



State of Arizona  
Department of Education

**Arizona Charter Schools Program  
Monitoring Procedures for Awarded  
Schools**

05/2020

Arizona Charter Schools Program Monitoring Procedures for Awarded Schools 05/2020		
	Activities	
Planning Period	Monitoring Activities	Follow up
Purpose	<ul style="list-style-type: none"> <li>• Confirm the school continues to meet the federal definition of a charter school: ESEA Title IV. Part C, 4310 (2) (A-L)</li> <li>• Review and approve or reject Funding Applications by AZCSP staff within five days of submission.</li> <li>• Confirm that the school is moving forward with Planning Project Year activities as defined in its application.</li> <li>• Confirm that school Planning Project Year activities and expenditures are allowable, necessary, reasonable, and allocable per ESEA.</li> <li>• Observe progress in Planning Project Year toward meeting educational objectives defined in the school's application.</li> </ul>	
Project Year 1	Initial Monitoring Activities - Planning	Follow up
Procedure	<ul style="list-style-type: none"> <li>• Recommended subrecipients participate in pre-award conference to determine all aspects of the entity's leadership and governance meet ADE School finance and Grants Management enrollment criteria.</li> </ul>	Following authorization, recommended subrecipient meets to pre-register grant before final SBE approval.

	<ul style="list-style-type: none"> <li>• AZCSP Awarded Schools meet with AZCSP staff for GAN signing following official SBE award.</li> <li>• Desk monitoring starts with approval of the Funding Application Project Year Budget application. <ul style="list-style-type: none"> <li>○ Desk monitoring continues with each Reimbursement Request and/or Funding Application Revision</li> <li>○ GME completes the Completion report</li> <li>○ Confirm with state authorizer that school is on track to open, i.e., Certificate of Occupancy,</li> </ul> </li> <li>• Subgrantee participation in AZCSP TA activities allows review of subgrantee’s progress toward educational objectives.</li> </ul>	<p>Follow up of GAN at first on-site visit. All transactions throughout the Project Year are reviewed by GME approval and ADE Accounting payment.</p> <ul style="list-style-type: none"> <li>• Funding Application</li> <li>• Reimbursement Requests</li> <li>• Funding Application revisions</li> <li>• Desk monitoring and onsite visit if warranted, provided by Grants Management</li> </ul>
Activities	Ongoing Monitoring – Planning and Implementation	Follow up
	<ul style="list-style-type: none"> <li>• Reimbursement Request submitted to ADE Grants Management unit shall be approved or rejected within five days of submission.</li> <li>• Funding Application Revisions are reviewed and approved or rejected within five days of submission.</li> </ul> <p>Part B (Assumes Implementation)</p> <ul style="list-style-type: none"> <li>• Initial Observation: 4 – 6 weeks after school’s opening to confirm enrollment and enrolment policy, basic classroom operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion Report approved by Grants Management.</li> <li>• Fiscal monitoring provided by Grants Management</li> </ul>

	<p>Part A</p> <ul style="list-style-type: none"> <li>AZCSP staff meetings with school’s governing body to explain its responsibilities and review the AZCSP Monitoring Handbook, Part A.</li> </ul>	<p>Part A governance training takes place before June of first Project year. In year 2 of operation Governance contractor meets in May-June for review of school academic and operational goals.</p>
<p>Ongoing Risk Assessment</p>	<p>In evaluating risks posed by subrecipients, the AZCSP team will review the school’s management systems over and above the AZCSP Monitoring Handbook for the following:</p> <p>Operations:</p> <ul style="list-style-type: none"> <li>Finance - review school’s Income and Expense Statement and Balance Sheet most recently approved by its board using the AZ State Board for Charter Schools Financial Framework;</li> <li>Annual review of the mandatory state audit presented to the school’s authorizer.</li> </ul> <p>Compliance:</p> <ul style="list-style-type: none"> <li>Review the school’s status and relationship with its Authorizer;</li> <li>Review of school’s other federal grants for compliance;</li> <li>Timeliness of compliance with the school’s applicable reporting requirements.</li> <li>The applicant’s ability to implement statutory, regulatory or other requirements imposed on non-Federal entities, e.g.</li> </ul>	<p>Schools which are out of monitoring compliance shall receive a notice from AZCSP identifying those compliance areas and a defined period necessary to take corrective action.</p> <p>Schools which do not respond within the time frame may have their grants placed on Administrative Hold until corrections are confirmed.</p> <p>Schools with multiple corrective actions in financial operation will be deemed “At Risk” which will result in an audit conducted by an ADE Grants Management Financial</p>

	<ul style="list-style-type: none"> <li>○ Special Education Policies and Procedures.</li> <li>○ Lottery/Enrollment Policies and Procedures.</li> </ul>	<p>Auditor. AZCSP funds will be placed on Administrative Hold until the audit is completed, and the results are reviewed.</p>
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Implementation	Implementation in Subsequent Project years	Follow up
<p>Purpose</p>	<ul style="list-style-type: none"> <li>● Confirm that school is moving forward with Implementation activities as defined in its application.</li> <li>● Confirm that school Implementation activities and expenditures are reasonable, allocable and allowable per ESEA.</li> <li>● Observe progress toward meeting educational objectives defined in the school’s application.</li> <li>● Monitor enrollment trends to measure if the awarded school is on target to meet its enrollment cap.</li> </ul>	<p>Schools which do not open after the maximum 18 months Planning Period has expired will be deemed At Risk and their funds will be placed on Administrative Hold.</p> <p>Cohort subrecipients awarded from the 2015 NCLB SEA grant are reviewed <b>annually</b> to ensure no rollover enrollment preference, or network enrollment preference, or any enrollment preference are used other than those permitted in law and January 2014</p>

		Non-Regulatory Guidance
Monitoring Personnel and Their Qualifications	<ul style="list-style-type: none"> <li>● Program and compliance monitors shall consist of the following qualified personnel:               <ul style="list-style-type: none"> <li>○ ADE AZCSP Staff with state and federal program management and policy experience;</li> <li>○ ADE Grants Management Enterprise Federal Monitor with training and minimum one-year's federal audit experience;</li> <li>○ External contractor(s) selected through the ADE procurement process with previous charter monitoring experience at the state or school district policy level; e.g. Arizona State Board for Charter Schools, Arizona Charter Schools Association, or a school district federal program officer.                   <ul style="list-style-type: none"> <li>▪ State agency or school district potential candidates shall present qualifications to ADE Procurement per the Procurement RFQ.</li> <li>▪ Contractor files are retained by AZCSP and ADE Procurement.</li> <li>▪ ADE personnel records are maintained by the Human Resources Unit.</li> </ul> </li> </ul> </li> </ul>	

<p>Procedure</p>	<ul style="list-style-type: none"> <li>• AZCSP subrecipients receive minimum of two onsite monitoring visits in its first Implementation Year.</li> <li>• The onsite monitoring is to observe the school’s educational and operational activities including enrollment confirmation, lottery policies, classroom observations, student learning environment, teacher planning, and preparation.</li> <li>• The monitoring takes place in two parts with two separate visits: 1) an observation to review the school and classroom dynamic. 2) A formal review based on the AZCSP Monitoring Handbook documenting key academic procedures.</li> <li>• The second monitoring is an onsite visit to conduct educational monitoring using the AZCSP Monitoring Handbook. (In some instances, the order of academic and operation monitoring may be reversed.)</li> <li>• Both monitoring visits will also review progress toward educational objectives.</li> </ul>	<p>Follow up to first visit may include the following:</p> <ul style="list-style-type: none"> <li>• Document visit describing operations observed for permanent record and school copy.</li> <li>• Provide list of online quality academic and operational resources.</li> <li>• Provide technical assistance to improve operational compliance</li> <li>• Provide technical assistance to improve instruction and instructional planning.</li> </ul> <p>Follow up to second visit may include the following:</p> <ul style="list-style-type: none"> <li>• Immediate follow up of previous</li> </ul>
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		<p>unresolved issues;</p> <ul style="list-style-type: none"> <li>• Corrective Action Plan issued to be completed and approved by the school's Governing Body within a defined period.</li> </ul>
Timeframe	<ul style="list-style-type: none"> <li>• Onsite reviews completed by January 31 of the first Project Year.</li> <li>• Final reconciliation of the school's Completion Report with its General Ledger by April 30.</li> <li>• Review school's final academic data based on state mandated assessments by August 1.</li> </ul>	

Implementation	Project Year 2 and Out-Years	Follow up
Purpose	<ul style="list-style-type: none"> <li>• Confirm that school is moving forward with Implementation activities as defined in its application.</li> <li>• Track and analyze student data toward meeting AZCSP grant outcomes.</li> </ul>	<p>Schools which do not open after the maximum 18 months Planning Period has expired shall be terminated from the AZCSP program. (See Return of Funds Procedure.)</p>

<p>Procedure</p>	<ul style="list-style-type: none"> <li>• AZCSP Awarded Schools receive minimum of two onsite monitoring visits and various desk monitorings based on amendment and special payment events in its second Implementation Year.</li> <li>• The first onsite monitoring is to observe the school’s educational and operational activities including classroom observations, student campus environment, teacher planning and preparation for second formal monitoring using the AZCSP Monitoring Handbook. This monitoring may take place in two parts with two separate visits: 1) an observation to review the school and classroom dynamic. 2) A formal review based on the AZCSP Monitoring Handbook documenting key academic procedures. This monitoring will also include a comprehensive review of school governance and leadership. It may be necessary for an additional visit to complete this latter portion of the monitoring. The second monitoring is an onsite visit to conduct educational monitoring using the AZCSP Monitoring Handbook. (In some instances, the order of academic and operation monitoring may be reversed.)</li> </ul>	<p>Follow up to first visit may include the following:</p> <ul style="list-style-type: none"> <li>• Document visit describing operations observed for permanent record and school copy.</li> <li>• Provide list of online quality academic and operational resources.</li> <li>• Provide technical assistance to improve operational compliance</li> <li>• Provide technical assistance to improve instruction and instructional planning.</li> </ul> <p>Follow up to second visit may include the following:</p> <ul style="list-style-type: none"> <li>• Immediate follow up of previous</li> </ul>
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		<p>unresolved issues</p> <ul style="list-style-type: none"> <li>• Corrective Action Plan to be completed and approved by school's Governing Body within a defined period.</li> </ul>
<p>Timeframe</p>	<ul style="list-style-type: none"> <li>• Onsite reviews completed by March 31 of the 2<sup>nd</sup> Project year.</li> <li>• Final reconciliation of the school's Completion Report with its General Ledger completed by June 30.</li> <li>• Review school's final academic data based on state mandated assessments available by August 1.</li> <li>• Review of high school graduation and dropout rates and data become available by August 1, twelve months after senior class graduates.</li> </ul>	