

Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Charter School Review	AD Number: 1.903.1	Adopted: October 2023
Policy References: Board Policy 1.905 – Charter School Renewal		Revised: 11/24

1 **ANNUAL EVALUATION AND REVIEW**
2 Public charter schools authorized by Murfreesboro City Schools Board of Education shall be
3 subject to an annual evaluation and review pursuant to Board Policy 1.903 and 1.905. The
4 specific metrics of the annual evaluation and review will be derived from State Board of
5 Education Policy 6.111, *Quality Charter Authorizing Standards*, and will be included in the
6 charter authorizing agreement. The Director of Schools shall assign an evaluation team
7 composed of the Assistant Superintendent of Curriculum and Instruction, Assistant
8 Superintendent of Student Support Services, and Assistant Superintendent of Operations to
9 review the evaluation metrics on an annual basis, conduct a site visit to each charter school, and
10 monitor compliance with state law.

11 The evaluation team will be responsible for preparing a report that summarizes the charter
12 school’s performance given the evaluation tool’s metrics. The report shall provide an analysis of
13 relevant data and include general recommendations, if applicable. All reports shall be made
14 available to board members at the board meeting following report completion.

15 **SITE VISITS**

16 A site visit to each charter school shall be conducted annually in conjunction with the annual
17 evaluation and review. Prior to the charter site visit, the Assistant Superintendent of Curriculum
18 and Instruction will contact the charter school and complete the following:

- 19 1. Communicate the date and time of the proposed visit;
- 20 2. Communicate names and titles of individuals on evaluation team that will be present;
- 21 3. Notify if any classroom observations will be taken place, and if so, what times;
- 22 4. Notify if any teacher interviews will be taken place, and if so, what times;
- 23 5. Inform if any documentation needs to be compiled; and
- 24 6. Supply a schedule of events for the day.

25 During the charter site visit, the Assistant Superintendent of Curriculum and Instruction will be
26 on site and ensure the following:

- 27 1. The site visit will be as minimally intrusive as possible and will not disrupt the operations
28 of the instructional day; and
- 29 2. The charter school administration will provide any and all necessary assistance to aid in
30 the site visit.

31 After the charter site visit, the Assistant Superintendent of Curriculum and Instruction will
32 compile a report or all observations, including any findings, and will complete the following:

- 33 1. Submit the site visit report to the Director of Schools to present at the next board
34 meeting;

- 35 2. Submit a copy of the site visit report to the charter school; and
36 3. Communicate with the charter school any deficiencies and recommend actions on how to
37 improve.

38 **RENEWAL OF CHARTER SCHOOL**

39 In addition to the annual evaluation and review, the Assistant Superintendent of Curriculum and
40 Instruction shall conduct a renewal evaluation site visit to each charter school that submits a
41 charter renewal application.