

Monitoring Visit Matrix

Visit Type & Time Frame	Purpose	Commission Responsibilities	School Responsibilities	Completed Documentation
<p style="text-align: center;">Pre-Opening Within 3 weeks prior to the opening of school</p>	<p>Determine if the school is prepared to open</p>	<ul style="list-style-type: none"> • Meet with school leadership • Tour facility • Review paperwork • Prepare report 	<ul style="list-style-type: none"> • Work with Commission to arrange visit • Provide documentation on: <ul style="list-style-type: none"> ○ Enrollment including special education #'s and staffing ○ Progress on pre-opening checklist ○ Hiring ○ Contract compliance ○ Facilities 	<p>Pre-Opening Report</p>
<p style="text-align: center;">90-Day Monitoring 90 days (+ or -) of school opening</p>	<ul style="list-style-type: none"> • Monitor opening of the school • Identify any concerns • Review performance measures 	<ul style="list-style-type: none"> • Tour the school • Meet with school leadership • Review paperwork • Prepare report 	<ul style="list-style-type: none"> • Work with Commission to arrange visit • Provide documentation on: <ul style="list-style-type: none"> ○ Enrollment including special education #'s and staffing ○ Hiring ○ Plan for gathering necessary documentation to report on Performance Measures 	<p>90-Day Report</p>
<p style="text-align: center;">End of Year Visit Year 1</p>	<ul style="list-style-type: none"> • Determine if the school is delivering program described in application • Monitor progress towards performance measures 	<ul style="list-style-type: none"> • Review self-assessment • Visit school between May 1st and End of school year to: <ul style="list-style-type: none"> • Observe classrooms 	<ul style="list-style-type: none"> • Complete self-assessment and send to Commission by April 15th • Work with Commission to arrange visit 	<ul style="list-style-type: none"> • School Self-Assessment • End of Year Report

		<ul style="list-style-type: none"> • Meet with: <ul style="list-style-type: none"> ○ School Leadership ○ Board Members ○ Parents ○ Students ○ Teachers • Review initial data aligned to performance measures • Establish due dates for end of year data report to Commission • After the close of school and before July 15th: <ul style="list-style-type: none"> ○ Meet with school leadership to review final data, end of year report, and discuss plans for following year 	<ul style="list-style-type: none"> • Observe classrooms with Commission members • Provide initial data • Prepare an end-of-year self-assessment 	
End of Year Activities Spring of Years 1, 2, & 3	<ul style="list-style-type: none"> • Prepare for end of year visit 	<p>Between April 15th & End of School:</p> <ul style="list-style-type: none"> • Observe classrooms with school leadership <ul style="list-style-type: none"> ○ School provides evidence of the implementation of unique components of their application • Review self-assessment • Meet with students and parents based on self-assessment • Identify areas for follow up at end of year visit 	<ul style="list-style-type: none"> • Complete self-assessment and send to Commission by April 15th • Observe classrooms with Commission members 	End of Year Visit Preparation List

<p>End of Year Visit End of years 1, 2, & 3 Between June 15th and July 15th</p>	<ul style="list-style-type: none"> • Determine if the school is delivering program described in application • Monitor progress towards performance measures 	<ul style="list-style-type: none"> • Meet with: <ul style="list-style-type: none"> ○ School Leadership ○ Board Members • Review initial data aligned to performance measures • Establish due dates for end of year data report to Commission 	<ul style="list-style-type: none"> • Work with Commission to arrange visit • Provide initial data 	<p>End of Year Report</p>
<p>Renewal Preparation February 15th -</p>	<ul style="list-style-type: none"> • Make decision on full renewal, conditional renewal, or closure • Establish renewal, conditional renewal, or closure plan 	<ul style="list-style-type: none"> • Annual site visit scheduled between March 1st and April 30th • Renewal site visit scheduled within 45 days of receiving application for renewal • Observe classrooms with school leadership 	<ul style="list-style-type: none"> • Self assessment for years 1-3 due to commission by February 15th of fourth year. • Complete application for renewal. Due no earlier than June 30th and no later than September 30th 	
<p>Renewal Visit Within 45 days of receipt of renewal application</p>	<ul style="list-style-type: none"> • Determine if the school is delivering program described in application • Monitor progress towards performance measures • Make decision on full renewal, conditional renewal, or closure • Establish renewal, conditional renewal, or closure plan 	<ul style="list-style-type: none"> • Meet with <ul style="list-style-type: none"> ○ School Leadership ○ Board Members • Review historical data aligned to performance measures • Establish due dates for end of year data report to Commission 	<ul style="list-style-type: none"> • Work with Commission to arrange visit • Observe classrooms with Commission members • Prepare four-year report highlighting school's successes and plans for next steps 	<p>Renewal Plan or Closure Plan</p>