

# SCSC Monitoring Handbook



State Charter Schools Commission of  
Georgia

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## Contents

|   |    |
|---|----|
| Introduction: The Purpose and Types of SCSC Monitoring.....   | 3  |
| Alignment of SCSC Monitoring the SCSC’s Comprehensive Performance Framework .....   | 3  |
| Annual Monitoring of School Operations.....   | 4  |
| Onsite vs. Virtual Monitoring of School Operations and Finances .....   | 4  |
| How to Prepare .....  | 4  |
| Timeline of Annual Monitoring of School Operations .....  | 5  |
| FY21 Pre-Monitoring Questionnaire .....   | 5  |
| FY21 Monitoring Required Documentation .....  | 5  |
| Procedures for Submission of Documentation Prior to Onsite Visit.....   | 6  |
| What to Expect: Annual Onsite Monitoring of School Operations .....   | 6  |
| What to Expect: Annual Virtual Monitoring of School Operations.....   | 7  |
| After the Onsite Visit.....   | 7  |
| SCSC Request for Additional Information.....  | 7  |
| SCSC Monitoring Letter .....  | 7  |
| Submission of a Corrective Action Plan .....  | 8  |
| Unannounced Health and Safety Monitoring.....   | 8  |
| School Website Monitoring.....  | 8  |
| Governing Board Monitoring .....  | 11 |
| Periodic Financial Review Monitoring.....   | 12 |
| Conclusion.....   | 12 |
| Appendices .....  | 13 |
| Appendix A – Pre-Monitoring Questionnaire and Instructions .....  | 13 |
| Appendix B – Required Documentation for All Schools to Submit and Submission Instructions .....   | 15 |
| Appendix C – Additional Required Documentation for Schools in First Year of Authorization Under the SCSC and Submission Instructions..... | 16 |

## Introduction: The Purpose and Types of SCSC Monitoring

Monitoring is one of many tools that the State Charter Schools Commission of Georgia (SCSC) uses to hold state charter schools accountable for acting in a manner that promotes the health, safety and education of all children.

The SCSC is required to annually monitor and review state charter schools to hold them accountable for their performance. See O.C.G.A. § 20-2-2083(b)(4) and SCSC Rule 691-2-.03 *State Charter School Monitoring*. Additionally, SCSC monitoring helps to ensure accountability for the proper use of taxpayer funding by state charter schools. Finally, SCSC monitoring promotes high-quality charter schools by identifying concerns and incentivizing schools to correct noncompliance in a timely manner.

The SCSC monitors state charter schools in the following ways:

- Annual monitoring of school operations (onsite and virtual monitoring);
- Unannounced monitoring of school facilities for health and safety concerns;
- Website monitoring;
- Governing board monitoring; and
- High-risk financial review monitoring.

This guidance document will explain these various types of monitoring and will describe the purpose, outcomes, and criteria used to evaluate schools for each form of SCSC monitoring.

## Alignment of SCSC Monitoring the SCSC's Comprehensive Performance Framework

Charter school authorizers utilize performance frameworks to establish standards for school performance that are clear, quantifiable, rigorous, and attainable. The SCSC Comprehensive Performance Framework (CPF) includes academic, financial, and organizational performance measures that establish expectations, guide practice, assess progress, and inform decision making over the course of the charter term and at renewal or revocation.

The three areas of performance covered by the frameworks—academic achievement, financial management, and operational compliance— correspond directly with the three components of a high-quality charter school application as well as the three areas on which a charter school's performance should be evaluated. For each of these three areas, the framework asks a fundamental question:

1. Academic Performance: Is the educational program offering students a better educational opportunity than they would otherwise receive at a traditional public school?
2. Financial Performance: Is the school financially viable?
3. Operational Performance: Is the organization effective, compliant, and well run?

All forms of SCSC monitoring primarily focus on the operational performance of state charter schools. Accordingly, the SCSC monitoring activities closely align with the Operational Indicators and Measures of

the CPF.<sup>1</sup> This alignment promotes transparency and provides schools with an understanding of SCSC expectations.

## Annual Monitoring of School Operations

As required by O.C.G.A. § 20-2-2083(b)(4) and SCSC Rule 691-2-.03 *State Charter School Monitoring*, the SCSC annually monitors state charter school operations. This form of SCSC monitoring is the most comprehensive and significant type of monitoring the SCSC conducts annually. The results of annual monitoring of school operations are reflected in the operational portion of the SCSC Comprehensive Performance Framework (CPF).

## Onsite vs. Virtual Monitoring of School Operations and Finances

The SCSC may conduct monitoring of school operations onsite or virtual. Generally, schools who meet one of the following criteria will receive an onsite monitoring visit:

- The school has not meet CPF standards in operations for two consecutive years;
- The school is up for renewal in 2021 and is not meeting renewal standards for a five-year renewal;
- The school has had a virtual monitoring visit for the past two consecutive years; or
- The school is a first-year state charter school.

Schools will be notified by July 1, 2020, of their monitoring date and time and if their monitoring will be virtual or onsite. The SCSC reserves the right to change a school's virtual monitoring visit to an onsite monitoring visit.

## How to Prepare

Adequate preparation is vital for any successful monitoring visit. Deliberate and organized preparation will allow a school to put its best foot forward without placing undue strain and stress on school leaders and staff. Below are a few suggestions on how best to prepare:

- Timely and organized submission of requested documentation: Schools are provided three weeks to upload documents to the SCSC Administration Portal. However, please note that the majority of requested documents should be existing and readily available. Therefore, it should require minimal administrative effort to provide copies of these documents. It is imperative that documentation is submitted in an organized fashion. Submitting documents in an organized fashion allows SCSC staff to easily locate and evaluate the documentation and helps ensure accurate monitoring results.
- Use your school's website and embrace transparency: State Charter Schools Commission amended rule 691-2-.03 *State Charter School Monitoring* requires state charter schools to post certain existing information on their website. Additionally, state charter schools must make a summary of the annual operating budget proposed and adopted by the governing board available on a publicly available area of the school's website, as required by O.C.G.A. § 20-2-167.1. The summary of the annual operating budget must include a notice that an individual may request an electronic copy of the school's line item detailed adopted annual operating budget at no cost. The summary of the operating budget must be maintained on its website until the annual operating budget for the next fiscal year is adopted by the state charter school's

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<sup>1</sup> You can find additional information on the CPF [here](#).

governing board. A state charter school may easily comply with this requirement by posting a line item detailed proposed and adopted budgets on its website. In short, maintaining a robust website promotes transparency, engages stakeholders and can alleviate much of the administrative burden of the monitoring cycle.

- Annually review policies and procedures for alignment and revise as necessary: Schools are encouraged to annually review and revise, as necessary, all policies and procedures to ensure alignment between the policies/procedures and the implementation of same. Procedures are often tweaked as the school moves through implementation, but many times schools neglect to adjust the written procedures accordingly. This failure may lead to an unnecessary finding during the monitoring visit. Stating that the school provided documentation that is no longer valid in response to an SCSC request is not a valid argument against a finding of noncompliance.

### Timeline of Annual Monitoring of School Operations

Monitoring of school operations occurs annually for every school in the fall. All schools will receive an annual onsite or virtual monitoring of school operations between September 2020 – December 2020. The chart below provides a brief overview of the annual monitoring of school operations process and timeline:

| Annual Monitoring of School Operations Process and Timeline |  |
|---|--|
| <b>July 1, 2020</b>   | Monitoring application in <a href="#">SCSC Portal</a> Opens<br><br>Annual monitoring of school operations notifications sent to schools. Schools will also be notified if they will receive an onsite or virtual monitoring visit. |
| <b>July 22, 2020</b>  | Deadline for schools to submit monitoring documentation to <a href="#">SCSC Portal</a>   |
| <b>January 15, 2021*</b>                                    | Monitoring Letters Sent  |
| <b>April 15, 2021**</b>                                     | Corrective action plans due from monitoring letters  |
| <b>June 30, 2021</b>  | Additional evidence from school corrective action plans due in order to receive partial CPF points   |

\*The SCSC may send a school’s monitoring letter before this date.

\*\*If the SCSC sends a school’s monitoring letter prior to January 15, 2021, the school’s corrective action plan will be due 90 days after the SCSC sends the school’s monitoring letter.

### FY21 Pre-Monitoring Questionnaire

Beginning in FY21, the SCSC will require that all schools complete a pre-monitoring questionnaire that is designed to support an efficient and informative monitoring visit. School responses to the pre-monitoring questionnaire may lead to additional questions that SCSC staff will ask during the school’s monitoring visit. The full pre-monitoring questionnaire is available in Appendix A.

### FY21 Monitoring Required Documentation

Appendix B contains the list of instructions and documentation all state charter schools will be required to submit as a part of SCSC monitoring. In addition, state charter schools who are under their first year of authorization under the SCSC will be required to also submit all documentation listed in Appendix C.

**Schools must submit ALL listed documentation. The SCSC will not be using documentation posted from the school's website or documentation submitted in FY20.**

### Procedures for Submission of Documentation Prior to Onsite Visit

Each school will receive an email from SCSC staff notifying it of its upcoming monitoring visit by July 1, 2020, and schools are required to submit their documentation to the SCSC Administration Portal at [www.scsc-portal.fluidreview.com](http://www.scsc-portal.fluidreview.com) by July 22, 2020. Schools that fail to meet the deadline or request a reasonable extension will be in violation of SCSC Rule 691-2-.03 *State Charter School Monitoring*, which may result in point deductions on the CPF.

If the school leader has not received SCSC Administration Portal login information, the school leader must contact Sarah Beck at [sarah.beck@scsc.georgia.gov](mailto:sarah.beck@scsc.georgia.gov) as soon as possible. Each school only receives one account to access the SCSC Portal.

Files should be labeled as follows: ID\_School Name. The "ID" references the Document ID from Appendix A. For example, a school submitting the school FY21 budget would name the file: C\_Happy Hills Charter School.pdf. **Schools can rename documentation when uploading them to SCSC Administration Portal.** Again, uploading documents in an organized fashion allows SCSC staff to locate and evaluate the documentation easily.

**Please note that if a school does not have a document for a required upload, the school is required to upload a statement stating as such, and the SCSC will assume that the school does not have such policy. Additionally, the information and documents uploaded will be used to derive a school's monitoring results. Schools must ensure that the information they are uploading is correct and accurate. The SCSC may not accept later submissions of documentation after the document submission deadline.**

### What to Expect: Annual Onsite Monitoring of School Operations

During the monitoring visit, SCSC staff will come to the front office and request to speak with the school leader. Staff will note the general security of the campus as they gain access. Schools can expect the average site visit to last 2-4 hours.

SCSC staff will expect to speak with the school leader as well as other individuals as necessary that are familiar with the day-to-day academic and business operations of the school. The SCSC does not expect board members to be available.

Overall, the site visit is largely an opportunity for SCSC staff to observe practices that align with the policies and procedures submitted as part of your requested documentation. This will be accomplished through dialogue, observations, and a random sampling of various items. School staff should be prepared and able to produce random samples of financial documents, including but not limited to, supporting documentation for purchase orders, copies of checks, or requests for proposals (RFPs). Staff may request to observe certain classes or visit certain areas of the school. However, the SCSC intends to conduct site visits in an unobtrusive manner so as not to detract from instruction. Please inform SCSC staff of any sensitive activities, such as testing, which may require avoidance of certain areas or classrooms.

As the site visit winds down, SCSC staff will take the time to summarize the visit and allow school staff to ask any questions they may have.

### What to Expect: Annual Virtual Monitoring of School Operations

Approximately two weeks before your virtual monitoring visit, you will receive an email from the SCSC with information about your virtual monitoring visit. SCSC staff will send a virtual meeting links through [Microsoft Teams](#) for the school's monitoring visit. You can download Microsoft Teams by clicking [here](#). Alternatively, if you do not wish or are unable to download Microsoft Teams, when you click the link to join your monitoring visit, you have the option to join via your web browser. There will be separate meeting links for school's financial operational compliance review and general operational compliance review. As with onsite monitoring, the operational and financial virtual monitoring will occur separately but simultaneously.

During operational virtual monitoring, SCSC staff will expect to speak with the school leader as well as other individuals, as necessary, who are familiar with the day-to-day academic and operations of the school. The SCSC does not expect board members to be available. The SCSC intends to conduct virtual monitoring in an unobtrusive manner so as not to detract from instruction.

During financial virtual monitoring, SCSC will request the school to immediately pull and send financial documentation to the SCSC for review. School staff should be prepared and able to produce and email random samples of financial documents, including but not limited to, supporting documentation for purchase orders, copies of checks, or requests for proposals (RFPs).

As the virtual monitoring winds down, SCSC staff will take the time to summarize the visit and allow school staff to ask any questions they may have.

### After the Onsite Visit

#### SCSC Request for Additional Information

In extenuating circumstances where a school is unable to pull requested documents during a SCSC monitoring visit, (e.g., copies of support for a purchase order) due to conditions outside of the school's control (e.g., computer system outage), the SCSC will request additional information from the school in writing. The school will have one week to respond to the SCSC's request. Any documents submitted after the request deadline may not be accepted or accounted for in your monitoring results.

#### SCSC Monitoring Letter

Using information obtained from the site visit and document review, SCSC staff will collectively identify issues requiring remediation. The school will be made aware of these issues through a monitoring letter, which will be issued for all schools by January 15, 2021. The letter generally highlights three types of issues:

- Findings – issues that are in violation of applicable rule or law and which require corrective action and will result in the loss of points on the Comprehensive Performance Framework (CPF);
- Adverse Practices – issues that do not rise to the level of a finding resulting in the school losing points on the CPF but require corrective action. Failure to correct these practices will result in the loss of CPF points in subsequent school years; and
- Suggestions – issues do not violate applicable rule or law but may require school action to mitigate risk or prevent future noncompliance.

Schools are required to submit a Corrective Action Plan (CAP) in response to any identified findings within 90 days of receiving the Monitoring Letter.

SCSC monitoring letters are final. If a school believes that the SCSC made an error in issuing the school's monitoring results, the school must dispute the school's monitoring letter within fourteen days of receiving its monitoring letter. The SCSC only accepts disputes in writing, via email to Sarah Beck at [sarah.beck@scsc.georgia.gov](mailto:sarah.beck@scsc.georgia.gov). Any disputes received after this timeframe will not be reviewed or considered.

### Submission of a Corrective Action Plan

Beginning in FY21, the SCSC will require that all schools that are required to submit a Corrective Action Plan (CAP) do so by using a CAP template the SCSC will attach to the school's monitoring letter.

The school's CAP should be a detailed plan to remedy any findings identified in a monitoring letter. A CAP should provide the anticipated solution along with milestones for completion. A school's CAP should be sufficiently detailed so as to allow SCSC staff to have a reasonable understanding of how the school plans to remediate the issue and when remediation will be complete. The contents of the CAP and the methods by which the school chooses to remedy noncompliance is within the discretion of the school's governing board. The SCSC will respect the school's autonomy in devising and implementing its CAP, but it will also hold the governing board accountable for ultimately complying with applicable laws.

A school that receives findings through SCSC monitoring may receive partial points on the correlating measure of operational compliance on the CPF if the school:

1. Creates a CAP to remediate the finding;
2. Submits the CAP to the SCSC within the timeframe directed; and
3. Provides evidence in its CAP of successful remediation and compliance or submits additional evidence of successful remediation and compliance by June 30, 2021.

Schools may only receive partial points on measures of operational compliance on the CPF that provide an opportunity for remediation. Schools will not receive partial points on measures that require absolute performance, such as timely data or financial reporting.

## Unannounced Health and Safety Monitoring

The SCSC may conduct unannounced site visits at SCSC schools to monitor the school for health and safety concerns. This unannounced monitoring will not require the presence of a school administrator and will consist of the SCSC observing the facility and other health and safety indicators of the school.

## School Website Monitoring

All state charter schools are required to adhere to rule 691-2-.03 *State Charter School Monitoring* that requires each state charter school to have a website with easy access for the public to the following information:

- Governing Board membership;
- Governing Board meeting calendar;
- Meeting agendas for upcoming Governing Board meetings;



- Meeting minutes for past Governing Board meetings (unless the Georgia Open Meetings Act limits their publication, e.g., executive session to discuss personnel matters);
- Procedure for contacting the school’s Governing Board;
- Procedure for contacting the school’s most senior school administrator;
- Any admissions application utilized by the school;
- Notification of enrollment and admission procedures required by SCSC Rule 691-2-.05, including the date, time, and location of any upcoming enrollment lottery; and
- The charter school’s charter contract

Additionally, O.C.G.A. § 20-2-167.1 requires that the summary of the proposed and adopted annual operated budgets of SCSC schools be posted on each school’s website.

The SCSC will monitor schools monthly for compliance. The SCSC will notify schools of any initial instance of non-compliance. Subsequent instances of noncompliance may result in the loss of CPF points for the corresponding measure.

The chart below lists items that state charter schools are required to have on their websites, along with guidance (if applicable) about the required information. Note that while the SCSC will monitor schools to ensure that this information specifically is included on their websites, this document is not meant to serve as a comprehensive list of all items that should be included on a school’s website.

| Item Required   | Notes  |
|---|--|
| <b>1. Governing Board membership</b>                            | <ul style="list-style-type: none"> <li>• List <u>all</u> board members’ first and last names</li> </ul>  |
| <b>2. Governing Board Meeting Calendar</b>                      | <ul style="list-style-type: none"> <li>• If your school meets at a reoccurring time each month, you may either list reoccurring time or the specific meeting dates.</li> <li>• To ensure that the governing board meeting calendar is easily accessible to the public, do not <i>only</i> list board meeting dates in the general school calendar. List out the board meeting dates or the reoccurring meeting time where you have board information on your website.</li> <li>• If a special or called meeting (i.e., an unscheduled meeting to deal with a matter that cannot wait until the next meeting) is needed, the school should post information about the meeting on the school’s website as soon as reasonably possible and provide oral or written notice of the special meeting to the legal organ of where the school is located at least 24 hours prior to the meeting.</li> </ul> |
| <b>3. Meeting agendas for upcoming Governing Board meetings</b> | <ul style="list-style-type: none"> <li>• Meeting agendas should be posted as far in advance as reasonably possible. At a minimum, agendas must be posted during the two-week period immediately before the meeting.</li> <li>• Meeting agendas for special or called meetings (i.e., an unscheduled meeting to deal with a matter that cannot wait until the next meeting) should be posted as soon as reasonably possible.</li> </ul>   |

|  |  |
|--|--|
| <p><b>4. Meeting minutes for past Governing Board meetings (unless the Georgia Open Meetings Act limits their publication)</b></p> | <ul style="list-style-type: none"> <li>• While there is no requirement regarding <u>when</u> meeting minutes should be posted, meeting minutes should be approved and made available for the public no later than immediately following the next regularly scheduled meeting.</li> <li>• Meeting minutes, at a minimum, must include the names of the governing board members present, a description of each motion or other proposal made, the identity of persons making and seconding the motion or other proposal, and a record of all votes. If a vote on a proposal is not unanimous, the names of each governing board member who votes for, against, and/or abstains should be recorded in the minutes.</li> <li>• If the governing board has an executive session meeting, the minutes from the executive session must specify each issue discussed but should not be posted publicly and are not subject to disclosure under the Georgia Open Meetings Act.</li> <li>• SCSC Rule does not limit the duration for which meeting minutes should be posted on the school’s website. Accordingly, a school may make all meeting minutes from previous meetings available on its website to the greatest extent possible. Meeting minutes that are not posted to the school’s website must still be made available if a member of the public requests to inspect them. For the purposes of website monitoring, the SCSC expects that the minutes of all meetings occurring during the preceding 12 months will be available on the school’s website.</li> </ul> |
| <p><b>5. Procedure for contacting the school’s Governing Board</b></p>   | <ul style="list-style-type: none"> <li>• The SCSC will defer to individual schools to establish policies and procedures for ensuring that individuals can contact the school administration and governing board. These procedures may include an appropriate chain of command for stakeholders to follow prior to contacting the school administration and governing board. Most schools likely already utilize procedures that allow stakeholders to contact appropriate individuals in the chain of command.</li> </ul>  |
| <p><b>6. Procedure for contacting the school’s most senior school administrator</b></p>  | <ul style="list-style-type: none"> <li>• The SCSC will defer to individual schools to establish policies and procedures for ensuring that individuals can contact the school administration and governing board. These procedures may include an appropriate chain of command for stakeholders to follow prior to contacting the school administration and governing board. Most schools likely already utilize procedures that allow stakeholders to contact appropriate individuals in the chain of command.</li> </ul>  |

|   |  |
|---|--|
| <p><b>7. Any admissions application utilized by the school</b></p>  | <ul style="list-style-type: none"> <li>• State charter schools should continue to make admissions applications available as long as they enroll students even though they may be oversubscribed. This allows the school to fulfill its open enrollment requirements as students completing applications during periods of enrollment will be added to the school’s waitlist.</li> <li>• Online admissions applications that require families to create an account and/or login before being able to access the admissions application creates an unreasonable barrier to open enrollment by precluding some families from accessing the admissions application. See page 4 of the SCSC’s <a href="#">Charter School Enrollment and Lottery Procedures</a> guidance document for additional information.</li> </ul> |
| <p><b>8. Notification of enrollment and admission procedures required by SCSC Rule 691-2-.05, including the date, time, and location of any upcoming enrollment lottery</b></p> | <ul style="list-style-type: none"> <li>• Enrollment and admission procedures should be available in accordance with the school’s policies, but, at a minimum, must be made available no later than two weeks prior to an enrollment or admission opportunity pursuant to SCSC Rule 691-2-.05.</li> </ul>   |
| <p><b>9. The charter school’s charter contract</b></p>  | <ul style="list-style-type: none"> <li>• The school must post its charter contract and any charter amendments.</li> </ul>  |
| <p><b>10. The school’s current fiscal year budget</b></p>   | <ul style="list-style-type: none"> <li>• The school must, at a minimum, post a summary of its current state fiscal year budget as required by O.C.G.A. § 20-2-167.1. You may wish to refer to the SCSC’s <a href="#">Legal Obligations of a State Charter School</a> guidance for more information.</li> <li>• State law does not distinguish an original annual operating budget from a revised operating budget. Accordingly, if a state charter school identifies the need to revise its budget during the school year, the school should conduct two public meetings to provide an opportunity for public input on the revised budget and post a copy of the school’s budget on its website as required by O.C.G.A. § 20-2-167.1.</li> </ul>   |

For additional information regarding public access to information on state charter school websites, please review the SCSC’s guidance on this topic [here](#).

## Governing Board Monitoring

The SCSC has contracted with governing board monitors who may attend some or all your governing board meetings. *SCSC governing board monitors are not SCSC staff members.* The SCSC governing board monitors are trained to assess a governing board’s compliance with minimum legal requirements (such as open meeting laws) and observe general governance practices. If the SCSC governing board monitor observes an egregious law violation, the school may lose points on the corresponding operational CPF measure. Examples of egregious law violations include but are not limited to: entering into executive session for an impermissible reason; lack of a good faith attempt to provide notice of an open meeting; and dismissing the public while the governing board continues to meet and has not entered into executive session. However, board monitors will not assess minor compliance matters that do not impact the conduct or effectiveness of the board meeting.

## Periodic Financial Review Monitoring

Schools will be required to complete quarterly financial review monitoring if the school meets one of the following categories:

- Scores Far Below Standards on the financial section of the CPF;
- Has a fund deficit;
- Significant financial findings from the SCSC or another regulator agency;
- Placed on High Risk by either GaDOE Federal Programs staff or GaDOE Department of Audits; or
- Inauspicious events that lead the SCSC to question the ability of the school to manage funds appropriately.

However, based on the severity of the deficiencies identified, schools may be monitored at other intervals as determined by SCSC staff.

Schools that are required to complete periodic financial review monitoring will be contacted directly by the SCSC. Schools will be required to complete and submit an SCSC-provided financial template and provide bank statements.

## Conclusion

The SCSC makes every effort to ensure monitoring is a fair, thorough, and smooth process. Should you have any questions regarding monitoring activities, please contact Sarah Beck, Associate General Counsel & Operational Accountability Manager by email at [sarah.beck@scsc.georgia.gov](mailto:sarah.beck@scsc.georgia.gov).

## Appendices

### Appendix A – Pre-Monitoring Questionnaire and Instructions

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:**

Please answer the following questions to help ensure an efficient and informative SCSC monitoring visit. Based on the school's responses to the questions below, the SCSC may request follow up documentation or ask additional questions at the school's SCSC monitoring visit.

1. What assessments are you using for academic benchmarking (e.g., MAP Assessment)?
2. How does the school ensure that its curriculum is aligned to state standards?
3. Who holds the role of superintendent in the CCRPI data portal?
4. What product or system, if any, does your school use to manage its inventory (e.g., AssetTiger, Excel Spreadsheet)? Do the systems differ based on inventorying items purchased with state funds versus federal funds?
5. What product or system, if any, does your school use to manage its finances (e.g., QuickBooks, PCGenesis)?
6. In the past twelve months, has your school awarded a construction contract over \$100,000?
7. How does the school ensure that governing board members are adhering to the governing board's conflict of interest policy? How often are board members required to sign one? Where are they kept on file?
8. What's the process for posting regular governing board meeting agendas?
9. What is the governing board's process for providing notice to the public for called (i.e., not regularly scheduled) governing board meetings?
10. Does the school's governing board use subcommittees? If yes, please list the governing board's subcommittees.
11. Please provide a link to the school's website that shows the school's governing board members.
12. Please provide a link to the school's website that shows the school governing board's meeting calendar.
13. Please provide a link to the school's website that shows the school governing board's upcoming meeting agenda. If the school's governing board does not have a governing board meeting (including subcommittee meetings) scheduled between July 1, 2020, and July 22, 2020, and thus does not have an upcoming meeting agenda, please state that below.
14. Please provide a link to the school's website that shows the school governing board's meeting minutes for past governing board meetings (including subcommittee meeting minutes).

15. Please provide a link to the school's website that shows the procedure for contacting the school's governing board.
16. Please provide a link to the school's website that shows the procedure for contacting the school's most senior school administrator.
17. Please provide a link to the school's website that shows the admissions application used by the school. If the school has closed admissions between July 1, 2020, and July 22, 2020, and thus does not have an admissions application, please state that below.
18. Please provide a link to the school's website that shows the school's enrollment and admissions procedures.
19. Please provide a link to the school's website that shows the school's annual budget or summary thereof.
20. Please provide a link to the school's website that shows the school's executed charter contract with the SCSC.
21. Please provide the qualifications for the school's student disciplinary hearing officer and information about the training the school's disciplinary hearing officer has received. If your school does not have a disciplinary hearing officer identified, please state that below.
22. Does your charter contract with the SCSC require that your school implement a weighted enrollment lottery?
23. Does the school employ fifteen or more employees?
24. Does the school employ 50 or more employees?
25. What are the professional qualifications of your Chief Financial Officer?
26. Do ALL of your paraprofessionals currently hold a valid state license issued by the Georgia Professional Standards Commission (GaPSC)? If not, please explain.
27. Who staffs the school's nursing program, and what are the qualifications of this individual? If your school consults with an outside entity to provide nursing services, please state the entity the school consults with and its qualifications to provide school nursing services.

## Appendix B – Required Documentation for All Schools to Submit and Submission Instructions

### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

- Upload all requested documentation in the FY21 Monitoring Application in the [SCSC Portal](#).
- Please make all document uploads searchable PDFs (if possible).
- For items that are marked "optional" or "if applicable," if you do not submit a policy, the SCSC will assume that you do not have such policy.
- If the school does not have any documents for a required upload, please upload a statement stating as such. The SCSC will then assume that you do not have such information requested.
- The information uploaded will be used to derive your monitoring results. Please ensure that the documentation you have uploaded is correct. The SCSC may not accept later submissions of this documentation after the document submission deadline.

**ALL DOCUMENTATION MUST BE UPLOADED BY 11:59 PM ON WEDNESDAY, JULY 22, 2020. Any documentation received after this deadline will result in a monitoring finding for not adhering to the SCSC's deadlines.**

When uploading documents, please label as follows: ID\_SchoolName (Example: A\_Happy Hills Charter School).

| ID | Description of Document   |
|----|---|
| A  | If applicable: A copy of the school's output or screen printout from its inventory management system for equipment purchased with federal funds that shows all fields required by federal inventory requirements  |
| B  | Financial policies and standard operating procedures adopted by the school's governing board  |
| C  | FY21 budget   |
| D  | Documentation to show the budget was approved in accordance with O.C.G.A. § 20-2-167.1, including meeting minutes from the two public meetings prior to budget approval and a copy of the advertisement of the budget meetings in the school's official legal organ newspaper                                 |
| E  | If applicable: public comment policies and procedures for governing board meetings  |
| F  | If applicable: a records request made under O.C.G.A. § 50-18-70 et seq. from the past year and copy of the school's responses (i.e., an open records request)   |
| G  | Policies and procedures related to student enrollment and lotteries<br><b><i>Please also include a copy of an enrollment application (i.e., the application families fill out to be included in a lottery) and a registration form (i.e., the form families fill out to accept a slot in your school)</i></b> |
| H  | Student and family handbook   |
| I  | Policies and procedures for ensuring the enrollment, attendance, and success of students who lack a fixed, regular, and adequate nighttime residence (i.e., students experiencing homelessness)   |
| J  | Procedures for conducting student disciplinary hearings and appeals   |
| K  | Policies and procedures for serving students with disabilities (i.e., Section 504, IDEA, and applicable bullying and harassment procedures)   |
| L  | Policies and procedures relating to the identification and service of students who are English learners   |
| M  | Professional qualifications policy regarding certification and qualification requirements for general education teachers, special education teachers, and paraprofessionals.  |
| N  | Employee handbook   |
| O  | School staff organization chart   |

|   |  |
|---|--|
| P | If applicable: Hiring policies regarding nepotism  |
| Q | Student bullying prevention policy   |
| R | Volunteer policies and procedures  |
| S | Policies and procedures regarding student health   |
| T | For schools serving students in grades 6-12: information about how the school is holding two informational meetings a year regarding the symptoms and warning signs of sudden cardiac arrest |
| U | Policies and procedures for reporting child and abuse neglect  |
| V | If applicable: proof that the school maintains directors and officers liability insurance for its governing board  |
| W | Proof that the school maintains the requisite insurance coverage   |
| X | If applicable: Copy of the school's surety bond  |

## Appendix C – Additional Required Documentation for Schools in First Year of Authorization Under the SCSC and Submission Instructions

### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

- Upload all requested documentation in the FY21 Monitoring Application in the [SCSC Portal](#).
- Please make all document uploads searchable PDFs (if possible).
- For items that are marked "optional" or "if applicable," if you do not submit a policy, the SCSC will assume that you do not have such policy.
- If the school does not have any documents for a required upload, please upload a statement stating as such. The SCSC will then assume that you do not have such information requested.
- The information uploaded will be used to derive your monitoring results. Please ensure that the documentation you have uploaded is correct. The SCSC may not accept later submissions of this documentation after the document submission deadline.

**ALL DOCUMENTATION MUST BE UPLOADED BY 11:59 PM ON WEDNESDAY, JULY 22, 2020. Any documentation received after this deadline will result in a monitoring finding for not adhering to the SCSC's deadlines.**

When uploading documents, please label as follows: ID\_SchoolName (Example: AA\_Happy Hills Charter School).

| ID | Description of Document  |
|----|--|
| AA | Copy of testing calendar and testing policies and procedures   |
| BB | Copies of any documents distributed to the governing board for the purposes of analyzing the school's performance on CPF indicators in operations, finances, and academics |
| CC | Governing board conflict of interest policy  |
| DD | If applicable: affidavit from governing board conducting executive session   |
| EE | If applicable: parent and family complaint policies and procedures   |
| FF | Evidence school has reported a recent fire drill to the Office of Insurance and Safety Fire Commissioner   |
| GG | Suicide prevention policy  |
| HH | Information about how the school is providing mandatory sexual abuse and assault awareness education for students in grades K – 9  |