

NCISC/ROE 5
Compliance Visits 2018-19

The New Online Process

Set-up:

- Each District being visited will provide NCISC with the name and email of the persons who will become the District Administrators for the online tool. Please send this information to Gina Shalzi gshalzi@ncisc.org. An automatic email will be generated with the necessary information to establish an Administrator Level User Account for the district.

***Note:** The system occasionally has a “hiccup” and indicates that the email has been generated, but you never receive it, so please feel free to contact Rich Duran via phone, text, or email and he will correct it. If it occurs when you are creating District Users, the simple solution is for the Administrator to send the new user another email with a new link.*

- Once the District Administrator Users have been established, they may provide District Staff User access to any staff member in the district by providing similar contact information. Only a District Administrator can grant access to user accounts for the district and submit the final product for approval.
- All District Users may add documents and websites to the online files for any question.

Online Evaluation Tool:

- Has been streamlined from seven to five areas and many duplicate information requests found in previous documents have been eliminated:
 1. Students
 2. Staff, Personnel, & Training (all mandated trainings)
 3. Policy/Governance
 4. Health Life/Safety
 5. Instructional Programs
- A Dashboard of Five Dials will appear on the main district page and will display the completion level for each of these sections to date and provide a quick visual reference as the documentation yet to be completed.
- The word “Total” appears above the Dashboard Dials and will indicate how many of the 100 points required for 100% Compliance have been achieved. Sections are scored 15/15/15/15/40 points (The “Instructional Programs” section is weighted for 40 points) and will determine Compliance Recognition Status.

- Once you have clicked on one of the five topics it will open a submenu with all numbered questions for that topic (Section 1 “Students” questions are labelled as 101, 102, 103, etc.; Section 2 “Staff...” questions as 201, 202, 203, etc.; and so on for the three remaining Sections).
- Clicking on a question number will open a text box citing the statute requiring the item to be evaluated plus the required information to be provided. Most items require proof of a district policy and the appropriate PRESS Policy number is cited. Simply click “Add a Document” and select a file from your district policy to demonstrate you have a policy on record.
- Each question also requires some demonstration that you have implemented the policy and usually requests a specific document. Simply click “Add a Document” and supply the requested item or you may “Add a Website” Address with the information requested. If no specific item is suggested then supply a document you believe is appropriate proof of implementation (i.e. “Communicate this policy to the parents” can be a sample letter or a page from the student/parent handbook.)
- If there are questions about what would serve as documentation, contact Compliance Coordinator Rich Duran 708-334-3627 or rduran@ncisc.org.
- If there are question concerns in regards to Staff/Personnel, contact Licensure Director Shirley Bloom 847-803-3708 or sbloom@ncisc.org.

The On-Site Visit:

- We will spend 2-3 days on-site. ***Please provide us with a room that can serve as our base during the visit.*** On Day 1, we will be going through all the documentation you have provided online; Shirley Bloom will view personnel files of the new hires & assignment changes since our last visit (4 years ago); and Tom Bookler will contact your Homeless Liaison prior to our visit to establish their meeting time. We will address any missing items at that time. On Day 2, Rich Duran would like to tour the schools in your district to observe programs and see what makes your district unique, so that these items may be highlighted in the comment section of the evaluation report. In larger districts, this process will continue into a Day 3. For most Districts, two days on-site will be sufficient. We will confirm the actual time needed when we are onsite.
- *Please note that the annual Health Life/Safety checklist inspection of each building will take place on a separate schedule jointly established by the NCISC HL/S Inspectors and your Building & Grounds Director.*
- Rich Duran would like to hold a brief meeting with the District Superintendent on Day 1 and later hold an exit conference at the end of the last day on-site.

Follow-up:

- Any items still needing documentation or completion may be added as completed by the district (Note: Occasionally, a personnel item, policy addition, etc. requires additional time to become official).
- Note: If a School House Icon appears next to any evaluation item, it is an indication that due to privacy laws (typically personnel or student record details), verification will be onsite (at the school) and those items cannot be dropped into the online document.
- We will lock online sections as they have been completed by the district and reviewed by us, thus finalizing those parts of the evaluation.
- Evaluator Comments based upon the tour of the schools will be sent in draft form as an email to the district superintendent for response/review and following any needed edits or corrections they will be added later to the online summary section.
- Once all the above have been completed, the entire document will be locked and submitted to ISBE as the final School Evaluation.
- A courtesy “Visit Summary Letter” will be sent from NCISC/ROE5 to the district superintendent following the completion of all items connected to the visit. This letter is intended to be narrative summary highlighting district strengths observed during the visit to be shared as the district determines.

Helpful Forms and Resources can be found at www.iarss.org/compliance/

***Please Note:** This online meeting is intended to provide districts with the opportunity to try the new online Compliance Evaluation and to store supporting documents and websites for later transfer to the 2018-19 Evaluation Tool once it is created in the Fall of 2019. The 2018-19 online Evaluation Tool will likely have new items added and other items might be revised or be renumbered. (We expect most of the online Evaluation to remain the same.) We will host the usual Orientation Meeting for Districts to be Visited during 2018-19 during the week after Labor Day and will use that meeting to bring all districts up to speed and provide additional documents related to our visit.*