



Charter School Site Visit Report

Name of school: Near West Intergenerational School

Date of visit: 11/6/23, 11/13/23

Sponsor representatives present: Meagan Coggins (Manager, School Quality Review), Lauren Neumann (Special Education Program Manager), Matt Rado (Executive Director, Charter Schools), Lesley Wilkins-Valentine (Director, Charter Schools)

School representatives present: Sarah Alonso (Network Operations Director), April Maimone (Principal)

Current overall compliance score: 29/29

(includes all compliance items collected through the date of the site visit)

A. Background

As a charter school sponsor, CMSD is legally and contractually obligated to monitor and evaluate the charter school's compliance with all applicable law and rule. Pursuant to state law, sponsors must conduct comprehensive site visits of each sponsored school while class is in session at least twice a year.¹ Sponsors must also make written reports of information obtained during site visits and provide these to the Ohio Department of Education upon request.

The purpose of these visits is to verify contractual, federal, state, and local compliance in a variety of areas, including health and safety, the educational program (including provision of student learning opportunities), state-required assessments, fiscal operations, governance and administration, and other assessment and accountability measures as defined in the charter contract. The comprehensive site visits help inform the performance of the school according to the Organizational Performance Framework, which is part of the charter contract.

CMSD's comprehensive site visit protocol meets the criteria for exemplary sponsors as defined in the Ohio Department of Education's Quality Practice Rubric.² Exemplary sponsors collect data from a variety of school employees and other stakeholders, such as board members, students, parents, and management company staff, during site visits.

Exemplary sponsors also provide written reports following each site visit that details the information collected during the site visit, summarizes the findings, and notes areas of improvement and strength.

¹ See <http://codes.ohio.gov/oac/3301-102-04>

² See 2023-24 sponsor evaluation rubric here: <https://education.ohio.gov/Topics/Community-Schools/Sponsor-Ratings-and-Tools/2023-2024-Sponsor-Evaluation-Tools>

B. Summary of Visit

During the fall 2023 Near West Intergenerational School site visit CMSD staff performed an audit of special education files; checked school compliance to date; conducted a building walkthrough; observed classroom instruction; and interviewed stakeholders. More specific information about these areas can be found later in this report.

Since this school is currently undergoing the renewal process, typical fall classroom observations were conducted by a group of three staff consisting of two outside consultants managed by a CMSD staff member. Please review the separate renewal report for more information.

C. Areas of Strength

CMSD staff identified a number of strengths of the school during the visit. These include:

- No compliance issues were identified during the building walkthrough or Epicenter compliance collection through the date of the visit.
- Please review the separate renewal site visit report for this school.

D. Growth and/or Improvement Areas

CMSD staff also identified a number of areas for growth and/or improvement during the visit:

- Please review the separate renewal site visit report for this school.

E. Information Collected

1. State of the School

Most recent state report card and sponsor accountability ratings

School Name	Overall	Achievement	Progress	Gap Closing	Early Literacy	Gap Closing Buckets	Chronic Absenteeism
Near West Intergenerational School	4 Stars	3 Stars	4 Stars	4 Stars	3 Stars	Exceeds	Meets

Green=met sponsor standards. Red=did not meet sponsor standards.

2. Classroom Observations (see attached)

3. Special Education File Audit (see attached)

4. Compliance Review

Matt Rado reviewed the school's Epicenter submissions to that point and ensured that all submissions were correct.

Per the organizational framework, all items for the site visit must be turned in for the school to receive credit. Please see the attached framework scoring document for a full review of the school's score.

5. Walkthrough (see attached)

F. Organizational Framework scoring sheet

Overview

The purpose of the Organizational Performance Framework is to establish and communicate the compliance-related standards by which CMSD will monitor and evaluate its sponsored schools. The items included in the framework come from Ohio Department of Education (ODE) requirements, contract requirements, and state law. When a number is listed in the Item column, it refers to the number from ODE's School Compliance worksheet, available online and updated annually. CMSD staff consulted with all of its sponsored schools to prioritize and organize these items. Items are weighted according to their importance and are organized into nine categories: Access and Student Rights, Health and Safety, Human Capital, Governance, Admissions, Educational Program, Fiscal, Site Visit, and Other.

CMSD aims to maximize school operational autonomy by articulating the base set of state and federal laws, rules, regulations, and contractual obligations that apply to its sponsored schools.

CMSD will primarily use Epicenter to track compliance. Items not submitted by Epicenter deadlines will result in lost points for those items. Policies/compliance items will be reviewed on due dates.

Some compliance-related requirements cannot be assessed via Epicenter. CMSD will also conduct fall and spring site visits, as required by law. CMSD will provide schools with advance notice of site visits. Please review the CMSD Comprehensive Site Visits: Purpose and Protocol document for detailed information on site visits. The bulk of Epicenter due dates are aligned with the fall and spring site visits. For example, CMSD will review all special education policies in the fall and all admission policies in the spring.

To be considered for contract renewal, a school will be expected to have no outstanding notices of breach or concern. A notice is outstanding if the school has failed to submit a remedial action plan that has been approved by CMSD.

Scoring

100 points possible

Exceeds Expectations: 90 to 100 points

Meets Expectations: 80 to 89 points

Does Not Meet Expectations: Below 80 points

1. Access and Student Rights (18 points possible)

1A) Subcategory: Special Education (13)

Item	Description	Points possible
171, 172, 174, 175, 176, 178	Written policies for special education as required by Ohio Revised Code: <ul style="list-style-type: none"> • Provision of services (171) • Individualized Education Program (IEP) development and implementation (172) • Confidentiality (174) • Identification and evaluation of homeless students with disabilities (175) • Free appropriate public education (176) • Ensuring compliance with IDEIA (178). 	6/6
172	IEPs implemented as written. FALL SITE VISIT	2/2
173	Standards/procedures for identification and evaluation of students with disabilities consistent with federal and state law. FALL SITE VISIT	2/2
177	Services delivered in the least restrictive environment while also allowing for a continuum of services. FALL SITE VISIT	2/2
182	School submitted plan to ODE for serving students with disabilities. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1

1B) Subcategory: Student Rights (3)

Item	Description	Points possible
405 and 406	School provides due process for students suspended, expelled, removed AND school follows the policy. END OF YEAR COLLECTION (POLICY, BOARD APPROVAL, EVIDENCE OF DUE PROCESS, ANNUAL SUSPENSIONS REPORT)	2
901	School has adopted policy on Positive Behavioral Intervention and Supports that complies with Ohio requirements. END OF YEAR COLLECTION (POLICY, EVIDENCE POSTED ON WEBSITE, EVIDENCE OF ANNUAL NOTIFICATION IN ADDITION TO WEBSITE POSTING)	1

1C) Subcategory: Access

Item	Description	Points possible
432	School will achieve racial and ethnic balance reflective of community it serves. END OF YEAR COLLECTION (EVIDENCE BOARD REVIEWED DATA AND DISCUSSED)	2

2. Health and Safety (14 points possible)

2A) Subcategory: Food safety (3)

Item	Description	Points
705	School has adopted a policy to protect students with peanut or other food allergies. END OF YEAR COLLECTION (POLICY AND BOARD APPROVAL)	1
778	School ensures that at least one employee is present during food service who is trained in the Heimlich maneuver.	2/2

2B) Subcategory: Facilities (5)

Item	Description	Points possible
752	School does not apply lead-based paint and complies with all orders and requirements for inspection, maintenance, and prevention of lead-based poisoning. END OF YEAR COLLECTION (CERTIFICATION ONLY)	2
759	School timely submitted an emergency management plan in the form required by ODE and the plan was approved.	1/1
Safety drills	School held all of its required rapid safety and dismissal drills, including tornado drills, in appropriate months and a drill within first 10 days of school. DRILL LOGS DUE MONTHLY IN EPICENTER-REVIEW IN TOTALITY AT END OF YEAR	2

2C) Subcategory: Student wellness (6)

Item	Description	Points possible
703	School has screened pupils enrolled in either kindergarten or first grade prior to Nov. 1 for hearing, vision, speech and communications, or medical problems and developmental disorders AND notified parents of the screening before August 1.	2
706	School has adopted policies and procedures regarding child abuse reporting and training of all staff and volunteers as to their obligation to report and consequences for failure to do so. Requires policy and training records. END OF YEAR COLLECTION (POLICY AND TRAINING	2
755	School's governing authority reviewed policies and procedures to ensure safety of students, employees and other persons using a school building from any known hazards in the building or on building grounds that pose an immediate risk to health or safety. END OF YEAR COLLECTION (BOARD MINUTES SHOWING POLICIES REVIEWED)	1
761	School adopted required policy prohibiting harassment, intimidation, and bullying. END OF YEAR COLLECTION (POLICY AND EVIDENCE OF BOARD APPROVAL)	1

3. Human Capital (12 points possible)

3A) Subcategory: Licensure/Professional

Item	Description	Points possible
118	School sees that students on reading monitoring improvement plans (applies to grades 3 and 4 only) are taught by teachers with the appropriate license, endorsements, and/or qualifications. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
603	School will suspend a person from all duties that require the care, custody, or control of a child during the pendency of the criminal action against the person-applicable when an employee was subject to criminal action. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
611	School has a local professional development committee to determine coursework and other professional development needed by licensed educators to satisfy the renewal of such licenses. END OF YEAR COLLECTION (MEETING CALENDAR AND	1

607 and 612	All school teachers, aides, and providers are properly licensed by the State Board of Education.	2/2
Teacher retention	School has submitted annual reports on staff and teacher turnover, if requested by sponsor.	2

3B) Subcategory: Background checks

Item	Description	Points possible
622, 623, 624, 625, 626	School has done all required criminal background checks.	5/5

4. Governance (14 points possible)

Item	Description	Points possible
655	School has posted on its website the names of school's governing authority and provides, upon request, the name and address of each member of the governing authority to the sponsor and ODE. END OF YEAR COLLECTION (WEBSITE SCREENSHOT); SITE VISITS-REVIEW POSTING IN PERSON	1
664	School's meetings of its governing authority are public meetings, provide public advance notice, and follow all laws with respect to proper public meeting protocol. END OF YEAR COLLECTION (WEBSITE SCREENSHOT); SITE VISITS- REVIEW POSTING IN PERSON	3
667	School's governing authority members, fiscal officer, administrators and supervisory staff are annually trained on the public records and open meetings laws. END OF YEAR COLLECTION (CERTIFICATES FOR APPLICABLE STAFF)	1
316/668	School fills public records requests in a timely manner, and at least one person, as designated by school, has attended training approved by the Ohio attorney general about school's obligations pertaining to public records. END OF YEAR COLLECTION (COPIES OF POLICES)	3
658	Governing authority members have no interest in public contracts or other unaddressed ethical conflicts of interest, etc.	1/1
659	No member of governing authority also serves on a district board of education.	1/1
661	School uses independent counsel when required. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1

662	School has submitted current and complete Comprehensive Plan, or verified that sponsor has it on file; has submitted all policies and procedures on internal financial controls; and has adhered to Comprehensive Plan and these policies and procedures and ensured compliance by any contractor.	3
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5. Admissions, Enrollment, and Attendance (8 points possible)

Item	Description	Points possible
401	School provides parents with the proper notice of truancy, utilizes an intervention strategy, and/or files a complaint in juvenile court when appropriate for students that are truant. School's governing authority has adopted policy regarding habitual truancy and intervention strategies. END OF YEAR COLLECTION (POLICY AND EVIDENCE OF BOARD APPROVAL)	2
426	School has admission procedures that specify the items outlined in ORC 3314.06. END OF YEAR COLLECTION	2
427	School has an admission policy that addresses students residing outside the district of residence. END OF YEAR COLLECTION	1
429	School maintains complete and accurate reporting of student enrollment data used to calculate payments, and school's borrowing and expenditures are consistent with legal requirements. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
436	School provides parents or guardians with a copy of the most recent Ohio state report card during the admissions process. SITE VISITS AND END OF YEAR COLLECTION (DIGITAL COPY OF PACKET WITH REPORT CARD)	1
Lottery	If required by ORC 3314.06, and subject to any preferences allowed under that provision, school has selected students for admission using a random lottery.	1

6. Education Program (10 points possible)

Item	Description	Points possible
101	School provides at least 920 hours of learning opportunities to at least 25 students. END OF YEAR COLLECTION (CERTIFICATION) AND CALENDAR REVIEW (OPENING ASSURANCES)	1

105	School has adopted a policy, updated annually, governing academic prevention and intervention services covering requirements of law, which include but are not limited to measuring student progress, identifying students not attaining proficiency thresholds, collect and using student performance data, and provision of prevention/intervention services. END OF YEAR COLLECTION (POLICY AND EVIDENCE OF BOARD APPROVAL)	1
116	School promotes students to fourth grade when all criteria outlined in ORC 3313.608 are met. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
117	School continues any required intervention services for students not promoted to 4th grade, consistent with the requirements of ORC 3313.608. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
217	School provides intervention services to students not meeting certain proficiency level. END OF YEAR COLLECTION (CERTIFICATION ONLY)	2
220	School administers state diagnostic tests to students in required categories and to all students in the appropriate grade level at least once annually, providing the information to parents and ODE.	1
309	School administers all required assessments and submits all data required to calculate the report card to ODE. ASSESSMENTS PLAN AND CALENDAR, END OF YEAR COLLECTION (CERTIFICATION)	1
902	School has adopted a grade promotion and retention policy that prohibits the promotion of a student to the next grade level if the student has been truant for more than 10% of the required attendance days of the current school year and failed two or more of the required curriculum subject areas, unless the student's principal and teachers of any failed subject areas agree the student is academically prepared for the next grade level. END OF YEAR COLLECTION (POLICY AND EVIDENCE OF BOARD APPROVAL)	1

7. Fiscal (7 points possible)

Item	Description	Points possible
308	School follows all guidelines and timely submitted complete and accurate EMIS data, using a software package certified by ODE. Each fiscal officer appointed under ORC 3314.011 is responsible for annually reporting the community school's data under ORC 3301.0714.	1

502	School that receives funding under Title I maintains the required level of expenditures on an annual basis as outlined in federal regulations.	1
503	School reports all financial information in an easily understood format and by the reporting categories and subgroups required by ODE. END OF YEAR COLLECTION (CERTIFICATION ONLY)	1
504	Annually, school provides a financial plan detailing an estimated budget and the per pupil expenditures.	1
506	School has filed annual financial reports with the Auditor of State that are prepared using generally accepted accounting principles.	1
509	School has liability insurance sufficient to cover any risks to the school.	1/1
Audit	Audit of school is devoid of significant findings and conditions, material weaknesses, or significant internal control weaknesses; no ongoing concerns. REVIEW AFTER AUDIT	1

8. Site Visit (8 points possible)

Item	Description	Points
Fall Site Visit	On its Fall Comprehensive Site Visit, school cooperates with observations/focus groups; does not require a return site visit on special education; does not require a follow-up enrollment record review; and has fewer than three items of concern on its walkthrough.	4/4
Spring Site Visit	On its Spring Comprehensive Site Visit, school cooperates with observations/focus groups; does not require a return site visit on special education; does not requires a follow-up enrollment record review; and has fewer than three items of concern on its walkthrough.	4

9. Other (9 points possible)

Other ODE requirements	<p>School complies with any items included in latest annually updated ODE School Compliance worksheet, available online at http://education.ohio.gov/Topics/Community-Schools, but not listed elsewhere in this Organizational Performance Framework.</p> <p>OTHER SPECIFIC ITEMS WE WILL COLLECT THIS YEAR WERE DISCUSSED AT THE COMPLIANCE MEETING AND SHARED IN THE ASSOCIATED SPREADSHEET. PLEASE REVIEW EPICENTER FOR SPECIFIC ITEMS.</p>	5
Corrective Action Plans	School has not had to develop and implement a corrective action plan (refers to sponsor evaluation corrective actions).	2
Intervention Protocol	School has never required sponsor intervention under the Intervention Protocol.	2

CMSD Site Visit Building Walkthrough

School: Near West Intergenerational School

Date: 11/13/2023

CMSD Staff Member: Matt Rado

Building and grounds	Yes	No	Somewhat	N/A	Notes
1. Name of school is outside building.	X				
2. Walkways to school entrances are cleared of snow, ice, and other potential hazards.	X				
3. The office is easy to find.	X				
4. Classrooms appear clean.	X				
5. Classroom furniture (desks, chairs) appear to be in good working order and are relatively clean.	X				
6. Bathrooms are clean and have needed supplies.	X				
7. Hallways are clean and create an inviting environment (through student work, posters, etc.).	X				
8. Floors throughout building are clean and not slippery.	X				
9. Stairwells appear safe (e.g., they have handrails, lighting is sufficient, etc.).	X				
10. Play areas are cleared of debris and any playground equipment is in good order.	X				

Culture	Yes	No	Somewhat	N/A	Notes
1. The school's mission is apparent throughout the school building and through interactions with staff and students.	X				
2. The school environment seems calm and safe.	X				
3. Interactions between students and teachers seem respectful.	X				
4. Visitors are welcome and treated with respect.	X				

Other Compliance	Yes	No	Somewhat	N/A	Notes
1. Verify that the National Flag, which is not less than five feet in length, is displayed over, near, or within the school. (R.C. 3313.80, ODE Item 957)	X				
2. If a copy of the official motto of the U.S. or Ohio has been donated, ensure it has been accepted and is displayed in accordance with law. (R.C. 3313.801, ODE Item 958)				X	
3. Verify that information about Governing Authority members and meetings is posted and current. (Charter Contract, R.C. 121.22)	X				
4. Verify that the Worker's Compensation Certificate is posted and current. (R.C. 4123, ODE Item 153)	X				
5. Verify that the public records policy is displayed and that a records custodian has been designated. ((R.C. 149.43 (E) (2))	X				
6. Review permission forms for medication, including EpiPens and inhalers, and review storage of medication. (R.C. 3313.716, 3313.718, ODE Items 211-212)	X				

Other Compliance, Ctd.	Yes	No	Somewhat	N/A	Notes
7. Review care plan for students with diabetes. Check for physician letters with instructions and ensure that not later than 14 days after receipt of an order, the school informs parent or guardian that student might be entitled to a 504 Plan. Also ensure that the school is tracking the number of students with diabetes and the number of errors associated with medication administration. (R.C. 3313.7112, ODE Item 213)	X				
8. Report card verification. Pursuant to Ohio law, schools must provide parents or guardians with a copy of the most recent record card during the admissions process. CMSD staff will check the enrollment package during the site visit to verify. (R.C. 3313.6411, ODE Item 436)				X	No paper enrollment
9. Verify that the Public Employment Risk Reduction Program (PERRP) poster is displayed. ((R.C.3314.03(A)(11)(d))	X				
10. The school's attendance and participation policies are available for public inspection. ((R.C. 3314.03(A)(27))	X				
11. Verify that the school's policy regarding suspension, expulsion, removal, and permanent exclusion is posted in a central location. (R.C. 3313.661)	X				
12. If the school had any students absent without legitimate excuse on the day of the site visit the school made an attempt, within two hours of the start of the school day, to contact the student's parent, guardian or caregiver. (R.C. 3321.141)	X				

Notes: