

<input type="checkbox"/>	ANNUAL PROGRAM RENEWAL END OF YEAR
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	

## Review Summary 2016-2017

### INTRODUCTION:

Pursuant to F.S. 1002.33(5) (b) (1.a, b, e, & f) *Sponsor duties* – The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter. The sponsor shall monitor the revenues and expenditures of the charter school and perform the duties provided in s. 1002.345. The sponsor shall ensure that the charter is innovative and consistent with the state education goals established by s. 1000.03(5). The sponsor shall ensure that the charter school participates in the state's education accountability system. Additionally, if the school earned a grade of "D" or "F", the sponsor must annually review implementation of the school improvement plan to monitor the school's continued improvement pursuant to F.S. 1002.33 (9) (n). Moreover, provisions in your Charter Contract with the School Board provide for the sponsor's ability to monitor your school.

Therefore, an annual review was conducted to assess areas in need of improvement and/or correction and to identify additional technical assistance that may be needed to assist your school. The Review of your Charter School was conducted on **DATE** 01/31/2017.

Prior to the review, the Department of Charter Schools placed a draft of the review checklists on the Department's website and informed the Charter School Principal of its availability. The Department of Charter Schools collaborated with the Principal to schedule the date and time of the review visit.

Everglades Prep was reviewed in the categories listed in the chart below by the Department of Charter Schools and other School District experts. Ratings were assigned based on the criteria indicated on each category's checklist.

Here are the ratings of the category areas from your Annual Review:

	CATEGORY AREAS	RATING
1a	Curriculum and Instruction- Literacy- Elementary	N/A
1b	Curriculum and Instruction- Literacy- Secondary	Meets
1c	Curriculum and Instruction - Mathematics	Meets
1d	Curriculum and Instruction - Science	Partially Meets
2	ESOL/ELL Services	Meets
3	ESE Services	Meets
4	Personnel	Partially Meets
5	Assessment	Meets
6	Facilities	Meets
7	Governance	Meets
8	Insurance	Meets
9	Finance and Operations	-
10	Food Service	Meets
11	Transportation	- Meets



DEPARTMENT OF CHARTER SCHOOLS  
CHARTER SCHOOL RENEWAL MEETING  
SIGN-IN

EVERGLADES PREP

MONDAY, JANUARY 31, 2017

8:30 A.M. – 10:30 A.M.

Name	Position
Valerie Omars	District ESE
En Westerbeke	District ESE
Karla Branch	DCS -
John Celli	DCS
MARK STENNER	DCS/PRINCIPAL
STEVE BYRNE	DCS/ESOL
Terrence Marinesingh	DCS, ASSISTANT PRINCIPAL
Bene Stephens	BPA - Principal
Lisa Helfrich	DCS - Literacy
Ashley Barber	DCS - SSCC

The Department of Charter Schools Core Principles:

- Maintain High Standards
- Uphold Charter School Autonomy
- Protect Student and Public Interests

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

___	ANNUAL
__X__	PROGRAM RENEWAL
___	END OF YEAR

**CHARTER SCHOOL:** \_\_\_\_\_ Everglades Prep \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ Lisa C. Helfrich \_\_\_\_\_

**DATE OF VISIT:** \_\_\_\_\_ 1-31-17 \_\_\_\_\_

**Each reviewer will complete a review document by marking as follows:**

**Meets the Standards** - Appropriate information and/or evidence of documentation is in place at all levels.

**Partially Meets the Standards** - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

**Does Not Meet the Standard** - Materially Deficient - Explained in comment section.

**SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN** \_\_\_X\_\_\_ YES \_\_\_NO

**SCHOOL IS FOLLOWING DISTRICT'S COMPREHENSIVE READING PLAN** \_\_\_YES \_\_\_X\_\_\_ NO

CURRICULUM AND INSTRUCTION		LITERACY: ___ ELEMENTARY ___X___ SECONDARY		
Indicators	M	P	D	COMMENTS
1. <b>Evidence</b> of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. <i><b>Provide a copy of plan</b></i>	X			Intensive Reading Pacing guide
2. <b>Evidence</b> of lesson plans that incorporate Florida Standards in reading instruction. <i><b>Lesson Plans Will Be Reviewed</b></i>	X			Lesson plans incorporate LAFS
3. <b>Evidence</b> that the reading curriculum has differentiated strategies that will be used for students reading <b>at grade level</b> . <i>(Documentation required)*</i>	X			C Readers and Reading Plus Differentiation evident in classroom small groups
4. <b>Evidence</b> that the reading curriculum has differentiated strategies that will be used for students reading <b>above grade level</b> . <i>(Documentation required)*</i>	X			C Readers and Reading Plus Differentiation evident in classroom small groups
5. <b>Evidence</b> that the reading curriculum has differentiated strategies that will be used for students reading below grade level. <b>below grade level</b> <i>(Documentation required)*</i>	X			C Readers and Reading Plus Differentiation evident in classroom small groups
6. <b>Evidence</b> that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.	X			Intensive Reading teacher attended Reading PD provided by the PBCSD
7. <b>Evidence</b> of a reading curriculum that is consistent with instructional strategies, LAFS, and is grounded in scientifically-based reading research.	X			
8. <b>Evidence</b> of reading schedule.	X			



CURRICULUM AND INSTRUCTION		LITERACY: <input type="checkbox"/> ELEMENTARY <input checked="" type="checkbox"/> SECONDARY		
Indicators	M	P	D	COMMENTS
9. <b>Evidence</b> parents have been provided sufficient information on whether their child is reading at grade level. <i>(Documentation required)*</i>	X			Reading Plus reports
10. Classroom environment is reflective of the school's commitment to reading i.e., classroom libraries.	X			Classroom library, Reading strategies posted, computer stations for Reading Plus
11. <b>Evidence</b> that the school is being innovative as stated in the charter.	X			Station Rotation Model

Signature Lisa C. Helfrich Date 1-31-17

### RATING

  X   **Meets the Standard:** All indicators are rated "M".

       **Partially Meets the Standard:** Up to 3 indicators rated as "P" and all other indicators as "M".

       **Does Not Meets the Standard:** 4 or more indicators are rated as "P" or "D".



School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

**CHARTER SCHOOL:** Everglades Preparatory Academy

**REVIEWED BY:** Terrence Narinesingh, Ed.S.

**DATE OF VISIT:** 01/31/2017

**Each reviewer will complete a review document by marking as follows:**

**Meets the Standards** - Appropriate information and/or evidence of documentation is in place at all levels.

**Partially Meets the Standards** - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

**Does Not Meet the Standard** - Materially Deficient - Explained in comment section.

**SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN**    ☒ **YES**                      ☐ **NO**

CURRICULUM AND INSTRUCTION    MATHEMATICS: <input type="checkbox"/> ELEMENTARY <input checked="" type="checkbox"/> SECONDARY				
Indicators	M	P	D	COMMENTS
1. <b>Evidence</b> of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Mathematics Florida Standards. <i>Provide a copy of plan</i>	X			Scopes for Math courses aligned to the MAFS were observed.
2. <b>Evidence</b> of lesson plans that incorporate Mathematics Florida Standards in mathematics instruction. <i>Lesson Plans Will Be Reviewed</i>	X			There was evidence of lesson plans that incorporated the MAFS in the classrooms.
3. <b>Evidence</b> that the mathematics curriculum has differentiated strategies that will be used for students, i.e., ELL, ESE.	X			Evidence of differentiated strategies for ELL and ESE students were observed in classrooms and documented in lesson plans.
4. <b>Evidence</b> of a Remediation Plan for below grade level students.	X			Evidence of remediation through tutorials were evident.
5. <b>Evidence</b> that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.	X			There was evidence of Math professional development documented through a PDD agenda and sign in sheet. Construct Professional Learning Communities (PLC) to monitor student data-driven progress on the

				curriculum and support implementation of the MAFS.
<b>CURRICULUM AND INSTRUCTION    MATHEMATICS: <u>  </u> ELEMENTARY <u>X</u> SECONDARY</b>				
<b>6. Evidence</b> of mathematics schedules.	X			A master schedule was present and math classroom instruction was observed.
<b>7. Evidence</b> the school is being innovative as stated in its Charter.	X			Everglades Preparatory Academy offers students and parents a non-traditional, smaller, innovative and challenging learning environment to meet the unique and diverse needs of its community.

Signature Terrence Narinesingh Date 02/01/2017

**RATING**

- X        **Meets the Standard:** All indicators are rated "M".
- Partially Meets the Standard:** Up to 2 indicators rated as "P" and all other indicators as "M".
- Does Not Meets the Standard:** 3 or more indicators are rated as "P" or "D".

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

_____	ANNUAL
<u>X</u>	PROGRAM RENEWAL
_____	END OF YEAR

**CHARTER SCHOOL:** Everglades Preparatory Academy

**REVIEWED BY:** Terrence Narinesingh, Ed.S.

**DATE OF VISIT:** 01/31/2017

**Each reviewer will complete a review document by marking as follows:**

**Meets the Standards** - Appropriate information and/or evidence of documentation is in place at all levels.

**Partially Meets the Standards** - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

**Does Not Meet the Standard** - Materially Deficient - Explained in comment section.

**SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN**    X    YES    \_\_\_\_\_ NO

CURRICULUM AND INSTRUCTION		SCIENCE: _____ ELEMENTARY <u>X</u> SECONDARY		
Indicators	M	P	D	COMMENTS
<b>1. Evidence</b> of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards and NGSSS. <i>Provide a copy of plan</i>	X			Scopes for Science aligned to the NGSSS were evident for all science courses offered.
<b>2. Evidence</b> of lesson plans that incorporate Florida Standards and NGSSS in science instruction. <i>Lesson Plans Will Be Reviewed</i>		X		Lesson plans were observed during classroom visits. However, the Science lesson covered based on the scope did not reflect the rigor of the NGSSS.
<b>3. Evidence</b> that the science curriculum has differentiated strategies that will be used for students, i.e., ELL, ESE.	X			Evidence of differentiated strategies for ELL and ESE students were observed in classrooms and documented in lesson plans.
<b>4. Evidence</b> that the instructional staff receives professional development/training that will support the distinctive curriculum used at the charter school.	X			There was evidence of Science professional development documented through a PDD agenda and sign in sheet. Construct Professional Learning Communities (PLC) to monitor student data-driven progress on the curriculum and support implementation of the



CURRICULUM AND INSTRUCTION		SCIENCE: __ ELEMENTARY <u>X</u> SECONDARY		
Indicators	M	P	D	COMMENTS
				NGSSS.
5. Evidence of science scheduled.	X			A master schedule was present and science classroom instruction was observed.
6. Evidence the school is being innovative as stated in its charter.	X			Everglades Preparatory Academy offers students and parents a non-traditional, smaller, innovative and challenging learning environment to meet the unique and diverse needs of its community.

Signature Terrence Narinesingh Date 02/01/2017

#### RATING

\_\_\_\_\_ Meets the Standard: All indicators are rated "M".

X Partially Meets the Standard: Up to 2 indicators rated as "P" and all other indicators as "M".

\_\_\_\_\_ Does Not Meets the Standard: 3 or more indicators are rated as "P" or "D".

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

_____	ANNUAL
_X_	PROGRAM RENEWAL
_____	END OF YEAR

**CHARTER SCHOOL:** Everglades Preparatory (3398)

**REVIEWED BY:** Mark L. Stenner

**DATE OF VISIT:** January 31, 2017

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place at all grade levels.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section.

PERSONNEL				
Indicators	C	N	N/A	COMMENTS
1. Evidence of Performance Evaluation Systems ( <i>instructional personnel and administrators</i> ) as required by law. ( <i>Documentation required</i> )*	X			
2. Evidence that Out-of-field agreements are on file for appropriate teachers as verified in Charter Tools. One copy of each OOF agreement for each OOF teacher.	X			
3. Documentation, substantiating the expertise in field of specialty, is on file for teachers who are determined highly qualified in accordance with F.S. §231.15(1). ( <i>Documentation required</i> )*		X		5 total teachers, 3 HQ, 2 not HQ
4. Copies of contracts for contractual services and documentation of services provided are on file. (SLP, OT, PT)	X			
5. A complete list of employees is on file and includes addresses, email addresses, and phone numbers. (PBSD 2521)	X			
6. Charter School Authorization Forms for all employees are on file. (PBSD 2177)	X			
7. Teaching certificates for ALL teachers. <b>Printed</b> and on file.	X			

Signature  Date January 31, 2017

**RATING**

\_\_\_\_\_ **Meets the Standard:** All indicators are rated "C".

X **Partially Meets the Standard:** Up to 3 indicators rated as "N" and all other indicators as "C".

\_\_\_\_\_ **Does Not Meet the Standard:** 4 or more indicators are rated as "N".

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

_____	ANNUAL
_X_	PROGRAM RENEWAL
_____	END OF YEAR

**CHARTER SCHOOL:** Everglades Preparatory Academy

**REVIEWED BY:** Ashley Barber

**DATE OF VISIT:** January 31, 2017

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place at all grade levels.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section.

**SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN**    X YES           NO

ASSESSMENT				
Indicators	C	N	N/A	COMMENTS
<b>1. DESCRIPTION OF METHOD USED TO IDENTIFY THE EDUCATIONAL STRENGTHS AND NEEDS OF STUDENTS.</b>				
<p><i>The following items will be reviewed on site during the Annual Review. Be prepared to discuss how these reports are used in data chats with teachers and students.</i></p>				
a. <b><u>Data Chat Documentation</u></b>	X			Documentation provided.
b. <b><u>ELA Profile</u></b> (Most Recent) - RTSOR0036- Report shows the most recent scores for FSA ELA, Diagnostic Reading, RRR, and SRI OR research based equivalent assessment report(s).	X			Report provided.
c. <b><u>Math Profile</u></b> (Most Recent) - RTSOM0037- Report shows the most recent scores for FSA Math, Algebra 1, Algebra 2, Geometry EOC and Diagnostic Assessments OR research based equivalent assessment report(s).	X			Report provided.
d. <b><u>Science Profile</u></b> - RTSFS0121- Report shows the overall scale score and level for the most recent FSA Science and EOC for Biology 1. In addition, the Science and Biology 1 Diagnostic scores and level are shown for the current school year OR research based equivalent assessment report(s).	X			Report provided.
e. <b><u>Diagnostic Report</u></b> – Report contains most recent Diagnostic school results that include each question's content focus, standard type, and	X			Performance Matters report provided.



## ASSESSMENT

cognitive level. Report may compare the school results to the district results for each question OR a research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.

Schools may provide the Diagnostic Diamond Report RTODA0173, or an equivalent report from iReady, NWEA, or other diagnostic program.

- f. **EOC Diagnostic Diamond Report - RTSDA0474**- Report contains End of Course (EOC) Diagnostic percent correct and provides comparison of grade level results to District results for the same grade level OR a school results to District results research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.

NA

## ASSESSMENT

### 2. IMPLEMENTATION OF STUDENT PROGRESSION PLAN

a. Students participate in all age appropriate required district and state assessments. Results are communicated to parents.	X			Individual Student Report and Reading Plus progress report are shared with parents. The reports sent home and shared in conferences – evidence provided to support this.
b. Procedures are in place to report grades and mid-term progress to parents/guardians and students at a minimum of four (4) times a school year.	X			Report Cards sent home every 9 weeks, Progress Reports sent home every 4 weeks.
c. Procedures are in place for graduation, promotion, remediation, retention including a process for communicating to parents/guardians and students.	X			School uses school-created student dashboard, SAL-P, and data chat forms to share this information in parent conferences. Samples of conference forms provided.
d. PMP's have been written for students performing below grade level in reading, writing, mathematics, and/or science. (documentation required)* PMP's indicate parent/guardian participation in the process.	X			Provided sample PMPs signed by parents.
e. PMP's have been entered in TERMS.	X			Evidence that PMPs have been entered in TERMS.

### 3. MONITORING STUDENT PROGRESS

*Provide 5 samples for each of the following:*

a. <b>Individual Student Form - RSSOA0082</b> - Report shows a profile detailing demographics, attendance, discipline, grades, testing and special programs for an individual student.	X			Samples provided.
b. <b>Elementary SALP - RTTOR0035</b> - Report shows individual student profile for Student Assessment Literacy Project (SAL-P). This student listing contains FSA and Diagnostics assessment results OR evidence of monitoring student progress as provided in the schools' charter.			NA	
c. <b>Secondary SALP - RTSOA0567</b> - Report shows individual student profile for Student Assessment Literacy Project (SAL-P), SAT, ACT and CPT. This student listing contains FSA SSS and Diagnostics assessment results OR	X			Samples provided.

## ASSESSMENT

evidence of monitoring student progress as provided in the school's charter.

- d. **Individual Graduation Status** - RSSYA0342-Report shows FSA, GPA, Credits and Community Service Hours. (Note: This report does not take into account the number of credits per subject area. **(Report is only valid for students in grades 9 to 12)**)

X

Samples provided

Signature

Date

1/31/17

## RATING

  X  

**Meets the Standard:** All indicators are rated "C".

           **Partially Meets the Standard:** Up to 3 indicators rated as "N" and all other indicators as "M".

           **Does Not Meet the Standard:** 4 or more indicators are rated as "N".



School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

<input checked="" type="checkbox"/> X	ANNUAL
<input type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

**CHARTER SCHOOL:** 3398 – Everglades Prep

**REVIEWED BY:** Nicholas Parks

**DATE OF VISIT:** \_\_\_\_\_

***Each reviewer will complete a review document by marking as follows:***

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section.

<b>FINANCE &amp; OPERATIONS</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>1. BUDGET PREPARATIONS</b>				
<b>a. Evidence</b> of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.	<b>X</b>			
<b>b. Evidence</b> that budget has been approved by Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)	<b>X</b>			
<b>c. Evidence</b> that budget amendments are approved by board. (Copy of minutes)	<b>X</b>			
<b>d. The Board</b> - approved budget was submitted to the District in a timely manner.	<b>X</b>			
<b>2. FINANCIAL ACCOUNTING</b>				
<b>a. Evidence</b> of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.	<b>X</b>			
<b>b. Evidence</b> that expenditures do not exceed available resources in each fund.	<b>X</b>			
<b>c. Evidence</b> of financial accounting policies and procedures and that they meet generally accepted standards of fiscal management. (Copy of and access to procedures manual).	<b>X</b>			
<b>d. Evidence</b> that monthly financial statements are prepared using the FDOE required format.	<b>X</b>			
<b>e. Evidence</b> that monthly financial statements are timely filed with the PBCS District.	<b>X</b>			
<b>f. Evidence</b> that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.	<b>X</b>			
<b>g. Evidence</b> that capital expenditures (if applicable) are reported separately on the monthly and/or annual financial statements and was expended in accordance with 1013.62 F.S. Provide a detail of all capital outlay related expenditures. (Based on		<b>X</b>		<b>Not able to determine if capital outlay and excess of administrative fee was expended in accordance with statute.</b>

**FINANCE & OPERATIONS**

Indicators	C	N	N/A	COMMENTS
excess of administrative fee and charter school capital outlay.)				
<b>h. Evidence</b> of established system of accounting for fixed assets in accordance with FL Admin Code Ch. 69I-73. (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)	X			
<b>i. Evidence</b> of a property records inventory and submitted timely (Copy of report). FL Admin. Code Ch. 69I-73	X			
<b>j. Cost report data</b> submitted to District by required date.		X		<b>Due: 7/31 Submitted: 8/4</b>
<b>k. Evidence</b> that Florida Teachers Classroom Supply (Lead Teacher) was paid to teachers by September 30 <sup>th</sup> of each year.	X			<b>Taxes were taken out of the original payments and this was not rectified until 10/26</b>
<b>l. Evidence</b> that audit management letter response was approved by the Board. (Copy of minutes)	X			
<b>m. Evidence</b> that school is in compliance with prompt payment and other payment terms. Provide detail of accrued liabilities including AP aging, notes, loans, lines of credit and/or related party transactions.	X			
<b>n. Evidence</b> financial corrective action plan has been established (if applicable) and submitted to the PBC School District.			X	
<b>o. Evidence</b> that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.	X			
<b>p. Evidence</b> that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.	X			
<b>q. Evidence</b> of compliance with class size reduction as applicable to charter schools.	X			
<b>3. GRANTS ACCOUNTING (IF APPLICABLE)</b>				
<b>a. Established grant accounting procedures.</b> (Copy of or access to procedures manual.) Uniform Grant Guidance (UGG) (aka Super Circular or Omni Circular)		X		<b>Grant accounting procedures were not provided.</b>
<b>b. Grant funds accounted for separately identified in the monthly, quarterly and annual financial statements.</b>	X			
<b>4. OTHER STATUTORY REQUIREMENTS</b>				
<b>a. The Charter Schools website includes the school's annual budget, the independent fiscal audit, and the minutes of the governing board meetings (at least quarterly).</b>	X			

**FINANCE & OPERATIONS**

Indicators	C	N	N/A	COMMENTS
<b>5. FINANCIAL VIABILITY</b>				
a. Maintained adequate cash flow to meet rent, salary and benefit requirements.	X			
b. Met financial obligations to District and other vendors.	X			
c. Maintain an adequate fund balance.	X			
d. Maintained steady FTE counts.	X			

Signature \_\_\_\_\_ Nicholas Parks \_\_\_\_\_ Date 2/21/17 \_\_\_\_\_

**RATING**

    X     Meets the Standard: All indicators are rated "C" unless "N/A".

           Partially Meets the Standard: No more than 10 indicators are rated "N".

           Does Not Meet the Standard: Neither of the above or meets criteria for financially deteriorating condition.

Note – Non-compliance items are not considered significant.



School District of Palm Beach County  
CHARTER SCHOOL REVIEW

☒ ANNUAL  
☐ PROGRAM RENEWAL  
☐ END OF YEAR

CHARTER SCHOOL: Everglades Prep. Academy

REVIEWED BY: John Carvelli

DATE OF VISIT: 1/31/17

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section.

INSURANCE				
Indicators	C	N	N/A	COMMENTS
1. Insurance policies are on file documenting active coverage <b>with minimum limits</b> as set forth in the charter contract.	<input checked="" type="checkbox"/>			
2. School Leaders-Errors & Omissions	<input checked="" type="checkbox"/>			certif.
3. Commercial General Liability	<input checked="" type="checkbox"/>			certif.
4. Workers' Compensation/Employers Liability	<input checked="" type="checkbox"/>			certif.
5. Property Insurance (including boiler and machinery coverage)	<input checked="" type="checkbox"/>			booklet/policy
6. Benefits Administration Coverage ( to provide employee benefits i.e. health, life)	<input checked="" type="checkbox"/>			certif.
7. Vehicle Liability Insurance	<input checked="" type="checkbox"/>			certif.
8. <b>Evidence</b> that the certificates of insurance have been provided to the district office indicating the district as an additional insured.	<input checked="" type="checkbox"/>			
9. <b>Evidence</b> of procedures that identify various risks and provide a comprehensive approach to reduce the impact of losses.	<input checked="" type="checkbox"/>			Two handbooks on secure

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature John Carvelli Date 1/31/17

**RATING**

☒ **Meets the Standard:** All highlighted indicators are rated "C" and no more than 1 other indicator is rated as "N".

☐ **Partially Meets the Standard:** All highlighted indicators are rated as "C" and no more than 2 other indicators are rated as "N".

☐ **Does Not Meet the Standard:** Any highlighted indicator is rated as "N" or all highlighted indicators are rated as "N" and more than 2 other indicators are rated as "N".

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

—	ANNUAL
X	PROGRAM RENEWAL
—	END OF YEAR

**CHARTER SCHOOL:** Everglades Preparatory Academy

**REVIEWED BY:** Connie Dinolfo

**DATE OF VISIT:** January 31, 2017

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section.

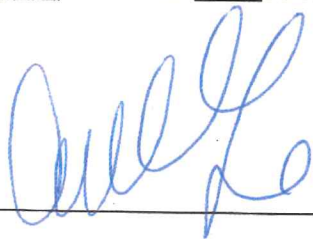
<b>FOOD SERVICE</b>					
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>		<b>COMMENTS</b>
1. Evidence of procedures and policies covering the administration and operation of the School Food Service program as stated in the agreement.	X				
2. Evidence that Free and Reduced Applications have been made available to every household.	X				
3. The charter school has potable water available to all students during meal service per guidelines set by the USDA.	X				
4. Meals served meet all guidelines as set by the National School Lunch Program.	X				
5. Procedures are in place to ensure that proper temperatures, storage and handling of foods are appropriate to safety and sanitation standards.	X				
6. Current Sanitation Certificate and Health Inspection permit from the Health Department is posted and on file with School Food Service.	X				
7. Evidence that the charter school is in compliance with the USDA competitive Food Rule and Smart Snacks.	X				
8. A signed copy of the Charter School Food Service Agreement is on file if applicable.	X				
9. Production records (Satellite Delivery Tickets) documenting menu items, portion sizes, amount prepared and served are completed and returned to the base school on a daily basis.	X				
10. Evidence that the school has purchased proper equipment as stated in the agreement.	X				



FOOD SERVICE					
Indicators	C	N	N/A		COMMENTS
11. Evidence that "Justice for all" posters are posted where meals are served.	x				
12. Evidence that a ServSafe certification is current and on file with School Food Service.	x				
13. Evidence that the Charter School is communicating with the base school manager on a consistent basis.	x				
14. Evidence of a Wellness Healthy School Team is in place and the yearly assessment is completed.	x				
15. Evidence that the Charter School has attended and completed the Annual Training by School Food Service Department during the summer.	x				

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature



Date

Feb 13, 2017

#### RATING

\_\_\_\_\_ x \_\_\_\_\_ **Meets the Standard:** All highlighted indicators are rated as "C" and no more than 2 other indicators rated as "N".

\_\_\_\_\_ **Partially Meets the Standard:** All highlighted indicators are rated as "C" and no more than 3 other indicators rated as "N".

\_\_\_\_\_ **Does Not Meet the Standard:** ANY highlighted indicator is rated as "N" or ALL highlighted indicators are rated as "C" AND all other indicators are rated as "N."



School District of Palm Beach County  
CHARTER SCHOOL REVIEW

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Everglades Prep. Academy

REVIEWED BY: John Carvelli

DATE OF VISIT: 1/31/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

FACILITIES				
Indicators	C	N	N/A	COMMENTS
1. A copy of the initial Certificate of Occupancy issued by the Code Enforcement Department of jurisdiction is on file at the school and has been submitted to the district, including a copy to cover any renovations.	<input checked="" type="checkbox"/>			observed
2. A copy of the most recent Fire Safety Inspection Report per Florida Statute Sec. 1013.12 (5) (b) showing that the school's facilities meet the building code and fire prevention code and/or any deficiencies are being corrected in accordance with the report.	<input checked="" type="checkbox"/>			observed
3. A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the district, including standards for serving food and drinking water.	<input checked="" type="checkbox"/>			observed
4. A copy of the schedule for Evacuation and Fire Drills for each school year as required by the Fire Marshal of jurisdiction including the dates and comments of actual drills performed. Unannounced drills shall be performed a minimum of every other month. This documentation is on file at the school <u>and submitted to the district.</u>	<input checked="" type="checkbox"/>			observed
5. Evidence that procedures are in place to manage and regulate hazardous materials.	<input checked="" type="checkbox"/>			observed
6. Evidence that procedures are in place to ensure the review of material safety data sheets (MSDS) for every chemical product used and the maintenance activities each charter facility to be sure that all unused and waste chemical products are properly labeled.	<input checked="" type="checkbox"/>			observed
7. Per Florida Statute Sec. 1013.33 and 1013.35 charter schools participate in the annual Tentative Educational Facilities Work Plan. The following information must be reported to the district:	<input checked="" type="checkbox"/>			observed

**FACILITIES**

1. Location of charter
2. Number of relocatables
3. Owner
4. Year started/scheduled
5. Total number of student stations
6. Current student enrollment
7. Years in contract
8. Charter school projections

This information is part of the district's concurrency calculations and must be included in the Five Year Capital Improvement Plan. Print a word doc. With all eight (8) items listed.

Signature

Date

11/31/17

**RATING**✓  
"N".

**Meets the Standard:** All highlighted indicators are rated "C" and no more than 1 other indicator rated as

**Partially Meets the Standard:** All highlighted indicators are rated as "C" and no more than 2 other indicators rates as "N".

**Does Not Meet the Standard:** Any highlighted indicator rated as "N" or all highlighted indicators rated as "C" and all other indicators rated as "N".

School District of Palm Beach County  
CHARTER SCHOOL REVIEW

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Everglades Prep. Academy

REVIEWED BY: John Carvelli

DATE OF VISIT: 1/31/17

*Each reviewer will complete a review document by marking as follows:*

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

GOVERNANCE				
Indicators	C	N	N/A	COMMENTS
1.				
a. Charter School application, contract, and any amendments. (with all up to date appendices that meet required standards)	<input checked="" type="checkbox"/>			observed
b. Current copy of Incorporation papers with bylaws and a <b>letter</b> from school or its attorney that they are legally compliant, including with the Sunshine law).	<input checked="" type="checkbox"/>			observed
c. Evidence that the Governing Board has timely completed the required Governance Training	<input checked="" type="checkbox"/>			observed 8 certif.
d. Evidence on school's website of the process for informing parents how to register a complaint or place an item on the Governing Board Agenda. Print out screen print.	<input checked="" type="checkbox"/>			Form Provided To DCS
e. A set of documents organized chronologically containing Governing Board meeting announcements, meeting agendas (including citizen input) and meeting minutes (dated and signed). Also, evidence that the Governing Board held at least two public meetings per school year in the school district and complied with the Sunshine Law relating to its meetings as indicated on Charter Tools and school web page.	<input checked="" type="checkbox"/>			observed
f. <b>Evidence</b> of policies that have been adopted by the Governing Board. Each policy is dated, signed and adoption dates are included in minutes.	<input checked="" type="checkbox"/>			observed
g. <b>Evidence</b> that the governing board of the school adopted policies establishing standards of ethical conduct for instructional personnel and school administrators, as defined in	<input checked="" type="checkbox"/>			observed



## GOVERNANCE

s.1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.				
h. Provide a current organization chart for the school, including the relationship of the Board to the school's leadership. As indicated on Charter Tools.	✓			observed
i. Provide a list of current Board members. Provide a brief description of the person's background as indicated on Charter Tools.	✓			observed
2. Provide written strategies used to recruit, hire, train and retain qualified staff to achieve the best teaching and learning results.	✓			observed
3. <b>Evidence</b> that the school's mission/vision is reflected in the school's climate and progress of school achieving its mission.	✓			observed
4. Provide evidence of the existence of the parent representative and how the representative's contact information was provided annually in writing to parents and posted prominently on the charter school's website. Print out.	✓			observed
5. The school reported its student assessment data to each parent of a student at the school, the parent of a child on a waiting list for the school, the district in which the charter school is located, and the governing board of the school and that this information is on its Internet website.	✓			Rating of a Maintaining on Website
6. Provide a <b>letter</b> from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school's charter management organization, or his or her spouse, are not a member of the governing board of the charter school as indicated on Charter Tools.	✓			observed-letters
7. Provide a <b>letter</b> from the school or its attorney confirming from the school that all members of its governing board are in compliance with these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and 112.3143(3), including that they have no conflicts of interest as indicated on Charter Tools.	✓			observed
8. Provide a <b>letter</b> from the school or its attorney confirming that the school and or any of its	✓			observed

## GOVERNANCE

employees, have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct as indicated on Charter Tools.

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature

Date

## RATING



**Meets the Standard:** All indicators are rated "C".

**Partially Meets the Standard:** Up to 3 indicators rated as "N" and all other indicators as "C".

**Does Not Meet the Standard:** 4 or more indicators are rated as "N".

School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

<input checked="" type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

**CHARTER SCHOOL:** Everglades Preparatory Academy

**REVIEWED BY:** Valerie Omans and Erin Westerbeke

**DATE OF VISIT:** 1-31-17

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information / evidence of documentation is in place for all records.

**NON-COMPLIANT** - Appropriate information / evidence of documentation incomplete/not in place for all records

**N/A** - Not applicable-Explain in comment section.

<b>EXCEPTIONAL STUDENT SERVICES (ESE)</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
1. ESE folders are properly maintained for ESE students: a. All files are present for enrolled ESE students. b. All referral documentation is present. c. All IEPs, evaluations and related documents are present.	X			a. All files present b. Referral documentation present. c. All IEPs and documents present.
2. Evidence of RtI and SBT/CST procedures being followed with appropriate documentation. (intervention, data, notes from meetings, etc.)	X			SBT agenda, documents, notes
3. SPP/LEA Guide procedures are being followed for identification and placement in ESE programs. (eligibility determination, evaluations, re-evaluations, dismissals etc.)	X			Procedures followed and documents present for re-evaluations.
4. IEPs are current and timely. There is evidence that proper notification occurred and the required members are in attendance at IEP/CST meetings.	X			Based on EDW report. IEP and re-evaluations are current.
5. IEP's are written to meet students' needs per present levels of performance, standardized test scores and other assessments, including documentation of compliant and measurable goals.	X			Reviewed IEPs for present levels, data and transition.
6. Transition portion of IEP is compliant based on state indicators as applicable.	X			Compliant. Develop goal timelines.
7. There is evidence of implementation of services, accommodations, modifications, and strategies for working toward mastery of the annual goals as specified on the IEP.	X			Reviewed lesson plans and accommodation lists. Teachers have accommodation listed.



EXCEPTIONAL STUDENT SERVICES (ESE)				
Evidence includes applicable items such as the following based on service: consultation logs, service logs, therapy logs, attendance, schedules, lesson plans, interviews, parent input form, center school consent, ESY determination form, goal reports, FAPE, etc.				
8. Number of students participating in Access Points/Alternate Assessment; all have appropriate consent on file.			X	
9. Matrices are IEP driven with supporting documentation available for review.	X			Compliant- reviewed IEP with matrices.
10. Procedures for discipline for ESE students are in compliance with IDEA and District procedures: a. Documentation of manifestation hearings for ten plus(10+) days of suspension b. FBA/BIP developed for ten plus(10+) day suspensions Evidence of behavior documentation and implementation for ESE students as applicable: a. Plan is indicated in IEP b. Behavior plan in file c. Evidence of plan in use			X	
11. Teachers have access to IEPs for their assigned students.	X			Teachers have IEPs in room.
12. Three (3) year re-evaluations are current.	X			Based on EDW report
13. Out of System reviews are completed for all evaluations completed by contractors.			X	
14. Evidence that the ESE Contact and/or applicable staff attends the following meetings/trainings: ESE Contact Meeting, IEP Training, LEA Training, ESE Charter School Trainings.	X			Reviewed binder with agendas.

Signature

*Valerie Orsini*

Date

*1-31-17*

#### RATING

    X    

Meets the Standard: All indicators must be rated as "C".

Partially Meets the Standard: No more than 3 indicators rated as "N".

Does Not Meet the Standard: More than 3 indicators rated as "D".

Signature

George C. Miller

Date

RATING\_\_\_\_\_ Meets the Standard: All indicators must be rated as "C".

\_\_\_\_\_ Partially Meets the Standard: No more than 4 indicators rated as "N".

\_\_\_\_\_ Does Not Meet the Standard: More than 4 indicators rated as "N".

School District of Palm Beach County  
CHARTER SCHOOL REVIEWANNUAL  
PROGRAM RENEWAL  
END OF YEAR

CHARTER SCHOOL:

Everglades Preparatory Academy

REVIEWED BY:

George C. Miller, General Mgr. Transportation

DATE OF VISIT:

10-31-2016Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

**TRANSPORTATION**

Indicators	C	N	N/A	COMMENTS
1. Evidence that transportation is provided consistent with the requirements of subpart I.E. of chapter 1006 and s.1012.45.	✓			
2. Information relevant to all students transported by a school bus is on file.			✓	
3. Evidence of contract information relevant to any situation where a parent or other driver is providing transportation services.			✓	Students ride PalmTran & are issued Bus Passes
4. Evidence that any vehicle owned or leased by the school and that is used to transport students is properly certified, insured, and maintained. If it is a school bus, evidence of school bus specification	✓			

compliance and school bus operator qualifications are required.	✓			
5. <b>Copies of all contracts</b> for student transportation are on file.			✓	
6. <b>Evidence</b> of policies and procedures to enforce high standards for student conduct on school buses.	✓			
7. <b>Evidence</b> that school buses used to transport students have been inspected at a maximum interval of thirty (30) school days and maintained in accordance with the <i>State of Florida Bus Safety Inspection Manual</i> , 2008 Edition.	✓			
8. <b>Evidence</b> that transportation is not a barrier to equal access to the charter program.	✓			Uses Palatran & Bus for Field Trips
9. <b>Evidence</b> to confirm supervision was provided and that school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure a safe and orderly flow.		✓		
10. <b>Evidence</b> to confirm that all required transportation documentation of special needs students is on file.			✓	
11. <b>Evidence</b> to confirm compliance with state law and having a policy prohibiting the use of cellular telephone by any school bus operator while actively driving the bus.		✓		
12. <b>Evidence</b> to confirm compliance with and having a policy that prohibits unnecessary idling of school buses while they are in the vicinity of students.		✓		
13. <b>Evidence</b> to confirm compliance with and having a policy for student <i>Safe Rider Instruction Plan</i> .	✓			
14. <b>Evidence</b> to confirm compliance with and having a policy for school bus operator <i>Safe Driver Plan</i> .	✓			

Signature

*Roger C. Miller*

Date

*10-31-2016*

#### RATING

\_\_\_\_\_ **Meets the Standard:** 11 or more indicators rated as "C".

\_\_\_\_\_ **Partially Meets the Standard:** 9 or more indicators rated as "C".

\_\_\_\_\_ **Does Not Meet the Standard:** 8 or less indicator rated as "C".



School District of Palm Beach County  
**CHARTER SCHOOL REVIEW**

—	ANNUAL
<u>X</u>	PROGRAM RENEWAL
—	END OF YEAR

**CHARTER SCHOOL:** EVERGLADES PREP

**Reviewed by:** STEVE BYRNE

**Date of Visit:** 1-31-17

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place at all grade levels.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not applicable-Explain in comment section

<b>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>1. Registration</b>				
<b>Evidence</b> of comprehensible registration procedures for ELLs and families have been established and the school registration form which includes a Home Language Survey (HLS) is translated in the District's four major languages (English; Spanish, Haitian Creole and Portuguese)	X			
<b>2. Personnel</b>				
a. All instructional staff members are in compliance (or in process of compliance) with professional qualifications required by the Florida Department of Education for personnel who teach ELLs. (ESOL Endorsement, ESOL coverage or ESOL Certification)	X			
b. There is a full-time, bilingual instructional staff member who speaks the SAME home language of the ELLs when 15 or more students speak the same language.			X	FEWER THAN 15 ELL'S
<b>3. Instruction</b>				
<b>Evidence</b> of comprehensible instruction that includes the use of appropriate ESOL instructional strategies with English Language Learners (ELLs).	X			
<b>4. Assessment</b>				
<b>Evidence</b> of students entering a FL school for the first time who check "YES" to any of the three questions on the Home Language Survey (HLS) are administered an English language proficiency assessment within twenty (20) school days as required by Consent Decree.	X			
<b>5. ESOL Student Files and Recordkeeping</b>				
<b>Evidence</b> that ELL student records are maintained in compliance with requirements of the Consent Decree and FEFP reporting procedures. All provisions of the Consent Decree must be fully implemented.	X			

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Indicators	C	N	N/A	COMMENTS
<b>6. Communication</b>				
In accordance with the Department of Justice Agreement, there is evidence of communication with parents/guardians of ELLs regarding discipline procedures, Code of Conduct, registration, school-wide expectations, etc. that is translated into the District's major languages (Spanish, Haitian Creole, Portuguese) and interpreters are available at parent meetings and conferences so that information is presented in a language understood by the parent/guardian. All of the provisions of the agreement must be implemented.	X			
<b>ADDITIONAL NOTES/COMMENTS</b>				

Signature

Steve Byrne

Date

1-31-17**RATING:**X**Meets the Standard:** All indicators are rated "C".**Partially Meets the Standard:** No more than 2 indicators are rated as "N".**Does Not Meet the Standard:** 3 or more indicators rated as "N".