

**End-of-Year Visit
2015**

E. = Monitoring Plan

Cnt. = Contract

Perf. Ind. = Performance Indicators

Exhibit B

4-29-15

Disclaimer: The Document numbers may not match your document exactly.

A. Any Reports should be received by the Commission two calendar weeks before your end-of-year visit date:

1. If any, records of complaints received and resolution (Ex. E 1. a.).
2. Student attendance and enrollment (Ex. E. 4. A and E.)
Recurrent enrollment data, enrollment records, and annual attendance report.
Full Report on attendance, due by June 30, 2015.
3. Certification that students have participated in the state assessment program (Cnt. 3.4.2).
4. Report on Social and Academic Climate, including Academic Discipline (Monitoring Plan Ex. E. 5.) (Performance Indicators).
 - Discussion of School Social and Academic Climate – student/parent/staff **survey and results**, parent conferences, parent-community engagement opportunities (Perf. Ind.).
 - Discussion, if any, academic discipline reports and records (Social and Academic Climate Ex. E. 5. a. and b.).
5. Parent and Community Engagement (Ex. E. 6.b. and Perf. Ind.) - the plan, a report on the results of the plan, including reports on engagement opportunities, parent participation in parent conferences, volunteering or activity.
 - Discussion of Parent and Community Engagement (Monitoring Ex. E. 6. c.) - Charter Commission Review Team meeting with parents, community members and/or volunteers.
 - Discussion of Parent and Community Engagement (Perf. Ind.) - a copy of the **2014-2015** parent-student handbook, documentation in portfolios and discussion.
6. Financial Reports (Ex. E. 8. a. b. c.) - first 3 quarters reports **2014-2015**.
 - Discussion of Financial Reports - report on status and plans with evidence of governing board review.
7. Facilities/Maintenance with Capital Improvement Plan, Food Service and Transportation Monitoring Report Templates completed – Contracts for each.
 - Discussion of Monitoring Report on Facility and Maintenance - adequacy of facilities, the facility maintenance and plans for capital improvements (Perf. Ind.) - Maintenance and Cleaning Logs available.

- Discussion of Monitoring Reports on Transportation and Food Service (Perf. Ind.) - costs, utilization and inspections.
8. Governance Reports (Ex.E. 10.a.).
 - Discussion of the role of the board in exercise of its oversight responsibility to the school, students and families.
 - Evidence of compliance with public records and meeting requirements (Cont. 2 .17).
 9. Discussion, with available reports and data, as to student academic proficiency, student academic growth and achievement gaps in proficiency and growth between major student subgroups (Perf. Ind.).
 10. Special Education agreement (Ex.E. 2. a., b. and c.) with DOE staff.
 11. Evidence of inventory of school property (Cont. 4. 9. 1).
 12. Employee certification (Cont. 2. 11 and .12) - report on staff status and compliance with criminal history requirements.

The following Reports should be submitted to the Commission two calendar weeks before your opening of school date 2015:

1. Academic proficiency (Ex.E.2.b.) (Perf. Ind.) - statistical summary of student scores for proficiency growth and achievement gaps.
2. Plan for improving or maintaining student academic growth (Ex. E. 2. C.).
3. Parent and Community Engagement (Ex. E. 7.) - copy of 2015-2016 parent- student handbook and related policies, highlighting changes from that approved in charter, provided to Commission.
4. Financial Reports (Perf. Ind.) - annual financial plan for 2015-2016 based known and projected enrollments and all revenues to the Commission.
5. Facilities, Food Service, Transportation (Perf. Ind.) - annual inspection reports .
6. Current list of directors and officers of the governing board, with business addresses, to the Commission (Cnt. 1. 7. 5).
7. Copies of all required insurance policies and certificates of coverage to the Commission (Cnt. 4 .11 .8).

Please note:

2014-2015 Financial Audit submitted to the Department of Education:

- Initial Report by October 31, 2015 (Cnt. 4. 7. 3);
- Complete Report by December 30, 2014.

Reminder: Many of the reports required for this End-of-Year Visit are by your Contract mandatory submissions to the Commission during the fiscal/school year. Please refer to your Contract, which includes your Application, Pre-opening Plan, Monitoring Plan and Performance Indicators for a complete list with required data and due dates.

Examples:

Years 2,3,4,5: Reports used to track student academic growth (Ex. E. 2. D.) - by January 15, 2015 and June 30, 2015;
Financial reports (Ex. E. 9. a. and b.) - quarterly reports to Board and Commission with evidence of governing board review due October 15, 2014; January 15, 2015; April, 15, 2015 and July 15, 2015.

At any time, if you have any questions, please contact the Commission.

p/csc/Monitoring/2015 End-of-Year Visit/4-29-15 End-of-Year Visit Reporting Monitoring 2015