

## **PROGRESS MONITORING, OVERSIGHT AND EVALUATION POLICY**

Consistent with its obligations to provide monitoring, oversight, and technical assistance, the Sponsor will provide support to sponsored schools' governing authorities, and to sponsored schools' leadership both in terms of a structured, regular process and on an as-needed basis, in what is intended to be a collaborative process.

This process shall address the school's compliance with Academic, Fiscal, Enrollment, Organizational, Operational and Legal Compliance, as set forth in the Sponsor Contract. Alignment with state and national standards are considered in all oversight.

### **PROCESS AND METHODS OF OVERSIGHT AND EVALUATION**

The frequency or timelines stated herein shall be considered to be minimums, not maximums and must remain somewhat flexible as unforeseen community school or district/sponsor events may cause re-scheduling. Both the School and the Sponsor will attempt to re-schedule, if necessary, close to the dates chosen on the timeline. The monitoring and oversight process shall include the following

- A. Monthly Financial and Enrollment Reviews and Reports. A representative of the Sponsor shall meet with the governing authority or fiscal officer of the school and shall review the financial and enrollment records of the school at least once every month. Not later than ten days after each review, the Sponsor shall provide the governing authority and fiscal officer with a written report regarding the review, including both immediate action items and long term goals, as applicable. Aside from the monthly reviews of financial and enrollment data, the Sponsor shall conduct an annual review which shall take into consideration past years' data as well.
- B. Academic Performance. These monthly monitoring and oversight meetings shall include a review by the Sponsor representative of pertinent documentation of the sponsored school's academic performance, including of relevant formative and summative assessment data. The Sponsor will also conduct an annual review which shall take into consideration prior years' data as well. Not later than ten days after each review, the Sponsor shall provide the governing authority an analysis of the sponsored school's academic progress, including immediate action items and long term goals, as applicable.
- C. Monthly and Annual Reviews. Evaluations will occur monthly and annually and may involve on-site or data reviews, interviews or observations, current data of prior data, follow-up reports and communication to the governing authority. The annual report will also contain an assessment of the prospects for renewal, barring any unknown or new issues.

Monthly reviews will include academics, financial, and enrollment and any other matter seemingly needing review that month. In addition, in an annual review of

compliance, the SPONSOR shall use comparative data from prior years' compliance.

- D. Technical Assistance. The Sponsor shall also provide technical assistance to sponsored schools at least monthly and on an as-needed basis as to compliance with laws applicable to sponsored school and the terms of the sponsorship contract, provided, however, that the sponsor shall not be obligated to give legal advice to sponsored schools. Technical assistance can be by request, specific and targeted from the annual technical needs assessment survey, specific and targeted to a deficiency, informal by telephone inquiry or formal pursuant to a plan. See Sponsor Technical Assistance and Interventions Policy.
- E. Written Reports. The Sponsor will also conduct regular and comprehensive site visits at each sponsored school, including at least twice annually during the school day. The Sponsor will provide both the sponsored school's governing authority and its instructional leadership team a written report of observations from these site visits, with a process as to monitoring, benchmarks as to progress with timelines and deadlines, the data collected, a summary of the evaluation, areas needing improvement, steps and timeframes for improvement, status updates by the school as to its progress and strengths of the school.
- F. Interventions. Interventions may occur or take the form of or be a result of any (a) technical assistance; (b) survey or technical needs assessment, (c) evaluation whether monthly or annually, (d) corrective action plan or a performance improvement plan, (e) required reporting to Sponsor of progress with benchmarks and deadlines, (f) probation, (g) other form of advice or intervention by the Sponsor, (h) required professional development or training, non-renewal, suspension, or termination. However, the Sponsor has a philosophy of correction and technical assistance prior to any permanent measures when possible and the weakness or non-compliance is not of material or imminent harm. Please see the Contract terms on technical assistance, assessments, oversight, renewal, probation, suspension or termination.
- G. Data. All evaluations or visits will request data back up from the administration, policies or other documents, give feedback to the School, include strengths and weaknesses and proactive recommendations, again, with timelines for progress. Data may be requested for multiple years.
- H. Compliance with Laws, the Contract and Academics. A minimum of two site visits annually shall be on the topics of compliance with laws, the contract and academic performance measures, using and requesting data at the visit from employees/instructors, administrators or the governing authority.
- I. Scope of Site Visits. In addition to H. above, site visits will include, depending on how many site visits are conducted, all or some of the academic, financial,

enrollment, organizational and operational matters, at a minimum. Classroom observations and stakeholder interviews will be conducted during on-site visits by a Sponsor representative. The Contract between the School and Sponsor will be re-visited and new data will be collected. Data collected may be of the current year and/or multiple years. The scope of the site visit will be communicated in the timeline but may expand at the Sponsor's reasonable discretion.

- J. Required Amount and Timing of Visits or Evaluations. Generally, the Sponsor shall:
- a. Conduct a minimum of two site visits during the school year covering compliance with laws, the Contract and academic progress;
  - b. Conduct site visits occurring three months' apart;
  - c. Collect data from a sample of instructors, employees, administrators, parents, students at each site visit, with observations and interviews;
  - d. Collect data and evidence from the governing authority, students, parents, staff and instructors over the course of the school year; and,
  - e. Conduct monthly reviews, an annual review, and a high stakes review every five years or upon renewal.
- K. School Annual Report. Each sponsored school's governing authority shall submit, within four (4) months (or less as practicable) after the end of each school year, to the Sponsor, and to the parents of all students enrolled in the school, a report of its activities and progress in meeting its academic goals and performance standards and its financial status, as contained in the Educational Plan, Financial Plan, and the Assessment and Accountability Plan. The financial status report shall be in such form as is prescribed the State Auditor.
- L. Sponsor Annual Report. The Sponsor shall prepare a written evaluation of the sponsored school's progress in terms of Academic, Fiscal, Enrollment, Organization/Operations and Legal Compliance and provide said report to the Sponsored School's governing entity, its instructional leadership team, the parents of the sponsored school's students, and the Ohio Department of Education no later than November 30<sup>th</sup> of each year of the community school contract.
- M. Performance Framework Contract Monitoring and Evaluation. All financial, enrollment, academic, operational and organizational performance data gathered throughout the applicable years, will be analyzed to assess the overall performance of the applicable sponsored school, in order to assess the overall performance of the school as against the contractual performance framework and its standards, target, metrics and goals. This annual analysis shall consider multiple years of data (if multiple years in operation) up to five years' previous data, and shall be used to determine any subsequent actions necessary for the Sponsor of the School.

N. Interventions Based on Unlikely Success. If, based upon the aforementioned progress monitoring in this policy, Sponsor should determine in its reasonable judgment that the sponsored school is likely to (a) fail to meet student performance requirements stated in the sponsorship contract; (b) fail to meet generally accepted standards of fiscal management; or (c) violate, without effective remedy, any provision of the contract or applicable state or federal law, Sponsor shall take steps to intervene and correct problems with the sponsoring school's performance. Such intervention may include, without limitation, providing notice to the School of the problem and an opportunity to cure, actions by the Sponsor to cure the problem, the provision of additional training to the School, and/or engaging Sponsor's right to exercise all rights to put on probation, suspend, terminate or non-renew the community school contract.

O. R.C. 3314.03 (A)(24). The progress monitoring set forth above shall be in addition to, and not in lieu of, those actions required by Section 3314.03(A)(24) of the Ohio Revised Code. As required, the Sponsor shall take any action required to be taken by a school district pursuant to Sections 3302.04 and 3302.041 of the Ohio Revised Code, including division (E) of that Section to the extent possible, except that the Sponsor shall not be required to take any action described in division (F) of that Section.

A summary of Action Steps is below:

<b>Action Steps</b>	<b>Minimum Frequency</b>
Review of Academic Performance	Monthly
Review of Fiscal Records	Monthly
Review of Enrollment Records	Monthly
Review of Need and Provision of Technical Assistance	Monthly /as needed
Site Visits to School	Minimum of two times per school year
Review of School Budget	At least twice per school year
Self-Review by School of Academic, Fiscal, Enrollment, Organization/Operations and Legal Compliance	Annually
Evaluation by Sponsor of School's Academic, Fiscal, Enrollment, Organization/Operations and Legal Compliance – Performance Framework	Annually
High Stakes Review	Every Five Years or upon Renewal