



Charter Schools Institute

The State University of New York

School Visit Schedule At-A-Glance *

Year of Operation	Purpose of Visit	Length of Visit	Inspection Team	Visit Components	Resulting Feedback to Charter School
Pre-Opening Visits	To provide an orientation to the Institute's accountability and oversight processes.	½ day	CSI Staff	1. Interview of the Board of Trustees and key personnel	Letter to the school's Board of Trustees summarizing discussion and any concerns identified by Institute staff.
	To assess the charter school's preparedness for opening and the status of completing the Prior Action Checklist.	½ day	CSI Staff	1. Meeting with key personnel 2. Document review	Letter to the school's Board of Trustees summarizing the school's status with regard to completion of Prior Action Checklist and final authorization to open the school.
1	To provide an overview of the current status of progress related to the school's draft accountability plan, the completeness of outstanding prior actions, and formative feedback relative to selected Renewal Benchmarks.	1 day	CSI Staff	1. Classroom observations 2. Interview of teachers, administrators and other key staff members 3. Interview of the Board of Trustees 4. Document review	Letter to the school's Board of Trustees providing the Institute's analysis based on selected Renewal Benchmarks and referencing any outstanding issues with regard to fiscal soundness or legal compliance.
2	To provide an overview of the current status of progress related to the school's accountability plan and formative feedback relative to the selected Renewal Benchmarks.	1 day	CSI Staff	1. Classroom observations 2. Interview of teachers, administrators and other key staff members 3. Interview of the Board of Trustees 4. Document review	Report to the Board of Trustees addressing selected Renewal Benchmarks, including a review of legal compliance issues.
3	To assess progress in achieving the school's Accountability Plan goals and to collect evidence relative to selected Renewal Benchmarks.	2 days	External Inspection Team (Engaged by CSI)	1. Classroom observations 2. Interview of teachers, administrators and other key staff members 3. Interview of the Board of Trustees 4. Meeting with student and parent focus Groups 5. Document review	External Inspectors' Report, approved by Institute. Letter to the school's Board of Trustees, reiterating the conclusions of the report and to schedule a meeting to discuss such conclusions and recommendations.

*The Renewal Benchmarks, either in total or in part depending on the school's year of operation, provide the underpinning for all school visits throughout each charter term.

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				6. Examination of student work	
4	To collect evidence relative to the Renewal Benchmarks and provide the Institute's assessment of where the school is in relation to the possibility of gaining a full five-year renewal of its charter. This visit will only occur if warranted by a school's operational and performance record.	1-2 days, as needed	CSI Staff	<ol style="list-style-type: none"> 1. Classroom observations 2. Interview of teachers, administrators, other key staff members, and students 3. Interview of the Board of Trustees 4. Meeting with parent focus group 5. Document review 6. Examination of student work 7. Discussion of Year 3 Report with stakeholder groups 	<p>General conclusions are presented orally to the school's Board of Trustees at the conclusion of the visit.</p> <p>Letter to the school's Board of Trustees reiterating oral conclusions of the visit.</p> <p>Possibly a letter to parents and guardians who have students enrolled at the school, indicating the school's status in terms of its potential to earn full renewal</p>
5 (Renewal Visit)	<p>To verify and augment claims contained in the school's application for renewal.</p> <p>To evaluate the school's qualitative evidence of success toward the accomplishment of the school's accountability plan goals.</p> <p>To gather additional evidence regarding critical issues with regard to the school's academic program, fiscal soundness, legal compliance, and organizational viability.</p>	<p>½ day (immediately prior to full Renewal Visit)</p> <p>2-3 days</p>	<p>Team Lead and Consulting Writer</p> <p>CSI Staff, Consulting Writer, and External Consultants</p>	<ol style="list-style-type: none"> 1. Review of requested documents 2. Meeting with school administrators 3. Finalization of visit schedule and interview schedule 4. Identification of key issues and related questions 1. Confirmation and augmentation of claims made in the school's Renewal Application 2. Classroom observations 3. Interview of teachers, administrators and other key staff members 4. Interview of the Board of Trustees 5. Meeting with parent focus group 6. Document review 7. Examination of student work 	<p>Draft Renewal Report, including preliminary recommendation regarding renewal, is sent to the school so that the school may make factual corrections and comments.</p> <p>Final Renewal Report and Institute's recommendation regarding renewal are sent to, the SUNY Committee on Charter Schools, the school's Board of Trustees and the SUNY Board of Trustees.</p>