

# AZ Charter Schools Program

## Monitoring Handbook

AZCSP End-of-Project Monitoring  
Academic Program & Logic Model



## AZCSP END-OF-PROJECT MONITORING

Schools awarded AZCSP funds are subject to ongoing monitoring to ensure the requirements and guidelines of the AZCSP grant are being met. Monitoring provides AZCSP and subgrantee stakeholders with the data necessary to make educational improvements.

During the final funding years, AZCSP staff will conduct a final review of the school's academic program and review the progress of the implementation of the school's Logic Model. Each review may occur during the same on-site visit or may occur at separate times. This handbook provides guidance for both reviews.

### WHAT TO EXPECT DURING THE REVIEW: **ACADEMIC PROGRAM**

The school's academic leadership team is expected to participate in this review. In order to prepare for the visit, by a date identified in the monitoring notification email, the school is expected to submit narrative responses to "**Questions to Consider when Evaluating the Academic Program**" located in the End-of-Project Monitoring Handbook. During the on-site visit, the school's team should be prepared to answer and discuss those same questions. While no documentation is required, the school may choose to have sample artifacts and updated documents since the last academic monitoring that serve as evidence of implementation available for review during the on-site visit.

### WHAT TO EXPECT DURING THE REVIEW: **LOGIC MODEL**

The school's leadership team, including the school principal and at least one governing board representative, is expected to participate in this review. In order to prepare for the visit, by a date identified in the monitoring notification email, the school is expected to submit its current Logic Model and narrative responses to "**Questions to Consider when Using a Logic Model to Reflect on Project Progress**" located in the End-of-Project Monitoring Handbook. During the on-site visit, the school's team should be prepared to answer and discuss those same questions. While no documentation is required, the school may choose to have sample artifacts that serve as evidence of implementation available for review during the on-site visit.

## ACADEMIC PROGRAM

### Questions to Consider when Evaluating the Academic Program

#### Curriculum

What longitudinal data and results are collected, analyzed, and used to provide evidence of the effectiveness of the curriculum/supplemental curriculum and its implementation to meet the school's academic outcomes/impact described in the Logic Model?

#### Instructional Design

What longitudinal data are collected, analyzed, and used to provide evidence of the effectiveness of the instructional design proposed in the AZCSP subgrant application to meet the unique needs of disadvantaged students including children with learning disabilities and English learners?

#### Balanced Assessment

What data collection instruments and analysis methods are used to provide evidence of verifying disadvantaged students' progress toward meeting the learning expectations proposed in the AZCSP subgrant application and the school's academic outcomes/impact described in the Logic Model?

### Professional Learning

What longitudinal data and results are collected, analyzed, and used to provide evidence of the effectiveness of professional learning activities and collaborative learning communities to indicate improvements and growth in student learning and professional practice?

### Continuous Improvement

1. Describe the evaluation process including ongoing and systematic analysis and use of trend and comparison data to inform decision-making regarding the effectiveness of all programs and services in improving disadvantaged students learning and overall organizational effectiveness (program evaluation framework).
2. Describe the process of moving from analysis to recommendations (next level of work).
3. Describe the approaches to communicating results to target audiences (dissemination practices).

## LOGIC MODEL

### Questions to Consider when Using a Logic Model to Reflect on Project Progress

Which mid-term outcomes have been achieved?

What progress is being made toward other mid-term outcomes?

If mid-term outcomes are not being achieved, why not and what needs to be done to make progress?

What data are being collected to measure progress toward outcomes?

Which outcomes do not have a data collection strategy for measuring progress?

What additional outcomes were or are being achieved?

What do you anticipate is the long-term impact of your project as identified in your Logic Model?

What is your next level of work?