**Directions:** Below is a list of the documents the CSSI team will need to review. Please complete the following checklist, indicating where/how we will access these documents; place an “x” in the appropriate column. Return to your team lead at least one week before your visit.

| Domain 1: Leadership for Rapid Improvement  |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Shared Folder (Google Drive, Teams, etc.)  | Other  |
| School Vision and Mission |  |  |  |  |  |
| School Core Values  |  |  |  |  |  |
| Organizational Chart  |  |  |  |  |  |
| School Calendar  |  |  |  |  |  |
| Class/Teacher Schedule  |  |  |  |  |  |
| Staff Newsletters/Emails (at least 5 examples)  |  |  |  |  |  |
| Parent/Family Newsletters (at least 5 examples) *\*Include translated materials when applicable*  |  |  |  |  |  |
| Employee Handbook  |  |  |  |  |  |
| Student/Family handbook  |  |  |  |  |  |
| Job Descriptions (for each position)  |  |  |  |  |  |
| Current and last year’s UIP or any Continuous Improvement Plan used by school leadership  |  |  |  |  |  |
| Artifacts documenting how leadership monitors school goals/major improvement strategies (e.g. UIP Tracking document)  |  |  |  |  |  |
| Previous year’s satisfaction survey and results (parents, students, staff)  |  |  |  |  |  |
| Leadership calendars/schedules and other artifacts that demonstrate time spent on instructional leadership  |  |  |  |  |  |
| Decision Making Protocols  |  |  |  |  |  |

| Domain 2: Talent Development  |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Shared Folder (Google Drive, Teams, etc.)  | Other  |
| Salary Structure/Schedule  |  |  |  |  |  |
| Hiring Process and Protocols |  |  |  |  |  |
| Teacher Recruitment Documents (examples)  |  |  |  |  |  |
| Teacher Onboarding documents  |  |  |  |  |  |
| Teacher Evaluation tools/process/schedule  |  |  |  |  |  |
| Leadership evaluation tools/processes  |  |  |  |  |  |
| Examples of completed teacher evaluations (at least 3 examples)  |  |  |  |  |  |
| Example of a Professional Learning Plan  |  |  |  |  |  |
| Examples of instructional rounds/coaching (schedules, coaching protocols and artifacts, feedback given to teachers, trackers tracking feedback and teacher implementation)  |  |  |  |  |  |
| Professional Development Calendar  |  |  |  |  |  |
| Calendar/Schedule of Collaboration (Instructional Leadereship Team, Instructional Design Teams, etc.)  |  |  |  |  |  |
| PD agendas and training materials (at least 3 examples)  |  |  |  |  |  |
| Teacher Leadership Descriptions/Mentor Teacher Program  |  |  |  |  |  |

| Domain 3: Instructional Transformation |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Shared Folder (Google Drive, Teams, etc.)  | Other  |
| Curriculum Documents: maps, pacing guides, scope and sequences, and unit plans (several examples across grade levels and content areas) |  |  |  |  |  |
| Lesson Plans (several examples across grade levels and content areas) |  |  |  |  |  |
| Evidence of Mastery Requirements: rubrics, exemplars, scoring guides, etc. (several examples across grade levels and content areas) |  |  |  |  |  |
| Instructional Rubric (or a document that communicates “how” you teach and what is expected of best first instruction)  |  |  |  |  |  |
| Assessment Calendar |  |  |  |  |  |
| Assessment Vision/Playbook (lists measures used and purpose: diagnostics, interims/benchmarks, summative, and formative)  |  |  |  |  |  |
| Data Team Documents (protocols, schedules, templates, minutes/action places, etc.)  |  |  |  |  |  |
| Internal Data Results/Reports from Current School Year (e.g. NEWA, STAR, Illuminate, etc)  |  |  |  |  |  |
| MTSS Overview/Flowchart (Academic and Social Emotional)  |  |  |  |  |  |
| List/Description of evidence-based materials/programs used in interventions  |  |  |  |  |  |
| Program Descriptions for English Language Learners  |  |  |  |  |  |
| Program Descriptions for Special Education  |  |  |  |  |  |
| Program Descriptions for Gifted and Talented  |  |  |  |  |  |

| Domain 4 Culture and Climate  |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Shared Folder (Google Drive, Teams, etc.)  | Other  |
| School Values/Character Traits and Tier I Behavior/Management/PBIS System  |  |  |  |  |  |
| Community Events: open house, parent nights, student performances (schedules and/or examples),  |  |  |  |  |  |
| Discipline and Behavior Policies (if not in the handbook)  |  |  |  |  |  |
| PTO/PTA/SAC and another parent/staff committee documents  |  |  |  |  |  |

| Standard 9: Governance  |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Thumb Drive  | Google Shared Folder  | Other  |
| Mission/Vision Statement |  |  |  |  |  |  |
| School Leader/Executive Director Evaluation Tool/Template |  |  |  |  |  |  |
| Agreements between school authorizer/ESP/CMO |  |  |  |  |  |  |
| Authorizer Reviews |  |  |  |  |  |  |
| Board Bylaws |  |  |  |  |  |  |
| Board Meeting Calendar |  |  |  |  |  |  |
| Board Meeting Agendas and Minutes (at least seven examples) |  |  |  |  |  |  |
| List of Board Committee Documents (at least five examples of agendas and minutes) |  |  |  |  |  |  |
| Board Needs Assessment |  |  |  |  |  |  |
| Board Policies/Policy Handbook  |  |  |  |  |  |  |
| Board Professional Development Plan  |  |  |  |  |  |  |
| Board Recruitment Documents (examples)  |  |  |  |  |  |  |
| Board Self-Evaluations |  |  |  |  |  |  |
| Board Strategic Plan |  |  |  |  |  |  |
| Board Work Sessions/Retreats (at least three examples of agendas and minutes)  |  |  |  |  |  |  |
| Charter Contract Documents  |  |  |  |  |  |  |
| SAC Agendas/Minutes/Reports (at least five examples)  |  |  |  |  |  |  |
| Data Dashboard (at least three examples)  |  |  |  |  |  |  |

| Standard 10: Financial Documents |
| --- |
| Document  | Does not exist | Website  | Hard Copy | Thumb Drive  | Google Shared Folder  | Other  |
| Annual Audit Documents and Management Letter |  |  |  |  |  |  |
| Annual Budget |  |  |  |  |  |  |
| Multi-Year Budget |  |  |  |  |  |  |
| Financial Polices  |  |  |  |  |  |  |
| Calculation of Reserves  |  |  |  |  |  |  |
| Enrollment Policies, Numbers and Waitlist  |  |  |  |  |  |  |
| Purchase Card/Credit Card Policy  |  |  |  |  |  |  |
| Percentage benefit costs per job classification  |  |  |  |  |  |  |
| Lease/Mortgage/Bond Documents  |  |  |  |  |  |  |
| Bank Statements (last 12 months)  |  |  |  |  |  |  |
| Monthly/Quarterly financials statements with budgets to actuals |  |  |  |  |  |  |
| Grant Award Letters including CCSP |  |  |  |  |  |  |
| Check Register from Day 1 of operations |  |  |  |  |  |  |
| Policies/Procedures for document security and back-up |  |  |  |  |  |  |
| Chart of Accounts (COA)  |  |  |  |  |  |  |
| Debt Agreements  |  |  |  |  |  |  |
| Investment Statements  |  |  |  |  |  |  |
| Board Financial Committee Agendas and Minutes (at least 5 examples)  |  |  |  |  |  |  |