

## After the Visit: Sharing Out

Ultimately, the disclosure of findings is at the behest of the charter school's governing board. Reports are provided and shared in either a BoD meeting or a meeting with the school leader and the BoD President/Chair.

Share Out Protocol	
48 Hours Before the Meeting	<p>The CSSI team lead sends the final PDF CSSI Detailed Report and CSSI Executive Summary Report to the school leader and BoD approximately 48 hours before the visit. This provides enough time for digesting the findings without letting too much time for questions or concerns to go unanswered.</p> <p>The CSSI team lead provides the school leader and BoD with an annotation activity, asking them to read the CSSI Executive Summary Report while noting:</p> <ul style="list-style-type: none"> <li>● Celebrations</li> <li>● Questions/Concerns</li> <li>● Recommendations that feel right</li> <li>● Resources they would need to implement the recommendation</li> </ul>
During the Meeting 30-60 minutes	<ul style="list-style-type: none"> <li>● Introductions</li> <li>● CSSI team lead provides framing of the visit and thanks the school for their gracious preparation</li> <li>● Standards 1-8 Annotation Share Out</li> <li>● Standards 9-10 Annotation Share Out</li> <li>● Closing</li> </ul>
After the Meeting	<p>The CSSI Visit is closed out. The CSSI team will communicate that school leadership can reach out with any questions or concerns.</p>

The Team Lead will also:

- Gather, edit, and align the [CSSI Visit Detailed Report](#).
- Write [CSSI Executive Summary Report](#); follow the writing guidelines CSSI Executive Summary Writing Guide.
- Submit reports to CDE for copy editing no more than 14 days after the visit.
- The CSSI team lead will provide the school leader and the Board of Directors with the final reports within 3-4 weeks.
- Share-Out: Deliver in-person or remote (depending on location) findings to the school's entire BoD during a governance meeting or the school leader/BoD president.