

School Site Visit Overview Meeting

Fall 2022

Overview

The Thomas B. Fordham Foundation conducts site visits, while school is in session, twice annually for each of the schools it sponsors that together cover the school's compliance with all applicable laws, rules, contractual obligations and academic performance measures. The first visit takes place by December 31 and the second visit takes place by June 30.

In the fall, the school receives a template report, updated to the contract for them to complete. During the onsite review, sponsorship staff will follow up with any questions. In the spring, the template is updated with the fall information and the school leader should update any changes, updates or revisions. During the visit, data is collected from at least one administrator and one or more instructors.

Site Visit Components:

❑ Environmental and Classroom Observations

- The following metrics will be observed: classroom organization and preparation evident (i.e. lesson plans available, posted agenda or objectives, prepared materials, or other); students demonstrate awareness of classroom rules, procedures, and expectations; classroom appears safe and well-managed; groupings used; effectively communicates objective(s) to students; assessment tools used to check for student understanding; differentiates lesson to meet needs of student population; provides feedback to students; students are engaged and are participating in learning activities; and maximizes class time for learning. *(Rubric shared beforehand)*
- On-site general observations include any interactions between staff and students, how students are moving around the school (are they alone, is it orderly), security and access to the building, cleanliness of common areas, grounds and classrooms, consistent signage e.g. school-wide behavior and motivational signs, bulletin boards, events, student work and academic data.

❑ Compliance Verification

- Visual checks for items required in statute and law, e.g. flag display or postings. *(Table shared beforehand)*

Site Visit Components:

❑ School Leader/Other Stakeholder Interviews

- Interview questions are shared with the school leader before the visit. The sponsor also interview additional stakeholders on the day of the fall visit, which may include: staff, teachers, students, governing authority, parents, vendors or community partners.

❑ Student Record Audits

- *Fall*: Sponsor will check individual files (ten percent of enrollment or a minimum of ten records) for proof of residency, custody matching the application form, birth record, and immunization.
- *Spring*: Sponsor will review special education files for current IEP, ETR, Transition goals (if applicable) and for compliance with IDEA notification and consent.
- *Both*: Sponsor will check with the school nurse for medical dispensation files/plans for inhalers, Epi-pens, diabetes plans, etc.
- If the school participates in OHSAA Athletics, we will need to check the files of students participating in Interscholastic Athletics for Concussion notification forms with signature.

Site Visit Components:

☐ FTE and Attendance

- Number of students enrolled
- Year to date average daily attendance rate
- Attendance for the day of the visit
- Attendance rosters to verify present students in classrooms that were observed

☐ Follow up from previous site visit

- Information from the prior site visit report will be noted as follow up. We will request documentation or review progress on site.

During the renewal year, a high stakes review takes place. This includes materials submitted by the school along with the fall site visit. The renewal review may include outside evaluators that may also be included in the site visit. There may also be an occasion for other outside stakeholders to be observers during the visit but will always be accompanied by Fordham staff.

Before the site visit:

- Fordham will share a Google Site Visit Folder with you and your team**
- Complete the highlighted sections on the Site Visit Form**
 - School Leader Interview
 - Special Education and Intervention Services
- Schedule the requested classroom observations**
- Schedule additional stakeholder interviews**
- Submit any past due Epicenter items**
 - Staff Rosters
 - Curriculum Table

Day of the site visit:

- School Leader Interview**
 - 45-60 minutes to discuss
- Other Stakeholder Interviews**
 - 10 minutes each
- Classroom Observations**
 - At least 15-20 minutes each
 - If possible, observing the beginning of the lesson is helpful
 - Provide copy of lesson plan and activity/worksheets used
- On-site Verification Items**
 - Staff member to show sponsor where required postings are located and review/update procedures in the Compliance Verification Table in the Site Visit Form
- Attendance Verification**
- Student Records Review**
 - A member of the Fordham team will review records while the School Quality Analyst completes classroom observations and interviews

After the site visit:

Draft Site Visit Report

- Each report examines implementation of the school's comprehensive plan incorporating the education, financial, operational and governance plans. Additionally, the report sets forth the academic performance of the school against the terms of the school's sponsorship contract. Information contained in this report will inform, and may be published in, the Sponsorship Annual Report (released each November). If needed, follow up for corrective action plans and previous site visit reports will be included.
- The school leader will be emailed the report and asked to review it for any corrections. We ask that this is done in a timely manner.

Final Site Visit Report

- The final report will be distributed to the school's Governing Authority.

Tips and Questions

- Create a schedule/itinerary for the site visit day
 - Most schools begin with school leader interviews or classroom observations
- Complete what you can in the Site Visit Form beforehand
 - Answer School Leader Interview questions
 - Identify Compliance Verification table items & be ready to provide evidence on day of the site visit (including nurse and office staff)

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