

MEMORANDUM

to: Members of the CSRC, Jarett Fields, Adam Peck, and Beverly Echols
from: Susan Gramling, NCCD Children's Research Center (CRC)
cc: Janice Ereth, CRC
subject: North Point Lighthouse Charter School Report to CRC and the CSRC
date: January 21, 2016

Adam Peck, president of the board of directors of North Point Lighthouse Charter School (NPLCS), emailed *A Report to the NCCD Children's Research Center & the Charter School Review Committee* to Jarett Fields of the Institute for the Transformation of Learning on January 15, 2016. The report includes a *draft (incomplete)* notation. This memo addresses the extent to which NPLCS submitted the required mid-year information in a timely manner per the CSRC's letter to Mr. Peck and NPLCS Principal Echols dated October 15, 2015. The letter specifically requested that all information be submitted by January 15, 2016, to allow CRC staff to analyze the submitted information and data.

The draft (incomplete) report included the following required information.

- Progress the school has made during the first half of the year toward two of the four recommendations for school improvement in the 2014–15 report, specifically:
 - » Development and implementation of a full Response to Intervention plan; and
 - » Design of a professional development plan for 2015–16 and the topics covered during early and late fall. Content areas included professional development in the areas of reading, mathematics, and writing.
- A list of the school's administrative leadership during the first two quarters and a list of the board of directors as of the end of the second quarter.

The draft (incomplete) report did not include the following required information.

- Progress the school has made during the first half of the year toward the other two recommendations for school improvement in the 2014–15 report, specifically:
 - » A continued focus on family engagement; and
 - » Development and implementation of strategies focused on the retention of teachers throughout the school year.

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- An instructional staff roster reflecting all staff hired by the school from the first day of school through the last days of the second quarter, or January 8, 2016.
- A list of all substitute teachers who taught during the first two quarters, including actual dates and grade levels.
- A spreadsheet including all of the student data indicated on the school's learning memo related to student enrollment/termination and attendance (including in-school and out-of-school suspensions) through the end of the second quarter, or January 8, 2016.