

CCSJ Charter

AUTHORITY LLC

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Monitoring Guidance

For Charter Schools Authorized by CCSJ CHARTER AUTHORITY, LLC

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Overview

CCSJ CHARTER AUTHORITY, LLC gathers performance information about the schools it authorizes through monthly data requests, weekly classroom observations, and annual mid-year review site visits.

Weekly classroom observations allow the authorizer to observe measures related to academic growth and success. They also allow CCSJ CHARTER AUTHORITY, LLC to observe how innovation is used to promote student learning. Classroom observations allow the authorizer to keep a pulse on school climate and culture.

Site visits allow the authorizer to make observations, interact with key stakeholders, and corroborate school-reported information. Pre-Opening site visits are conducted at least once prior to the start of the school's first year. Once a school has opened its doors and is serving students, CCSJ CHARTER AUTHORITY, LLC conducts formal mid-year review visits.

Mid-year review site visits are conducted in the fall or winter of each year to gauge the school's progress towards meeting academic success, organizational compliance and viability, and financial health and sustainability goals. Mid-year review site visits are conducted by CCSJ CHARTER AUTHORITY, LLC members and/or their authorized designees, who interview key stakeholders, conduct classroom observations, and review documentation. Written feedback is provided to the Board of Directors and school leadership.

During a charter school's first year serving students, the formal site visit is held during the winter. The primary purpose of the formal site visit in the first year is three-fold: to orient the school's Board of Directors to the CCSJ CHARTER AUTHORITY, LLC accountability system, to observe the school firsthand, and to interact with key stakeholders at the school. A review and assessment of academic outcome data is incorporated into the formal site visit protocol beginning in the fall of the school's second year serving students.



Monthly Data Requests

CCSJ CHARTER AUTHORITY, LLC requests monthly data and supporting documentation from schools about academic success, organizational compliance and viability and financial health and sustainability. Requested data is aligned with the accountability framework included in each charter contract. The data is used to monitor progress towards goals in each domain. Quantitative feedback is provided to schools by CCSJ CHARTER AUTHORITY, LLC each quarter.

Weekly Classroom Observations

CCSJ CHARTER AUTHORITY, LLC conducts weekly classroom observations. Weekly visits are unannounced. CCSJ CHARTER AUTHORITY, LLC personnel will check in with the school leader before visiting classrooms. All classrooms are visited and observed at least once each semester. Classrooms that could benefit from additional feedback may be visited and observed more than once each semester. Both qualitative and quantitative feedback from the observations is submitted to the observed teacher, school leader, and CCSJ CHARTER AUTHORITY, LLC office. Quantitative feedback will be included in the quarterly feedback provided to schools by CCSJ CHARTER AUTHORITY, LLC.

Purpose of Mid-Year Review Site Visit

The CCSJ CHARTER AUTHORITY, LLC accountability system which is incorporated into the charter agreement, sets forth the goals and measures for the school and is used to evaluate the school's academic performance, organizational compliance and viability, and financial health and sustainability. At its core, the accountability system poses three critical questions:

- Is the school's educational program a success?
- Is the organization in compliance with applicable laws and regulations, and with the charter?
- Is the school in good financial health?

During the mid-year review site visit, the CCSJ CHARTER AUTHORITY, LLC seeks to address these three questions. Outlined below is the process the CCSJ CHARTER AUTHORITY, LLC utilizes during the mid-year review site visit to gather information as evidence of progress in each category.



Is the school's educational program a success?

CCSJ CHARTER AUTHORITY, LLC gathers information on the academic program through a review of academic outcomes as measured by state assessments, MAP assessments, interviews with leadership and staff, classroom observations, and inspection of the physical learning environment. A combination of quantitative and qualitative data enables CCSJ CHARTER AUTHORITY, LLC to better understand the overall success of the school.

Is the organization in compliance with applicable laws and regulations, and with the charter?

CCSJ CHARTER AUTHORITY, LLC gathers information on the school's organizational effectiveness and leadership through interviews with leadership and staff, observation of school routines and school climate, examination of school documents, and attendance at school Board meetings. CCSJ CHARTER AUTHORITY, LLC may complete a document review on site to monitor compliance. CCSJ CHARTER AUTHORITY, LLC may also analyze the extent to which the Board understands its roles and responsibilities in both oversight of the school's operations and in driving the strategic direction of the school.

Is the school in good financial health?

CCSJ CHARTER AUTHORITY, LLC gathers information on the school's financial health from interviews with leadership, board members, and staff, observation of business practices, and examination of the school's financial reports and annual independent audit. Interviews with stakeholders are critical to understanding how well the school is managed financially and the extent of Board knowledge surrounding financial oversight.

Planning for the Mid-Year Review Site Visit

To help schools plan for the formal site visit, CCSJ CHARTER AUTHORITY, LLC asks school leadership and the board to make necessary arrangements and prepare applicable documents for review. This document details some specific information requested from each school. The mid-year review site visit will be held at the school location and will typically last 6-8 hours.

CCSJ CHARTER AUTHORITY, LLC will review the following materials prior to the visit:

1. Charter agreement, including the application and any amendments
2. Quarterly Accountability Reports
3. Previous mid-year review site visit summary reports
4. Annual financial and compliance audit
5. Board meeting minutes from the last six Board meetings



6. Master schedule
7. Correspondence between CCSJ CHARTER AUTHORITY, LLC and school (if applicable)
8. Intervention materials, if applicable
9. Requested mid-year review materials from school
10. Any other relevant materials the school's Board and leadership request CCSJ CHARTER AUTHORITY, LLC to review.

Note that during the school's mid-year review site visit in its first year serving students, only items 1 and 5-10 are applicable.

Mid-Year Review Site Visit Overview

In preparation for the formal site visit, CCSJ CHARTER AUTHORITY, LLC requests the following assistance and deliverables from school leadership.

Site Visit Schedule. Complete a site visit schedule template (provided by CCSJ CHARTER AUTHORITY, LLC).

Send Requested Documentation to CCSJ CHARTER AUTHORITY, LLC. Requests for documentation will be sent to schools no later than October 1. Requested documentation from schools should be returned electronically to CCSJ CHARTER AUTHORITY, LLC no later than November 1.

Allocate Sufficient Time. Allocate time for the leadership team to accompany CCSJ CHARTER AUTHORITY, LLC during classroom observations (per request), participate in meetings, and debrief at the end of the formal site visit to discuss observations.

Prior to the visit, CCSJ CHARTER AUTHORITY, LLC will communicate with the school leader to learn of any unique scheduling circumstances for the day. For example, CCSJ CHARTER AUTHORITY, LLC should be notified of any testing, new teachers in the building, substitutes, and special programming. Please note that much of the mid-year review site visit includes meeting with key stakeholders.

During the mid-year review site visit, CCSJ CHARTER AUTHORITY, LLC team will complete the following tasks:

- Check in with school leadership to review the schedule for the day.
- Meet with the School Leader to discuss the status of the school.
- Meet with representatives of the Education Service Provider ("ESP"), if applicable.
- Observe classrooms, hallway transitions, and out-of-class time (e.g. lunch) with school leadership. See the CCSJ CHARTER AUTHORITY, LLC classroom observation tool in the document.
- Meet with data/instructional coach(es).

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- Meet with the CFO/COO or their equivalent. If bookkeeping services are handled by a third-party, a representative of the third-party should attend this portion of the site visit.
- Meet with the curriculum and/or testing coordinator. This individual may or may not be the school leader.
- Meet with 4-10 students.
- Meet with Board Chair.
- Meet with the Chair of the Audit or Finance Committee.
- Attend and observe a Board meeting. Due to scheduling constraints, this may occur on a separate day.
- Debrief with the school Leader, Board Chair, and ESP representative (if applicable) to provide some verbal feedback on the day's observations. Depending on scheduling constraints, this debrief session may occur virtually a day or two after the site visit.

CCSJ CHARTER AUTHORITY, LLC will conduct all stakeholder meetings with a long-term perspective in mind. The purpose of these meetings is to review the progress of the school over the course of the charter term, not just during the current school year. Wherever possible, meetings should be conducted separately. Note that CCSJ CHARTER AUTHORITY, LLC may ask stakeholders to provide evidence to substantiate a statement (e.g. Board minutes).

Additional Board members are welcome to attend parts of the formal site visit; however, please be aware of Open Door Law requirements with respect to quorum.

Site Visit Feedback

Following the mid-year review site visit, CCSJ CHARTER AUTHORITY, LLC will provide formal written feedback summarizing observations. The feedback will identify areas of strength as well as areas that require improvement. This written feedback will be provided to the Board, school leadership, and ESP (if applicable) in the form of a narrative and completed site visit *Summary Form*.

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Classroom Observation Form (used during weekly classroom visits and formal site visits)

TEACHER:	RATING	1, 2, 3, 4
RIGOR AND RELEVANCE (1,2,3,4) 20%		0
30% or more activities include DOK levels 3 or 4		
DIFFERENTIATION (1,2,3,4) 10%		0
Differentiation is evident 50% or more of the time		
CHECKS FOR UNDERSTANDING (2,3) 10%		0
Formative assessments are used in each class daily		
GROWTH ORIENTED FEEDBACK (2,3) 10%		0
Feedback on formative assessments include language that promotes growth-mindset		
CLASSROOM MANAGEMENT 10%		0
Students greeted as they enter class 100% of the time (2,3) 10%		
Instruction begins within 5 minutes (2,3) 20%		
Classroom rules, protocols, consequences and rewards are clearly posted (2,3) 30%		
Mutual respect between teacher and students is evident 100% of time (2,3) 20%		
Evidence of fair and culturally responsive treatment for all students is evident 100% of time (2,3) 20%		
ACTIVE STUDENT ENGAGEMENT (1,2,3,4) 15%		0
At least 90% of students are actively engaged in learning		
LEARNING OBJECTIVES (2,3) 10%		0
Learning objectives are clearly posted and verbally articulated		
CURRICULUM IMPLEMENTATION (1,2,3,4) 5%		0
Proficient curricular implementation is evident		
TECHNOLOGY (1,2,3,4) 5%		0
Appropriate technology is used to enhance instruction and engage students in learning		
CLASSROOM CULTURE (1,2,3,4) 5%		0
Classroom is attractive and stimulating; classroom fosters high academic and personal expectations		
	MAX 3.6	0

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