



MEMORANDUM

TO: All Schools
FROM: Theda Sampson
DATE: February 26, 2018
RE: Monitoring Protocol
Action item: **Read and Review**

Background

The Thomas B. Fordham Foundation has a protocol for monitoring compliance with legal requirements, financial health, school data and school operations and governance on an ongoing basis. The protocol is provided below.

- Monitoring is communicated to schools via Epicenter notifications, site visits, email communications, newsletters, annual reports, phone calls and/or in-person visits.
- Timelines are communicated annually through Epicenter.
- **Training on the web-based compliance system and monitoring protocol is available on the Fordham website and in person. Contact our Dayton office (937-227-3368) for information or to schedule an in person presentation.**

Compliance

Epicenter

- Upcoming Compliance requirements with due dates are emailed weekly to the Epicenter coordinator. On request, the school leader and any other individuals (governing authority, treasurer counsel or administrator) may also be notified.
- In addition, you may also ask to be notified if any requirements are not completed (either on time or the compliance requirement is not met).
- The calendar for upcoming year is made available to schools prior to July 1
- Fordham staff will:
 - Check document submission for compliance to statute/law
 - Update requirements as necessary

JCARR, Rules Changes, Legislative Updates, AOS Bulletins

- Communicated via email or added to the sponsor newsletters.
- Checked routinely for any changes or updates.

ODE Communication

- Upcoming dates are added to sponsor newsletters.
- Sponsorship staff joins list serves, as appropriate and forwards communication to school leadership.

CCIP

- Monthly review of the document library for CCIP notes and reminders and the federal programs page.
- Check progress twice a year (with site visits) for history log and any issues with applications/title requirements.

SPED Performance Profile and Determinations

- Check SPED performance profile and determinations when they are released for compliance and results areas. Follow up any required action by school. Follow up with indicators and monitoring requirements on site visits and with special education file reviews.

OEDS-R

- Check quarterly with staff roster for updates/changes and review prior to pre-opening.

EMIS

- Request reports for Epicenter.
- Follow up with reporting deadlines and requirements.

Financial

ODDEX

- Routine check monthly to see that the funding enrollment from the Community School Settlement Report is matching up with what is in the Ohio District Data Exchange (ODDEX) and for any data errors (flags).
- Monthly Enrollment Review
 - Demographic numbers are taken from the settlement reports and ODDEX.
 - Variances are checked against EMIS if there is a conflict with Community School Settlement Reports.

Monthly Financial Review Summary – sent to board members and treasurer

- Schedule monthly calls with treasurer, governing authority and/or school leadership to discuss submitted financial reports and, if needed, recommendations. The reports, at minimum, consist of:
 - Title funding including budget, status and re-allocations
 - Enrollment to previous month, budget and ODDEX
 - Cash flow and position
 - Expenditures
 - Audit status (current and previous year)

Audited Financials

- Attend pre and post audit calls.
- Communicate with auditor and return requests for information, e.g. sponsorship annual report.
- Collect data from posted audit reports and compile for trend analysis, as context to the school's financial performance in the current school year. The data includes:
 - Balance Sheet

- Revenue and Expenses
- Past Enrollment
- Other Analysis such as debt ratio, per pupil comparisons and cash position.

Five-Year Forecast and Annual Budget Review

- Forecast twice a year and budget annually, when submitted.
- Confirm board approval.

Site Visits

School Visit (scheduled)

- Visual checks (e.g. required postings, observe attendance procedures and documentation).
- Environmental and classroom visits, including attendance verification samples.
- Staff and School Leader interviews confirming curriculum, professional development, emergency procedures, partnerships and assessments.
- Student record audits of cumulative files, medical information and special education files.
- Reports are aligned with the contract requirements in Education, Accountability, Business and Governance,
- Follow up for corrective action plans and previous reports.

Pre-Opening Visit

- Takes place annually at least two weeks prior to school starting.
- Documents collected in advance of scheduled on site visit.
- Pre-opening form and guidance sent to school leader and administrator (compliance coordinator) when communication is received from ODE.

School Visit (unannounced)

- Follow the school policies for identification and access.
- At the request of the board, or to follow up from prior observations.

Board and Other Meetings

- Receive board materials and agenda.
- Signed and approved minutes submitted to Epicenter.
- Attend a majority of board meetings in person.
- Attend school events as requested, e.g. FTE reviews, Special Education Selective Reviews, school lottery, meetings with ODE officials, federal grant reviews.
- Attend community events as requested, e.g. school commencement, summer program awards and open houses.