

**DISTRICT SCHOOL BOARD OF HERNANDO COUNTY  
2019-2020 Charter School Monitoring Review Instrument**

Charter School B.E.S.T. Academy

Date of Visit July 23, 2020

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

**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  N/A

b. Incorporation papers with bylaws.

Yes  No  N/A

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

Yes  No  N/A

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

Yes  No  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  No  N/A

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

Yes  No  N/A

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

Yes  No  N/A

h. The charter school board receives regular financial reports.

Yes  No  N/A

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

Yes  No  N/A

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

Yes  No  N/A

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

Yes  No  N/A

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

Yes  No  N/A

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

Yes  No  N/A

**RECOMMENDATIONS AND/OR COMMENDATIONS:**

Submit Board Meeting agendas and minutes in a more timely manner each month a meeting is held.

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

Charter School B.E.S.T. Academy

Date of Visit Due to COVID, the annual review was done electronically and documents obtained through email for review. Finance did not do a site visit in 2019-20

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- **Joyce McIntyre**

**1. All Bank Accounts**

a. Are the titles on the accounts correct?

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

b. Is the tax identification number correct?

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

c. Were any accumulated idle funds properly invested?

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

d. Have authorized signers been changed as needed?

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

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

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

f. Have the Public Depositor reports been properly filed?

Yes X 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 X

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

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

c. Were all reimbursement receipts originals?

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

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

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

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

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

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

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

**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?  
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? **These items will be provided by outside auditor.**  
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 X N/A \_\_\_\_\_

b. Were receipts properly posted in the correct account?

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

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

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

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 X N/A \_\_\_\_\_

e. Were at least two people responsible for the collection of money?

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

f. If the school is claiming Transportation FTE, are there adequate records to support the claim?

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

g. Has the school's Capital Outlay Plan been approved by the HCSB?

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

h. Has the school prepared a spending plan for other categorical funds such as SAI?

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

i. Has the school's SAC prepared a spending plan for the lottery funds?

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

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

a. Were transactions properly documented?

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

b. Were transactions properly approved by the principal/director and the sponsor of the accounts affected?

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

c. Were transactions properly entered into the accounting system?

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

**9. Official Receipts**

a. Are all official receipt books accounted for?

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

b. Are all official receipt books being properly used in order?

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

**10. Teacher Receipts**

a. Can all teacher receipt books be accounted for?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

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 X

c. Were all teacher receipt books being used in order?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

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

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 X

c. Was the collected service charge properly coded in the accounts if restitution is made immediately?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

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 X

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 X

**12. Cancelled/Voided Checks**

a. Were all checks kept in proper numeric order?  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

b. Were checks issued with all pertinent information completed?  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

c. Were checks properly voided when necessary?  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

**13. Tickets**

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

**14. Bids**

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

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

**15. Contracts**

a. Did the contract specify that it is for 1 year with a renewable option?

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

b. Did the vendor comply with the specifications or the contract?

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

**16. Expenditures**

a. Was warrant properly signed by two authorized signatures?

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

b. Was warrant properly posted in the correct ledger account?

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

c. Did original detailed invoices adequately support expenditure?

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

d. Was the check requisition/purchase order properly prepared?

Yes \_\_\_\_\_ No X 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 X

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

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

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

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

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

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

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

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

j. Were invoices properly cancelled or marked paid?

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

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

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

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

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

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

Yes \_\_\_\_\_ No X 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 X

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 X

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

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

**17. Support Organizations**

a. Was an annual audit conducted of their accounts?

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

b. Have financial reports been submitted at least semiannually?

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

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

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

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

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

**18. Budget Amendments**

a. Was the annual budget properly prepared and approved by the board?

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

b. Did the board approve budget amendments?

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

c. If the budget is on TERMS, were all amendments properly approved using an MIS 115 form?

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

d. Is there evidence of regular comparison if the budget to actual revenue and expenditure activity?

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

**19. Sales Tax**

a. Has the school obtained a sales tax exemption letter from the Florida Department of Revenue?

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

b. Was the sales tax paid when required in a timely manner?

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

**20. Other**

a. Has the school obtained its 501(c) 3 determination letter from the IRS?

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

b. Was the annual federal tax return filed in a timely manner?

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

c. Have arrangements been made for the year-end audit?

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

e. Have monthly or quarterly financial reports been submitted to the District in a timely manner?

Yes \_\_\_\_\_ No X 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 X 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 X No \_\_\_\_\_ N/A \_\_\_\_\_
- b. School Leaders Errors and Omissions  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_
- c. Commercial General Liability  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_
- d. Workers Compensation/Employee Liability  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_
- e. Property Insurance  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_
- f. Benefit Administration coverage if providing benefits to their employees.  
Yes X 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 X No \_\_\_\_\_ N/A \_\_\_\_\_

**Recommendations and/or Commendations:** Set up purchasing, deposit, and p-card use procedures based on REDBOOK and School Board Policy.

Due to Covid safety measures, a site visit was not conducted. Finance responses are incomplete in some instances, due to lack of physical backup. Please see email below.

On Thu, Jul 2, 2020 at 2:07 PM Beth Olsen <olsen\_b@hcsb.k12.il.us> wrote: If you only had what you sent, that is fine. However, we do need copies of the monies collected forms for each deposit. You sent the deposit slip and the bank printout.

Thank you for your direction. We have not been using a "money collected" form, nor a PO. I didn't know these things were required. Ms. Brown (the prior finance person) moved or filed away in places we have not been able to locate, any sort of instruction or direction. The finance position has been getting by, by paying invoices as received in the mail and the ebc department getting verbal permission to utilize the BEST credit card to purchase items for her trips. Effective this new school year, the position will be filled 100% and I can assure you, the things that are required will be handled, but in the meantime, how do you want me to proceed with prior information? Do I need to create these PO's and money collected forms for the items I've sent you? I'm sorry Beth and again, as painful as it is for you to audit us, it's equally painful for us to not have the things you need at the ready. Michele t

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

Charter School B.E.S.T. Academy

Date of Visit February 18, 2020

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

**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 X

b. Free and Reduced meal applications are on file.

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

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

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

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

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

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

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

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

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

d. An adult signs rosters.

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

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

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

f. Records are saved for three years.

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

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

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

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

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

i. The school complies with District competitive food rules.

Yes X 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

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:**

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

Charter School B.E.S.T. Academy

Date of Visit June 16, 2020

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

**EXCEPTIONAL STUDENT EDUCATION**

District Contact: **Cathy Dofka**

**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:**

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

Charter School B.E.S.T. Academy

Date of Visit June 25, 2020

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

**English as a Second Language**

District Contact: **Angela Kennedy/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 X

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

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

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

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

d. Training information and requirements are distributed to teachers.

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

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

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

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

**Recommendations and/or Commendations:**

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

Charter School B.E.S.T. Academy

Date of Visit June 16, 2020 via phone

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

**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 X No \_\_\_\_\_ 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:** GCA Charter School follows the HCSD Student Code of Conduct and GCA keeps student records in an office with administrative access only.

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

Charter School B.E.S.T. Academy

Date of Visit June 29, 2020

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

**TECHNOLOGY AND INFORMATION SERVICES**

District Contact: **Donna Reilly**

**1. Technology an Information Services**

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

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

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

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

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

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

**Recommendations and/or Commendations:**

B.E.S.T. did not have all of their signed FTE documentation on file. We will have to run them new Copies of one of the reports for signature. Although specific directions are given in a memo for each FTE reporting survey, they are not following the instructions as to what FTE documentation needs to be retained.

Recommendation: Contact Michelle DiLuzio for support with FTE Survey reporting requirements.

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

Charter School B.E.S.T. Academy

Date of Visit May 25, 2020

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: **Bill Hall/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 Exting 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

Facilities/Safety and Security page 2

f. The school invites collaboration with HCSD and HCSO.  
Yes  No  N/A

**Recommendations and/or Commendations:**

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

Charter School B.E.S.T. Academy

Date of Visit June 10, 2020

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

**HUMAN RESOURCES**

District Contact: **Ray Pinder**

**1. Security/Fingerprinting**

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

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

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

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

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

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

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

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

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

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

**3. Certification**

a. Teaching certificates are on file for all teachers.  
Yes  No  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

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:**

Personnel files were organized by the checklist above which made them very easy to verify.

File cabinets should remain locked at all times.

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

Charter School B.E.S.T. Academy

Date of Visit April 29, 2020

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

**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:**

Mr. Buford was able to exhibit that he had all documents.

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

Charter School B.E.S.T. Academy

Date of Visit August 5, 2020

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 and John Morris**

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

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

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

- 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 X No \_\_\_\_\_ N/A \_\_\_\_\_






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


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



**Recommendations and/or Commendations:** Continue to provide before and after school remediation to students with reading deficiencies.

From:  Dawn Williams Monday, September 28, 2020 12:45:20 PM 

Subject: Charter School Annual Review

To:  School Board  John Stratton  Heather Martin  Gina Michalicka  
 Lisa Cropley

Cc:  Kelly Pogue

Attachments:  8-30-2020 GCA School Bd Annual Review.pdf / Adobe Acrobat Document (6M)  
 8-30-2020 BEST School Bd Annual Reivew.pdf / Adobe Acrobat Document (6.3M)

## MEMORANDUM

To: Hernando County School Board Chair and Board Members

From: Dawn Williams, Supervisor of School Choice

Date: September 28, 2020

Re: 2019-2020 Annual Review of Charter Schools — Brooksville Engineering Science and Technology Academy and Gulf Coast Academy

Attached are the 2019-2020 Annual Reviews for BEST 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 audit is to determine charter compliance.

**Brooksville Engineering Science and Technology Academy Middle 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  
Hernando County School District

919 N. Broad Street  
Brooksville, FL 34601  
352-797-7000 ext. 448 (phone)  
352-797-7151 (fax)  
870-448 (internal)



**HERNANDO  
SCHOOL DISTRICT**  
Learn it. Love it. Live it.

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.