**Site Visit Protocol for the 2018 Performance Framework**

**PURPOSE OF THE VISIT**

The Charter Schools Division (CSD) shall conduct Annual Site Visits (September 2018 – May 2019) to charter schools that are authorized by the Public Education Commission. The purpose of each site visit is to determine whether the school has met the conditions, standards and procedures set forth in the Charter Contract; met or made substantial progress toward achievement of the department’s standards of excellence or student performance standards identified in the charter contract, including implementation of its Improvement Plan, if required; met generally accepted standards of fiscal management; and complied with provisions of law from which the charter school was not specifically exempted. The site visit also provides CSD the opportunity to provide technical assistance to the charter school.

The site visit provides the Charter School and the CSD opportunities to clarify and verify information provided by the schoolin its Web-EPSS account as well as information provided by the Public Education Department’s divisions and bureaus.

**GUIDANCE FOR CSD SITE VISIT**

Each site visit team is comprised of CSD/PED staff and shall follow the guidance below:

* The site visit will be conducted over a one-day period and follow the schedule and agenda provided to the school administration no less than 30 days in advance of the site visit.
* CSD/PED staff will review documentation (see example list below) and other forms of evidence that the school makes available to demonstrate their fidelity to their charter and compliance with legal requirements.
* CSD/PED staff will review evidence of implementation of required PEC Improvement Plans (or NMDASH plan) for schools that have earned a D or F on the latest school grade reporting.
* CSD/PED staff will review evidence of implementation of required Audit Corrective Action Plans within the last 12 months and/or Financial Corrective Action Plans required by the PEC.
* CSD/PED staff may facilitate conversations with the school administration, teachers, and staff to understand the school’s progress in implementing its mission and compliance with legal requirements.
* The CSD/PED staff will tour the school and visit classrooms to understand the school’s success toward meeting the statutory performance expectations and progress in implementing its material terms and mission.
* Before leaving the school at the conclusion of the site visit, the team will meet and debrief with the school administration to review preliminary findings.
* After the visit, the team will prepare and send to the school a written report within 45 days of the site visit.
* Within 30 days of the release of the written report, the school has the opportunity to address and respond to the findings of the report.

**EXPECTATIONS OF THE SCHOOL**

The school is responsible for ensuring that the purpose of the site visit, meeting schedules and appointments, and all other site visit expectations made clear to the members of the school community and its stakeholders.

The site visit team will visit classrooms during the course of the site visit. The purpose of these classroom visits is to observe the ways in which the school’s mission is being communicated on a daily basis throughout the school (school purpose, climate and teacher and student engagement), observe the implementation of the school’s Improvement Plan (or NMDASH plan) if one is required, and to verify implementation of NM Common Core and State Standard aligned curriculum, as required by the PEC performance frameworks and NM state law. Team members will not interrupt instruction, *but may briefly talk to students or teachers at opportune moments.*

**The following Checklist is provided to help your school prepare for the site visit.**

1. **Pre-Visit Preparation:** Provide the following information **one week before** the PED team to plan for site visit:
   1. Current school year daily schedule, if not on website.
   2. Current school year school map with teacher names/grade levels.
   3. Any information you would like CSD to review offsite, prior to site visit.
2. **Optional School Presentation:** The school, if it wishes, will be given 30 minutes to present an overview of their school to the CSD/PED team. The school should determine use of school directed time and prepare accordingly.

1. **Day of the Visit:** On the day of visit, please ensure the site visit team has access to and that the necessary documents are readily available for review. This list may include, but is not limited to the following, per the New Performance Framework, as approved by the PEC in April 2018:
   1. **EDUCATIONAL PROGRAM REQUIREMENTS** 
      1. ***1.a. Is the school implementing the material terms of the approved charter application as the defined in the Charter Contract?***
         1. Evidence/documentation that the school’s mission is being implemented.
         2. Evidence/documentation that the school is implementing its educational programs as stated in its contract terms and performance framework.
         3. Evidence/documentation that the school is implementing its parent-, teacher-, and student-focused terms.
         4. Evidence/documentation that the school stays within its enrollment cap at all times and serves only the approved grade levels.
      2. ***1.f. Does the school implement an Education Plan for Student Success (NMDASH)?***

*(Only applicable for school rated as Tier 3 or Tier 4 on the Academic Performance Framework Evaluation, earning an “F” letter grade, or meeting criteria to be identified as TSI, CSI, or MRI or schools that are required to implement an NMDASH plan by a PEC Corrective Action Plan.)*

* + - 1. Evidence/documentation that the school has an active core team engaged in the DASH process.
      2. Evidence/documentation that the school is implementing its annual and 90-day plans as evaluated through evidence of documented school/adult actions during the site visit.
  1. **FINANCIAL MANAGEMENT AND OVERSIGHT**
     1. ***2.c. Is the school responsive to audit findings?***
        1. Evidence/documentation that the school is implementing its Audit CAP as submitted, as evaluated through review of evidence and school/adult actions during the site visit.
  2. **GOVERNANCE AND REPORTING**
     1. ***3.b. Is the school complying with nepotism and conflict of interest requirements?***
        1. The school is free of nepotism concerns regarding the governing board and demonstrates compliance with nepotism statute and the school’s own nepotism policy, as verified through file reviews on the site visit or when otherwise necessary.
        2. The school is free of conflict of interest concerns regarding the governing board and demonstrates compliance with conflict of interest statute and the school’s own conflict of interest policy, as verified through file reviews on the site visit or when otherwise necessary.
  3. **STUDENT AND EMPLOYEES**
     1. ***4.b. Does the school meet attendance, retention, and recurrent enrollment goals for students?*** 
        1. Evidence that the school meets the 95% average attendance goal, or is able to demonstrate successful efforts to improve attendance among the student body.
        2. Evidence the school maintains at least 80% retention of enrolled students from date of enrollment until the end of the school year, or students who leave prior to the end of the year as classified as graduates, completers, or have earned a GED.
        3. Evidence the school retains at least 70% of students eligible to enroll between school years.
     2. ***4.c. Is the school meeting teacher and other staff credentialing requirements?***
        1. Through a review of files during the site visit, the school demonstrates that all employees are appropriately licensed as required by law.
           1. Evidence that all employees hold licensure or have submitted licensure application with 30 days of beginning employment with the school.
           2. Evidence that the school employs a licensed administrator at all times.
           3. Evidence that the school does not have any licensure discrepancies that are repeated from one reporting period to any subsequent reporting period.
           4. Evidence that discrepancies from the first reporting period are cleared by submitting all required licensure waivers within the first 40 days of the school year, or from beginning of employment.
        2. Evidence that the school meets the requirements of all licensure waiver plans and alternative licensure plan requirements.
        3. Evidence that the school has not employed, with pay, any teacher without licensure beyond 90 days.
        4. Evidence that the school accurately reports all staff to the PED, as verified through site visit reviews.
     3. ***4.d. Is the school respecting employee rights?***
        1. Evidence that the school completes and submits all NMTEACH evaluations and observations annually in accordance with deadlines.
        2. Evidence that teachers are provided comprehensive NMTEACH reports and that these are maintained in personnel files. Signed NMTEACH reports (all pages) are available in staff files from the prior year.
        3. Evidence that the school maintains teacher contracts in all staff files.
        4. Evidence that the school complies with minimum teacher salaries.
        5. If a school has verified complaints regarding teacher rights under the personnel act, FMLA, or ADA, evidence/documentation of the school/adult actions taken to remedy the concerns.
        6. If the school has verified complaints regarding the lack of adequate mentorship for novice teachers, evidence/documentation of the school/adult actions taken to remedy the concerns.
     4. ***4.e. Is the school completing required background checks and reporting ethical violations?***
        1. Evidence that the school maintains legally compliant background checks in all staff files including evidence of background checks for substitutes, all contracted service providers, and anyone with unsupervised access to students.
        2. Evidence/documentation that the school reports incidents of violations of teacher/licensed staff ethical rules or criminal convictions to the PED pursuant to the School Personnel Act.
  4. **SCHOOL ENVIRONMENT**
     1. ***5.a. Is the school complying with facilities requirements?***
        1. Current evidence/documentation that all school facilities meet PSFA occupancy, NMCI, and ownership requirements.
        2. Current evidence/documentation that all school facilities have E-Occupancy certificate(s).
        3. Current evidence/documentation that all school facilities have a PSFA letter verifying condition index.
        4. Evidence/documentation the school is in a building that is:
           1. a publically owned building;
           2. is leased to the school by a foundation formed for the purpose of providing a facility to the school, the foundation maintains the building at no cost to the school; or
           3. is leased by a private owner that there is no acceptable public facility available, the owner maintains the building at no cost to the school.
        5. Evidence that school has notified the PEC prior to any change in facilities.
        6. There are no verified complaints that demonstrate the buildings, grounds, or facilities do not provide a safe and orderly environment for public use. The school has evidence/documentation, as verified through the site visit reviews that the school
           1. is safe, healthy, orderly, clean and in good repair
           2. in compliance with the American with Disabilities Act – Part III and state fire marshal regulations
           3. written records of pesticide applications will be kept for three years at each school site and be available upon request to parents, guardians, students, teachers, and staff.
     2. ***5.a. Is the school complying with health and safety requirements?***
        1. Evidence/documentation that the school conducts all required emergency drills and practiced evacuations.
        2. Evidence that the school submits school wellness and safety plans, and all required revisions, in accordance with the deadlines to the PED.
        3. Evidence that the school complies with 24-5-2 NMSA 1978 and provides satisfactory evidence of immunization, is actively in the immunization process, or properly exempted from immunization for all students.
        4. Evidence that the school is compliant with all facility corrective requirements from the recent inspection from any other state entity (e.g. NMPSIA, DOH, PSFA, Fire Marshal, POSHA, etc.)