

Preparing for Your SCSC Monitoring Visit

State Charter Schools
Commission of Georgia



Morgan Felts
Associate General
Counsel
and Petitions
Manager

The Purpose of Monitoring

State law requires the SCSC to monitor state charter schools and hold them accountable



Ensures accountability for the proper use of taxpayer funding



Promotes high-quality charter schools by identifying concerns and incentivizing schools to timely correct noncompliance

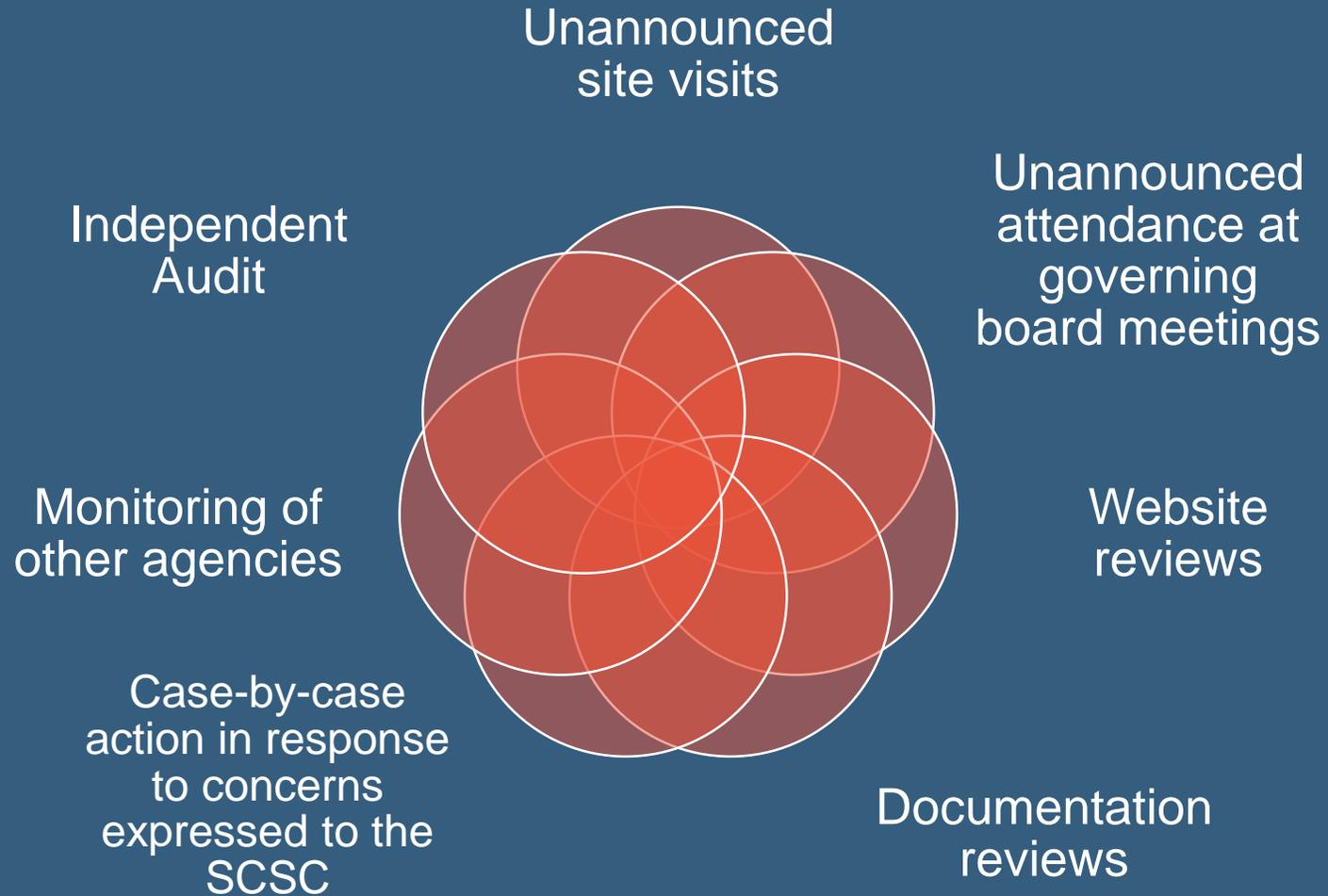
Outcome of Monitoring

- Results will be reflected on the operational portion of the SCSC Comprehensive Performance Framework (CPF)
 - i.e. If your school receives a finding, the school would *not* receive points on the correlating measure of the CPF.
 - However, a finding will *not* result in the loss of points on multiple measures.
- Schools that receive findings will be required to submit a Corrective Action Plan (CAP) and remedy the findings.
 - Schools will be expected to demonstrate completion of corrective action and complete remedy of noncompliance during future visits.

Alignment to the CPF

- The 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.
- SCSC monitoring primarily focuses on the organizational performance of state charter schools.
- SCSC monitoring activities closely align with the Organizational Indicators and Measures of the CPF.

SCSC Monitoring Process



On-Site Monitoring Timeline

SCSC monitoring occurs annually for every school throughout the year. All schools will receive an unannounced site visit, generally October – January.

On-Site Monitoring Process and Timeline

Pre-Monitoring Webinar	September
Collection of Documentation	2-4 weeks prior to monitoring visit
Monitoring Visits	October - January
Monitoring Review Letter	2-4 weeks following monitoring visit
Corrective Action Plans submitted (if applicable)	Within 30 days of the Monitoring Review letter

Preparation for Monitoring

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.

Submit documents
timely and in an
organized fashion

Utilize your website
and embrace
transparency

Annually review
policies/procedures
for alignment and
revise as necessary

FY17 Monitoring Documentation

- The Monitoring Handbook provides a comprehensive overview of the information and documentation schools will be asked to provide.
- Examples include:
 - Enrollment and demographic information
 - Information regarding staff roster and turnover
 - Admissions application
 - Student Handbook
 - Fiscal policies and procedures

Monitoring Documentation – SPECIAL NOTE

The SCSC tries utilize documentation that is either publically available or has been provided to us in a previous monitoring. You will receive notice if a requested document was pulled from your website or previous monitoring.

However, if that document is not the most up-to-date version, it is the school's responsibility to provide an updated version of that document.

SCSC staff will not waive or revise findings due to the school's negligence of not providing updated documentation.

On-Site Visit: What to Expect

Un-
announced

Average
visit lasts
2-4 hours

Request to
speak with
the school
leader and
other school-
level
individuals
as necessary

Note the
condition of
the building
and overall
security of
the
premises

Request
to view
random
samples

May
request to
view
certain
areas or
observe
certain
classes

Visit
summary,
follow-up
documenta-
tion, and
time to ask
questions

After the On-Site Visit

SCSC Monitoring Letter

- Identifies issues requiring remediation
- Findings: issues that are in violation of applicable rule or law and which require immediate remediation
- Suggestions: issues do not violate applicable rule or law but may require school action to mitigate risk or prevent future noncompliance

Corrective Action Plans

- A plan to remedy any findings identified in a Monitoring Letter
- 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

Follow-Up

- The SCSC may conduct additional site visits to verify that findings are corrected.
- The SCSC will specifically monitor any findings the following year

Conclusion

- Questions?
- Should you have any questions regarding monitoring activities, please contact Gregg Stevens, Deputy Director and General Counsel, by email at Gregg.Stevens@scsc.Georgia.gov .
- Please make sure you review the Monitoring Handbook available at www.SCSC.Georgia.gov .