



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Governance
2017/18

Charter School Name: _____

ACPS Representative: _____

Charter School Administrator: _____

Date of Monitoring Visit: _____

Please indicate each item listed as:

- S Satisfactory** – All required documentation is complete, available and up-to-date
- N Needs Improvement** – Required documentation is incomplete or otherwise inadequate
- D Deficient** – Required documentation is not available, complete or up-to-date

<i>Department Contact (s): Jennie Wise, Director, K-12 Curriculum</i>			
<i>Contact information: 352-955-7444</i>			
Required Documentation on File at School	S	N	D
Charter School contract and application with amendments			
Incorporation papers with bylaws. (include renewals)			
Facilities inspections, including expansions and renovations			
Current governing board members list with addresses and phone numbers			
Training certificate for each Board member			
Document informing parents how to register a complaint or place an item on the governing board agenda.			
Document showing that parents have information about how to contact governing board members.			
There is a set of documents organized chronologically containing governing board meeting announcements, meeting agenda (including citizen input) and minutes signed and dated. This information is submitted to the district after each meeting. This is kept on file as public record in the district office and the school office.			
Policies are adopted by the governing board that are appropriate in scope with each policy, dated, signed, and adoption date recorded in meeting minutes. Check policies against a recommended list of policies to be included.			
Parents are informed about procedures by which the charter school resolves disputes with the sponsor.			

Charter School Signature

Date

ACPS Representative Signature

Date

**Please forward a copy of completed monitoring tool to the ACPS Curriculum office
 attention Jenny Bunn and maintain copy at school**