

**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: June 29, 2021

Please mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**GOVERNANCE**

District Contact – **Dawn Williams**

**1. The following essential documents are available, up-to-date, signed, dated, readily accessible, and in a notebook or file.**

a. Charter school contract and application with amendments.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

b. Incorporation papers with bylaws.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

c. Current governing board members list with addresses and phone numbers.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

d. Board meeting announcements are posted in a public place.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

e. Documentation is available regarding procedures for parents to contact the governing board, register a complaint, or place an item on the board agenda.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

f. A set of documents organized chronologically containing governing board meeting announcements, meeting agenda and minutes signed and dated.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

g. The state required Annual Report provides compliance in all areas.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

h. The charter school board receives regular financial reports.

Yes X\* No \_\_\_\_\_ N/A \_\_\_\_\_

i. The charter school board approves the budget. Amendments and purchases over a certain dollar amount.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

j. The role of the principal/director is clear in relationship to the charter board.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

k. There is a process for evaluating the principal/director.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

l. Does the school have an approved policy and procedures manual including adoption and/ or revision dates?

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

m. Is the manual adequate to guide the operation of the school and to document actual procedures?

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

**RECOMMENDATIONS AND/OR COMMENDATIONS:**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

a. Charter school contract and application with amendments should be kept in front office and readily accessible. During the June 29, 2021, evaluating meeting, this document was located in a portable at the back of the school campus. A search was conducted through multiple binders before the document could be located. The charter school contract binder did not contain the 2020 Amendment.

b. Incorporation papers and bylaws should be kept in front office and be readily accessible. During the June 29, 2021, evaluating meeting, these documents were located in a portable at the back of the school campus. A search was conducted through multiple binders before the documents could be located.

**Update: These documents are now located in the front office upon the recommendation they be carried to the front office during the June 29, 2021 annual review.**

c. Board members are listed on school website but there are no phone numbers or addresses listed as required. The members can use B.E.S.T. Academy phone number and address.

**Recommendation:** The website needs to be updated to remove the members that resigned and add the new members.

d. Board meeting announcements are only listed on school website calendar and when there is a change in the meeting date there is no update to the calendar or a separate announcement regarding the change.

**Recommendation:** Board meetings are not noticed as per FS 1002.33, Section 9 (3): "The meetings must be noticed, open, and accessible to the public..." Meetings for the 2020-2021 school year with the exception of January and February were conducted via Zoom. There was not a set of governing board meeting announcements, meeting agenda and minutes signed and dated. Additionally, the agendas and minutes were not submitted to the School Choice Office in a timely manner. The last request for missing agendas and minutes was made via email on June 14, 2021. I received the last of the requested documents July 1, 2021. It should be noted that not all of the minutes are signed.

(9) CHARTER SCHOOL REQUIREMENTS.—

(p)1. Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

Additionally, the website should be updated to include the school's academic performance; service providers; the school's annual budget and its annual independent fiscal audit; the school's grade; Parent Liaison name and contact information; and, on a quarterly basis the minutes of the board governing meeting must be posted to be in compliance with state statute.

f. Board meeting announcements are only listed on school website calendar and when there is a change in the meeting date there is no update to the calendar nor is there a separate announcement regarding the change. Board meetings are not noticed as per FS 1002.33, Section 9 (3): "The meetings must be



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

noticed, open, and accessible to the public..." Meetings for the 2020-2021 school year with the exception of January and February were conducted via Zoom.

There was not a current set of governing board meeting announcements, meeting agenda and minutes signed and dated. Additionally, the agendas and minutes were not submitted to the School Choice Office in a timely manner. The last request for missing agendas and minutes was made via email on June 14, 2021. I received the last of the requested documents July 1, 2021. It should be noted that not all of the minutes are signed.

**Recommendation:** Agendas and minutes should be turned in to the Office of School Choice in a more timely manner.

F.S. 1002.33(9) CHARTER SCHOOL REQUIREMENTS.—

(p)1. Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.

**Recommendation:** Please see Hernando County School District website for guidance in updating B.E.S.T. Academy webpage.

g. The annual Accountability Report was submitted late to D.O.E. B.E The report was due to March 22, 2021, but was not submitted until June 8, 2021 B.E.S.T.'s website was not and is not up to date with the current information required for view by the public. A comment was added to the 2019-2020 Annual Accountability Report regarding non-compliance of the information that is to be posted on the B.E.S.T. website required by the above section of Florida Statute 1002.33.

**Recommendation:** Please see Hernando County School District website for guidance in updating B.E.S.T. Academy webpage.

h. While the charter school board does receive regular financial reports, they are not closely reviewed or analyzed ensuring the board is in compliance with the Charter Agreement, state statute and their contracts with their employees. This lack of financial oversight allowed for the former board chairperson's daughter, Evelestine Black, to be monetarily compensated for duties performed at B.E.S.T. and for the payment of Mr. Buford's vacation pay. The first listed payment resulted in a violation of state statute and the Charter Agreement.

B.E.S.T. Charter School Contract **Section, 37.3 Conflict of Interest and code of ethics standards.** No member of the governing body shall receive any compensation for services, directly or indirectly, from the School's operations. All governing body members are subject to the Code of Ethics provisions in Florida Statute, Chapter 112. Violation of this provision shall constitute a material breach of Charter.

**Section 37.3.1** The Charter School Board Chair is responsible for ensuring the following:



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

b. An individual may not be employed, promoted, or advanced in or to a position in the Charter School if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the Charter School and who is a relative of the individual or if such appointment, employment or advancement is made by the governing board of which a relative of the individual is a member.

The following payments were made to Evelestine Black:

September 2020 - \$200.00

October 2020 - \$1,717.99

November 2020 - \$600.00

December 2020 - \$1,020.00

January 2021 - \$900.00

February 2021 - \$1,200.00

March 2021 - \$600.00

The second payment listed was not included in Mr. Buford's contract. His contract guaranteed Ten (10) Days of Paid Vacation to be used by July 31, 2021, per Mutual Agreement with BEST Academy Board of Directors. Unused vacation days do not carry over into the school year. Vacation Days not taken in July will be forfeited, they may not be deferred through the school year."

**Recommendation:** Monthly financial reports need to be more closely scrutinized and analyzed.

j. The role of principal/director is not clear in relationship to the charter board as the former chairperson served in both roles since September of 2020.

**Update:** The chairperson resigned from the Governing Board June 30, 2021 and a new principal has been hired.

k. While B.E.S.T. Academy uses the Danielson model to evaluate the principal, there has not been an evaluation conducted for the last two years on Mr. Buford.

**Recommendation:** The school principal must be evaluated annually.

**1012.22 Public school personnel; powers and duties of the district school board.**—The district school board shall:

(1) Designate positions to be filled, prescribe qualifications for those positions, and provide for the appointment, compensation, promotion, suspension, and dismissal of employees as follows, subject to the requirements of this chapter:

l. While the school has a staff manual, it only outlines classroom procedures, classroom rules, and clinic visits. They do not have a staff procedures manual regarding operation of the school. They do have a Student Progression Manual. The school must create and adopt procedures manuals to operate the



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

school and guide student progression and they must be board adopted or the board can adopt and amend as necessary the HCSD Procedure Manuals. Mrs. Black stated during the annual review that "she has never seen our Pupil Progression Manual printed out and their board did not approve any manuals."

**Recommendation:** B.E.S.T. may adopt the HCSD Staff Manual and Pupil Progression Plan or create their own. Both documents need to be sufficient in guiding the operation of the school.

**m.** See response to l. The staff manual B.E.S.T. does have is not sufficient to guide the operation of the school and to document actual procedures.



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: **NO RESPONSE OR DOCUMENTS SUBMITTED AS OF 06/29/2021**  
**NO RESPONSE OR DOCUMENTS SUBMITTED AS OF 07/22/2021**

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**FINANCE AND OPERATIONS**

District Contact – **Denise Kelly or Julie Hansen**

**1. All Bank Accounts**

a. Are the titles on the accounts correct?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Is the tax identification number correct?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were any accumulated idle funds properly invested?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

d. Have authorized signers been changed as needed?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

e. Are there the required numbers of signers as set in policy?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

f. Have the Public Depositor reports been properly filed?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**2. Internal Accounts Petty Cash**

a. Does the petty cash amount recorded on the balance sheet equal the amount counted?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Was the petty cash fund kept in a secure place (locked with limited access and fireproof)?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were all reimbursement receipts originals?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

d. Were all reimbursement receipts reviewed \$25.00 or less?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

e. Were all reimbursement receipts signed and dated by the person receiving the reimbursement?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

f. Does the established petty cash fund not exceed the allowable threshold?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**3. Tangible Personal Property**

a. Were items properly tagged with the school name and the property control number?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. If an item is no longer located at the school, or if an item was purchased with internal accounts funds or received as a gift, were the property control records accurately adjusted?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were equipment checkout procedures properly followed?



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**4. Change Funds**

a. Was the fund issued by the bookkeeper by means of a check from the internal accounts made out to the person responsible for the fund, and not to "cash" "school name" etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Was a sign in/out register maintained showing the event, date, amount issued, and signature of the person responsible for the fund and date the fund was returned?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Was the change fund returned and re-deposited the next business day following the event?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**5. Analytical Reviews**

a. Compare year-end balance in income statement accounts to the prior year and evaluate the differences. Were all unexpected differences resolved?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Compare year-end balances in projects to the prior year and evaluate the differences. Were all unexpected differences resolved?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Are monthly statements being turned in on time?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**6. Timekeeping and Payroll Time Report Certifications**

a. Did employees sign time sheets?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Were all employees completing time worked? (in/out sheets?)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were all employees listed on the Payroll Time Report certification the same as listed on the time sheet?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

d. Are leaves properly recorded on both the time sheet and the Payroll Time Report certifications?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

e. Were all appropriate payroll tax deposits made in a timely manner?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

f. Were all appropriate payroll tax forms and reports filed in a timely manner?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**7. Collections**

a. Were receipts properly documented?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Were receipts properly posted in the correct account?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were daily collections by teachers remitted to the bookkeeper at the end of every business day?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

- d. Were Monies Collected Forms properly documented, contain the purpose of the collection, organization name, dates, Official Receipt numbers, signatures, and receipt numbers?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- e. Were at least two people responsible for the collection of money?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- f. If the school is claiming Transportation FTE, are there adequate records to support the claim?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- g. Has the school's Capital Outlay Plan been approved by the HCSB?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- h. Has the school prepared a spending plan for other categorical funds such as SAI?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- i. Has the school's SAC prepared a spending plan for the lottery funds?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**8. Other Transactions (Journal entries and transfers)**

- a. Were transactions properly documented?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Were transactions properly approved by the principal/director and the sponsor of the accounts affected?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Were transactions properly entered into the accounting system?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**9. Official Receipts**

- a. Are all official receipt books accounted for?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Are all official receipt books being properly used in order?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**10. Teacher Receipts**

- a. Can all teacher receipt books be accounted for?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. If not, did the responsible person write and sign a statement certifying that the receipt book was lost and all collections, if any, were remitted to the bookkeeper?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Were all teacher receipt books being used in order?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**11. Returned Checks**

- a. Was there evidence that every effort had been made to contact the maker of the check at least one time by phone, and if necessary, one time by certified letter on school letterhead signed by the principal?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

- b. Was a service charge properly collected, or was there documentation signed by the principal explaining why the service charge was not collected?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Was the collected service charge properly coded in the accounts if restitution is made immediately?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Was the re-deposited check properly coded as accounts receivable if restitution was not made by the end of the month?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- e. Is there a log of returned checks maintained by the bookkeeper that is reconcilable to the Accounts Receivable balance on the balance sheet?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**12. Cancelled/Voiced Checks**

- a. Were all checks kept in proper numeric order?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Were checks issued with all pertinent information completed?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Were checks properly voided when necessary?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**13. Tickets**

- a. Are tickets being properly recorded and controlled in a ticket log?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**14. Bids**

- a. Were telephone quotes documented and obtained from three or more vendors for single or multiple "like items"?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Were written quotations documented and obtained from three or more vendors for single or multiple "like items"?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**15. Contracts**

- a. Did the contract specify that it is for 1 year with a renewable option?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Did the vendor comply with the specifications or the contract?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**16. Expenditures**

- a. Was warrant properly signed by two authorized signatures?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Was warrant properly posted in the correct ledger account?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Did original detailed invoices adequately support expenditure?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Was the check requisition/purchase order properly prepared?



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

e. Did the check requisition/ purchase order contain adequate documentation to support telephone and/or written quotations for purchase?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

f. Was the receiving report signed and dated by the person receiving the goods?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

g. Did the invoice agree with the purchase order description?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

h. Does it appear that management approval was obtained prior to purchasing goods and services?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

i. Were all purchase order signatures and other supporting documentation completed in ink?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

j. Were invoices properly cancelled or marked paid?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

k. If the expenditure was for travel, were the proper procedures followed?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

l. If the expenditure was for a refund were the proper procedures followed?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

m. For credit/debit card purchases is there evidence that cards are controlled and used only by authorized employees?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

n. For credit card purchases is there evidence that the statement is reconciled to the original receipts before payment?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

o. For debit card purchases is there evidence that the charges on the bank statement are reconciled to the original receipts in a timely manner?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

p. Are expenditures from categorical funds appropriate for the funding?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**17. Support Organizations**

a. Was an annual audit conducted of their accounts?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. Have financial reports been submitted at least semiannually?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

c. Is the organization using a tax identification number that is different than the school's?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

d. Is there a cooperative activities agreement between the organization and the school?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

**18. Budget Amendments**

- a. Was the annual budget properly prepared and approved by the board?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Did the board approve budget amendments?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. If the budget is on TERMS, were all amendments properly approved using an MIS 115 form?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Is there evidence of regular comparison if the budget to actual revenue and expenditure activity?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**19. Sales Tax**

- a. Has the school obtained a sales tax exemption letter from the Florida Department of Revenue?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Was the sales tax paid when required in a timely manner?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**20. Other**

- a. Has the school obtained its 501(c) 3 determination letter from the IRS?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. Was the annual federal tax return filed in a timely manner?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Have arrangements been made for the year-end audit?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Does the school have current and adequate insurance coverage for workers compensation, general liability, errors and omissions for the board?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- e. Have monthly or quarterly financial reports been submitted to the District in a timely manner?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- f. Are there any issues raised in the audit performed by the independent CPA that should be brought to the attention of the HCSB?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**21. Insurance**

- a. Policies of insurance are on file documenting active coverage with minimum limits as set forth in the charter contract.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- b. School Leaders Errors and Omissions  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Commercial General Liability  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Workers Compensation/Employee Liability  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- e. Property Insurance



**HERNANDO COUNTY SCHOOL DISTRICT  
Charter School Monitoring Review Instrument: B.E.S.T Academy**

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

f. Benefit Administration coverage if providing benefits to their employees.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**22. Certificates of insurance have been provided to the District for the above coverages naming the District as an additional insured.**

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Recommendations and/or Commendations:**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: BEST Academy**

Date of Visit: FEB. 3 2014

Please mark each area Yes, No or N/A

Yes- Appropriate Information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**FOOD SERVICES**

District Contact – Lori Drenth

**1. Free and Reduced Lunch**

a. All students/parents have been provided the opportunity to complete a Free and Reduced meal application.

Yes  No  N/A

Free and Reduced meal applications are on file.

Yes  No  N/A

b. Free and Reduced meal applications are retained for three years.

Yes  No  N/A

c. The school has a current state approved "Meal Collection Procedure" on file.

Yes  No  N/A

**2. Meal Service and Point of Sale**

a. Served meals meet guidelines for meal components and portions as defined by age/grade.

Yes  No  N/A

b. Unflavored low fat milk and flavored fat free milk are offered to each student.

Yes  No  N/A

c. A roster is present with student name and number.

Yes  No  N/A

d. An adult signs rosters.

Yes  No  N/A

e. An adult checks the roster as the child receives the meal.

Yes  No  N/A

f. Records are saved for three years.

Yes  No  N/A

g. Records balance- meal roster count equals the number of meals served.

Yes  No  N/A

h. Money is collected, recorded and verified by two different people.

Yes  No  N/A

i. The school complies with District competitive food rules.

Yes  No  N/A

**3. Non-Sponsored Sites- Meal Planning and Preparation**

a. Planned menus meet guidelines for meal components and portions as defined by age/ grade.

Yes  No  N/A



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: BEST Academy**

b. Procedures are in place to assure that storage and handling of foods are appropriate to sanitation standards.

Yes  No  N/A

c. Production records documenting menu items, portion sizes, amount prepared and served are kept on a daily basis.

Yes  No  N/A

**4. Compliance with Local Health Regulations**

a. Has a current operating permit from the Hernando County Health Department.

Yes  No  N/A

b. Current health inspection is posted and deficiencies are corrected.

Yes  No  N/A

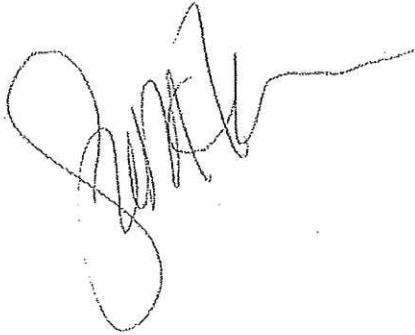
c. Has an approved agreement with DOE F&NM on file.

Yes  No  N/A

d. Complies with District competitive food rules.

Yes  No  N/A

**Recommendations and/ or Commendations:**

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 6/16/21

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**EXCEPTIONAL STUDENT EDUCATION**

District Contact – **Cathy Dofka, Director of Exceptional Student Education**

**1. Individual Education Plan**

a. Procedures are in place for determining eligibility and placement in the least restrictive environment and the provision of special education and related services to ESE students, including gifted.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

b. Exceptional Student Education records are in compliance with state and federal requirements.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

c. Exceptional Student Education records are maintained in a secure location in accordance with the district record management system.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

d. Personnel are trained in IEP development.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

e. Exceptional Student's IEPs are current.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

f. Exceptional Student Education and related services are being delivered as indicated on the student's IEP.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

g. Student's schedules in TERMS match the actual schedule and IEP.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

h. Three- year reevaluations are completed on or before the due date.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

i. Trained personnel complete matrices.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

j. Matrix ratings match the needs and services indicated on the IEP.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

**Recommendations and/or Commendations:**

**Hernando County School District ESE department personnel is responsible for all the implementation of compliance activities for the Charter school.**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 6/18/2021

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**English as a Second Language**

District Contact – **Jesse Diaz**

**1. Meeting all requirements to ensure compliance with the META Consent Decree**

a. A physical copy of the Home Language Survey is placed in the student's Blue ESOL folder, as well as the HSL date entered in the student database.

Yes  No  N/A

b. Documentation of testing for all eligible students is on file.

Yes  No  N/A

c. Documentation of services (modifications and accommodations) provided to LEP students.

Yes  No  N/A

d. Training information and requirements are distributed to teachers.

Yes  No  N/A

e. Reporting out-of-field teachers with regards to ESOL to the board prior to the first FTE period.

Yes  No  N/A

f. Notification to teachers of placement of LEP students in the class.

Yes  No  N/A

**2. Meeting all requirements of the District Foreign Language curriculum?**

a. Copy of the foreign language proficiency-based goals, prerequisites, and course guidelines.

Yes  No  N/A

**Recommendations and/or Commendations:**

It is recommended that B.E.S.T. continue to have a yearly orientation for teachers regarding ELL strategies, if they enroll active ELL students in the future. They do not currently have any active ELLs enrolled at B.E.S.T.

There were zero ELL students in attendance at B.E.S.T. during the 2020-2021 school year.



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 6/30/2021

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**STUDENT SERVICES**

District Contact – **Jill Kolasa**

**1. Student Support Services**

a. School manages health, clinic area and medication as required.

Yes x\* No \_\_\_\_\_ N/A \_\_\_\_\_

b. \*School has a code of student conduct in use.

Yes \_\_\_\_\_ No x N/A \_\_\_\_\_

c. Procedures for dismissal of students are in place.

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

d. Student records are appropriately managed.

Yes x\* No \_\_\_\_\_ N/A \_\_\_\_\_

e. The school promptly responds to requests for student records and maintains a working relationship with the Student Services Office.

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

f. Student Cumulative Records are locked and as complete as possible

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

g. There is an access log in the student's file.

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

h. Records are kept confidential

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

i. Records of discipline referrals are on file.

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

j. The school has records of attendance rates.

Yes x No \_\_\_\_\_ N/A \_\_\_\_\_

**Recommendations and/or Commendations:**

**1a. The school does manage health, clinic area and medication as required with the assistance of the Department of Health Nurse, however, it is recommended the designated staff for clinic attends the clinic training and ensures compliance with immunizations required at registration.**

**1b. All disciplines must be documented and processed in a timely manner. In addition, Disciplines with SESIR codes must be documented ,processed and entered into Skyward.**

**1d. Student records are managed, however, a clear procedure for 504 identification and annual reviews needs to be updated and followed. This will ensure compliance with 504 implementation and documentation.**

**2. The Student Services Director and staff are available to provide training and support on any of the above recommendations.**



**DISTRICT SCHOOL BOARD OF HERNANDO COUNTY**  
**Charter School Monitoring Review Instrument**

**Charter School: BEST ACADEMY**

**Date of Visit: 5/7/21**

**District Contact: Michele DiLuzio**

Please mark each area Yes, No, or N/A

Yes – Appropriate information and/or evidence of documentation are in place.

No – Necessary information and/or evidence of documentation is incomplete or not in place.

N/A – Not applicable

**1. Assessment & Accountability**

- a. Attendance records are on file to verify student attendance during the October and February FTE count weeks.

Yes  No  N/A

- b. Signed original documentation for DOE FTE is on file.

Yes  No  N/A

- c. School has equipment and trained personnel sufficient to fulfill data management requirements.

Yes  No  N/A

- d. Daily-automated student system is maintained such that new data, missing data, and data requiring updates are handled in a prompt and timely manner.

Yes  No  N/A

**Recommendations and/or Commendations:**

BEST hired a person employed by the school district to do their data entry this year. This person does the data entry work for BEST on nights and weekends, but had daily phone, email, text communication with BEST. The review of above items was done with the data entry person. BEST also has copies of the above FTE documents on their campus for future audits. This person did a great job and had accurate FTE surveys this school year. However, she did have a great deal of difficulty getting registration papers, withdrawal



**papers, attendance, grades from the school. The school allowed students to be attending without registration papers, allowed students to switch in and out of digital and in-person learning on a daily basis, received notification either by phone or email from parents indicating their child was no longer attending BEST, and this information was not passed along to the data person until several weeks or months later. The school personnel and teachers need to do a much better job knowing who is attending their school. On any given day, neither the office nor teachers could come to an agreement on who should be/was attending their school. Their teachers also need a better understanding of how to use their Skyward gradebook and the importance of using it. The data person had to manually average and enter the grades for every student, each grading period so the students could get report cards. Teachers were not verifying the grades via the district grade verification process. The data person, at the conclusion of the first grading period sent attendance reports and grades to the teachers to verify, only to be met with hostility and refusal from the teachers at the school to verify what was asked of them. One teacher, Mr. Aughtman, attempted to verify all teacher grades and attendance.**



**DISTRICT SCHOOL BOARD OF HERNANDO COUNTY**  
**Charter School Monitoring Review Instrument**

Charter School B.E.S.T. Academy

Date of Visit March 23, 2021

Please mark each area Yes, No or N/A \_\_\_\_\_

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place N/A- Not applicable

**FACILITIES/SAFETY AND SECURITY**

District Contact: Jill Renihan

**1. Facilities**

a. A copy of the initial Certificate of Occupation issued by the Code Enforcement Department is on file at the school and submitted to the District.

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_

b. A copy of each annual fire safety inspection performed by the Fire Marshal is on file and submitted to the District.

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_

c. A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the District.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

d. A copy of the schedule for evacuations and fire drills for the school year as required by the Fire Marshal and the dates and comments of actual drills performed is on file.

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_

e. A copy of the current building floor plan indicating all rooms, corridors, doors, windows and fire exits is on file. All rooms shall be labeled and a Fire Exiting Plan shall be indicated for each occupied space. Any time remodeling or renovation occurs an updated copy of the plan shall be available at the school.

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_

**2. Facilities/Safety and Security**

a. The school meets monthly drill and reporting requirements.

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_



b. The school seeks, completes and uploads the Florida Safe Schools Assessment Tool before the deadline.

Yes  No  N/A

c. The school uses a visitor management tool to screen visitors/volunteers.

Yes  No  N/A

d. The school regularly participates in professional development related to safety and security.

Yes  No  N/A

e. The school has an established threat assessment team.

Yes  No  N/A

f. The school invites collaboration with HCSD and HCSO.

Yes  No  N/A

**Recommendations and/or Commendations:**

BEST Academy has windows on the rear wall of each classroom that allow vision into classrooms without screening of any kind. This issue was to be addressed with funds from the first hardening grant. To date, no funds have been spent to address this issue.

On one visit, 3/23/21, the front and back gates remained open until nearly 10:00 a.m. Gates need to be locked or staffed from first bell to last bell. This was shared verbally with the acting administrator at the time of visit.

There was much difficulty during 20-21 with compliance with these items. The principal at the time was coping with significant health issues. The board chair volunteered to step in, but there were many challenges to overcome.

Visits and supports were provided, however there were still issues.

For 21-22, a new principal has been hired and positive change is coming.



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: June 17, 2021

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**HUMAN RESOURCES**

District Contact -- **Ray Pinder, Director of Human Resources**

**1. Security/Fingerprinting**

a. All employees and board members have been fingerprinted and have FDLE background checks on file at the school.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_

b. A copy of the Drug-Free Workplace policy is on file.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_

c. Employees are fingerprinted every five years and records are maintained in the database as required by FL Statutes 1012.32(3) and 1012.56(9).

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

**2. Recruitment/Hiring Procedures**

a. Recruitment procedure is documented.

Yes  X  No \_\_\_\_\_ N/A \_\_\_\_\_

b. Job descriptions are on file for all employees, including the principal/ director.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_

c. Procedures for hiring staff are approved by the governing board.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_ **Approved but not followed.**

d. An employee agreement/contract is on file for each employee, including the principal/director. Must include salaries, duties, and dates of employment.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_

e. Teachers appointed/ assigned to teach out-of field are submitted for governing board approval; parent notification and other requirements are met.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  X

f. Teachers appointed/assigned as qualified (expert in field), but not certified, are submitted for governing board approval and reflected in the board meeting minutes.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  X

g. Charter school policies define criteria and procedures for declaring an employee as qualified as an expert in the field (not certified) or as having subject area expertise (certified in another subject.)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  X

**3. Certification**

a. Teaching certificates are on file for all teachers.

Yes \_\_\_\_\_ No  X  N/A \_\_\_\_\_

b. Documentation is present for teachers who are hired as qualified in accordance with Florida statute 1012.55, but is not a certified teacher. The documentation substantiates the expertise in the field of specialty, in accordance with board policy, and must be on file (college transcript, work experience verifications etc.).

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  X



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

c. College transcripts are on file.  
Yes  No  N/A

d. Licenses of Speech/Language Pathologist, Physical Therapist or Occupational Therapist on file.  
Yes  No  N/A

e. Documentation of Highly Qualified for all core academic subjects is on file.  
Yes  No  N/A

**4. Personnel Files**

a. Personnel files are kept locked and access is limited.  
Yes  No  N/A

b. Personnel files contain the following information:

- Application
- Copy of driver license
- Social Security card
- Employment contract
- References
- Official transcripts
- Teaching certificate
- Evaluations
- Medical records
- I-9 form
- W-4 form
- Payroll deduction

Yes  No  N/A

**5. Staff Development**

a. Training/staff development activities have been documented including topic, date, and list of participants.  
Yes  No  N/A

**6. Staff Management**

a. A complete list of charter school employees is available.  
Yes  No  N/A

b. Staff sign-in sheets for the current year are on file.  
Yes  No  N/A

c. All leave policies are on file.  
Yes  No  N/A

d. Records of leaves are on file.  
Yes  No  N/A

e. A staff handbook or policy manual, including personnel rules is provided to employees.  
Yes  No  N/A

**Recommendations and/or Commendations:**

**Staff Handbook being revised according to Mrs. Black. Did not have a copy of staff handbook when asked. She said it was at home and she would get it to me the next day. No copies signed for or distributed this year.**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

**A copy/file of training should be kept at the school site with sign in sheets. It appears that individual trainers may have the sign in sheets but none are present for documentation.**

**Missing 20-21 contracts, intent to return from 18/19 school year and 19/20 evals not present. Also no presence of current year evaluations being completed.**

**We have had ongoing communication with Ms. Black throughout the year and provided support and information as she tries to learn the procedure, policies and practices of posting, interviewing and hiring. Two teacher positions and one secretary position has been unfilled all year.**



## 2020-2021 (BEST) Charter School Audit Findings

---

### BEST Employee File Findings:

#### Andre Buford:

- No Intent to Return OR Employee Contract for 20-21 School Year
- No 19-20 Evaluation
- No RT or RS on File

#### Tammy Owens:

- Is a current EBC Para, but has also been substituting for Technology
- No Intent to Return OR Employee Contract for 20-21 School Year
- No 19-20 Evaluation

#### Joseph Aughtman:

- No Intent to Return OR Employee Contract for 20-21 School Year
- No 19-20 Evaluation

#### Katie Frazier:

- No I9 form for BEST in her Personal file
- No 18-19 Contract found in Personal file

#### Erin Brownell:

- No Intent to Return OR Employee Contract for 20-21 School Year
- No 19-20 Evaluation

#### Sheila Garcia:

- No Intent to Return OR Employee Contract for 20-21 School Year
- No 19-20 Evaluation

#### Lee Burgess: Paraprofessional (?) Not hired via Hire Enterprise System – would need Para Pro or AA

- No File
- No FP/DT

### BEST – Findings: Additional Notes

- All job descriptions need to be placed on sites letter head & kept in a binder.
- A clear job description is needed for every job including instructional & non-instructional jobs
- NO acknowledgments found for the 20-21 school year for Staff Handbook.
- HCSD should be notified and should receive a copy of the board action when an employee separates from employer. (copy of Intent to Return & Resignation)
- The filing cabinet that holds all staff personal files is not a fire proof cabinet; this cabinet **NEEDS** to be locked and **NEEDS** to be fire proof. **\*\*Where are evaluations kept for current year?**



**HERNANDO COUNTY SCHOOL DISTRICT  
Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 4-7-2021

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**TRANSPORTATION**

District Contact – **Ralph Leath**

**1. Transportation**

a. Information relevant to all students transported by school bus is on file.

Yes  No  N/A

b. Contract information relevant to any situation where a parent or other driver is contracting to provide transportation services.

Yes  No  N/A

c. Evidence on file that any vehicle owned or leased by the school and used to transport students is certified and properly insured. If it is a bus, evidence of driver certification is required.

Yes  No  N/A

d. Copy of the contract for student transportation is on file.

Yes  No  N/A

**Recommendations and/or Commendations:**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 6/15/21

Please mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**CURRICULUM**

District Contact – **Michelle Barash ELA**

**1. Curriculum, Instruction and Assessment**

- a. Documentation of teacher use of curriculum based on the Common Cores State Standards and Next Generation Sunshine State Standards, and all instructional activities are aligned to the Common Core State Standards and Next Generation Sunshine State Standards.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

- Not Intensive Reading (notes below)

- b. Curriculum texts and instructional materials meet the overall charter school goals.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

- c. Evidence of compliance in the following areas

- Students participate in all age-appropriate district and state assessment and results are reported to parents/ guardians.
- Procedures are in place to report student grades and progress to parents/ guardians.
- Students performing below grade level in reading, writing or mathematics are identified and provided remedial instruction documented in AIPs.
- Procedures are in place for promotion, remediation and retention of students.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

- No; for highlighted area

- d. A student evaluation process is in place at all grade levels which assess students periodically throughout the year in at least reading, writing and mathematics. Pretest or baseline information level information is on file and post measures are used.

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

- e. Evidence of compliance with State of Florida graduation requirements is available.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

- f. Evidence of compliance with the approved District Reading Plan is available.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

**Recommendations and/or Commendations:**

**Civics- Texts are out of adoption and need to be updated to current materials.**

**ELA- Teacher made curriculum is standards aligned, however teacher is leaving and there is not currently a plan on what curriculum will be used with ELA classes for the 21-22 school year. Progress monitoring is taking place, but did not have evidence-based interventions in place for under performing students.**

**Intensive Reading- Students were remediated in their ELA class. An intensive reading class was not provided for students who were level 1 or 2 on FSA. There was not any documentation of intervention per the HCS D Reading Plan. There was also no documentation of math intervention.**



**HERNANDO COUNTY SCHOOL DISTRICT  
Charter School Monitoring Review Instrument: B.E.S.T Academy**

**The lack of curriculum is a major concern and needs to be addressed. I told them to let us know when a principal and ELA teacher were hired to discuss the plan moving forward and how to meet the requirements that are currently not being met.**

**Update- 7/12/21- I still have not been contacted and I'm unsure if anyone has been hired for the open positions.**



**HERNANDO COUNTY SCHOOL DISTRICT**  
**Charter School Monitoring Review Instrument: B.E.S.T Academy**

Date of Visit: 6/15/21

Pease mark each area Yes, No or N/A

Yes- Appropriate information and/or evidence of documentation are in place.

No- Necessary information and/or evidence of documentation is incomplete or not in place

N/A- Not applicable

**CURRICULUM**

District Contact –**John Morris(Math, Science, and Social Studies)**

**1. Curriculum, Instruction and Assessment**

a. Documentation of teacher use of curriculum based on the Common Cores State Standards and Next Generation Sunshine State Standards, and all instructional activities are aligned to the Common Core State Standards and Next Generation Sunshine State Standards.

Yes  No  N/A

b. Curriculum texts and instructional materials meet the overall charter school goals.

Yes  No  N/A

c. Evidence of compliance in the following areas

- Students participate in all age appropriate district and state assessment and results are reported to parents/ guardians.
- Procedures are in place to report student grades and progress to parents/ guardians.
- Students performing below grade level in reading, writing or mathematics are identified and provided remedial instruction documented in AIPs.
- Procedures are in place for promotion, remediation and retention of students.

Yes  No  N/A

- No, for highlighted area

d. A student evaluation process is in place at all grade levels which assess students periodically throughout the year in at least reading, writing and mathematics. Pretest or baseline information level information is on file and post measures are used.

Yes  No  N/A

e. Evidence of compliance with State of Florida graduation requirements is available.

Yes  No  N/A

f. Evidence of compliance with the approved District Reading Plan is available.

Yes  No  N/A

**Recommendations and/or Commendations:**

Students are not being accelerated in Mathematics and this is concerning. Giving students an opportunity to take Algebra I is part of our districts strategic plan.

Math curriculum used was often below grade level and very skill level type items.



Tuesday, October 19, 2021 9:36:51 AM



From: Dawn Williams  
Subject: Charter School Annual Reviews  
To: School Board John Stratton Heather Martin  
 Gina Michalicka Lisa Cropley  
Cc: Kelly Pogue

Attachments: BEST Annual Review.pdf / Chrome HTML Document (718K)  
 Gulf Coast Academy.pdf / Chrome HTML Document (472K)  
 Gulf Coast Elementary School.pdf / Chrome HTML Document (780K)

## MEMORANDUM

To: Hernando County School Board Chair and Board Members

From: Dawn Williams, Supervisor of School Choice

Date: October 19, 2021

Re: 2020-2021 Annual Review of Charter Schools – Brooksville Engineering Science and Technology Academy, Gulf Coast Elementary School, and Gulf Coast Academy

Attached are the 2020-2021 Annual Reviews for BEST, GCES, and GCA that were conducted by various departments/divisions. I am providing a copy of these documents to each School Board Member as part of the requirements under current School Board Policy (9800 Charter Schools). The purpose of the annual review is to determine charter compliance. While there were areas of concerns and departmental recommendations shared with all three schools, there was not anything egregious enough to warrant non-compliance of any of the school's charters. The areas of concern noted on the review are being and will continue to be closely monitored throughout the 2021-2022 school year.

**Brooksville Engineering Science and Technology Academy, Gulf Coast Elementary School, and Gulf Coast Academy are in compliance with the terms of their charters.**

No formal workshop or agenda item is required. This is an annual report being provided to you for your information.

Please contact me at extension 448 if you have any questions. Thank you.

**Dawn Williams**  
**Supervisor of School Choice**



Phone: (352) 797-7000 Extension 448

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[www.hernandoschools.org](http://www.hernandoschools.org)

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It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

