

Monitoring Handbook



State Charter Schools Commission of
Georgia

Version: FY 17

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Introduction: The Purpose of 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 and hold them accountable for their performance. 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 helps promote high-quality charter schools by identifying concerns and incentivizing schools to timely correct noncompliance.

The results of SCSC monitoring activities will be reflected on the operational portion of the SCSC Comprehensive Performance Framework (CPF). If your school receives a finding as a result of SCSC monitoring, the SCSC will deduct points from the correlating measure of operational compliance on the CPF. Additionally, if your school received findings as a result of SCSC monitoring during previous school years, the school will be expected to demonstrate that it has completed its corrective action and remedied any previously-identified noncompliance by the time SCSC staff conducts its onsite visit this school year.

Please note that the purpose of SCSC monitoring is not to “catch” schools for noncompliance with applicable law. Rather, SCSC monitoring is one method by which the SCSC fulfills its statutory duty of holding state charter schools accountable, and that accountability is aimed to ensure that state charter schools are constantly improving to provide a high-quality education that provides students a better educational opportunity than traditional school districts. The SCSC is committed to supporting state charter schools in meeting their operational expectations in a manner that respects school autonomy. SCSC monitoring allows the SCSC to identify additional trainings and supports that may be necessary to resolve persistent problems in state charters schools.

Alignment to the SCSC 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 organizational 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. In each of the 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. Organizational Performance: Is the organization effective, compliant, and well run?

SCSC monitoring primarily focuses on the organizational performance of state charter schools. Accordingly, the SCSC monitoring activities closely align with the Organizational Indicators and Measures of the CPF¹. This alignment promotes transparency and provides schools with an understanding of SCSC expectations.

Appendix A provides a comprehensive overview of the alignment between the CPF, Monitoring Documentation, SCSC Monitoring Expectations and a specific Document ID from the FY 17 Monitoring Documentation form.

SCSC Monitoring Process

The SCSC monitors schools using a variety of methods, including:

- Unannounced site visits: Schools will receive an email notifying them that SCSC staff will be visiting the school in the coming weeks. During this visit, SCSC staff will be onsite for 2-4 hours and will need to speak to individuals knowledgeable about the schools' operations and finances, which may include the School Leader or his/her designee. While we will not share the specific date with you prior to our arrival, we will coordinate the visit with the school's calendar. Following the visit, SCSC staff may request additional documents or records to facilitate comprehensive monitoring.
- Unannounced attendance at governing board meetings: SCSC staff may observe a board meeting to ensure that the meeting is conducted in accordance with Georgia's Open Meetings Act and other charter school governance best practices.
- Website reviews: SCSC staff will review each school's website to ensure that the information it provides to stakeholders regarding governance, the admissions process, special education, and other areas is accurate and consistent with applicable law and regulations. At its June 2016 meeting, the State Charter Schools Commission amended rule 691-2-.03 *State Charter School Monitoring* to require state charter schools to post certain existing information on their website in an effort to promote transparency. The amended version of the rule is available on the SCSC website [here](#). The most consistent complaint the SCSC receives regarding state charter schools is the lack of communication and transparency of the school with its stakeholders. As a school's website is often its first and most frequent interaction with stakeholders, the SCSC is committed to assisting schools in ensuring the information they provide on their website is complete and accurate.
- Documentation reviews: SCSC staff requests various forms of documentation as part of its monitoring activities. Staff reviews this information to ensure that it is accurate and consistent with applicable law and regulations. For example, SCSC staff will review a school's admission application to ensure it complies with open enrollment requirements. It is critical that schools provide the most up-to-date documents requested by SCSC staff as all documents the school provides will be reviewed for compliance with applicable law. Stating that the school provided documentation that is no longer valid in response to an SCSC request is not a persuasive argument against a finding of noncompliance.
- Case-by-case action in response to concerns expressed to the SCSC: The SCSC takes stakeholder concerns very seriously. SCSC staff carefully reviews all complaints submitted and, on a case-by-case basis, may reach out to schools for additional information. In the event that the SCSC

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

determines the school has violated applicable law and/or regulations, SCSC staff will inform the school of the violation and require correction.

- Monitoring of other agencies: State charter schools conduct programs that are monitored by state or federal agencies other than the SCSC. The programs include, but are not limited to, federal Title Programs, activities under the Individuals with Disabilities Education Act (IDEA), and school nutrition programs. The SCSC receives notification when a state charter school is found out of compliance when monitored by other agencies. The SCSC will ensure the school's CPF results reflect any noncompliance, and the SCSC will monitor the school's implementation of required corrective action.
- Independent Audit: SCSC staff reviews each school's annual independent audit conducted pursuant to O.C.G.A. § 20-2-2065(b)(7). To the extent a school's audit notes a material weakness, noncompliance with applicable law or Generally Acceptable Accounting Principles, or any other adverse statement, the school's CPF will reflect the noncompliance and SCSC staff will monitor the school's correction of the issue.

SCSC monitoring occurs annually for every school throughout the year. All schools will receive an unannounced site visit, generally October – January. The chart below provides a brief overview of the on-site monitoring process and timeline.

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

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 typically provided 1 week to submit documents. 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. Additionally, although schools will not be formally asked to submit documentation until roughly 2-4 weeks prior to their site visit, schools are encouraged to prepare documentation well in advance. Additional details regarding the specific documentation are available below. Advance preparation will allow the school to easily submit the documents in a timely fashion. Finally, it's imperative that documentation be submitted in an organized fashion and in accordance with the file name requirements discussed below. Submitting documents in an organized fashion allows SCSC staff to easily locate and evaluate the documentation.

- Utilize your school's website and embrace transparency: SCSC staff always endeavors to utilize publicly-available information. 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. Any additional information a school elects to post on the website, such as a Student Handbook, will reduce administrative burden on the school during the monitoring cycle. Additionally, state charter schools must make a summary of the annual operating budget proposed and adopted by the governing board 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 governing board. A state charter school may easily comply with this requirement by posting 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 persuasive argument against a finding of noncompliance.

FY 17 Monitoring Document & Required Documentation

Appendix B contains the document which will be sent to each charter school roughly 2-4 weeks prior to their unannounced monitoring visit. The form consists of 3 main parts:

- Enrollment and demographic information: This section requests information regarding the make-up of your student body. SCSC staff will utilize this information when planning for your school's monitoring visit.
- Information regarding staff roster and turnover: This section is designed to help SCSC staff understand the nature of the individuals employed at the school and ascertain whether the school has experienced significant staff turnover.
- Required documentation: SCSC staff attempts to avoid placing undue administrative burdens on schools when conducting monitoring. As a result, the SCSC will collect and utilize documents from previous monitoring cycles as well as documents available on the school's website. The documentation chart will indicate which documents the SCSC was able to obtain from previous monitoring cycles or a school's website and which documents that the school will need to provide within 7 days of the monitoring notification.
 - Web: A notation in the column labeled "Web" indicates that SCSC staff was able to locate that documentation on your school's website and nothing further is required from the school, except as noted below in bolded text. Again, this is where a robust and informative website will be to a school's advantage.

- FY 16: A notation in the column labeled “FY16” indicates that the school provided that documentation as part of its FY16 monitoring and nothing further is required from the school, except as noted below in bolded text.
- Req: A notation in the column labeled “Req” indicates that documentation is required from the school and must be provided within 7 days.

Should any document marked as “Web” or “FY16” not be the most up-to-date version, the school should provide the updated version of that document. Additionally, a school may have provided some documents during your FY16 monitoring, however, the SCSC requires that you provided updated versions of these documents and thus the document is marked as “Req”.

Procedures for Submission of Documentation Prior to On-Site Visit

Each school will receive an email from SCSC staff notifying them of an upcoming visit and providing the deadline by which to submit documentation. It is imperative that school’s meet the identified deadline or notify SCSC staff of any concerns related to the deadline. 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.

All documents are to be submitted via Dropbox. Schools should “share” the link to the Dropbox in an email response to identified SCSC staff. All files within the Dropbox should be organized and named in accordance with the guidelines below.

Files should be labeled as follows: FY17_SchoolName_ID. The “ID” references the Document ID from Appendix B. For example, a school submitting the governing board’s Conflict of Interest policy would name that document: FY17_NiceCharterSchool_E.pdf. Again, submitting documents in an organized fashion allows SCSC staff to easily locate and evaluate the documentation.

On-Site Visit: What To Expect

Although schools will know the general window in which to expect a site visit, the exact date and time will be unannounced. Upon arrival SCSC staff will make their way 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 since the visit will be unannounced.

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. 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, inform the school leader of additional documentation which may be requested and allow school staff to ask any questions they may have.

After the On-Site Visit: 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 is typically issued 2-4 weeks following the site visit. The letter generally highlights two types of issues:

- Findings – issues that are in violation of applicable rule or law and which require immediate remediation; 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 30 days of receiving the Monitoring Letter.

Corrective Action Plans

A Corrective Action Plans (CAP) is a 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 SCSC may conduct additional site visits to verify that findings are corrected, and the SCSC will specifically monitor any findings the following year.

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 Gregg Stevens, Deputy Director and General Counsel by email at gregg.stevens@scsc.georgia.gov.

Appendix A



STATE CHARTER SCHOOLS COMMISSION (SCSC) COMPREHENSIVE PERFORMANCE FRAMEWORK (CPF) ALIGNMENT TO SCSC MONITORING OVERVIEW

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. This document provides an overview of the alignment between the CPF, Monitoring Documentation, SCSC Monitoring Expectations and a specific Document ID from the FY 17 Monitoring Documentation form.

CPF Indicator & Measure	Documentation	SCSC Expectations & On-site Monitoring Actions	Documentation ID
1a – Essential & Innovative Features	<ul style="list-style-type: none"> (SCSC) Charter Contract 	<ul style="list-style-type: none"> School will provide evidence of the implementation of all essential/innovative features in accordance with the charter contract. 	n/a
1b – Mission-Specific Goals	<ul style="list-style-type: none"> (SCSC) Charter Contract 	<ul style="list-style-type: none"> (If applicable) School will demonstrate progress toward meeting any mission-specific goals identified in the charter contract. 	n/a
1c – Education Requirements	<ul style="list-style-type: none"> Name and Job Description for Testing Coordinator Copy of your testing calendar and testing policies/procedures Copies of anything distributed to the 	<ul style="list-style-type: none"> School will provide evidence that indicate compliance with federal Title Programs. School will demonstrate that complies with all aspects of the Migrant Education Program and 	<ul style="list-style-type: none"> Doc G Doc I Doc J

	<p>governing board for the purposes of analyzing student academic data</p> <ul style="list-style-type: none"> • McKinney-Vento policy • SEA Monitoring 	<p>McKinney-Vento Homeless Assistance Act.</p> <ul style="list-style-type: none"> • School will have identified a testing coordinator and have an appropriate job description which clearly describes the roles and responsibilities of the position which will promote the administration of state assessments in the manner required by law and rule. • School will demonstrate that it has a mechanism for keeping the governing board informed of students' academic progress. • School will demonstrate that it has a mechanism for ensuring that the curriculum is aligned to state standards. 	
1d – Data Reporting	<ul style="list-style-type: none"> • Monitoring Info sheet • (SCSC) CPI Report • (SCSC) FTE Report 	<ul style="list-style-type: none"> • School will demonstrate understanding and compliance with all standard data reporting metrics, such as CPI and FTE. • School will comply with all data reporting deadlines. • School will provide evidence that at least one staff member attended the FY 17 GaDOE Data Collections conference. 	<ul style="list-style-type: none"> • Doc A • Doc B
2a – Financial Reporting	<ul style="list-style-type: none"> • (SCSC) DE 046 • Random sample - T&E Reporting 	<ul style="list-style-type: none"> • School will demonstrate that it complied with DE 046 reporting requirements and will 	n/a

		<p>provide its audit to the SCSC in accordance with its contractual deadline.</p> <ul style="list-style-type: none"> • SCSC staff will request a random sample of Time & Effort reporting. The random sample should demonstrate compliance with federal regulations regarding employees whose salary is paid with federal funding. 	
2b – Adherence to GAAP Standards	<ul style="list-style-type: none"> • Random sample – Copy of cleared check over school-established threshold requiring additional/board signature • Random sample – Copy of a Purchase Order • Financial policies and standard operating procedures adopted by the governing board • School financial/operational handbook or procedure manual used by staff in day-to-day operations • Policies and procedures relating to inventory management if not included in the school/financial operational handbook • A monthly, quarterly, semi-annual financial 	<ul style="list-style-type: none"> • SCSC staff will request a random cleared check over the established threshold. The check should demonstrate compliance with policy. • SCSC staff will request a random PO. The PO should demonstrate compliance with policy. • School staff will demonstrate knowledge and understanding of financial policies and procedures. • The school will provide evidence that the board is periodically reviewing school finances. • The school will evidence the use of an inventory control system consistent with federal grant award requirements. • The school will ensure that all deposits are appropriately collateralized. 	<ul style="list-style-type: none"> • Doc U • Doc V • Doc W • Doc X • Doc Y

	<p>report that the board reviewed this fiscal year, or the same documents for past years if not available for the current year</p> <ul style="list-style-type: none"> • Copy of the current year budget 		
3a – General Governance	<ul style="list-style-type: none"> • Conflicts of Interest Policy 	<ul style="list-style-type: none"> • The school will provide evidence that governing board members adhere to the Conflicts of Interest policy. 	<ul style="list-style-type: none"> • Doc E
3b – Open Governance	<ul style="list-style-type: none"> • (Web) Minutes/Agendas on Website • (Web) List of governing board members 	<ul style="list-style-type: none"> • The school shall demonstrate compliance with SCSC Rule 691-2-.03 <i>State Charter School Monitoring</i> regarding documents required on school website. • Minutes and agendas shall reflect compliance with applicable law, adherence to conflicts of interest policies and governing board oversight of school academics, finances and operations. • The school evidences compliance with the Georgia Open Records Act. 	<ul style="list-style-type: none"> • Doc C • Doc D
3c – Governance Training	n/a	n/a	n/a
3d – Holding Management Accountable	<ul style="list-style-type: none"> • (SCSC) LKES certification 	<ul style="list-style-type: none"> • The school shall demonstrate compliance with charter contract requirements regarding LKES credentialing. • The school will demonstrate governing 	n/a

		board oversight over managers and contractors.	
4a – Rights of All Students	<ul style="list-style-type: none"> • Enrollment/Lottery Policy • (Web) Admissions Application • PPRA Policy/Notice • Student Discipline Policy and Procedures • Student Handbook • Random sample – student discipline record • SEA Monitoring 	<ul style="list-style-type: none"> • The school shall provide evidence of compliance with open enrollment. • The school shall provide evidence that students and parents are provided appropriate notice of applicable rule and law. • The school shall provide evidence that students are afforded proper due process. • The school conducts student searches in accordance with applicable law. • The school maintains grievance procedures that adhere to federal law. • The school maintains policies that do not infringe upon student rights. • The school does not require students to purchase materials necessary to participate in the school’s educational program. 	<ul style="list-style-type: none"> • Doc K • Doc L • Doc M • Doc S
4b – Rights of Students with Disabilities	<ul style="list-style-type: none"> • SWD policies • Contracts with any service-providers • SEA Monitoring 	<ul style="list-style-type: none"> • The school shall demonstrate that students with disabilities are served in accordance with applicable rule and law. 	<ul style="list-style-type: none"> • Doc O • Doc P
4c – Rights of Students who are ELs	<ul style="list-style-type: none"> • EL policies • SEA Monitoring 	<ul style="list-style-type: none"> • The school shall demonstrate that students who are English learners are served in accordance 	<ul style="list-style-type: none"> • Doc Q

		with applicable rule and law.	
4d – Employee Qualifications	n/a	<ul style="list-style-type: none"> The school ensures that all paraprofessionals meet the Highly Qualified requirements of ESSA. 	n/a
4e – Employee Rights	<ul style="list-style-type: none"> Employee Handbook 	<ul style="list-style-type: none"> The school shall demonstrate that employees are provided proper notice and afforded due rights under applicable rule and law. 	<ul style="list-style-type: none"> Doc F Doc H
4f – Criminal Records Checks	<ul style="list-style-type: none"> Evidence that school employees hold PSC-issued clearance certificates 	<ul style="list-style-type: none"> The school shall provide evidence that all employees hold PSC-issued clearance certificates. 	<ul style="list-style-type: none"> Doc N
5a – Facilities Requirements	<ul style="list-style-type: none"> (SCSC) Copy of current facility lease 	<ul style="list-style-type: none"> The school maintains all required fire inspection records and holds a valid certificate of occupancy. The school received appropriate approvals from the SCSC and Facilities Service Unit of GaDOE prior to adding or changing a facility. 	n/a
5b – Student Retention	<ul style="list-style-type: none"> Monitoring Info sheet (SCSC) Churn Rate 	<ul style="list-style-type: none"> The school should demonstrate effective student retention efforts. 	<ul style="list-style-type: none"> Doc A
5c – Health and Safety	<ul style="list-style-type: none"> Student Health Policies Policy for Reporting Child Abuse/Neglect 	<ul style="list-style-type: none"> The school facility should appear to be clean and in good repair. There should be no visible safety concerns. The school will demonstrate that it has taken steps to provide a campus that is secure from potential intrusion. 	<ul style="list-style-type: none"> Doc R Doc T

		<ul style="list-style-type: none"> The school shall demonstrate that it safeguards the health and safety of students. 	
5d – Support Services	<ul style="list-style-type: none"> Nursing Policy 	<ul style="list-style-type: none"> The school maintains a nursing policy to address the medical needs of its students. If participating in the National School Lunch Program, the school adheres to all requirements of the program, including maintaining a wellness policy and procedures for meal reimbursement. If providing transportation, the school follows all driver training and licensing requirements and ensures all vehicles meet school bus specifications. 	n/a
5e – Information, Data and Communication	n/a	<ul style="list-style-type: none"> The school shall demonstrate that it takes appropriate steps to safeguard student and personnel files. The school demonstrates communication with stakeholders when developing and implementing federal programs. 	n/a
6a – Additional Obligations	n/a	<p>Examples of additional obligations not measured by other CPF indicators:</p> <ul style="list-style-type: none"> Utilizing E-Verify to determine employee eligibility. Adhering to contractual performance-based enrollment limitations. 	n/a

6b – Continuing Obligations	<ul style="list-style-type: none"> • (SCSC) FY 2016 Monitoring Letter • (SCSC) FY 2015 Operational CPF Results • (SCSC) FY 2016 CAP in response to Monitoring Letter 	<ul style="list-style-type: none"> • The school shall demonstrate on-going compliance related to previous monitoring-based corrections. 	n/a
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Key	
(SCSC)	A document which the SCSC has or can access
(Web)	A document which should be available via the school's website

FY 17 State Charter School Site Visit and Monitoring Documentation



State Charter Schools Commission of
Georgia

School Name:

Student Demographic Information

Enrollment Information:
Total number of students currently enrolled:
Number of students who left the school during the prior school year:
Number of students who completed the prior school year but did not reenroll for the current school year (excluding graduates):
Number of students who have left the school during the current school year:

Demographic and Subgroup Information (for currently enrolled students):		
Race/Ethnicity	# of students	% of entire student body
African-American		
Asian		
Hispanic		
Native American		
White		
Native Hawaiian, Pacific Islander		
Multi-Race, Non-Hispanic		
Special Education		
English Language Learner		
Free and Reduced Price Lunch		

Special Education Student Demographic Information	
Current number of students receiving services in a number in full inclusion setting	
Current number of students receiving services in a number in partial inclusion setting	
Current number of students receiving services in a number in substantially separate setting	
Types of disabilities served on IEPs	
Current number of students on Section 504 Accommodation Plans	
Types of disabilities services on Section 504 Accommodation Plans	
List of types of assistive technology devices used	
Current numbers of students who receive related services:	
<ul style="list-style-type: none"> a. Speech/Language b. Occupational Therapy c. Physical Therapy 	

d. Counseling e. Other (APE, mobility, etc.)	
The number of initial evaluations that were conducted during the current and prior school year and how many students were found eligible for services	
The number of re-evaluations that were conducted during the current and prior school year and how many students were found ineligible for services	

English Language Learner Student Demographic Information	
The number of English language learners (ELL) by grade levels and levels of proficiency.	
The number of students transitioned from LEP to FLEP in the past three years.	
Primary languages of the school community	
Names and roles of persons responsible for administration of proficiency assessments	

Staff Roster and Information

Please use the following template to create a staff roster. Please include all teachers, administrators and contract staff.

Names (Last, First))	Full-Time or Part-Time?	Assignment

**Add additional rows as needed*

Please answer the following questions regarding your staff turnover:	
How many teachers did the school employ at the end of the 2015-2016 school year?	
How many of those teachers <i>did not return</i> due to reasons other than death, retirement or disability?	
Do you perform exit surveys with any teacher that leaves?	
If so, what are the primary reasons for leaving?	

Required Documentation

SCSC staff wishes to avoid placing undue administrative burdens on schools when conducting monitoring. Please use the chart below to determine which documents we need for you to provide within 7 days of your receiving this monitoring notification. A notation in the column labeled “Web” indicates that SCSC staff was able to locate that documentation on your school’s website. A notation in the column labeled “FY16” indicates that the school provided that documentation as part of its FY16 monitoring. A notation in the column labeled “Req” indicates that documentation is required from the school. **Should any document marked as “Web” or “FY16” not be the most up-to-date version, the school should provide the updated version of that document.** Additionally, you may have provided Items T – Z during your FY16 monitoring, however, the SCSC requires that you provided updated versions of these documents. When providing documents, please utilize a Dropbox link with each file labeled as follows: FY17_SchoolName_ID (Example: FY17_NiceCharterSchool_A.pdf).

ID	Description of Document	Web	FY16	Req
A	Student Demographic Information (use template provided)			
B	Staff Roster (use template provided)			
C	List of governing board members			
D	Board minutes for each meeting that has occurred in the past 12 months			
E	Governing Board Conflict of Interest Policy			
F	Organizational chart with titles and names that shows reporting structures			
G	Job description for Testing Coordinator and a description of the qualifications of the individual filling this role			
H	Employee Handbook			
I	Copy of your testing calendar and testing policies/procedures			
J	Copies of anything distributed to the governing board for the purposes of analyzing student academic data			
K	Policies related to student enrollment and lotteries			
L	Student/Parent handbook and any other school-wide notice provided to parents regarding school policies, procedures, and practices			
M	Procedures for conducting disciplinary hearings and appeals			
N	Evidence that school employees hold PSC-issued clearance certificates			
O	Policies and procedures for conducting child-find			

P	Any contracts with third-parties for the provision of services to students with disabilities			
Q	Policies and procedures relating to the identification and service of students who are English learners			
R	Policies and procedures for the reporting of child abuse and neglect			
S	Policies and procedures for ensuring the enrollment, attendance, and success of students who lack a fixed, regular, and adequate nighttime residence			
T	Policies regarding student health screenings			
U	Financial policies and standard operating procedures adopted by the governing board			
V	School financial/operational handbook or procedure manual used by staff in day-to-day operations			
W	Policies and procedures relating to inventory management if not included in the school/financial operational handbook			
X	A monthly, quarterly, semi-annual financial report that the board reviewed this fiscal year, or the same documents for past years if not available for the current year			
Y	Copy of the current year budget			