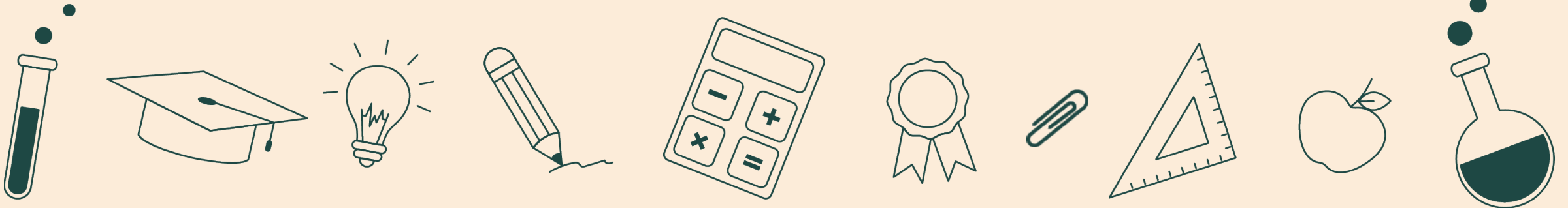




Operational Monitoring & Legal Obligations

State Charter Schools Commission of Georgia



Overview

- SCSC Monitoring: Purpose and Scope
- Monitoring Activities
- Policy, Procedure, and Practice Review Indicators
- Common Areas of Non-compliance
- SCSC Administrative Portal and Monitoring Resources



SCSC Operational Monitoring



Purpose:

- Promote high-quality charter schools by identifying compliance concerns and encouraging remediation.
- Require high standards of accountability for state charter schools.
- Determine whether state charter schools are organizationally effective, compliant, and well run.

Scope

- Based on the state fiscal year.
- Comprehensive Performance Framework (CPF) “Section III. Operational Performance.”
- Measures compliance with laws, rules, regulations, and contractual obligations.



The Authorizer's Role

- Review and approve charter applications
- Renew, non-renew, and terminate charter contracts
- Conduct facility and curriculum reviews
- Develop, promote, and disseminate best practices
- Monitor state charter school performance
- Hold schools accountable for meeting expectations



Governing Board's Role

- Autonomous body operating in accordance with its bylaws.
- Responsible for compliance with the charter, applicable rules, and law.
- Substantive control over academic, operations, and finance decisions.
- Establish and uphold the school mission and vision.
- Ensure Comprehensive Performance Framework compliance (CPF).
- Promote transparency and trust.



SCSC Monitoring Activities

- Policy, Procedure, and Practice Review
- Health and Safety Facility Visits
- Unannounced Facility Visits
- Website Monitoring
- Governing Board Monitoring
- High-Risk Financial Monitoring





Policy, Procedure, and Practice Review

Policy, Procedures, and Practice Review Indicators

- Indicator 1: Educational Program Compliance
- Indicator 2: Financial Oversight
- Indicator 3: Governance and Transparency
- Indicator 4: Students and Employees
- Indicator 5: School Environment
- Indicator 6: Continuing and Ongoing Obligations



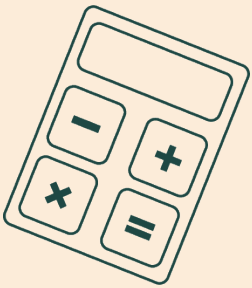
Game Time!

Go to Kahoot.it

Kahoot!

Game PIN

Enter



Indicator 1

Educational Program Compliance



- Is the school prepared to implement its charter's essential and innovative features?
- Is the governing board exercising appropriate oversight to ensure the school is on track to meet its mission-specific goals?
- Does the school have procedures in place to track academic performance?
- Does the school understand and fulfill its obligations to provide supplemental and remedial education programs?
- Did the school timely submit its Consolidated LEA Improvement Plan (CLIP)?
- If applicable, has the school sought or obtained accreditation?
- If applicable, what are the school's graduation requirements?
- Has the school designated a Homeless Liaison? Is the Homeless Liaison trained or receiving support?
- Does the school provide appropriate notice of educational rights to parents or guardians of homeless children or youth?



Indicator 2

Financial Oversight

- Does the school have compliant financial procedures for purchases made with federal and state funds?
- Does the school's system for managing inventory purchased with federal funds comply with federal regulations?
- LUA Manual: [Here](#)

- Do financial procedures include purchase card, travel reimbursement, and cash receipts policies that comply with the Local Units of Administration (LUA) Manual?
- Do the financial procedures include purchasing thresholds? If so, is the school adhering to them?
- Did the governing board approve its annual operating budget in compliance with state law?



Indicator 3

Governance and Transparency

- Are the Bylaws consistent with applicable legal requirements?
- Does the board have a meeting calendar? Does it meet the charter requirements?
- Does the board have a Conflict of Interest policy? Does it include the relevant provisions of O.C.G.A. § 20-2-2084(e)?
- Do the school and governing board practices comply with the Open Record Act and Open Meeting Act?
- Does the school's website comply with SCSC Rule 691-2-.03 and State Board of Education (SBOE) Rule 160-4-9-.06?



Indicator 4

Students and Employees

- Is the Code of Conduct distributed to all students upon enrollment?
- Has the school adopted policies or regulations that comply with the Parents Bill of Rights and the Protect Students First Act?
- If the school has a policy requiring students to wear masks or face coverings, does the policy comply with the Unmask Georgia Students Act?
- Does the school have appropriate policies for students experiencing homelessness?
- Does the school provide notices of non-discrimination?
- Is the school providing appropriate and legally compliant notice regarding its Title IX, Section 504, and ADA Coordinator?
- Does the school have appropriate grievance procedures for complaints relevant to Title IX, Section 504, and the ADA?



Indicator 4

(Students and Employees, Continued)

- Do the school's policies and procedures for serving students pursuant to IDEA include appropriate procedural safeguards?
- Is the required Home Language Survey included in the school's registration documentation? HLS: [Home Language Survey](#)
- Do the school's policies and procedures for serving EL students comply with State Board of Education Rule 160-4-.02 and language instruction notice pursuant to 20 USCS § 6312 (3)(A)?
- Does the school have a mechanism for assessing the communication needs of Limited English Proficient (LEP) parents? Is it ensuring that it can meaningfully communicate with LEP parents?
- Do the school's enrollment procedures comply with State Board of Education Rule 160-5-1-.24 for requesting social security numbers?
- Can the school demonstrate that personnel providing services under the school's EL program are professionally trained to do so?
- Is the school sufficiently staffing and supporting language assistance programs for EL students?
- Does the school have a professional qualifications policy?
- Is the school making information required by the Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) available to employees?



Indicator 5

School Environment

Does the school have the following required policies and/or procedures?

- School Health Nurse Program
- Infectious Disease
- Suicide Prevention
- Identification and Reporting of Child Abuse

Is the school providing training or otherwise providing notice to relevant parties about the following rights and obligations?

- Child Abuse and Neglect
- Family Educational Rights and Privacy Act (FERPA)
- Sudden Cardiac Arrest
- Care for Students with Diabetes
- Inappropriate Staff Behavior
- Comprehensive Physical Education and Health Program



Scope of Health & Safety Visit



- Facility Exterior
- Facility Interior
- Entrance, Lobby, and Reception Areas
- Security Policies, Procedures, and Systems



Exterior

- ADA Accessibility (general)
- Accessibility (emergency personnel)
- Exterior doors
- Ingress/Egress obstructions
- Student drop-off/loading areas
- Traffic flow and design

Interior

- Security of entrance, lobby, and reception areas
- Emergency alarms, exits, and lights
- Evacuation routes and emergency procedures
- External windows and doors
- Emergency supplies
- Nurse's office/Health services center



Security Policy, Procedures, and Systems

- Current Emergency Management Plan
- Generators, flashlights, and batteries
- Scope of security system protection (e.g., intrusion detection, monitoring, connection to law enforcement)



Indicator 6

Additional and Continuing Obligations

- Does the school have documentation demonstrating that its governing board members follow the Conflict-of-Interest policy? (signed conflict of interest forms for all board members)
- Has the school obtained an appropriate surety bond?
- What are the requirements of the school's stakeholder grievance policy? Where is it maintained?





Common Areas of Non-compliance

Indicator 1: Educational Program Compliance



- Failure to implement essential and innovative features of the contract.
- Common areas of non-compliance:
 - Public notice of educational rights to parents or guardians of homeless children and youth-
 - Compliance with McKinney Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.,)



Indicator 2: Financial Oversight



- Common areas of non-compliance:
 - Federal Inventory Management Systems
 - Credit Card Policy
 - Adhering to the School's Own Financial Policies
 - Budget Approval Process
 - Financial Policies consistent with the LUA Manual
 - Construction contracts over \$100,000 are publicly advertised and awarded through an open and competitive process (internal documentation demonstrating that bids were collected, evaluated on a set number of criteria, and then vendor selected)



Federal Inventory Management Required Fields- 2 CFR 200.313(d)(1)



- A description of the property
- A serial number, or other identification number.
- The source of funding for the property (including the FAIN)
- Who holds title
- The acquisition date
- Cost of the property
- Percentage of federal participation in the project costs for the federal award under which the property was acquired
- The location
- The use and condition of the property
- Any ultimate disposition data including date of disposal and sale price of the property



Credit Card Policy



- Designation of officials authorized to be issued card
- Requirement for authorized users to sign and accept agreement for use of card
- Transaction limit
- Description of what purchases will be authorized
- Description of what purchases will not be authorized
- Designation of the purchasing or credit card administrator
- Process for auditing and reviewing purchases
- Procedures for addressing violations

Source: Local Units of Administration Manual, Section IV, Chapter



Adhering to the School's Own Financial Policies



- The governing board and relevant school staff members should review the school's financial policies and procedures annually.
- The governing board and relevant school staff should receive training about the school's own financial policies and procedures.
- Schools should provide documentation of transactions that demonstrate full compliance with the school's own financial policies from the financial transaction's beginning to end.



Budget Approval Process- O.C.G.A. § 20-2-167.1



- Ensure that the governing board's two budget hearings occur at least seven calendar days apart.
- Ensure the notice about the budget hearings is *advertised* in the legal organ (newspaper of general circulation) and runs a reasonable time before the hearing date. Notice should contain the meeting time, date, and location.
- Keep detailed records to evidence compliance. (meeting agendas and minutes, confirmation of newspaper publication)
- Public comment should be permitted after the budget presentation and discussion at *both* budget hearings.



Indicator 3: Governance and Transparency



- Common areas of non-compliance:
 - Conflict of interest policy consistent with O.C.G.A. § 20-2-2084(e).
- Compliance with Georgia Open Records Act- O.C.G.A. § 50-18-71
- Procedures for ensuring the school's website adheres to the transparency requirements in SCSC Rule 691-2-.03



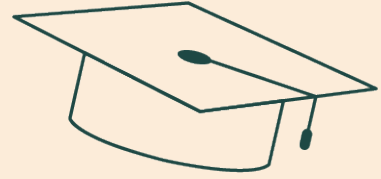
Website Information



- 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;
- 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;
- Annual operating budget or summary thereof as required by O.C.G.A. § 20- 2-167.1; and
- The charter school's Charter Contract.



Indicator 4: Students and Employees



- Common areas of non-compliance:
 - Bullying policy must be in the Student Code of Conduct(SBOE 160-4-8-.15 and OCGA § 20-2-751.4).
 - Parents' Bill of Rights- O.C.G.A § 20-2-786
 - Protect Students First- O.C.G.A. § 20-1-11
 - Accessibility of enrollment application on the school website-SCSC Rule 691-2-.03, SBOE-160-4-9-.06
 - McKinney Vento notice requirements- 42 U.S.C. § 11431 et seq



Indicator 4: Students and Employees



- Common areas of non-compliance:
 - English language learner procedures must address how the school accurately and timely identifies English language learners
 - Serving students with disabilities- SBOE rule requires that schools have a policies and procedures to serve students with disabilities that address all the SBOE rules linked [here](#)
 - FMLA employee handbook notice. [DOL Fact Sheet 28D](#)
 - Most recent Department of Labor FLSA and FMLA posters



Indicator 5: School Environment



- Common areas of non-compliance:
 - Fire Drill reporting within 10 days of the first day of classes
 - Insurance coverage: general commercial liability, auto, and workers' compensation
 - Ensure process for FERPA notice to parents/students who are disabled or primary or home language other than English



Indicator 6: Continuing and Ongoing Obligations



- Common areas of non-compliance:
 - Maintaining appropriate surety bond per charter contract
 - Conflict of Interest forms signed by all board members





How To Prepare: SCSC Administrative Portal and Monitoring Resources

SCSC Administrative Portal

All communications related to the FY24 monitoring cycle will occur through the SCSC Administrative Portal.

- Ensure that all portal log-in information is current.
- Select “Update Account Settings” to confirm log-in information.



School Data Collection

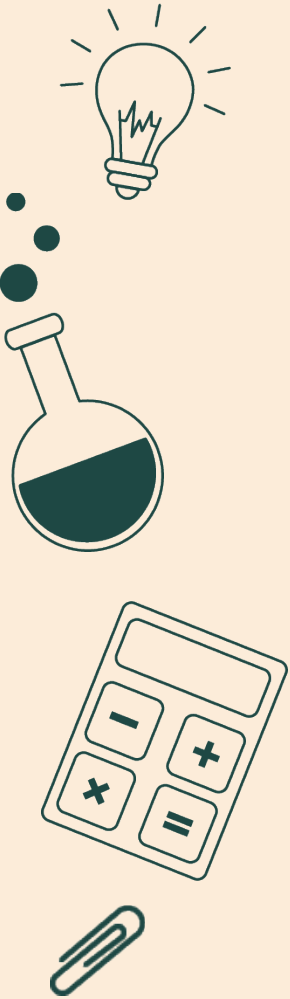
Prior to uploading data or information into the Policy, Procedure, and Practice Review form, schools **MUST** complete the data collections tab.

Information entered in the data collection task is not scored for monitoring purposes.



How to Prepare

- Review the Monitoring Handbook
- The Monitoring Handbook Appendix will list documents the SCSC will review.
- SCSC Website Resources- Legal Obligations
- The monitoring platform contains a resources page with links to applicable laws, SCSC and SBOE rules, and sample forms.
- All documents ***must*** be submitted in searchable PDF format.



How to Prepare



- Confirm or Update Portal Information
- Review Section III of the CPF
- Confirm compliance with new and existing laws and regulations
- Confirm that the website is compliant with applicable regulations
- Confirm the accuracy of your submission
- Press “SUBMIT”



Scoring



- **Findings** are violations of statutory, regulatory, or contractual requirements that result in loss of points on the Comprehensive Performance Framework (CPF) and require corrective action.
- **Adverse Practices** are deficiencies that may impact but do not violate, statutory, regulatory or contractual requirements. Adverse practices do not require corrective action or result in the loss of CPF but must be reviewed to ensure alignment with applicable requirements.
- **Not Scored** means that the results of SCSC's review will not affect the school's CPF score.



Appeals



- If you believe that the SCSC made an error in issuing monitoring results based on the school's initial submission, file an appeal **within fourteen days of receiving the monitoring results.**
- Only appeals submitted timely and through the SCSC Administrative Portal will be considered.
- Generally, the SCSC will not review new documents or consider supplemental information submitted in an appeal to determine compliance.



Corrective Action Plans

- A written plan that describes steps the school will take to remediate a finding.
- Required for ALL findings identified in SCSC monitoring results.
- Due six (6) weeks after monitoring results are issued

