:

1. APR Remote Process Informational Session Presentation (attached)
2. APR Remote Readiness Checklist (attached)
3. Copy of the APR Remote Report Opt-in Template (attached)
4. Link to OneDrive Folder to upload review compliance documents not accessible via an online platform – a school-specific OneDrive link was sent to the District-issued email for the Principal to share with appropriate staff
5. Pre-Visit Meeting via Teams on **Friday, October 9, 2020 at 11:00 AM** to go over the Readiness Checklist and to answer any questions the staff may have
6. Kick-Off Meeting via Teams on **Monday, October 12, 2020 at 2:00 PM** to initiate the remote review process
7. APR Remote Exit Email – Using the District-issued email, we will notify the School when the remote visit, as part of the APR process, has concluded

As discussed during the Informational Session, please note that Name, Title is the designated School Visit Facilitator for your school. She will be the main contact person and will work closely with the school to facilitate the logistics of the remote process. She may be contacted via email or Teams at email.address@browardschools.com. Subsequent to the visit, the School will receive a Programmatic Review Report Letter with a copy of the finalized report and next steps.

If you have any questions regarding the Academic Programmatic Review Remote/Online Visit Process, please contact Brenda Santiago, Coordinator, via email or Teams at brenda.santiago@browardschools.com. You may also call at 754-321-2135.

Professionally,

Donté Fulton-Collins

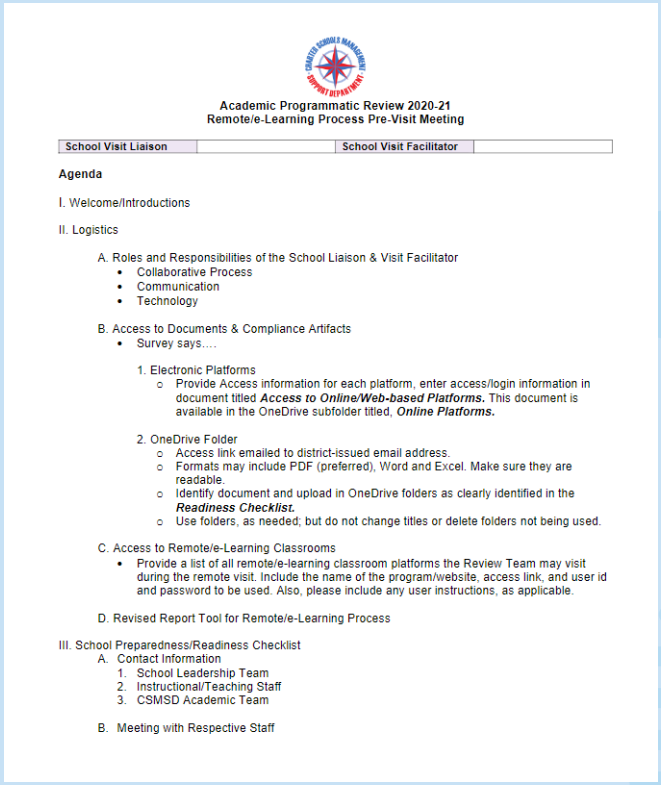
DFC/BS:ki
Attachments

c: John J. Sullivan, Task Assigned, Chief Portfolio Services Officer
Ms. Brenda Santiago, Coordinator, Charter Schools Management/Support
Ms. Rhonda Stephanik, Coordinator, Charter Schools Management/Support
Governing Board Members
Management Company (if applicable)
Principal Name, School Name – Location Number

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



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.***

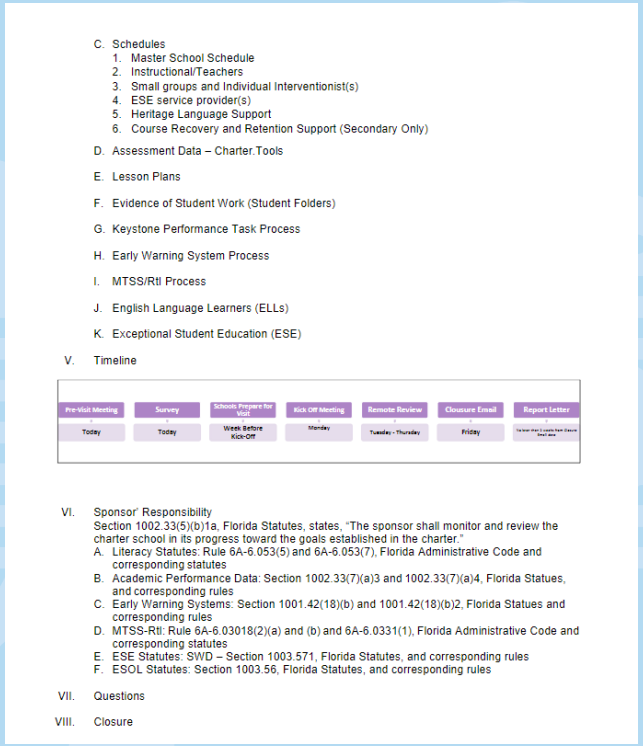
2. OneDrive Folder
   - Access link emailed to district-issued email address.
   - Formats may include PDF (preferred), Word and Excel. Make sure they are readable.
   - Identify document and upload in OneDrive folders as clearly identified in the ***Readiness Checklist.***
   - Use folders, as needed; 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

Pre-Visit Meeting	Survey	Schools Prepare for Visit	Kick Off Meeting	Remote Review	Closeure Email	Report Letter
Today	Today	Week Before Kick-Off	Monday	Tuesday - Thursday	Friday	

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

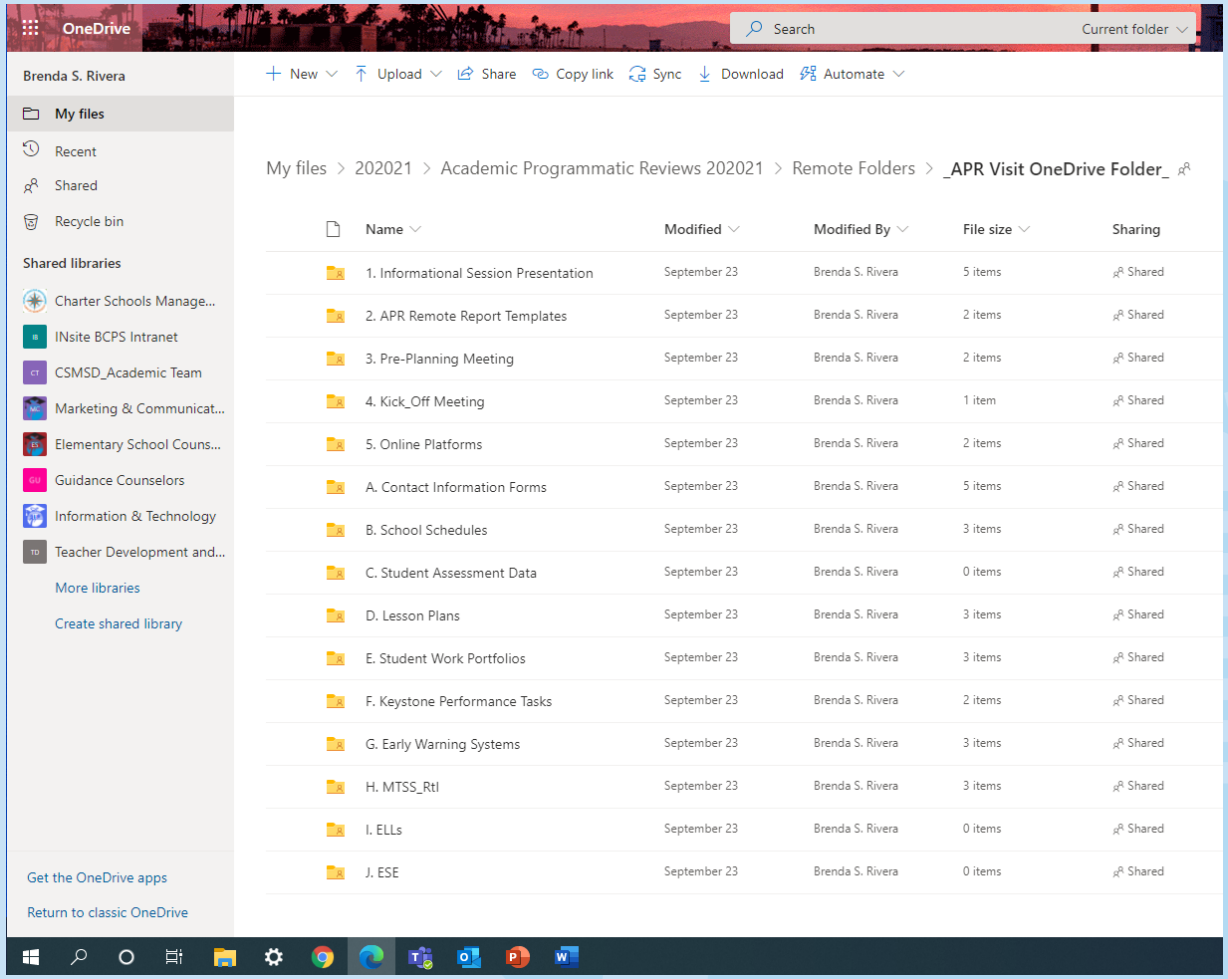
VII. Questions

VIII. Closure

RESULTS FROM THE SURVEY HELP THE SCHOOL VISIT FACILITATOR DRIVE THE AGENDA

School-Specific OneDrive Folder

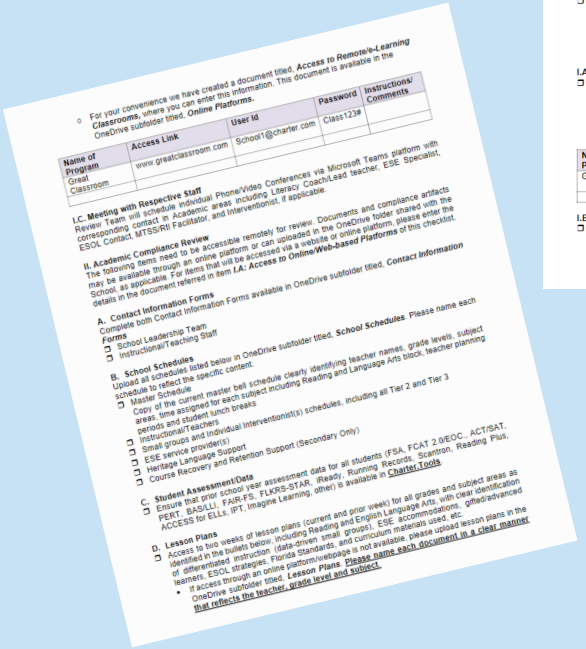
- Link to school-specific OneDrive folder is sent to Principal
- Principal is required to share link with pertinent staff, including School Visit Liaison
- School Visit Liaison uploads documents



Before the Remote Visit : School Prepares

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



- For your convenience we have created a document titled, ***Access to Remote/e-Learning Classrooms***, where you can enter this information. This document is available in the OneDrive subfolder titled, ***Online Platforms.***

Name of Program	Access Link	User Id	Password	Instructions/ Comments
Great Classroom	www.greatclassroom.com	School1@charter.com	Class123#	

I.C. Meeting with Respective Staff
Review Team will schedule individual Phone/Video Conferences via Microsoft Teams platform with corresponding contact in Academic areas including, Literacy Coach/Lead teacher, ESE Specialist, ESOL Contact, MTSS/RtI Facilitator, and Interventionist, if applicable.

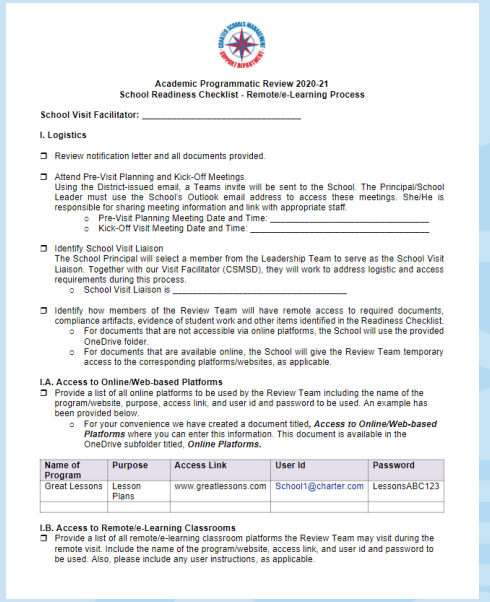
II. Academic Compliance Review
The following items need to be accessible remotely for review. Documents and compliance artifacts may be available through an online platform or can uploaded in the OneDrive folder shared with the School, as applicable. For items that will be accessed via a website or online platform, please enter the details in the document referred in Item **I.A: *Access to Online/Web-based Platforms*** of this checklist.

A. Contact Information Forms
Complete both Contact Information Forms available in OneDrive subfolder titled, ***Contact Information Forms***
- School Leadership Team
- Instructional/Teaching Staff

B. School Schedules
Upload all schedules listed below in OneDrive subfolder titled, ***School Schedules***. Please name each schedule to reflect the specific content.
- Master Schedule
- Copy of the current master bell schedule clearly identifying teacher names, grade levels, subject areas, time assigned for each subject including Reading and Language Arts block, teacher planning periods and student lunch breaks
- Instructional Teachers
- Small groups and Individual Interventionist(s) schedules, including all Tier 2 and Tier 3
- ESE service provider(s)
- Heritage Language Support
- Course Recovery and Retention Support (Secondary Only)

C. Student Assessment/Data
- Ensure that prior school year assessment data for all students (FSA, FCAT 2.0/EOC , ACT/SAT, PERT, BASILI, FAIR-FS, FLKRS-STAR, iReady, Running Records, Scantron, Reading Plus, ACCESS for ELLs, IPT, Imagine Learning, other) is available in ***Charter Tools***.

D. Lesson Plans
- Access to two weeks of lesson plans (current and prior week) for all grades and subject areas as identified in the bullets below, including Reading and English Language Arts, with clear identification of differentiated instruction (data-driven small groups), ESE accommodations, gifted/advanced learners, ESOL strategies, Florida Standards, and curriculum materials used, etc.
  - If access through an online platform/webpage is not available, please upload copies of student OneDrive subfolder titled, ***Lesson Plans***. ***Please name each document in a clear manner that reflects the teacher, grade level and subject.***



Academic Programmatic Review 2020-21
School Readiness Checklist - Remote/e-Learning Process

School Visit Facilitator: _____

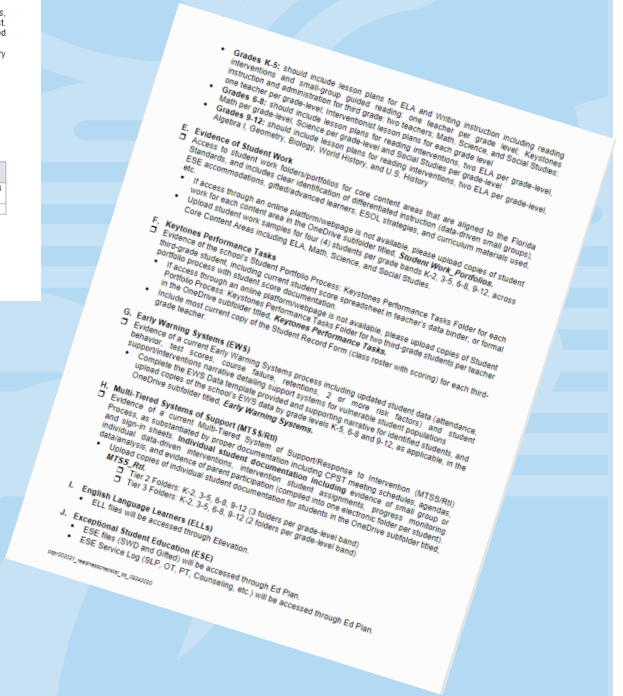
I. Logistics

- Review notification letter and all documents provided.
- Attend Pre-Visit Planning and Kick-Off Meetings.
  Using the District-issued email, a Teams invite will be sent to the School. The Principal/School Leader must use the School's Outlook email address to access these meetings. She/He is responsible for sharing meeting information and link with appropriate staff.
  - Pre-Visit Planning Meeting Date and Time: _____
  - Kick-Off Visit Meeting Date and Time: _____
- Identify School Visit Liaison
  The School Principal will select a member from the Leadership Team to serve as the School Visit Liaison. Together with our Visit Facilitator (CSMSD), they will work to address logistic and access requirements during this process.
  - School Visit Liaison is _____
- Identify how members of the Review Team will have remote access to required documents, compliance artifacts, evidence of student work and other items identified in the Readiness Checklist.
  - For documents that are not accessible via online platforms, the School will use the provided OneDrive folder.
  - For documents that are available online, the School will give the Review Team temporary access to the corresponding platforms/websites, as applicable.

I.A. Access to Online/Web-based Platforms
- Provide a list of all online platforms to be used by the Review Team including the name of the program/website, purpose, access link; and user id and password to be used. An example has been provided below.
  - For your convenience we have created a document titled, ***Access to Online/Web-based Platforms*** where you can enter this information. This document is available in the OneDrive subfolder titled, ***Online Platforms.***

Name of Program	Purpose	Access Link	User Id	Password
Great Lessons	Lesson Plans	www.greatlessons.com	School1@charter.com	LessonsABC123

I.B. 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.



- ***Grades K-5:*** should include lesson plans for ELA and Writing instruction including reading interventions and small-group guided reading one teacher per grade level; Keystones instruction and administration for third grade, two teachers; Math, Science, and Social Studies: one teacher per grade-level; include intervention lesson plans for each grade level and Social Studies per grade-level.
- ***Grades 6-8:*** should include lesson plans for reading interventions, two ELA per grade-level; Math per grade-level; include lesson plans for each grade level and Social Studies per grade-level.
- ***Grades 9-12:*** should include lesson plans for reading interventions, two ELA per grade-level; Algebra I, Geometry, Biology, World History, and U.S. History.

E. Evidence of Student Work
- Access to student work folders/portfolios for core content areas that are aligned to the Florida Standards and includes clear identification of differentiated instruction (data-driven small groups), ESE accommodations, gifted/advanced learners, ESOL strategies, and curriculum materials used, etc.
  - If access through an online platform/webpage is not available, please upload copies of student work for each content area in the OneDrive subfolder titled, ***Student Work Portfolios***. Upload student work samples for four (4) students per grade bands K-2, 3-5, 6-8, 9-12, across Core Content Areas including ELA, Math, Science, and Social Studies.

F. Keystones Performance Tasks
- Evidence of the school's Student Portfolio Process: Keystones Performance Tasks Folder for each third-grade student, including student score documentation.
  - If access through an online platform/webpage is not available, please upload copies of Student Portfolio Process with student score documentation. ***Keystones Performance Tasks***.
  - Portfolio Process through an online platform/webpage is not available, please upload copies of Portfolio Process: Keystones Performance Tasks Folder for two third-grade students per teacher in the OneDrive subfolder titled, ***Keystones Performance Tasks***.
  - Include most current copy of the Student Record Form (class roster with scoring) for each third-grade teacher.

G. Early Warning Systems (EWS)
- Evidence of a current Early Warning Systems process including updated student data (attendance, behavior, test scores, course failure, retentions, 2 or more risk factors) and student support/intervention narrative details, including Early Warning Systems process for identified students and Process, as substantiated by proper documentation including CPST meeting schedules, agendas, and sign-in sheets. ***Individual Student documentation including*** evidence of emails, progress monitoring, individual data-driven interventions, documentation (completed into one electronic folder per student), data analysis, and evidence of parent participation (completed into one electronic folder per student).
  - Complete the EWS Data Template provided and upload copies of the school's EWS data by grade levels K-5, 6-8 and 9-12, as applicable, in the OneDrive subfolder titled, ***Early Warning Systems***.

H. Multi-Tiered Systems of Support (MTSS/RtI)
- Evidence of a current Multi-Tiered System of Support/Response to Intervention (MTSS/RtI) Process, as substantiated by proper documentation including CPST meeting schedules, agendas, and sign-in sheets. ***Individual Student documentation including*** evidence of emails, progress monitoring, individual data-driven interventions, documentation (completed into one electronic folder per student), data analysis, and evidence of parent participation (completed into one electronic folder per student).
  - Upload copies of individual student documentation for students in the OneDrive subfolder titled, ***MTSS/RtI***.
    - Tier 2 Folders: K-2, 3-5, 6-8, 9-12 (3 folders per grade-level band)
    - Tier 3 Folders: K-2, 3-5, 6-8, 9-12 (2 folders per grade-level band)

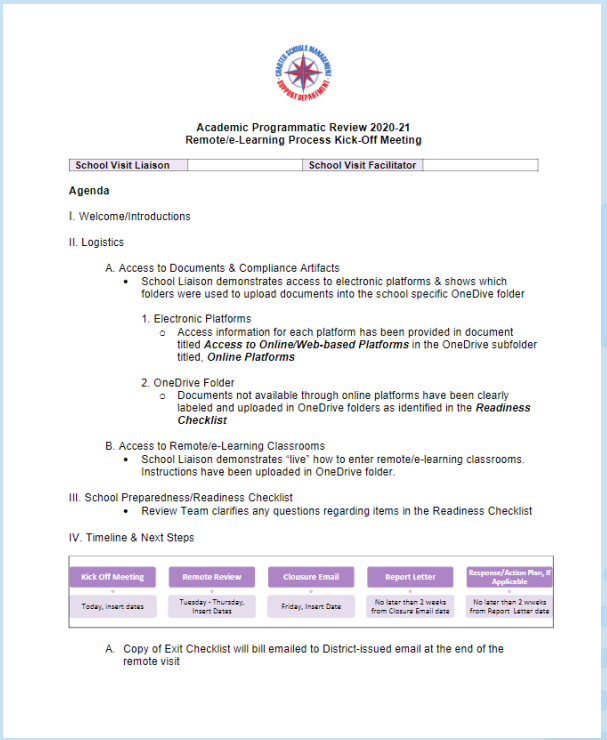
I. English Language Learners (ELLs)
- ELL files will be accessed through Ellevation.

J. Exceptional Student Education (ESE)
- ESE files (SWD and Gifted) will be accessed through Ed Plan.
- ESE Service Log (SLP, OT, PT, Counseling, etc.) will be accessed through Ed Plan.

APR Remote Visit – Day 1: Kick Off Meeting

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



Academic Programmatic Review 2020-21
Remote/e-Learning Process Kick-Off Meeting

School Visit Liaison		School Visit Facilitator	

Agenda

I. Welcome/Introductions

II. Logistics

A. Access to Documents & Compliance Artifacts
- School Liaison demonstrates access to electronic platforms & shows which folders were used to upload documents into the school specific OneDive folder

1. Electronic Platforms
   - Access information for each platform has been provided in document titled ***Access to Online/Web-based Platforms*** in the OneDrive subfolder titled, ***Online Platforms***

2. OneDrive Folder
   - Documents not available through online platforms have been clearly labeled and uploaded in OneDrive folders as identified in the ***Readiness Checklist***

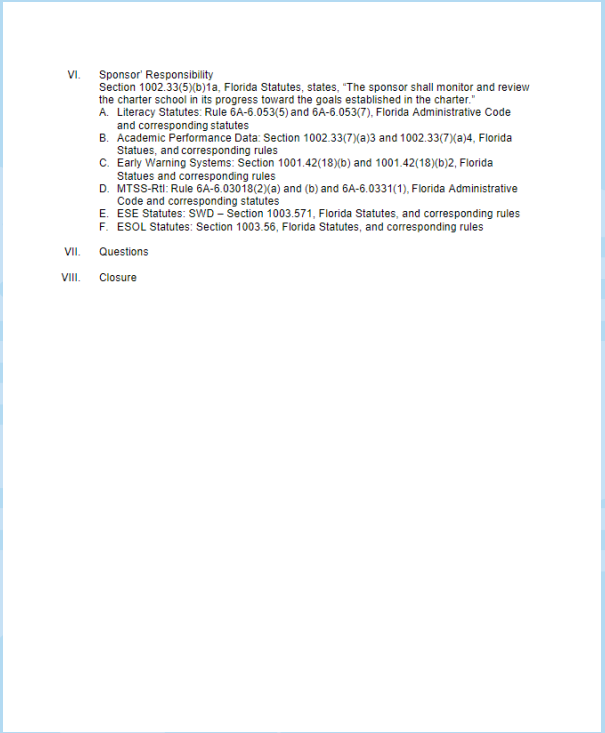
B. Access to Remote/e-Learning Classrooms
- School Liaison demonstrates "live" how to enter remote/e-learning classrooms. Instructions have been uploaded in OneDrive folder.

III. School Preparedness/Readiness Checklist
- Review Team clarifies any questions regarding items in the Readiness Checklist

IV. Timeline & Next Steps

Kick Off Meeting	Remote Review	Closure Email	Report Letter	Response/Action Plan, If Applicable
Today, Insert dates	Tuesday - Thursday, Insert Dates	Friday, Insert Date	No later than 2 weeks from Closure Email date	No later than 2 weeks from Report Letter date

A. Copy of Exit Checklist will bill emailed to District-issued email at the end of the remote visit



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

Remote Visit – Days 2-4

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

The School Board of Broward County, Florida

Charter School Academic Programmatic Review 2020-21 - Remote/e-Learning Version

Charter Schools Management/Support Department

School Name:	Location #:	Site Visit Date:

Charter School Leadership Team	
Principal	
Assistant Principal	
Literacy 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*	❒ 300 Lowest-Performing Elementary School*
❒ School of Excellence*	❒ High Performing School*	❒ SIR/Alternative High School

* State designated.

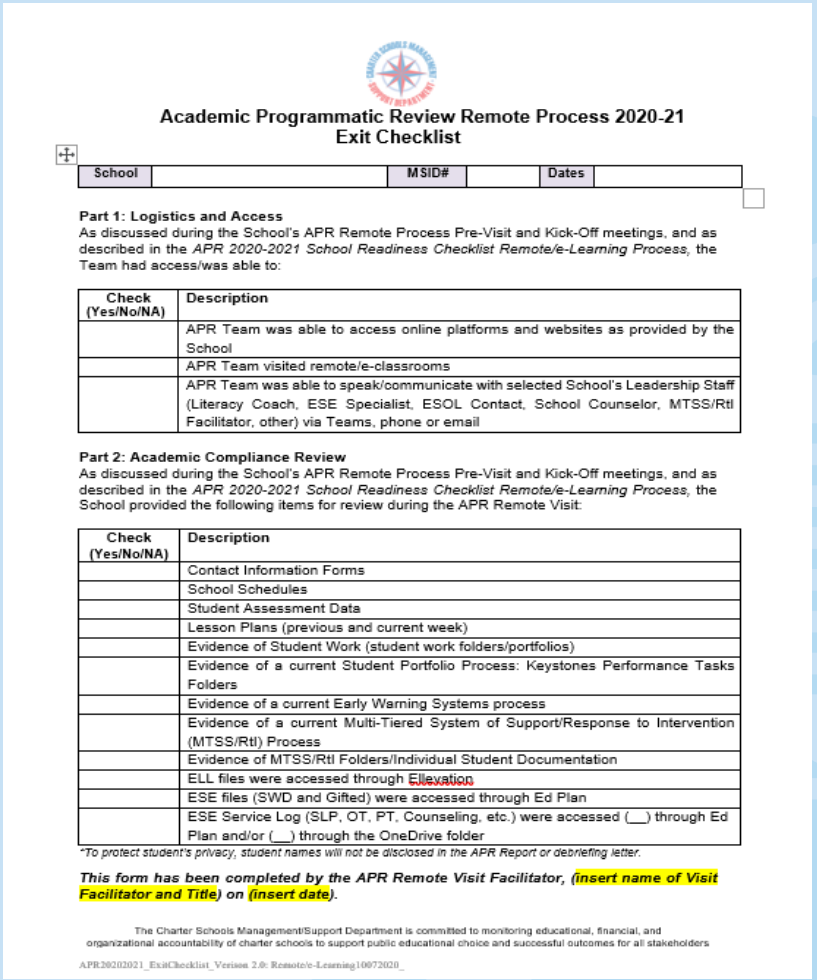
School Details			
Benchmark Enrollment	2020-21:	2019-20:	2018-19:
Current Grade Configuration	2020-21:	2019-20:	2018-19:
Contract Grade Configuration	2020-21:	2019-20:	2018-19:
FLDOE School Grade	2019:	2018	2017:
FLDOE School Improvement Rating (SIR)	2019:	2018:	2017:
Special Programs as Stated in Charter Application	❒ Technology	❒ Montessori	❒ Dual Language
	❒ Arts	❒ STEM	❒ Other:
Florida's Innovative Reopening Plan 2020-21	❒ 100% Brick & Mortar (FTF)	❒ 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

Remote Visit – Day 5

Remote Visit Concludes

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



Academic Programmatic Review Remote Process 2020-21
Exit Checklist

School		MSID#		Dates	

Part 1: Logistics and Access
As discussed during the School's APR Remote Process Pre-Visit and Kick-Off meetings, and as described in the *APR 2020-2021 School Readiness Checklist Remote/e-Learning Process*, the Team had access/was able to:

Check (Yes/No/NA)	Description
	APR Team was able to access online platforms and websites as provided by the School
	APR Team visited remote/e-classrooms
	APR Team was able to speak/communicate with selected School's Leadership Staff (Literacy Coach, ESE Specialist, ESOL Contact, School Counselor, MTSS/RtI Facilitator, other) via Teams, phone or email

Part 2: Academic Compliance Review
As discussed during the School's APR Remote Process Pre-Visit and Kick-Off meetings, and as described in the *APR 2020-2021 School Readiness Checklist Remote/e-Learning Process*, the School provided the following items for review during the APR Remote Visit:

Check (Yes/No/NA)	Description
	Contact Information Forms
	School Schedules
	Student Assessment Data
	Lesson Plans (previous and current week)
	Evidence of Student Work (student work folders/portfolios)
	Evidence of a current Student Portfolio Process: Keystones Performance Tasks Folders
	Evidence of a current Early Warning Systems process
	Evidence of a current Multi-Tiered System of Support/Response to Intervention (MTSS/RtI) Process
	Evidence of MTSS/RtI Folders/Individual Student Documentation
	ELL files were accessed through Ellevation
	ESE files (SWD and Gifted) were accessed through Ed Plan
	ESE Service Log (SLP, OT, PT, Counseling, etc.) were accessed (__) through Ed Plan and/or (__) through the OneDrive folder

**To protect student's privacy, student names will not be disclosed in the APR Report or debriefing letter.*

This form has been completed by the APR Remote Visit Facilitator, (insert name of Visit Facilitator and Title) on (insert date).

The Charter Schools Management/Support Department is committed to monitoring educational, financial, and organizational accountability of charter schools to support public educational choice and successful outcomes for all stakeholders

APR20202021_ExitChecklist_Version 2.0: Remote/e-Learning10072020_

CHECKLIST IS SENT VIA EMAIL

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?

Broward County Public Schools www.browardschools.com

Charter Schools Management/Support Dept.
600 SE Third Avenue, 12th floor
Fort Lauderdale, FL 33301

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