



Cycle 2 Group 1

Dates: October 2020- December 2020

## TEXAS EDUCATION AGENCY 2020-2021 CYCLICAL MONITORING REPORT STEP CHARTER SCHOOL

CDN: 101859

Non-Compliance Identified

Corrective Actions To Be Completed

### INTRODUCTION

The Texas Education Agency (TEA) would like to extend appreciation to Step Charter School to address for their efforts, attention, and time committed to the completion of the review process.

The TEA has developed a monitoring approach that reviews compliance-based indicators while also looking for best practices. In commitment to the approach, the cyclical monitoring report will provide the results of the LEA's compliance review related to the Individuals with Disabilities Education Act (IDEA) and federal and state statutes, a summary of data related to Results-Driven Accountability (RDA), State Performance Plan (SPP), Significant Disproportionality (SD), and dyslexia program evaluation will recommend targeted technical assistance and support for LEAs related to special education, and highlight best practices of LEAs that demonstrate success.

### CYCLICAL MONITORING

The TEA conducts cyclical reviews of all LEAs statewide over six years. The purpose of cyclical monitoring is to support positive outcomes for students with disabilities and to determine compliance with special education regulations and dyslexia program regulations.

LEAs are required to submit artifacts and/or sources of evidence for compliance and promising practices review in the following areas:

- Child Find/Evaluation/FAPE
- IEP Development
- IEP Content
- IEP Implementation
- State Assessment
- Properly Constituted ARD Committees
- Transition

## 2020–2021 CYCLICAL REVIEW COMPLIANCE SUMMARY

On December 18, 2020, the TEA conducted a policy review of Step Charter School to address. On December 18, 2020, the TEA conducted a comprehensive desk review of Step Charter School to address. The total number of files reviewed for the Step Charter School to address comprehensive desk review was 16. The review found overall that 10 files out of 16 files were compliant. An overview of the policy review and student file review for Step Charter School to address are organized in the chart below by indicating the number of compliant findings within the reviewed file submissions related to the compliance area. Itemized details of these findings are in the appendix.

Compliance Area	Policy Review (# compliant of # reviewed)	Student File Review (# compliant of # reviewed)
Child Find/Evaluation/FAPE	19 of 19	16 of 16
IEP Development	5 of 5	16 of 16
IEP Content	3 of 3	16 of 16
IEP Implementation	21 of 21	16 of 16
Properly Constituted ARD	8 of 8	10 of 16
State Assessment	4 of 4	16 of 16
Transition	5 of 6	1 of 1

## 2020-2021 CHARTER CAMPUS INFORMATION

Step Charter School to address (101859) has 2 Active Campuses and is approved to serve students in KG-08 grade. Campuses are located in the following counties: Harris. The student file review included 15 from PK-5 grade and 1 from grades 6-8. The chart below identifies the campuses which were included in the cyclical review.

Campus Name	Campus Number	County	Grade Level(s)
Step Charter EL	101859101	Harris	K-8
Step Charter II	101859102	Harris	K-7

## DATA SUMMARY OF RESULTS-DRIVEN ACCOUNTABILITY, STATE PERFORMANCE PLAN INDICATORS, AND SIGNIFICANT DISPROPORTIONALITY

The following supplemental data may be used to support development of the Strategic Support Plan (SSP) for continuous improvement and/or a Corrective Action Plan (CAP) if noncompliance is identified.

Year	Results-Driven Accountability (RDA) Determination Level	SPP Indicators 11, 12, 13 Compliance*	Significant Disproportionality
2020	DL 1—Meets Requirements	COMPLIANT	N/A

\*Indicator 11: Child Find

Indicator 12: Early Childhood Transition

Indicator 13: Secondary Transition

## 2020-2021 COVID-19 IMPACT NARRATIVE

In the 2020-2021 academic year, Local Education Agencies (LEAs) were provided an opportunity to complete a COVID-19 impact narrative form documenting the practices incorporated to support Child Find and FAPE for students being served by special education programs during the COVID-19 pandemic.

## 2020-2021 CYCLICAL REVIEW PARENT, TEACHER, ADMINISTRATOR INTERVIEWS/SURVEY

### Staff and Family Surveys

Minimum size requirements not met. Results not published within this report due to the limitation of the sample size.

This survey was approved by the Texas Education Agency’s data governance board. Participation in this survey was both voluntary and anonymous. No data was collected identifying a name so that individual responses cannot be linked to any respondent. Participants were given the option to stop the survey at any time.

### Strengths

Based on results of the policy review and student file review, along with data collected from LEA staff and family surveys, the Review and Support team identified the following strengths for Step Charter School to address:

- Providing parents/guardians with prior written notice detailing evaluation procedures proposed and ARD meeting purpose
- Maintaining ARD compliance by conducting the annual ARD within the one calendar year timeline
- Development of measurable speech goals, including benchmarks/short-term objectives

### Considerations

Based on results of the policy review and student file review, along with data collected from LEA staff and family surveys, the Review and Support team identified the following areas for Step Charter School to address:

- Conduct a properly constituted ARD with all required ARD committee members, refraining from dual role of the LEA representative also serving as the LPAC representative
- Link Special Education Operating Procedures to the Legal Framework
- Post the Texas Transition and Employment guide to Step Charter School’s website

## TECHNICAL ASSISTANCE

As a result of monitoring, the TEA has identified the following technical assistance resources to support Step Charter School to address engaging in universal support as determined by the RDA performance level data and artifacts within the compliance review:

Topic	Resource
TEA Technical Assistance: IEP Development	<a href="https://tea.texas.gov/sites/default/files/FinalAccessibleIEPDevelopmentJuly%202020_website_locked.pdf">https://tea.texas.gov/sites/default/files/FinalAccessibleIEPDevelopmentJuly%202020_website_locked.pdf</a>
ARD Committee Considerations During COVID-19	<a href="https://tea.texas.gov/sites/default/files/covid/covid19_ard_committee_meeting_guidance_april_2.pdf">https://tea.texas.gov/sites/default/files/covid/covid19_ard_committee_meeting_guidance_april_2.pdf</a>

## FINDINGS OF NONCOMPLIANCE

A finding is made when noncompliance is identified with the Review and Support report findings, SPP notification, and/or individualized education program (IEP) requirements. Noncompliance that is systemic in nature must be included in a comprehensive corrective action plan (CAP) with action steps to address each of the noncompliance findings. ***When noncompliance has been identified as part of this cyclical review, Step Charter School to address will receive formal notification of noncompliance in addition to this report.***

The TEA Division of Special Education Monitoring will further advise the LEA on the corrective action process, if applicable.

The TEA follows procedures for the correction of noncompliance consistent with federal guidelines (OSEP Memo 09-02.)

Before the TEA can report that noncompliance has been corrected, it must first verify the LEA:

- Has corrected each individual case of noncompliance (Prong 1); and
- Is correctly implementing the specific regulatory requirements (i.e., subsequently achieved 100% compliance) (Prong 2).

The TEA is required to monitor the completion of a corrective action plan if any noncompliance is discovered. The corrective action plan must be designed to correct any and all areas of noncompliance ***as soon as possible, but in no case later than one year from the date of notification.***

## Corrective Action Plan (CAP)

The LEA will develop a CAP to address any items identified as noncompliance in this summary report. An approved form for the CAP can be accessed on the Review and Support website or in the resources located in Ascend Texas.

The LEA must submit the CAP in Ascend within 30 school days from the date of this report and/or formal notification of noncompliance. The TEA will review the CAP submitted by the LEA for approval. If the TEA determines that a revision(s) is necessary, the LEA will be required to revise and resubmit. The Review and Support team will contact the LEA to provide notification when the CAP has been approved.

## Individual Correction

The educational agency has **60 school days** from the date of this summary report to correct all identified findings of noncompliance for individual students, unless noted otherwise in the report.

## LEA ACTIONS

Timeline for Strategic Support Plan (SSP) and/or Corrective Action Plan (CAP) Below:

Required Actions	Submission Due	Completion Due Date	Support Level	Communication Schedule
SSP	Not Applicable		Not Applicable	Not Applicable
CAP	3/22/2021	3/22/2022		60 days

For more information about cyclical monitoring and the Differentiated Monitoring and Support process, please visit the [Review and Support website](#)

\*\*LEA may have previously identified corrective actions in addition to findings in this report.

## REFERENCES

[Differentiated Monitoring and Support System](#)

[Review and Support General Supervision Monitoring Guide](#)

[State Performance Plan and Annual Performance Report and Requirements](#)

[Results-Driven Accountability Reports and Data](#)

[Results-Driven Accountability District Reports](#)

[Results-Driven Accountability Manual](#)

## APPENDIX

### Properly Constituted ARD

#### Student File Review

Item	IDEA Citation	TEC/TAC Citation	Evidence of Findings	Required Actions	Must Be Addressed in CAP
PCA10		TAC §89.105(c)(1)(J)	Yes	<p>Individual—Yes</p> <p>Systemic—Yes</p> <ul style="list-style-type: none"><li>• Review and revise policies and procedures, including operating guidelines and practices addressing this issue.</li><li>• Provide training on these procedures to the appropriate staff.</li><li>• Convene ARD committee meetings for those students whose records indicate noncompliance in this area to consider if the student’s free, appropriate public education (FAPE) had been impacted and determine if compensatory services are needed.</li><li>• Develop processes that allow for self-monitoring this area of noncompliance.</li></ul>	Yes