

OVERSIGHT AND EVALUATION

Oversight

The District shall provide oversight to each school that it sponsors. These processes shall be made transparent to the schools the District sponsors by regularly communicating the processes and methods used to monitor academic, operational, and financial performance.

Enrollment and Financial Reviews

The District shall conduct enrollment and financial reviews for each month. The Board directs the Superintendent to develop detailed procedures to conduct enrollment and financial reviews consistent with this policy.

Financial reviews will include budget ledgers, transactional detail reports, and at least one review of the five-year forecast. Should a review indicate an area of financial concern, including but not limited to enrollment, revenue, and expense fluctuations, the District shall provide the sponsored school's governing authority with proactive recommendations regarding financial and enrollment decision making.

Enrollment reviews will include a monthly assessment of the number of students enrolled during that time.

The District will use enrollment and financial reviews as an opportunity to provide proactive technical assistance. Enrollment and financial reviews shall include written feedback.

Onsite Reviews

The District will conduct onsite reviews at least twice per year **at least three (3) months apart** while school is in session to examine the school's compliance with applicable laws, rules, contractual obligations, and academic performance measures. An onsite review will include data from at least three (3) of the following stakeholder groups: the governing authority members, administrators, teachers, instructors, staff, management company staff, students, parents, or other stakeholders. The District shall establish procedures and protocols for conducting onsite reviews.

After each onsite review, the District shall provide the sponsored school with a report that includes a summary of findings, areas of strength, and areas needing improvement. For each area of improvement identified, the District shall provide the school with steps and timeframes to make the improvements and request and review status updates regarding the school's progress.

Performance Monitoring

The District shall review the schools' academic performance annually by collecting data for multiple years related to all applicable contractual, academic, financial, and organizational/operational measures. The District shall also analyze the data collected against contractual targets and evaluate the overall performance of the sponsored school based on the outcomes of data analysis. This analysis and evaluation shall determine subsequent actions required of the sponsored school.

Reports

The District shall provide an annual, cumulative report to each school it sponsors that summarizes fiscal, operational, and academic performance, along with the sponsored school's areas of strength and areas where there is a need for improvement. This report shall relate the sponsored school's performance against the performance framework in the contract. The report shall include multiple years of performance data. Based on the information gathered for the report, the District will summarize performance over the contract term and state the sponsored school's prospects for renewal.

This report, and the prospects for renewal, shall be communicated and discussed with the sponsored school's Governing Authority.

Audits

When the District is provided timely notice, the District shall attend all closing audit conferences for sponsored schools. The District shall also address all issues identified in the annual audit, shall require corrective action for issues identified in an audit, and shall follow up with to ensure that identified issues are resolved.

Quality Practices Rubric: D.01 – Oversight Transparency; D.02 – Enrollment and Financial Reviews; D.03 – Onsite Visits; D.04 – Site Visit Reports; D.05 – Performance Monitoring; D.07 – Reports

Adopted: November 14, 2018
May 21, 2018
April 19, 2017