



FLORIDA DEPARTMENT OF EDUCATION

**Office of Independent Education
and Parental Choice**

Public Charter School Grant Program

Site Visit Rubric

*updated 2/2014

Program authorized by CFDA #84.282A – Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001

<u>School Name Information:</u> (Notate school name changes)	<u>School Name</u>		<u>School MSID</u>	<u>District Name</u>	
CSP ID:					
Project Number(s):	Effective Date	Ending Date	Recommended Funding (A)	Current Award Amount (B)	Available Funding (A – B)
Site Visit Date:					
Site Visit School Attendees:					
Site Visit CSP Team:					
Monitoring Follow-up Required (Y/N)					
Date Monitoring Follow-up Completed					
CSP Director Name Date Approved by CSP Director					

Indicator: Definition of Indicator			
Documentation: List necessary documents or evidence			
Metric	Acceptable Evidence	Rating Score (0, 1, 2):	Comments and/or Requested Action
Specific question, documentation or policy to be reviewed Metrics in Red are verified through policy/document review process in CSP-GTS System.		2. Fully Met <ul style="list-style-type: none"> ◇ The school provided all necessary documentation for this metric. ◇ School follows NCLB and other related non-regulatory guidance. ◇ Policies are in compliance with relevant guidelines in EDGAR. 	No Action Necessary.
		1. Partially Met During the site visit, the monitor the following: <ul style="list-style-type: none"> ◇ School provides acceptable evidence for at least one metric. 	The “Requested Action” column identifies specific documentation or action items that must be provided within a given deadline. Reviewer will update the monitoring report after all requested actions have been completed. Score may be revised but comments will show that item was originally not compliant.
		0. Not Met During the site visit, school did not produce <u>any</u> acceptable evidence.	Note: School must correct all requested action items to qualify for any budget increases.
		N/A Not Applicable	N/A should only be used for specific indicators that do not apply to all schools.
Metric Score:		0, 1, or 2 (see above)	Sum total maximum points possible. Decrease total for any metrics with N/A ratings.
Indicator Total Score: Total calculated scores for all metrics compared to total points available.			

Indicator G1: Lottery and Admissions

The charter school complies with the lottery provisions contained in state and federal law.

Documentation:

- Lottery and Admissions Policies (online and printed);
- Registration announcements/advertisements; school pamphlets, school website;
- School application;
- Lottery drawing report; lottery derived waiting list (if used);
- Student applications with clearly noted exemptions (if applicable)

Key: 2 (Fully Met) 1 (Partially Met) 0 (Not Met) N/A (Not Applicable)

<u>Metric</u>	<u>Acceptable Evidence</u>	<u>Rating</u>	<u>Comments and/or Requested Action</u>
1. The school has a lottery policy that clearly states a random selection process will be implemented when the school receives more applications than seats available	<input checked="" type="checkbox"/> School has uploaded/approved lottery policy online at flcsp.org.		
2. Evidence that the lottery policy was implemented.	<p><u>Review for all schools:</u></p> <input checked="" type="checkbox"/> Lottery policies made available to the public (printed and on-line) match the approved policy in flcsp.org. <p><u>Review when school receives more applications than space available:</u></p> <input type="checkbox"/> Lottery implemented when school receives more applications than available space. <input type="checkbox"/> If school maintains a waiting-list then new names are added via a lottery process (review list for random order). <input type="checkbox"/> Student applications or enrollment forms clearly show reasons for granted exemptions : <ul style="list-style-type: none"> ➤ Child of founding board member (show names); ➤ Child of staff at grant recipient school (show names); ➤ Sibling of student enrolled or accepted at grant recipient school (show names); or, ➤ Student already enrolled in a traditional public school at the time it converts to a public charter school. 		
<u>Indicator Total Score:</u>	Sum of Individual Ratings =		Maximum Score = 4 (Number of Metrics X 2)
<u>Updated score (if applicable):</u>	Sum of Individual Ratings =		Maximum Score = 4 (Number of Metrics X 2)

Indicator G2: Conflict of Interest

The charter school has adopted and implemented conflict of interest policies that prevent real or apparent conflicts of interest.

Documentation:

- Current Governing Board Roster that matches Sunbiz.org.
- Conflict of Interest Policy and Board Minutes (if they include documentable actions)
- Rent/Lease contract/agreement
- Board minutes any time a member notes a real or perceived conflict of interest (if applicable).

Key: **2 (Fully Met)** **1 (Partially Met)** **0 (Not Met)** **N/A (Not Applicable)**

Metric	Acceptable Evidence	Rating	Comments and/or Requested Action
1. Governing Board has adopted and implemented a Conflict of Interest Policy that prevents real or apparent conflicts of interest.	<input checked="" type="checkbox"/> School has uploaded/approved Conflict of Interest policy online at flcsp.org		
2. Board minutes document when a member has a real or apparent conflict of interest and the member has abstained from voting on any related business items.	<input checked="" type="checkbox"/> No conflicts noted in minutes OR Board minutes clearly show when any board members abstain from voting due to a real or apparent conflict of interest (school has copies of minutes on hand for review)		
3. The school does not enter into lease/rental contracts where any board member has a real or apparent conflict of interest. <i>(Review Lease against active board roster.)</i>	<input checked="" type="checkbox"/> School has uploaded/approved lease or rental contract online at flcsp.org		
Indicator Total Score:	Sum of Individual Ratings =		Maximum Score = 6 (Number of Metrics X 2)
Updated score (if applicable):	Sum of Individual Ratings =		Maximum Score = 6 (Number of Metrics X 2)

Indicator G3: Procurement

The charter school has adopted and implemented procurement policies consistent with federal regulations.

Documentation:

- Procurement policy
- Purchase requisition form for CSP-funded purchases for school use
- Documentation of market analysis and/or competitive bids with written vendor justification.
- Purchase requisitions, vendor purchase orders, invoices, receipts, shipping, and/or contracts
- State, school district, or municipal vendor sources (printed list or URL on purchase documentation)

Key: **2 (Fully Met)** **1 (Partially Met)** **0 (Not Met)** **N/A (Not Applicable)**

<u>Metric</u>	<u>Acceptable Evidence</u>	<u>Rating</u>	<u>Comments and/or Requested Action</u>
<p>1. School has a governing board approved procurement policy that involves competitive bidding or at least three written or printed price estimates, selection of the most advantageous bid for the school, and written justification for any sole-source bid.</p>	<p><input checked="" type="checkbox"/> School has uploaded/approved Procurement policy online at flcsp.org.</p>		
<p>2. Cost and Price Analysis for CSP-Funded Purchases</p> <p>§74.45 Cost and price analysis (EDGAR).</p>	<p><input checked="" type="checkbox"/> School maintains folder for (or can identify) all CSP-funded purchases.</p> <p><input checked="" type="checkbox"/> Documentation includes at least three written or printed price checks/bids for goods/services exceeding \$500.</p>		
<p>3. School maintains procurement records.</p> <p>§74.46 Procurement records (EDGAR).</p>	<p><input checked="" type="checkbox"/> School provides a written notation explaining vendor selection for all purchases exceeding the small purchase threshold of \$25,000.</p> <p><input checked="" type="checkbox"/> School provides a written notation explaining vendor selection when it <u>does not</u> select the lowest price bid/quote or estimate.</p> <p><input checked="" type="checkbox"/> School provides written justification for all sole-source purchases.</p> <p><input checked="" type="checkbox"/> When purchase criteria specify name brands, the school must justify that no competitors offer an equal product or the school's charter contract requires a specific brand name or resource (this happens most frequently with curriculum purchases).</p>		

Indicator G3: Procurement

The charter school has adopted and implemented procurement policies consistent with federal regulations.

Documentation:

- Procurement policy
- Purchase requisition form for CSP-funded purchases for school use
- Documentation of market analysis and/or competitive bids with written vendor justification.
- Purchase requisitions, vendor purchase orders, invoices, receipts, shipping, and/or contracts
- State, school district, or municipal vendor sources (printed list or URL on purchase documentation)

Key: **2 (Fully Met)** **1 (Partially Met)** **0 (Not Met)** **N/A (Not Applicable)**

<u>Metric</u>	<u>Acceptable Evidence</u>	<u>Rating</u>	<u>Comments and/or Requested Action</u>
4. The charter school must exercise special care to ensure that the charter school directly administers or supervises the administration of the Federal grant and is independent of the for-profit CMO or EMO. 34 CFR 75.700-75.702 and 76.701.	<input checked="" type="checkbox"/> Procurement process allows school to initiate CSP-funded purchases. <input checked="" type="checkbox"/> School has purchase requisition form for CSP-funded equipment, services, supplies, or inventory which principals may use. <input checked="" type="checkbox"/> Principal discusses his/her role in managing the CSP grant.		
<u>Indicator Total Score:</u>	Sum of Individual Ratings =		Maximum Score = 8 (Number of Metrics X 2)
<u>Updated score (if applicable):</u>	Sum of Individual Ratings =		Maximum Score = 8 (Number of Metrics X 2)

Indicator F1: Financial records

The charter school utilizes an acceptable and appropriate system for maintaining financial records related to CSP purchases.

Documentation:

- Purchase orders, invoices, receipts, and/or contracts
- Itemized Expenditure Report
- DOE 399 (Project Disbursement Report)

Key:	2 (Fully Met)	1 (Partially Met)	0 (Not Met)	N/A (Not Applicable)
Metric	Acceptable Evidence		Rating	Comments and/or Requested Action
1. School has a clearly organized system for maintaining receipts/invoices for all CSP-funded purchases.	<input checked="" type="checkbox"/> All purchase orders, invoices, receipts, and/or contracts are clearly organized (preferably organized by date submitted to vendor).			
2. Clearly identifiable receipts can be matched to the approved CSP budget for any selected items.	<input checked="" type="checkbox"/> All purchases match to the approved budget or budget amendment narratives (including number of units) <input checked="" type="checkbox"/> The school includes written/typed notes for purchases to clarify item description when necessary.			
3. All items/services purchased with CSP funds are <u>allowable</u> , <u>reasonable</u> , and <u>necessary</u> .	<input checked="" type="checkbox"/> All purchases orders and invoices fall within the <i>project effective date and project ending dates</i> and show <i>approved grant recipient name</i> . <input checked="" type="checkbox"/> Capital outlays purchased to date are in use. Once open, the school does not put capital outlays in storage (no stock-piling allowed).			
4. School stores receipts and financial records in a manner than minimizes possibility of destruction (locked, fireproof storage; regular off-site backups of electronic records).	<input type="checkbox"/> School has fireproof storage for financial records OR <input checked="" type="checkbox"/> School uses off-site storage for electronic records <i>School may use CSP funds to purchase fireproof cabinets for financial and/or student records.</i>			
Indicator Total Score:	Sum of Individual Ratings =			Maximum Score = 8 (Number of Metrics X 2)
Updated score (if applicable):	Sum of Individual Ratings =			Maximum Score = 8 (Number of Metrics X 2)

Indicator F2: Segregation of Financial Duties

The charter school segregates among staff or directors various financial duties to minimize the risk of fraud or misuse of funds.

Documentation:

- Board-approved financial policies
- Purchase requisition form requires at least two signatures for CSP-funded purchases exceeding \$750.00.
- Deposit Slips and journal entries completed by different individuals
- Cancelled checks and/or purchase requisitions show dual signatures for checks exceeding \$750
- Segregation of duties chart showing what transactions require at least two different individuals
- Bank statements mailed to more than one person (best practice)

Metric	Acceptable Evidence	Rating	Comments and/or Requested Action
1. Approved policies specify segregation of financial duties by position/person responsible	<input checked="" type="checkbox"/> School has uploaded/approved Segregation of Financial Duties Policy online at flcsp.org.		
2. Two or more people involved in fund receipts/deposits.	<input checked="" type="checkbox"/> School provides copies of funds receipt and deposit slips <input checked="" type="checkbox"/> School provides list of persons that make deposits to bank. Person that records receipt does not take deposits to bank.		
3. Documentation of multiple signatures (or electronic approval) for CSP-funded purchases exceeding \$750.	<input type="checkbox"/> Cancelled checks for CSP-funded purchases exceeding \$750 show at least two authorized signatures <u>OR</u> Purchase requisition (purchase order) shows at least two authorized individuals for any CSP-funded purchase exceeding \$750		
4. Individuals approved to sign checks do not maintain the general ledger or reconcile monthly bank statements.	<input checked="" type="checkbox"/> Copies of cancelled checks show signatures by persons authorized to sign checks (compare checks against authorized signer list). <input checked="" type="checkbox"/> Authorized check signers do not reconcile the bank account (school identifies individual(s) that perform this function). Provide name(s) of person(s) that reconciles bank account. <input checked="" type="checkbox"/> Authorized check signers do not maintain the general ledger. Provide name(s) of person(s) that maintains general ledger.		
Indicator Total Score:	Sum of Individual Ratings =		Maximum Score = 8 (Number of Metrics X 2)
Updated score (if applicable):	Sum of Individual Ratings =		Maximum Score = 8 (Number of Metrics X 2)

Indicator F3: Monthly financial statements to governing board

The charter school administration provides monthly financial reports to its governing board for review and approval.

Documentation:

- Examples of monthly financial reports include balance statement, profit and loss statement
- Board minutes from current fiscal year beginning July 1
- Two or three board packets for recent board meetings (with reports, attachments, etc.).

Metric	Acceptable Evidence	Rating	Comments and/or Requested Action
1. School submits and governing board reviews and approves monthly financial statements. * * Approvals may be done less frequently than every month if the board does not meet every month.	<input checked="" type="checkbox"/> Examples of financial statements submitted to governing board for review/approval during the current fiscal year. <input checked="" type="checkbox"/> Board minutes show that governing board reviews/approves monthly financial statements.		
2. Governing board meeting minutes document discussions demonstrating fiduciary oversight of school	<u>School board minutes include items such as</u> (not exhaustive): <input type="checkbox"/> Review of monthly financial statements. <input checked="" type="checkbox"/> Review/discussion/approval of school budget including CSP grant. <input checked="" type="checkbox"/> Review of actual versus projected enrollments and impact on school budget. <input checked="" type="checkbox"/> Review/Approval of major financial transactions such as approval of mortgage or lease, bank loans, facilities planning, and/or vendor selection. <i>Note: Board agendas may vary each month. Review several months to determine if board has documented fiscal oversight in its meetings.</i>		
Indicator Total Score:	Sum of Individual Ratings =		Maximum Score = 4 (Number of Metrics X 2)
Updated score (if applicable):	Sum of Individual Ratings =		Maximum Score = 4 (Number of Metrics X 2)

Indicator F4: Monthly financial reports to sponsor

The charter school provides monthly financial reports to its sponsor.

Documentation:

- Monthly financial reports to sponsor for current fiscal year
- Documentation showing financial reports were uploaded, e-mailed, faxed, or mailed to sponsor by designated due date.

Metric	Acceptable Evidence	Rating	Comments and/or Requested Action
1. School submits its monthly financial statements to the sponsor on a timely basis.	<input checked="" type="checkbox"/> Financial documentation shows submission and/or delivery dates for all statements sent to the sponsor. <i>School may show reports with transmittal date (via e-mail is okay) or sponsor may send e-mail to monitor to verify that all required monthly statements have been received to date.</i>		
Indicator Total Score:	Sum of Individual Ratings =		Maximum Score = 2 (Number of Metrics X 2)
Updated score (if applicable):	Sum of Individual Ratings =		Maximum Score = 2 (Number of Metrics X 2)

Indicator F5: Inventory

The charter school has implemented an inventory control procedure that ensures items purchased with CSP funds are identified, marked, and accounted for on a regular basis.

Documentation:

- Inventory policy approved by governing board
- Current year inventory report for all CSP-funded purchases to date
- Labels/tags on all CSP-funded capital outlays (items with 600 series object codes)

<u>Metric</u>	<u>Acceptable Evidence</u>	<u>Rating</u>	<u>Comments and/or Requested Action</u>
1. School has an inventory control policy for CSP-funded capital outlays with 600 series object codes.	<input checked="" type="checkbox"/> School has uploaded/approved Inventory Policy online at flcsp.org.		
2. Policy requires school to update inventory report upon receipt of new items and to conduct an inventory count of all CSP-funded inventory at least once/year.	<input checked="" type="checkbox"/> Approved policy requires school inventory and label capital outlays with 600 series object codes upon receipt and at least once/year.		
3. Landlord does not have the right to confiscate capital outlay items purchased with CSP funds.	<input checked="" type="checkbox"/> Lease (mortgage) does <u>not</u> allow landlord to confiscate any capital outlay items (those with 600 series object codes) purchased with CSP funds in the event of a default on the terms of agreement.		
4. Does the inventory report show CSP funding source, item, purchase date, inventory date, condition, room number, item ID or serial number?	<input checked="" type="checkbox"/> Inventory report shows CSP funding source, item description, purchase date, inventory date (date added), condition, room/location, and item ID or serial number. <input checked="" type="checkbox"/> The inventory report <u>lists each individual unit</u> purchased with CSP funds by location (classroom, office, or other room at school). This is <u>not</u> a summary report that only has grand totals for each type of capital outlay.		
5. All CSP-funded capital outlays with 600 series object codes have compliant labels, regardless of individual unit costs. <u>Note:</u> Major components must be individually labelled (computers, monitors, electronic white boards, document cameras, projectors, etc.).	<input checked="" type="checkbox"/> All CSP-funded capital outlays with 600-series object codes have compliant labels which include: <ul style="list-style-type: none">➤ Property of [Name] School District➤ [Insert Name] Charter School➤ Unit ID/Title or Serial Number (that ties equipment to inventory report)➤ Purchased with Federal CSP-Funds		

Indicator F5: Inventory

The charter school has implemented an inventory control procedure that ensures items purchased with CSP funds are identified, marked, and accounted for on a regular basis.

Documentation:

- Inventory policy approved by governing board
- Current year inventory report for all CSP-funded purchases to date
- Labels/tags on all CSP-funded capital outlays (items with 600 series object codes)

<u>Metric</u>	<u>Acceptable Evidence</u>	<u>Rating</u>	<u>Comments and/or Requested Action</u>
6. All items purchased with CSP funds only benefit the students attending the charter school receiving the CSP award.	<input checked="" type="checkbox"/> CSP-funded equipment/inventory, are placed in physical areas only accessible to students enrolled in the grant recipient charter school.		
<u>Indicator Total Score:</u>	Sum of Individual Ratings =		Maximum Score = 12 (Number of Metrics X 2)
<u>Updated score (if applicable):</u>	Sum of Individual Ratings =		Maximum Score = 12 (Number of Metrics X 2)

DRAFT

Indicator C1:

The grant recipient meets the definition of the term “charter school” in section 5210 of the ESEA.

Documentation:

- Approved charter contract
- Governing board approved lottery and admissions policies
- School operating procedures manual
- All advertisements, pamphlets, materials, and web-site promoting new charter school
- Student application/registration form
- Parent volunteer agreement and/or parent contract.

Metric	Acceptable Evidence	Rating	Comments and/or Requested Action
1. The school has an approved charter contract with its sponsor. The school was created by a developer as a public school.	<input checked="" type="checkbox"/> School has uploaded/approved signed charter contract online at flcsp.org. Charter contracts approved for schools that meet statutory definition of a public charter school.		
2. The school has recognized non-profit status	<input checked="" type="checkbox"/> School has uploaded/approved non-profit documentation online at flcsp.org (Articles of Incorporation as a Florida Non-Profit and/or an approved IRS Tax Exempt Determination Letter).		
3. The charter school provides a program of elementary or secondary education, or both. District approved ESE programs may enroll Pre-K students.	<input checked="" type="checkbox"/> Education program and grade levels served included in the uploaded/approved signed charter contract online at flcsp.org.		
4. The charter school contract describes how student performance will be measured and includes state assessments required of all public school students.	<input checked="" type="checkbox"/> The school's signed charter contract includes education and performance measures (see approved contract at flcsp.org).		
5. The charter school complies with Part B of the IDEA, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.	<input checked="" type="checkbox"/> The school's signed charter contract includes all required federal statutes (see approved contract online at flcsp.org). <i>This includes all assurances provided in Public Charter Schools Grant Application.</i>		

<p>6. The charter school is non-sectarian in its programs, admissions policies, employment practices and all other operations and is not affiliated with a religious institution.</p>	<p><input checked="" type="checkbox"/> The charter school facilities do <u>not</u> expose any religious symbols or icons (except those that are deemed structural)</p> <p><input checked="" type="checkbox"/> The school program does <u>not</u> promote any particular religion. The charter school must be non-religious in their programs, admissions policies, governance, employment practices and all other operations, and the charter school's curriculum must be completely secular. It is acceptable to include discussion of religion in a historical context.</p> <p><input checked="" type="checkbox"/> Any family may register their child(ren) regardless of their religious affiliation or lack thereof.</p>		
<p>7. School demonstrates it operates as a public charter school <u>and</u> is tuition-free.</p>	<p><input type="checkbox"/> Outreach materials purchased with CSP-funds include the phrase "Tuition-free public charter school" to qualify for reimbursement.</p> <p><i>Outreach materials may include advertisements, pamphlets, registration materials, and website.</i></p>		
<p>8. Parent Volunteer Contract requirements can be met by all families regardless of their socio-economic backgrounds. The school accepts families with economic hardships or extenuating circumstances that cannot complete the volunteer hour commitment.</p>	<p><input type="checkbox"/> School does <u>not</u> have a parent contract OR parent contract does <u>not</u> require volunteer hours OR</p> <p><input checked="" type="checkbox"/> Parent contract volunteer requirements may be reduced or waived for families due to economic hardship or extenuating circumstances;</p> <p><input checked="" type="checkbox"/> Parent contract does <u>not</u> give families the option to donate funds to the school to satisfy the volunteer hour requirement.</p>		
<p><u>Indicator Total Score:</u></p>	<p>Sum of Individual Ratings =</p>		<p>Maximum Score = 16 (Number of Metrics X 2)</p>
<p><u>Updated score (if applicable):</u></p>	<p>Sum of Individual Ratings =</p>		<p>Maximum Score = 16 (Number of Metrics X 2)</p>