



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Human Resources
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): Michael Jacobi/or Bart Brooks</i>			
<i>Contact information: 352-955-7721 or 352-955-7729</i>			
Required Documentation on File at School	S	N	D
Security and Fingerprinting			
All employees and Board Members have been fingerprinted/re-fingerprinted and have Florida Department of Law Enforcement Background checks on file with the Alachua County Public Schools Personnel Department.			
Drug-Free Workplace. Copy of the school's policy is kept on file.			
OTETA Drug Policy procedure is in place. (Bus Driver only). A copy of the school's policy is kept on file.			
Recruitment and Hiring Procedures			
Procedure is documented for recruitment.			
Job descriptions are on file for all employees, including the principal.			
Procedures for hiring staff are approved by governing board.			
An employee agreement/contract is on file for each employee, including the principal. Must include salary, duties, and dates of employment.			
Teachers appointed/assigned to teach out-of-field are submitted for governing board approval.			
Teachers appointed/assigned as qualified (expert in the field), but not certified, are submitted for governing board approval and shown in board minutes.			
Charter school policies define criteria and procedures for declaring an employee as qualified as an expert in the field (not certified) or as having subject area expertise (certified in another subject).			
All teachers of core academic subjects meet the federal "highly qualified" definition in compliance with NCLB			
All paraprofessionals who provide instructional support to students meet the NCLB "highly qualified" standards.			
Certification			
Teaching certificates are on file for all teachers.			
Teachers are qualified in accordance with Florida Statutes 1012.55(1). If hired as a qualified, but not certified teacher, documentation substantiating the expertise in the field of specialty, in accordance with the Charter governing Board Policy must be on file, i.e., official college transcript, work experience verifications, etc.			
Teachers who hold a Temporary Florida Educator's Certificate have passed the Florida General Knowledge Exam within one calendar year of employment.			
Licenses for Speech Language Pathologist, Physical Therapist or Occupational Therapist are on file (if applicable).			
Official college transcripts or true copies are on file.			

Required Documentation on File at School	S	N	D
Instructional Evaluation			
School MUST have a completed Instructional Evaluation tool for each teacher on staff.			
School must have in place and utilize an Instructional Evaluation tool that meets the following requirements (F.S. 1012.34): <ol style="list-style-type: none"> 1. Form must show that instructional personnel has been evaluated at least once throughout the year. Newly hired instructional personnel must be evaluated 2 times in a school year. 2. Student performance data must be reflected on instructional evaluation. One-third of a teacher's final evaluation is based on student performance. 3. Evaluation of a teacher's performance must be based on an assessment of Instructional Practice, which must align with and have indicators representing each item on the Florida Educator Accomplished Practices (FEAPs). 4. Form must show and have proof that a teacher's final performance is Highly Effective, Effective, Needs Improvement, or Unsatisfactory. 			
Personnel Files			
Personnel files are kept locked and access is limited.			
Personnel files contain the following documents: Social Security card, driver's license, picture ID, employment application, employment contract, references, teaching certificate, license, and evaluation. Separate folder for confidential information, i.e., official transcripts, medical records, I-9 Form, W-4 Form, payroll deductions, current year evaluation, and disciplinary actions.			
Staff Development			
Training/staff development activities have been documented including topic, date and list of participants.			
Staff Management			
A complete list of charter school employees is on file (including address and phone number).			
Staff sign-in sheets are on file for current year.			
Sick leave/personal leave policies are on file.			
Records of sick leave/personal leave are on file.			
Staff has a handbook or a policy manual including personnel.			
Bylaws are on file.			
It is clearly documented who evaluates the teachers and other employees.			

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**