

# MEMORANDUM

July 13, 2017

**TO:** Mr. Jose Montes de Oca, Chief Auditor  
Management and Compliance Audits

**FROM:** Tiffanie A. Pauline, Assistant Superintendent  
Compliance and Support

**SUBJECT: AUDIT AND BUDGET ADVISORY COMMITTEE REQUEST (MEETING OF MAY 9, 2017)**

At the May 9, 2017, Audit and Budget Advisory Committee (ABAC) meeting, it was requested that the Office of Charter School Compliance and Support (CSCS) assess the feasibility of providing a copy of the Curriculum and Compliance Review Report (CCRR) conducted annually for charter schools.

It should be noted that the CCRR is an annual snapshot of compliance matters relative to a charter school's educational program and operational management and compliance. The report is finalized in mid-June every year and is then provided to the charter school and its governing board for feedback and the development of corrective actions, if warranted. However, the CCRR does not reveal the results of financial audits, nor is a mechanism that captures and/or indicates a charter school's financial position. (Attached, please find a sample of a CCRR for your review.)

To gauge the financial health of charter schools, CSCS reviews the mandatory monthly/quarterly, school-prepared, financial reports that charter schools submit pursuant to law and the charter contract. While, CSCS uses these periodic reports to assess any issues and trends, as well as to inform the Office of Management and Compliance Audits (OMCA) of any concerns or need for a more in depth review, investigation or audit, past practice has evidenced that the statutorily-required, independent, external annual audit report is the most reliable source for an accurate determination of a charter school's financial position. While we can transmit the CCRR's to the ABAC, doing so would not add much value as it relates to the Committee's scope and responsibilities.

If you have any questions or require additional information, please do not hesitate to contact me at, 305-995-1403.

 TAP  
DAB

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M002

## Attachment

cc: Mrs. Valtena G. Brown  
Dr. Dwight A. Bernard  
Mr. Jon Goodman  
Ms. Michelle Denis

# SCHOOL VISIT REVIEW REPORT

**Prepared By:**

Miami-Dade County  
Charter School Support  
1450 NE Second Ave.  
Room 807  
Miami, FL 33132

Phone: 305-995-1403

**Released By:**

Alina Diaz on 6/21/17

**Signed By:**

# 1. CONTRACT AND APPLICATION COMPLIANCE

Visit Date: 11/18/16

1.1	The School is implementing the educational programs identified in the approved application.  <i>Monitor Comments: There was no evidence to support the implementation of a Bilingual Program.</i>	Reviewed by Nicki Brisson on 5/3/17 7:12 PM	<b>Deficient</b>
1.2	The School is implementing the instructional delivery techniques identified in the approved application.  <i>Monitor Comments: There was no evidence that the school was supporting the instructional techniques identified in the contract (Cooperative Learning, Abundant Assessment, Active Learning, Critical Thinking, Portfolio Development, Project-Based Learning, Just in Time Learning, Differentiated Instruction, Peer Teaching, Alternative Experiential Learning)</i>	Reviewed by Nicki Brisson on 5/3/17 7:13 PM	<b>Deficient</b>
1.3	The School is serving the grade configuration identified in the approved contract.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
1.4	The School maintains enrollment, lottery and wait-list documentation as required by law.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>

## 2. STUDENT SERVICES

Visit Date: 11/18/16

2.1	Cumulative records are stored in a fireproof locked cabinet.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.2	School maintains both active and archival records (Cumulative and Health) for current/former students in accordance with Florida Statutes.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.3	School maintains log that contains student withdrawal and transfer information, including date.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.4	There is evidence of maintenance of proper audit trail and archiving of grade book/attendance. Schools not utilizing District-supported electronic gradebook must provide a description and evidence of audit trail and archive of gradebook/attendance.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.5	All required student data, including attendance is entered on DISIS.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.7	School maintains FTE records signed by administrator.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.8	Current report cards and interim progress reports are reviewed for compliance.	Reviewed by Nicki Brisson on 5/3/17 7:17 PM	<b>Satisfactory</b>
2.9	There is evidence of a proper audit trail relative to the maintenance and data entry (ISIS) for all behavior, attendance and discipline referrals and the use of current suspension forms # 1110, 1582, 1625, 1886, 2196 and 3177.	Reviewed by Nicki Brisson on 5/3/17 7:18 PM	<b>Satisfactory</b>
2.10	School manages student health issues, and medication as required.	Reviewed by Nicki Brisson on 5/3/17 7:18 PM	<b>Satisfactory</b>
2.11	School calendar form has been submitted via Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "School Calendar" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Satisfactory</b>
2.12	Class size report requirements have been met.	Reviewed by Nicki Brisson on 5/3/17 7:18 PM	<b>Satisfactory</b>
2.13	Completed and executed applications and parent contracts are reviewed to ensure alignment with documents submitted via Charter Tools	Reviewed by Nicki Brisson on 5/3/17 7:18 PM	<b>Satisfactory</b>

### 3. CURRICULUM AND INSTRUCTION

Visit Date: 11/18/16

3.1	<p>Lesson plans for all areas of instruction are available and meet current state standards.</p> <p><i>Monitor Comments: Although lesson plans were available, there was no evidence to support that student data was used in the development of lesson plans.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:18 PM</p>	<b>Satisfactory</b>
3.2	<p>There is evidence of administrative review of lesson plans.</p> <p><i>Monitor Comments: There was no evidence on feedback to lesson plans - simply a check indicating review.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:19 PM</p>	<b>Satisfactory</b>
3.3	<p>There is evidence of remedial instruction being provided to students who are performing below grade level.</p> <p><i>Monitor Comments: Although students were appropriately scheduled into remedial classes, there was no effective progress monitoring system to determine either student progress and/or the effectiveness of the instruction.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:20 PM</p>	<b>Satisfactory</b>
3.4	<p>There is evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers).</p> <p><i>Monitor Comments: Only direct, teacher led instruction observed.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:20 PM</p>	<b>Deficient</b>
3.5	<p>Students are actively engaged in the learning process.</p> <p><i>Monitor Comments: The students were attentive to teachers, but engagement will be determined by accountability data.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:21 PM</p>	<b>Satisfactory</b>
3.6	<p>A variety of appropriate educational resources, textbooks and learning tools are available.</p> <p><i>Monitor Comments: There was a significant reliance on hand-outs.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:23 PM</p>	<b>Satisfactory</b>
3.7	<p>Teachers demonstrate appropriate classroom management techniques.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:23 PM</p>	<b>Satisfactory</b>
3.8	<p>There is evidence of the educational use of technology and evidence of the implementation of a school-wide technology plan to meet the needs of state accountability</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:23 PM</p>	<b>Deficient</b>

## 4. READING CURRICULUM

Visit Date: 11/18/16

4.1	<p>The curriculum and instructional strategies for reading are consistent with the current State Standards.</p> <p><i>Monitor Comments: There was limited evidence of instruction based on individual student data.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:25 PM</p>	<b>Deficient</b>
4.2	<p>The school is implementing a CRRP. Minimally, there is evidence that Elementary schools offer reading instruction in an uninterrupted block of time of at least ninety (90) minutes duration daily to all students. The reading block will include whole group instruction utilizing the comprehensive core reading program and small group differentiated instruction in order to meet individual student needs.</p> <p><i>Monitor Comments: The school does schedule students appropriately, but there is no effective progress monitoring of either instructional delivery or student learning.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:26 PM</p>	<b>Satisfactory</b>
4.3	<p>The school is implementing a CRRP. There is evidence that immediate intensive intervention is provided daily for all students who have been identified with a reading deficiency. This intervention must be in addition to or as an extension of the ninety (90) minute reading block in a smaller group size setting or one on one.</p> <p><i>Monitor Comments: See above comment.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:26 PM</p>	<b>Satisfactory</b>
4.4	<p>The school is implementing a CRRP. There is evidence that Middle school students who score at Level 1 on FSA Reading are required to complete an intensive reading course. Those students who score at Level 2 must be placed in an intensive reading course or a content area reading intervention course.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>N/A</b>
4.5	<p>The school is implementing a CRRP. There is evidence that Middle school students who score at Level 1 or Level 2 on FSA Reading and have intervention needs in the areas of decoding and/or fluency are provided with an extended block of reading intervention.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>N/A</b>
4.6	<p>The school is implementing a CRRP. There is evidence that High school students who score at Level 1 on FSA Reading complete an intensive reading course. Those students who score at Level 2 must be placed in an intensive reading course or a content area reading intervention course.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>N/A</b>
4.7	<p>The school is implementing a CRRP. There is evidence that High school students who score at Level 1 or Level 2 on FSA Reading and who have intervention needs in the</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>N/A</b>

requirements.

**Monitor Comments:** There was insufficient evidence to support the use of technology based on walk throughs and teacher lesson plans.

- 3.9 Training/staff development activities are documented, including topic, date, and list of participants.

**Monitor Comments:** There was no evidence that staff training and professional development were directly tied to the accountability data available at the school. Additionally, there was no evidence of administrative oversight to determine implementation and effectiveness.

Reviewed by Nicki  
Brisson on 5/3/17  
7:24 PM

**Deficient**

- 3.10 The current daily schedule details the school's master schedule, indicates individual teacher/class schedule and is in alignment with the requirements of the Student Progression Plan.

Reviewed by Nicki  
Brisson on 5/3/17  
7:25 PM

**Satisfactory**

	areas of decoding and/or fluency have an extended block of reading intervention.		
4.8	<p>There is evidence that the reading curriculum has differentiated strategies.</p> <p><i>Monitor Comments: There was no evidence of differentiated instruction based on classroom walkthroughs and a review of teacher lesson plans.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>Deficient</b>
4.9	<p>There is evidence that the reading curriculum has differentiated strategies.</p> <p><i>Monitor Comments: See above.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:27 PM</p>	<b>N/A</b>
4.10	<p>There is evidence that the School is utilizing remedial reading materials.</p> <p><i>Monitor Comments: Materials were available, however, it must be noted that there was no progress monitoring system in place to determine effectiveness.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:28 PM</p>	<b>Satisfactory</b>
4.11	<p>There is evidence that the School is utilizing intervention reading materials.</p> <p><i>Monitor Comments: The school was using remediation materials for interventions.</i></p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:28 PM</p>	<b>Deficient</b>



## 5. RESPONSE TO INTERVENTION

Visit Date: 11/18/16

5.1	A student evaluation process is in place at all grade levels which assesses students periodically throughout the year.	Reviewed by Nicki Brisson on 5/3/17 7:29 PM	<b>Satisfactory</b>
5.2	All students have on file a pretest or baseline data obtained from previous or current school records.	Reviewed by Nicki Brisson on 5/3/17 7:29 PM	<b>Satisfactory</b>
5.3	There is evidence that data was used to address instructional needs of students.  <i>Monitor Comments: Although the school does have a preponderance of data available, based on site visits and available performance data, it has been determined that the school does not meet the standard in the use of qualitative and quantitative data to inform and guide instructional planning and practice aligned with state standards. This declaration is evidenced by state accountability data, site visits, an inability to implement a robust RtI process across all grades and with fidelity, and the annual curriculum and compliance reviews.</i>	Reviewed by Nicki Brisson on 5/3/17 7:29 PM	<b>Deficient</b>
5.4	Universal screening (FAIR) or other data sources (e.g., district-wide assessments) were used to identify groups of students in need of supplemental intervention.  <i>Monitor Comments: Although the school does administer screening to students, there is no effective method for using the results to drive instructional delivery.</i>	Reviewed by Nicki Brisson on 5/3/17 7:30 PM	<b>Satisfactory</b>
5.5	Interventions: Intervention assessments are identified.	Reviewed by Nicki Brisson on 5/3/17 7:31 PM	<b>Satisfactory</b>
5.6	Evidence of regularly scheduled intervention groups.  <i>Monitor Comments: There was no evidence that data was effectively used to move students among intervention groups.</i>	Reviewed by Nicki Brisson on 5/3/17 7:31 PM	<b>Satisfactory</b>
5.7	Evidence of interventions occurring for a period of time necessary to determine significant improvements in student performance. (Suggested range is 10 - 12 weeks across Tier 1,2,and 3).  <i>Monitor Comments: Although interventions were scheduled appropriately, there was a significant gap in using data to drive instructional delivery and progress monitor this delivery and student learning.</i>	Reviewed by Nicki Brisson on 5/3/17 7:32 PM	<b>Satisfactory</b>
5.8	Evidence of data driven differentiated instruction (Data	Reviewed by Nicki	<b>Deficient</b>

	<p>Binder).</p> <p><b>Monitor Comments:</b> Although teachers had data binders, there was no evidence of their use in instructional planning and delivery. Additionally, there was no evidence of administrative progress monitoring for effectiveness.</p>	<p>Brisson on 5/3/17 7:33 PM</p>	
5.9	<p>Evidence of progress monitoring. Current FM 6493.</p> <p><b>Monitor Comments:</b> Correct forms are utilized and maintained in an orderly manner.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:34 PM</p>	<b>Satisfactory</b>
5.10	<p>Request For Assistance (RFA) Current FM 7073 is completed properly and identifies the strengths and weaknesses of individual students.</p> <p><b>Monitor Comments:</b> See above response.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:34 PM</p>	<b>Satisfactory</b>
5.11	<p>If Tier II progress is insufficient there should be evidence of SST/PST Intervention Plan (Current FM 6290) to document Tier III. (As needed. May not apply to all students).</p> <p><b>Monitor Comments:</b> Although the correct forms are in use, the lack of an overall progress monitoring plan to determine program effectiveness questions the efficacy of their use.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:34 PM</p>	<b>Satisfactory</b>
5.12	<p>Evidence of regularly scheduled meetings. (e.g. meeting logs and agendas).</p> <p><b>Monitor Comments:</b> See above comment.</p>	<p>Reviewed by Nicki Brisson on 5/3/17 7:35 PM</p>	<b>Satisfactory</b>

## 6. ACCOUNTABILITY ASSESSMENT ADMINISTRATION

Visit Date: 11/18/16 *Because of the timing of this visit, many of the testing protocols were not in place and thus, were N/A.*

6.1	There is a designated test coordinator, holding current state certification, or documented approval from the Office of Assessment, Research, and Data Analysis who attends mandatory District training.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>Satisfactory</b>
6.2	There are chain-of-command procedures in place to ensure that any and all school staff that handles or assists in the preparation and/or collection of secure test materials are appropriately certified or have submitted the requisite documentation to waive this requirement.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>N/A</b>
6.3	A locked, limited access location is available for storage of secure test materials.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>Satisfactory</b>
6.4	All required security measures are carried out including chain of custody information and procedural checklists and the completion of current FM 6927 .	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>N/A</b>
6.5	Room configuration for computer-based testing ensures that students cannot view other students' computer screens and/or work documents.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>N/A</b>
6.6	There is evidence that staff received training in test administration (e.g., agendas, sign-in sheets).	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>N/A</b>
6.7	Parent notification of testing dates is provided.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>Satisfactory</b>
6.8	A school-wide testing schedule is available and there is evidence that it has been disseminated to school stakeholders.	Reviewed by Nicki Brisson on 5/3/17 7:36 PM	<b>Satisfactory</b>

## 7. PERSONNEL

Visit Date: 11/18/16

7.1	Teaching certificates/letters of eligibility are documented for all instructional personnel.	Reviewed by Nicki Brisson on 5/3/17 7:37 PM	Satisfactory
7.2	The School implements the use of a research-based teacher evaluation system and an evaluation schedule.  <i>System Comments: Marked automatically in accordance with benchmark "Teacher and Principal Evaluation Systems" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	Satisfactory
7.3	Out-of-field waivers for appropriate teachers with documentation indicating Governing Board approval have been submitted to CSCS via Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Out of Field Assignments" whose current status is "Missing Information"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	Deficient
7.4	ESOL Endorsement waivers for appropriate teachers with documentation indicating Governing Board approval have been submitted to CSCS via Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Out of Field - ESOL" whose current status is "Exempt"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	N/A
7.5	ACES information is current and all school staff have successfully completed the employee clearance process prior to employment.	Reviewed by Nicki Brisson on 5/3/17 7:37 PM	Satisfactory
7.6	Staff contract indicates charter school employees are not M-DCPS employees and a sample has been submitted to CSCS through Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Contract Verifying Charter School Staff not M-DCPS Employees" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	Submitted Late
7.7	ACES DOE Survey #2 has been completed and submitted to CSCS through Charter Tools Benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "ACES DOE Survey #2" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	Satisfactory
7.8	ACES DOE Survey #3 has been completed and submitted	Reviewed by System	Satisfactory

to CSCS through Charter Tools Benchmark.

(auto-update) on  
5/10/17 4:41 PM

**System Comments:** Marked automatically in accordance with benchmark "ACES DOE Survey 3" whose current status is "Complete (On-time)"

7.9 ACES DOE Survey #5 has been completed and submitted to CSCS through Charter Tools Benchmark.

Reviewed by System  
(auto-update) on  
5/25/17 2:10 PM

**Deficient**

**System Comments:** Marked automatically in accordance with benchmark "ACES Survey 5" whose current status is "Past Due"

## 8. GOVERNANCE

Visit Date: 11/18/16

8.1	A copy of the Charter School contract, including the Articles of Incorporation, By-Laws, and 501(C)3 certificate (if applicable) is on file.	Reviewed by Nicki Brisson on 5/3/17 7:37 PM	<b>Satisfactory</b>
8.2	Governing Board meeting schedule is posted.	Reviewed by Nicki Brisson on 5/3/17 7:37 PM	<b>Satisfactory</b>
8.3	Agendas for Governing Board meetings and copies of signed and dated minutes are available for parents/community.	Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>
8.4	A copy of the By-Laws is submitted to CSCS through Charter Tools Benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Charter School By-Laws" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
8.5	Governing Board meeting schedule was submitted through Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Governing Board Meeting Dates" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Satisfactory</b>
8.6	Current Parent Representative / Current Conflict Resolution person has been submitted to CSCS through Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Conflict Resolution Designee" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Satisfactory</b>
8.7	The Parent Representative has been selected by the Board and posted.	Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>
8.8	There is evidence that the School has provided the conflict resolution process to parents.	Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>
8.9	Copies of signed and dated June Governing Board Minutes were submitted to CSCS via Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Governing Board Minutes" whose current status is "Exempt"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>N/A</b>

8.10	<p>Copies of signed and dated July, August and September Governing Board Minutes were submitted to CSCS via Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Governing Board Minutes for July, August and September" whose current status is "Missing Documentation"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Deficient</b>
8.11	<p>Copies of signed and dated October, November and December Governing Board Minutes were submitted to CSCS via Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Governing Board Minutes conducted in October, November and December." whose current status is "Complete (Late)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Submitted Late</b>
8.12	<p>Copies of signed and dated January, February and March Governing Board minutes were submitted to CSCS via Charter Tools Benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Governing Board Minutes for January, February and March" whose current status is "Past Due"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Deficient</b>
8.13	<p>Copies of signed and dated April and May Governing Board minutes were submitted to CSCS via Charter Tools Benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Governing Board Minutes for April and May" whose current status is "Past Due"</p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Deficient</b>
8.14	<p>Governing Board members have been fingerprinted within the last 5 years, cleared and submitted to CSCS through Charter Tools benchmark, along with Disclosure Form, proper Resolution or Minutes and is updated as needed.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Governing Board Members" whose current status is "Missing Documentation"</p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	<b>Deficient</b>
8.15	<p>Current Emergency Contact Information has been to CSCS through Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Contact Information" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Satisfactory</b>
8.16	<p>Current Emergency Contact Information has been updated</p>	<p>Reviewed by System</p>	<b>Satisfactory</b>

	<p>in January through Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Contact Information Update" whose current status is "Complete (On-time)"</p>	<p>(auto-update) on 5/10/17 4:41 PM</p>	
8.17	<p>State required Annual Accountability Report has been submitted to the District-CSCS and noted on Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "State Required Annual Accountability Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Satisfactory</b>
8.18	<p>Management Company/ESP form has been submitted to CSCS through Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Management Company/Educational Service Provider" whose current status is "Complete (Late)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Submitted Late</b>
8.19	<p>Governing Board members have completed required governance training and training certificates have been submitted via Charter Tools Benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Certificate of Approved Governing Board Training" whose current status is "Missing Documentation"</p>	<p>Reviewed by System (auto-update) on 5/15/17 2:52 PM</p>	<b>Deficient</b>



## 9. FACILITIES AND ENVIRONMENT

Visit Date: 11/18/16

*It was noticed and recommended to the principal that appropriate barriers be placed between the school facilities and the low-income clinic and that appropriate signage be installed to direct all visitors to the main office.*

9.1	Emergency procedures and exits are posted in all rooms.	- Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>
9.2	Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools September Benchmark.  <i><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Evacuation Drills Conducted in August" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
9.3	Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools October Benchmark.  <i><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Evacuation Drill for September" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Submitted Late</b>
9.4	Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools November Benchmark.  <i><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Evacuation for October" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
9.5	Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools December 1 Benchmark.  <i><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Evacuation for the month of November" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
9.6	Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools December 31 Benchmark.  <i><b>System Comments:</b> Marked automatically in accordance with benchmark "Emergency Evacuation for the month of December" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>

9.7	<p>Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools February Benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Emergency Evacuation for the month of January" whose current status is "Complete (Late)"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	Submitted Late
9.8	<p>Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools March 2 Benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Emergency Evacuation for the month of February" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	Satisfactory
9.9	<p>Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools March 31 Benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Emergency Evacuation for the month of March" whose current status is "Complete (Late)"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	Submitted Late
9.10	<p>Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools April Benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Emergency Evacuation for the month of April" whose current status is "Past Due"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	Deficient
9.11	<p>Evacuation and fire drills have been inputted in FASI screens and submitted via Charter Tools June Benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Emergency Evacuation for the month of May" whose current status is "Past Due"</i></p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	Deficient
9.12	<p>A safety and emergency plan maintained by the school and the documentation showing all staff has been trained in the plan has been submitted through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Safety and Emergency Plan and Staff Training" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	Satisfactory
9.13	<p>A copy of current Certificate of Occupancy has been submitted to CSCS through Charter Tools benchmark.</p>	<p>Reviewed by System (auto-update) on</p>	Deficient

	<p><b>System Comments:</b> Marked automatically in accordance with benchmark "Certificate of Occupancy" whose current status is "Past Due"</p>	10/28/16 2:08 PM	
9.14	<p>A copy of current Certificate of Use has been submitted to CSCS through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Certificate of Use" whose current status is "Complete (Late)"</p>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
9.15	<p>A copy of current Occupational License has been submitted to CSCS through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Occupational License" whose current status is "Past Due"</p>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Deficient</b>
9.16	<p>A copy of current fire permit has been submitted to the District - CSCS through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Fire Safety Permit." whose current status is "Complete (Late)"</p>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Submitted Late</b>
9.17	<p>A copy of a properly executed property deed or current lease has been submitted to CSCS through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Property Lease or Deed or Space Usage Agreement" whose current status is "Complete (Late)"</p>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Submitted Late</b>
9.18	<p>The most recent municipal fire department, fire safety inspection report has been submitted through the on-line charter compliance system</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Fire Inspection Reports" whose current status is "Past Due"</p>	Reviewed by System (auto-update) on 5/25/17 2:10 PM	<b>Deficient</b>
9.19	<p>The most recent Health Department Public School Inspection Report has been submitted through the on-line charter compliance system.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Health Inspection Reports" whose current status is "Past Due"</p>	Reviewed by System (auto-update) on 5/25/17 2:10 PM	<b>Deficient</b>

Visit Review Report for '

9.20	Letter from Architect of Record or copy of inspection report has been submitted to CSCS via Charter Tools Benchmark as evidence of compliance with Asbestos (AHERA) requirements.  <i>System Comments: Marked automatically in accordance with benchmark "Asbestos Hazard Emergency Response Act." whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 6/21/17 4:04 PM	<b>Submitted Late</b>
9.21	A copy of current health permit has been submitted to CSCS through benchmark in Charter Tools.  <i>System Comments: Marked automatically in accordance with benchmark "Health Permit" whose current status is "Complete (Late)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Submitted Late</b>
9.22	Student capacity has been submitted to CSCS through Charter Tools benchmark.  <i>System Comments: Marked automatically in accordance with benchmark "Student Capacity" whose current status is "Complete (On-time)"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Satisfactory</b>
9.23	The school's enrollment does not exceed the number of students permitted by building capacity or maximum capacity pursuant to the charter contract.	Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>
9.24	The School posts fire and health permits, Certificate of Occupancy and Certificate of Use and most recent health inspection.	Reviewed by Nicki Brisson on 5/3/17 7:38 PM	<b>Satisfactory</b>

## 10. COMMUNICATION PARENT/SCHOOL

Visit Date:

10.1	<p>Student/Parent contracts indicate that charter school students are M-DCPS students; a sample has been submitted through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Parent Contract" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	<b>Satisfactory</b>
10.2	<p>The Parent Student Handbook has been submitted to CSCS through Charter Tools benchmark.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Parent/Student Handbook" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	<b>Satisfactory</b>

## 11. SCHOOL WEB SITE

Visit Date:      Reviewed by Jairo Naranjo

11.1	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the school's current and historical academic performance.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.2	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the names of all governing board members.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.3	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the academic programs available.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.4	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the name and contact information of any management company, service provider or education management corporations associated with the school.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.5	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the school's annual budget and its annual independent fiscal audit.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.6	Pursuant to 1002.33, F.S., the school maintains an updated website that contains current and historical school grades or ratings (or an explanation as to why the school was not awarded a grade/rating).	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.7	Pursuant to 1002.33, F.S., the school maintains an updated website that contains, on a quarterly basis, the minutes of the governing board meetings.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.8	Pursuant to 1002.33, F.S., the school maintains an updated website that contains the parent representative's contact information.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>
11.9	Pursuant to 1002.33, F.S., the school maintains an updated website that provides comparative data released by the DOE using the following grade groupings: (I)Grades 3 through 5; (II)Grades 6 through 8; and (III)Grades 9 through 11.	Reviewed by Alina Diaz on 1/18/17 2:37 PM	<b>Satisfactory</b>

## 12. INSURANCE

Visit Date:

- 12.1 A current certificate for Commercial General Liability, Property Insurance, Automobile Liability, School Leaders Errors & Omissions Liability Insurance, and Workers' Compensation/Employer Liability Insurance with the District named as an additional insured, have been submitted through Charter Tools benchmark.

Reviewed by System  
(auto-update) on  
5/25/17 2:10 PM

**Deficient**

**System Comments:** Marked automatically in accordance with benchmark "Certificates of Insurance" whose current status is "Missing Documentation"

## 13. FOOD SERVICE

Visit Date:

13.1	<p>Copy of National School Lunch Program form submitted through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "National School Lunch Program" whose current status is "Complete (Late)"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<p><b>Submitted Late</b></p>
13.2	<p>Signed and dated Food Service provider form with signed contract (if applicable) for food service area is submitted through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Food Service Provider Form" whose current status is "Complete (Late)"</i></p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	<p><b>Submitted Late</b></p>



## 14. TRANSPORTATION

Visit Date:

14.1	The School has completed the transportation form through benchmark in Charter Tools and supporting documentation has been attached as an artifact.	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Satisfactory</b>
<i>System Comments: Marked automatically in accordance with benchmark "M-DCPS Approved Transportation Provider and Routes" whose current status is "Complete (On-time)"</i>			

## 15. FINANCE

Visit Date:

15.1	<p>A copy of bank transfer information letter on school letterhead and signed by Board Chairperson has been submitted to CSCS through benchmark in Charter Tools. The original letter has also been submitted to CSCS.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Bank Transfer Information Letter" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 10/28/16 2:08 PM</p>	<b>Satisfactory</b>
15.2	<p>Certified Public Accountant form and copy of engagement letter has been submitted to CSCS through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Certified Public Accountant (CPA)" whose current status is "Ready For Review"</i></p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Pending</b>
15.3	<p>A copy of the annual budget adopted by the Governing Board has been submitted to CSCS through benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Annual Budget" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Satisfactory</b>
15.4	<p>Monthly financial report has been submitted through August benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Satisfactory</b>
15.5	<p>Monthly financial report has been submitted through September benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Satisfactory</b>
15.6	<p>Monthly financial report has been submitted through October benchmark in Charter Tools.</p> <p><i>System Comments: Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</i></p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Satisfactory</b>

15.7	<p>Monthly financial report has been submitted through November benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Satisfactory</b>
15.8	<p>Monthly financial report has been submitted through December benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/10/17 4:41 PM</p>	<b>Satisfactory</b>
15.9	<p>Monthly financial report has been submitted through January benchmark in Charter Tools.</p>	<p>Reviewed by Alina Diaz on 5/25/17 7:10 PM</p>	<b>Pending</b>
15.10	<p>Monthly financial report has been submitted through February benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/15/17 2:52 PM</p>	<b>Satisfactory</b>
15.11	<p>Monthly financial report has been submitted through March benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 5/25/17 2:10 PM</p>	<b>Satisfactory</b>
15.12	<p>Monthly financial report has been submitted through April benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Satisfactory</b>
15.13	<p>Monthly financial report has been submitted through May benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Monthly Financial Report" whose current status is "Complete (On-time)"</p>	<p>Reviewed by System (auto-update) on 6/19/17 3:54 PM</p>	<b>Satisfactory</b>
15.14	<p>Annual Unaudited Financial Statements submitted through benchmark in Charter Tools.</p>	<p>Reviewed by System (auto-update) on</p>	<b>Satisfactory</b>

## 16. EXCEPTIONAL STUDENT EDUCATION

Visit Date:

16.1	An ESE folder is available in the student's cumulative record folder.	Reviewed by Latonya Troutman on 10/25/16 4:44 PM	<b>Satisfactory</b>
16.2	The left side of the ESE folder contains the IEP with stapled Notification of Meeting form and additional IEP/EP forms, sequenced from oldest to newest (current on top).	Reviewed by Latonya Troutman on 10/25/16 4:44 PM	<b>Satisfactory</b>
16.3	The Matrix of Services form is behind the corresponding IEP (not stapled or paper clipped).	Reviewed by Latonya Troutman on 10/25/16 4:44 PM	<b>Satisfactory</b>
16.4	The right side of the ESE folder contains all initial documentation and subsequent CST-R/SST-R/RT Forms, sequenced from oldest to newest (current on top).	Reviewed by Latonya Troutman on 10/25/16 4:44 PM	<b>Satisfactory</b>
16.5	FM 7513 F.S. Prohibiting School District Personnel from Discouraging Parents/Guardians from Inviting Another Person of their Choice to a Meeting form is present for all IEPs developed on or after July 1, 2014. (1002.20 F.S.)	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Satisfactory</b>
16.6	For all IEPs developed on or after July 1, 2014, written parental consent on the District provided form was obtained for instruction in access points and, if applicable based on the student's grade level, participation in the Florida Alternate Assessment. (1003.5715 (2), F.S.) FM 6881	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Deficient</b>
16.7	For all IEPs developed on or after July 1, 2014, written parental consent on the District provided form was obtained for placement in an ESE Center school, except in circumstances related to violations of the district's code of conduct regarding weapons, possession or use of illegal drugs, and serious bodily injury. (1003.5715 (2), F.S.) FM 7054	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Deficient</b>
16.8	There is a current IEP. (A)The IEP was current on the day of the review. (B)The IEP was current at the beginning of the school year. (34 CFR sect. 300.323).	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Satisfactory</b>
16.9	The student is assigned to the home school.	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Satisfactory</b>
16.10	The parents were provided a copy of the procedural safeguards as documented by the IEP. (Rule 6A-6.03311(2), FAC	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Satisfactory</b>
16.11	At least three different staff members signed the IEP and are the appropriate team members noted on the Notification of Meeting Form.(34 CFR sect. 300.321 (a)-(b))	Reviewed by Latonya Troutman on 10/25/16 4:45 PM	<b>Deficient</b>
16.12	The IEP states the ESE program eligibility (ies). (34 CFR sect. 300.324)	Reviewed by Latonya Troutman on 10/25/16 4:49 PM	<b>Satisfactory</b>

	<p><b>System Comments:</b> Marked automatically in accordance with benchmark "Annual Unaudited Financial Statement" whose current status is "Complete (On-time)"</p>	10/28/16 2:08 PM	
15.15	<p>Audited Financial Statements were submitted through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Audited Financial Statement" whose current status is "Complete (On-time)"</p>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Satisfactory</b>
15.16	<p>All property purchases made must be identified on the Property Inventory Form and updated annually to CSCS through benchmark in Charter Tools.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Property Inventory" whose current status is "Complete (On-time)"</p>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>Satisfactory</b>
15.17	<p>If the school is a grant recipient, a list of grants received and amounts has been submitted to CSCS via Charter Tools Benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "List of Grants" whose current status is "Exempt"</p>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>N/A</b>
15.18	<p>There is evidence that a school representative has attended grants management training and documentation has been submitted via Charter Tools Benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Grants Management Training" whose current status is "Exempt"</p>	Reviewed by System (auto-update) on 5/10/17 4:41 PM	<b>N/A</b>
15.19	<p>If the school is a grant recipient, there is evidence of monitoring grant compliance.</p>	Reviewed by Nicki Brisson on 5/3/17 7:41 PM	<b>Deficient</b>
15.20	<p>The School has submitted a fee schedule indicating compliance with F.S. Section 1002.33(9)(d) via Charter Tools benchmark.</p> <p><b>System Comments:</b> Marked automatically in accordance with benchmark "Fee Schedule" whose current status is "Complete (On-time)"</p>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	<b>Satisfactory</b>

16.13	A Notification of Meeting form was provided to the parents within a reasonable amount of time. The form is completed and a minimum of three staff members (LEA, Gen. Ed. and SPED) are present for each Annual/Interim IEP. The notice of meeting includes the following: (a) The date on the notification of meeting matches the date referenced on the IEP; (b) Notification of Meeting is signed by the parent; (c) The purpose of the meeting is correctly identified; (d) Parent consented to the excusal of an IEP member when that person's curriculum or area is being discussed. (34 CFR sect. 300.322(a)(b)) (34 CFR sect. 300.321 (e) (2))	Reviewed by Latonya Troutman on 10/25/16 4:49 PM	<b>Satisfactory</b>
16.14	If the parents are unable to attend the IEP Team meeting, there is evidence and documentation of attempts to ensure parent participation. One must be in writing. (34 CFR sect. 300.322) (34 CFR sect. 300.322 (a)(1))	Reviewed by Latonya Troutman on 10/25/16 4:49 PM	<b>N/A</b>
16.15	The IEP reflects current ESOL levels or is checked N/A. (34 CFR sect. 300.324 (a)(2)(ii))	Reviewed by Latonya Troutman on 10/25/16 4:49 PM	<b>Satisfactory</b>
16.16	The IEP includes a statement of present levels of academic achievement and functional performance, including how the student's disability affects involvement and progress in the general education curriculum in each domain. Current assessments/data should be entered in Assessments. Each Domain has a strength statement and when appropriate, an effects of the disability statement. (34 CFR sect. 300.320 (a) (1))	Reviewed by Latonya Troutman on 10/25/16 4:49 PM	<b>Deficient</b>
16.17	The IEP includes measureable annual goals, including academic and functional goals, designed to meet the student's needs and when appropriate, have at least 2 measureable benchmarks with timelines. The goal must include: (a) Observable behaviors; (b) Conditions; (c) Criteria (34 CFR sect. 300.320 (a) (2))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.18	The IEP goals reflect the PENS that reflect the effects of the disability statement. (34 CFR sect. 300.320 (a))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.19	The IEP had been reviewed at least annually, and revised as appropriate, to address: any lack of progress toward the annual goals; any lack of progress in the general education curriculum, if appropriate; the results of reevaluation; information about the student provided to, or by, the parent; and the student's anticipated needs or other matters. (34 CFR sect. 300.324(b)(1)).	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.20	The student's general education teachers, ESE teachers, and related service providers were provided access and information regarding specific responsibilities for IEP implementation. (34 CFR sect. 300.323(d)(1)-(2))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>N/A</b>
16.21	The student takes the FCAT and or statewide or district-wide assessment. The IEP contains a statement of appropriate accommodations necessary to measure academic achievement and functional performance. (34 CFR sect. 300.320 (a) (6) (i))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.22	The student takes the Florida Alternate Assessment or alternate statewide or district-wide assessment. The IEP	Reviewed by Latonya Troutman on	<b>N/A</b>

	contains a statement of why that assessment is not appropriate. (34 CFR sect. 300.320 (a)(6)(ii))	10/25/16 4:50 PM	
16.23	The student, age 14 or above, was invited to attend the IEP meeting. (a)The notice reflects the purpose of meeting as transition as well as other purposes. (b)Transition is checked on the IEP. (c) The student was in attendance. (d) The transition statement is age appropriate and includes required components. (34 CFR sect. 300.322 (b)(2)) (34 CFR sect. 300.321(b)(1))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.24	The student's strengths, preferences, and interests were taken into account. If the student was unable to attend the meeting, other steps were taken to ensure the student's preferences and interests were considered. (34 CFR §§300.43(a)(2) and 300.321(b)(2); Rules 6A-6.03028(3)(c)7. and (g)1. and 6A-6.03411(1)(nn)2.-4., F.A.C.)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.25	Beginning in eighth grade, or during the school year in which the student turns 14, whichever is sooner, the IEP must include a statement of whether the student is pursuing a course of study leading to a standard diploma or a special diploma. (Rules 6A-6.03028(3)(h)8 and 6A-1.09961(2)(a),F.A.C)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.26	The IEP for a 17 year-old includes a statement that the student has been informed of the rights that will transfer at age 18. Date and student initials should be provided.(34 CFR §§300.320 (c) and 300.520(a)(1), and Rule 6A-6.03311(8)(c),F.A.C)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.27	A separate and distinct notice of the transfer of rights (see documents tab in SPED EMS) was provided closer to the time of their 18th birthday. (34 CFR § §300.320 (c) and 300.520(a)(1), and 300.625; Rule 6A-6.03311(8)(c),F.A.C)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.28	There are measureable postsecondary goals in the designated areas. (i.e, education, training, employment and where appropriate independent living skills). (34 CFR § 300.320 (b)(1) and Rule 6A-6.03028(3)(h)10a, F.A.C)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.29	The measurable postsecondary goal was based on age-appropriate transition assessment. (34 CFR §300.320(b)(1); Rule 6A-6.03028(3)(h)10a, F.A.C.)	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.30	At age 14 or older was there an IEP-Transition Addendum completed.	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	N/A
16.31	Documentation (Logs) to support evidence of regularly scheduled supplemental aids and or related services are available and correspond with the IEP. Logs that should be available include the following: (a) Speech and Language; (b) Counseling (should also be documented in ISIS - PF14); (c) OT/PT (34 CFR sect. 300.320 (a) (4) and (7))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	Deficient
16.32	If the IEP reflects consultation and collaboration, logs are available in SPED EMS. Documentation of regularly scheduled consultation/collaboration (34 CFR sect. 300.320 (a) (4) and (7))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	Deficient

Visit Review Report for

16.33	The IEP team considered ESY. (34 CFR sect. 300.106 (a))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.34	The status reports on the IEP goals are completed in SPED-EMS four times a year. (34 CFR sect. 300.320 (a)(3))	Reviewed by Latonya Troutman on 10/25/16 4:50 PM	<b>Satisfactory</b>
16.35	If the current IEP represents a change in placement or a change of FAPE from the previous IEP a Notice of Proposal/Refusal has been completed and is behind the corresponding IEP. A staffing specialist was present and a FAPE was completed for one or more of the following changes:(a) Educational placement; (b) Pens or Goals (Interim ONLY); (c) Modifications or Accommodations (Interim ONLY); (d) Related services, supplemental aids and services (increase or decrease in services/minutes); (e) the student is graduating with a standard diploma or exceeding the age of eligibility. (34 CFR sect. 300.503)	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>N/A</b>
16.36	A BIP was attached to the IEP. (a) Behavioral goals/interventions correlate to the IEP; (b) BIP is reviewed at least annually; (c) FAB/BIP is addressed in the Assurances section of the IEP and on the Matrix. (34 CFR sect. 300.324(a)(2)(i))	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>N/A</b>
16.37	There is a Matrix of Services form that correlates with each IEP/ FTE IEP/INTERIM IEP.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.38	The IEP programs(s) eligibility and the Matrix "Areas of Eligibility" match.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.39	Each Matrix check mark (X) is linked to a service on the IEP.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Deficient</b>
16.40	The Matrix form is free from any hand written changes and or cross outs.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.41	The domain ratings include "Special Considerations" points (when appropriate), are added correctly, and yield the correct cost factor.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>N/A</b>
16.42	The exceptionality(ies) on the PF 17 screen match the IEP program eligibility(ies).	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.43	The IEP conference date on the PF 17 screen matches the IEP conference date.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.44	There is a "Y" or an "N" for Consultation/Collaboration on the PF 17 screen which matches the IEP.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>Satisfactory</b>
16.45	The current ESE courses and hours are reflected accurately on the PF4 screen and correlate with the IEP in SPED EMS.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	<b>N/A</b>



Visit Review Report for

16.46	The FAB/BIP is accurately reflected in Student Case Management on the PF 14 screen. FAB date is not the same as the BIP date.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	N/A
16.47	The provision of Counseling services is reflected in the Student Case Management on the PF 14 screen reflects the provision of counseling.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	Satisfactory
16.48	The SST (Evaluation Referral) date on the PF 16 screen is within 3 years.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	Satisfactory
16.49	The Alt. Assessment date is entered on the PF 18 screen in ISIS.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	Deficient
16.50	If the IEP indicates ESE/ESOL, the "J" screen corresponds with the IEP.	Reviewed by Latonya Troutman on 10/25/16 4:51 PM	Satisfactory
16.51	School Support Team form has been completed and submitted in benchmark in Charter Tools.  <i>System Comments: Marked automatically in accordance with benchmark "School Support Team (SST)" whose current status is "Ready For Review"</i>	Reviewed by System (auto-update) on 10/28/16 2:08 PM	Pending
16.52	The School utilizes the District's current electronic system for the completion of IEPs.	Reviewed by Latonya Troutman on 10/25/16 4:52 PM	Satisfactory

**17. SECTION 504**

Visit Date:

17.1	The Section 504 Plan was current at the time of the review.	Reviewed by Latonya Troutman on 10/25/16 4:52 PM	<b>Satisfactory</b>
17.2	Teachers have copies of Section 504 plans in their classrooms. 1000.05.F.S.	Reviewed by Latonya Troutman on 10/25/16 4:52 PM	<b>Satisfactory</b>
17.3	Lesson plans reflect the appropriate accommodations for Section 504 students. 1000.05.F.S.	Reviewed by Latonya Troutman on 10/25/16 4:52 PM	<b>Satisfactory</b>

## 18. ESOL SERVICES

Visit Date: 11/18/16 *No evidence of progress monitoring for the Bilingual program.*

18.1	Initial ELL/LEP testing is completed within first ten days of school.	Reviewed by Mariana Bofill on 5/24/17 8:01 PM	<b>Satisfactory</b>
18.2	School registration packet includes Home Language Survey and registration forms are in multiple languages. DEUSS is required in the Home Language Survey.	Reviewed by Mariana Bofill on 5/24/17 8:01 PM	<b>Satisfactory</b>
18.3	Communication to parents/guardians of ELL students is translated into the parent/guardian home language whenever feasible.	Reviewed by Mariana Bofill on 5/24/17 8:01 PM	<b>Satisfactory</b>
18.4	ESOL Program Records are properly maintained, updated and organized. Organization of the LEP Folder should be as follows: The left side of the LEP Folder contains the following documents in the order indicated below: Home Language Survey (on top) HLS should show DEUSS starting 2013-2014 A "J" screen behind the HLS Any "J" screen correction done in the past. The right side of the LEP Folder contains the following documents filed from the oldest to the most current school year. 1.LEP PLAN Program participation updated as of the day ESOL services started for the current school year, signed and dated. -ELL Comm. Meeting (if applicable) -Letter of Parent Invitation to an ELL Committee Meeting(if applicable) -Completed LEP Committee Meeting minutes form. 2. Letter of Participation (Notice to Parents) initial and yearly. 3. Copy of student's current schedule and copy of changes to schedule if applicable(Middle and High School only) 4. CELLA Report -Spring Test 5. Annual AMAO Letter 6. Miscellaneous pertinent records. Bottom. Initial Assessment OLPS-R and IOWA/CELLA ( if applicable) -Programmatic Assessment for Middle and High Schools Top. Post Program Review (if applicable) - A printout of the front page with exit information signed and dated. -Exit Notice to parents. - Completed PPR with teacher's ID and date.	Reviewed by Mariana Bofill on 5/24/17 8:01 PM	<b>Satisfactory</b>
18.5	There is evidence of comprehensible instruction through the use and documentation of ESOL instructional strategies in lesson plans and on-line.  <i>Monitor Comments: Little evidence of DI based on data. ELA lessons do not reflect planning based on proficiency in linguistic domains.</i>	Reviewed by Mariana Bofill on 5/24/17 8:01 PM	<b>Deficient</b>
18.6	Post Program Reviews for exited students are current.	Reviewed by Mariana Bofill on 5/24/17 8:04 PM	<b>Satisfactory</b>
18.7	Appropriately certified or endorsed teachers instruct all ELL students.	Reviewed by Mariana Bofill on 5/24/17 8:04 PM	<b>Satisfactory</b>
18.8	An ELL/LEP Committee has been established and	Reviewed by	<b>Deficient</b>

Visit Review Report for

	functions according to District guidelines (e.g., progress review/intervention procedures, retention, Post-Program Review monitoring, request by parent, request for assistance from SST).	Mariana Bofill on 5/24/17 8:04 PM	
	<i>Monitor Comments: Rationales for recommendations do not reflect individual data for students.</i>		
18.9	A current ELL/LEP committee log of meetings is available with supporting agendas, sign-in sheets and minutes	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>Satisfactory</b>
18.10	If school has 15 or more students who speak the same home language, there is a designated staff member who provides assistance in the student's native language in the content areas (social sciences, mathematics, science, and computer literacy).	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>N/A</b>
18.11	All ELL students participate in district and state assessments, and are provided with appropriate accommodations.	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>Satisfactory</b>
18.12	ESOL on-line records (DSIS, WLEP (mandatory required grade levels--all new; K-1; 6-7; 9-10) for students in program are kept current.	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>Satisfactory</b>
18.13	The computer file and the individual ELL Student Plan reflect that students are administered the approved instrument for Entry/Exit.	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>Satisfactory</b>
18.14	There is evidence that students are placed in the appropriate grade level following established guidelines.	Reviewed by Mariana Bofill on 5/24/17 8:06 PM	<b>Satisfactory</b>
18.15	All teachers identify ELL students and their ESOL levels.	Reviewed by Mariana Bofill on 5/24/17 8:11 PM	<b>Satisfactory</b>
18.16	There is evidence that content area teachers use ESOL strategies. Specify.	Reviewed by Mariana Bofill on 5/24/17 8:11 PM	<b>Satisfactory</b>
18.17	There is evidence that the school is accurately implementing grading guidelines for ELL students and the comments are used appropriately.	Reviewed by Mariana Bofill on 5/24/17 8:11 PM	<b>Satisfactory</b>
18.18	An ELL/LEP Committee convenes to review current CELLA composite scores and make recommendations for grades 4-12 students who score below the proficient level on both CELLA L/S/W and Level 1 or 2 FSA Reading.	Reviewed by Mariana Bofill on 5/24/17 8:10 PM	<b>Satisfactory</b>
18.19	There is evidence of the use of alternative assessment appropriate for ELL students in content area courses.	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>N/A</b>
18.20	There is evidence that FSA level 1 or 2 ELL students in grades 4-12 (regardless of ESOL level) are involved in progress monitoring process (FAIR).	Reviewed by Mariana Bofill on 5/24/17 8:13 PM	<b>N/A</b>

**Monitor Comments:** The school uses Achieve 3000.

18.21	All new students who enter in grades 1-12 have been tested with CELLA.	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>Satisfactory</b>
18.22	All ELL students in grades 6-12 are receiving the ESOL services following district mandated guidelines and are scheduled for two courses: Language Arts/English through ESOL and M/J Developmental Language Arts Through ESOL or Developmental Language Arts through ESOL. (Secondary only)	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>N/A</b>
18.23	There is evidence that ELL students in grades 6-12 are not enrolled in "intensive reading" courses in addition to the two ESOL courses. (Secondary only)	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>N/A</b>
18.24	There is evidence of ELL Committee for any ELL retention (if applicable).	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>N/A</b>
18.25	WLEP is in student LEP folders.	Reviewed by Mariana Bofill on 5/24/17 8:09 PM	<b>Satisfactory</b>