



Shelby County Schools

Charter Schools - Operational Scorecard

School Name: School Year: 2016-17		Scoring: Total Points divided by number of applicable indicators (Example: 196 points ÷ 48 = 4.09)			
PERFORMANCE INDICATOR	1	2	3	4	5
Federal Programs	The required reimbursement paperwork was submitted six (6) or more days after each deadline and correctly completed with appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide. June	The required reimbursement paperwork was submitted between one (1) and five (5) days after each deadline and correctly completed with appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	The required reimbursement paperwork was submitted on the deadline and correctly completed with appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	The required reimbursement paperwork was submitted between one (1) and four (4) days before each deadline and correctly completed with appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	The required reimbursement paperwork was submitted five (5) days or more before each deadline and correctly completed with appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.
	If applicable, the school submitted purchase requests six (6) or more days after each deadline and correctly completed the appropriate	If applicable, the school submitted purchase requests between one (1) and five (5) days after each deadline and correctly completed	If applicable, the school submitted purchase requests on the deadline and correctly completed the appropriate documentation as	If applicable, the school submitted purchase requests between one (1) and four (4) days before each deadline and correctly completed the appropriate	If applicable, the school submitted purchase requests five (5) days or more before each deadline and correctly completed the appropriate

	documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide. June	the appropriate documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.	documentation as outlined in the reimbursement schedule that is included in the Federal Programs Quick Reference Guide.
Student Information PowerSchool SMS	The school submitted their calendar six (6) or more days after the deadline. September	The school submitted their calendar between one (1) and five (5) days after the deadline.	The school submitted their calendar on the deadline.	The school submitted their calendar between one (1) and four (4) days before the deadline.	The school submitted their calendar five (5) days or more before the deadline.
	The school calendar contained five (5) or more errors. September	The school calendar contained four (4) errors.	The school calendar contained three (3) errors.	The school calendar contained two (2) errors.	The school calendar contained zero to one (1) error.
	The school entered their student enrollment data and all students were fully scheduled on or after the 26 th day of school. September	The school entered their student enrollment data and all students were fully scheduled between the 16 th and 25 th day of school.	The school entered their student enrollment data and all students were fully scheduled between the 11 th and 15 th day of school.	The school entered their student enrollment data and all students were fully scheduled between the 6 th and 10 th day of school.	The school entered their student enrollment data and all students were fully scheduled by the 5 th day of school.
	The school entered all required student grades 16 days or later after the end of the first semester. January	The school entered all required student grades 11 to 15 days after the end of the first semester.	The school entered all required student grades six (6) to ten (10) days after the end of the first semester.	The school entered all required student grades three (3) to five (5) days after the end of the first semester.	The school entered all required student grades within two (2) days of the end of the first semester.
	The school entered all required student grades 16 days or later after the end of the second semester. June	The school entered all required student grades 11 to 15 days after the end of the second semester.	The school entered all required student grades six (6) to ten (10) days after the end of the second semester.	The school entered all required student grades three (3) to five (5) days after the end of the second semester.	The school entered all required student grades within two (2) days of the end of the second semester.
	The school completed the end of the year checkout seven (7) or more days after the deadline. June	The school completed the end of the year checkout within six (6) days of the deadline.	The school completed the year end checkout within four (4) days of the deadline.	The school completed the yearend checkout within two (2) days of the deadline.	The school completed the yearend checkout on or before the deadline.

	Secondary schools reviewed their bell schedule in the Active Calendar and submitted their Student Standard Day to Cheryl Brown after July 30 th . September	Secondary schools reviewed their bell schedule in the Active Calendar and submitted their Student Standard Day to Cheryl Brown before July 30 th .	Secondary schools reviewed their bell schedule in the Active Calendar and submitted their Student Standard Day to Cheryl Brown after July 3 rd .	Secondary schools reviewed their bell schedule in the Planning Calendar and submitted their Student Standard Day to Cheryl Brown by July 3 rd .	Secondary schools should review their bell schedule in the Planning Calendar and submit their Student Standard Day to Cheryl Brown by June 30 th of each year.
Student Discipline	All required paperwork is submitted to the district on day five (5) or later after the expulsion. June	All required paperwork is submitted to the district on day four (4) after the expulsion.	All required paperwork is submitted to the district on day three (3) after the expulsion.	All required paperwork is submitted to the district on day two (2) after the expulsion.	All required paperwork is submitted to the district within twenty-four (24) hours of the long term suspension.
Student Reenrollment	65% or less of eligible students reenroll for the next school year. September	66% to 74% of eligible students reenroll for the next school year.	75% of eligible students reenroll for the next school year.	76% to 89% of eligible students reenroll for the next school year.	90% or more of eligible students reenroll for the next school year.
Student Stability	78% or less of students remain enrolled for the entire school year. June	79% to 84% of students remain enrolled for the entire school year.	85% of students remain enrolled for the entire school year.	86% to 94% of students remain enrolled for the entire school year.	95% to 100% of students remain enrolled for the entire school year.
Audit Opinion	Adverse Opinion: An adverse opinion which presents very material and pervasive issues stating that the financial statements do not present fairly the financial position, results of operations, or cash flows of the entity in conformity with the applicable financial reporting framework.	Disclaimer Opinion: A disclaimer of opinion should be expressed when the auditor is unable to obtain sufficient appropriate audit evidence on which to base an opinion and the auditor concludes that the possible effects of any undetected misstatements could be material and pervasive. OR Qualified Opinion: A qualified opinion	N/A	N/A	Unmodified Opinion: An unmodified opinion states that the financial statements present fairly, in all material respects, the financial position, results of operation, and cash flows of the entity in conformity with the applicable financial reporting framework.

		states that except for the effects of the matter(s) to which the qualification relates, the financial statements present fairly, in all material respects, the financial position, results of operation, and cash flows of the entity in conformity with the applicable financial reporting framework.			
	January				
Going Concern	The auditor's evaluation whether there is substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time, not to exceed one year beyond the date of the financial statements being audited. January	N/A	N/A	N/A	A going concern was not issued.
Internal Control Audit Findings: Material Weakness /Significant Deficiency (1) A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the company's annual or interim financial statements will not be prevented or detected on a timely basis. (2) A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those	3 or more Material Weaknesses OR 5 or more Significant Deficiencies OR Reoccurring Material Weaknesses	2 Material Weaknesses OR 3 to 4 Significant Deficiencies	1 Material Weakness	1 to 2 Significant Deficiencies	No Material Weakness or Significant Deficiencies

responsible for oversight of the company's financial reporting.	January				
Primary Reserve Ratio (Expendable Net Assets/Total Expense) (Expendable net assets = Total Net Assets minus Restricted Endowments minus Investment in Capital Assets) Measures financial strength, higher ratio is better.	Ratio is less than .05 September	Ratio is between .05 and .10	Ratio is between .10 and .15	Ratio is between .16 and .20	Ratio is .21 or higher
Current Ratio (current assets divided by current liabilities) The current ratio measures a school's ability to pay its obligations over the next 12 months.	Current ratio is less than or equal to 0.9. (One year trend can be positive or negative.)	Current ratio is between 0.9 and 1.0 or equal to 1.0. OR One year trend is negative.	Current ratio is between 0.9 and 1.0 and one year trend is positive.	Current ratio is between 1.0 and 1.1 and one year trend is positive.	Current ratio is greater than or equal to 1.1 and one year trend is positive (higher than previous year).
	For 1 st and 2 nd year schools the current ratio is less than 1.1 September				For 1 st and 2 nd year schools the current ratio is greater than or equal to 1.1.
Unrestricted Cash Days (unrestricted cash divided by [total expenses minus depreciation expenses] divided by 365) The unrestricted days cash ratio reflects whether or not the school has sufficient cash to meet its cash obligations.	Less than 15 days cash September	Days cash between 16 and 30	Days cash between 31 and 45	Days cash between 46 and 59	60 or more days cash
Debt to Asset Ratio (total liabilities divided by total assets)	Ratio is greater than 1.0. September	Ratio is between 1.0 and 0.9.	Ratio is between 0.9 and 0.8.	Ratio is between 0.8 and 0.5	Ratio is less than 0.5.
Enrollment Variance (actual enrollment divided by enrollment projection) (March 1 st estimate vs. funding reports)	Variance is less than 64% for October, February and June reports. June	Variance is between 65% and 74% for October, February and June reports.	Variance is between 75% and 84% for October, February and June reports.	Variance is between 85% and 94% for October, February and June reports.	Variance is equal to or exceeds 95% for October, February and June reports.
Total Margin (Net Income divided by Total Revenue) Aggregated Total Margin (Total Three-Year Net Income divided by Total Three-Year Revenues) Total margin measures the deficit or surplus a school yields out of its total revenues; in	The most recent year Total Margin is less than N-10 percent	Aggregated Three-Year Total Margin is less than or equal to -1.5 percent	Aggregated Three-Year Total Margin is greater than or equal to -1.5 percent, but trend does not Meet Standard of positive for the last two years, and the most recent year Total Margin is positive	Aggregated Three-Year Total Margin is greater than or equal to -1.5 percent, the trend is positive for the last two years, and the most recent year Total Margin is positive	Aggregated Three-Year Total Margin is positive and the most recent year Total Margin is positive

other words, it measures whether or not the school is living within its available resources.	September			For schools in their first or second year of operation, the cumulative Total Margin must be positive	
Multi-Year Cash Flow	Multi-Year Cumulative Cash Flow is negative. January	Multi-Year Cumulative Cash Flow is negative in current year, but positive in previous 2 years.	Multi-Year Cumulative Cash Flow is positive, Cash Flow is positive in one of the previous two years.	Multi-Year Cumulative Cash Flow is positive, Cash Flow is positive in one of the previous two years, and Cash Flow in the most recent year is positive.	Multi-Year Cumulative Cash Flow is positive and Cash Flow is positive each year. Schools in their first or second year of operation must have positive cash flow.
Debt Service Coverage Ratio (Net Income+Depreciation+Interest Expense) divided by (Annual Principal, Interest, and Capital Lease Payments)	Ratio is less than 1.0 September	N/A	N/A	N/A	Ratio is greater than 1.0
DID 5 points			DID NOT 1 point		
School staff includes a SPED teacher who has a current valid Tennessee teaching license in the appropriate areas of certification. September			School staff does not include a SPED teacher who has a current valid Tennessee teaching license in the appropriate areas of certification.		
The IEP at a Glance has been generated and provided to general education teachers for all students. June			The IEP at a Glance has not been generated and provided to general education teachers for all students.		
General education teachers have reviewed and signed the IEP section documenting teachers not in attendance (if not present at the current IEP meeting). June			General education teachers have not reviewed and signed the IEP section documenting teachers not in attendance (if not present at the current IEP meeting).		
The school is compliant with administrative complaints and due process in order to resolve the issue(s). June			The school is not compliant with administrative complaints and due process in order to resolve the issue(s).		
Manifestation meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. June			Manifestation meetings are not held for students according to guidelines and/or the school's SPED advisor is not invited to the meeting.		
The school adhered to the SCS End of Year guidelines as outlined on the EasyIEP main page. June			The school did not adhere to the SCS End of Year guidelines as outlined on the EasyIEP main page.		
The school's files are in compliance. (Three randomly selected files will be web based monitored each month using the records review protocol). June			The school's files are not in compliance. (Three randomly selected files will be web based monitored each month using the records review protocol).		
The school's files are in compliance. (One randomly selected file will be monitored on site each month using the records review protocol). June			The school's files are not in compliance. (One randomly selected file will be monitored on site each month using the records review protocol).		
The school is in compliance as determined by the SCS Division of Federal Programs School Level Monitoring Instrument. June			The school is not in compliance as determined by the SCS Division of Federal Programs School Level Monitoring Instrument.		
The school held their Annual Title 1 Meeting for parents on or before September 30 th . January			The school did not hold their Annual Title 1 Meeting for parents on or before September 30 th .		
100% of teachers are fully licensed in Tennessee and hold endorsements in the classes to which they are assigned. June			100% of teachers are not fully licensed in Tennessee and/or do not hold endorsements in the class to which they are assigned.		
100% of teachers are highly qualified in the area(s)/classes to which they are assigned. June			100% of teachers are not highly qualified in the area(s)/classes to which they are assigned.		
AFR was both balanced and received by July 15th. September			AFR was not balanced or was not received by July 15th.		
A copy of the audit was received by December 31 st . January			A copy of the audit was not received by December 31 st .		
A state budget document that ties to the board approved document was received by July 15 th . September			A state budget document that ties to the board approved document was not received by July 15 th .		

A copy of Form 990 Return of Organization Exempt from Income Tax was received by December 31 st . January	A copy of Form 990 Return of Organization Exempt from Income Tax was not received by December 31 st .
The school is not in default of loan covenant and/or is not delinquent with service payments. January	The school is in default of loan covenant and/or is delinquent with service payments.
The school has a positive net position (assets+deferred outflows of resources-liabilities-deferred inflows of resources). January	The school has a negative net position (assets+deferred outflows of resources-liabilities-deferred inflows of resources).
Proof of TCRS submission via Concord is provided each month. June	Proof of TCRS submission via Concord is not provided each month.
Proof of hybrid submission via Great West is provided each month. June	Proof of hybrid submission via Great West is not provided each month.
Proof of payment to TCRS is provided each month. June	Proof of payment to TCRS is not provided each month.
Proof of payment to Great West is provided each month. June	Proof of payment to Great West is not provided each month.
ACA reporting is submitted on time each month. June	ACA reporting is not submitted on time each month.
Parents receive verbally and in writing their right to due process related to their child's long term suspension. (Even under zero tolerance.) June	Parents did not receive either verbally and in writing their right to due process related to their child's long term suspension. (Even under zero tolerance.)
The school's immunizations and physicals for the students' records are up to date. If not, the school has documentation that parents have been notified of the consequences. (grade K only) January	The school's immunizations and physicals for the students' records are not up to date and the school does not have documentation that parents have been notified of the consequences. (grade K only)
The school provides nursing services for students who require assistance (i.e., diabetic or feeding tube). June	The school does not provide nursing services for students who require assistance (i.e., diabetic or feeding tube).
The school accommodates students with 504 modifications as outlined in the plan. June	The school does not accommodate students with 504 modifications as outlined in the plan.
There is training compliance for school staff assisting students who self-administer medication. September	There is no training compliance for school staff assisting students who self-administer medication.
At least 3 full time school staff who remain at the same location for the entire day are trained in the use, monitoring and management of AED equipment. These staff are not shared between locations and do not travel as part of their job. September	At least 3 full time school staff are not trained in the use, monitoring and management of AED equipment.
The school provides CPR/First Aid training to PE teachers, coaches and individuals working with student athletics. September	The school did not provide CPR/First Aid training to PE teachers, coaches and individuals working with student athletics.
The school provides CPR/First Aid training to at least 3 full time staff who remain at the same location for the entire day. These staff are not shared between locations and do not travel as part of their job. September	The school does not provide CPR/FA training opportunities to at least 3 full time staff.
The school posts an annual list of employees currently trained in CPR/First Aid. January	The school did not post an annual list of employees currently trained in CPR/First Aid.