

HERNANDO COUNTY SCHOOL DISTRICT
2021-2022 Charter School Monitoring Review Instrument: B.E.S.T Academy

Date of Visit: April 3, 2022

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 X* No N/A
- b. Incorporation papers with bylaws.
Yes X* No 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 X* No 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 No X N/A
- i. The charter school board approves the budget, amendments and purchases over a certain dollar amount.
Yes No X N/A
- j. The role of the principal/director is clear in relationship to the charter board.
Yes X* No 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:

- a. While the contract was in the essential documents binder, the charter application and contract amendments were not in the binder. This is the third year that these items were not readily available.

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b. I requested a copy of the bylaws the school was operating under from B.E.S.T. Academy in early March. On March 4, 2022, Mr. Joseph Aughtman, emailed the same by-laws that I had filed with the original charter application. The by-laws were requested to ensure that the Governing Board was following the proper procedures for replacing board members as well as proper voting protocols.

Per Chairwoman, Patricia Laird, the school's attorney is reviewing the original bylaws approved in 2013 as Ms. Laird believes the by-laws in question are too corporate in nature. Additionally, Ms. Laird confirmed that these are the by-laws they are operating under.

Recommendation: Determine whether or not the by-laws will be updated. Once decided upon, please contact Supervisor of School Choice with the board's decision along with the approved bylaws. Ensure that the bylaws agreed upon on kept in the same binder as your application, contract and amendments.

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. This is the second year that website was not updated with the required information. As of September 20, 2022, the website does not list the phone numbers and addresses of the governing board members.

d. Board meeting announcements are only listed on school website calendar. Per Ms. Laird, the school's former administrative assistant did not pay the Hernando Sun Newspaper bill so the meetings were not noticed in that manner.

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.

(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.

The school's website has been updated to include governing board member names and email addresses, meeting agendas and minutes up to March 2022, required financial postings through January 2022, and the school grade up to 2020-2021. This is the second year that the website has not been updated with all of the required information.

Recommendation: Update website with the required information per state statute 1002.33.

f. While the some of the agendas and minutes are now posted on B.E.S.T.'s website, the website needs to be updated to include all of the agendas and minutes to date. In addition, the submission of the agendas and minutes to the Supervisor of School Choice needs to be done in a more timely manner for required district oversight. This is the third year in a row that the Supervisor of School Choice had to make requests for the agendas and minutes.

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g. The Annual Accountability Report was submitted late to D.O.E. The report was due to March 18, 2021, but was not submitted until August 18, 2022. This is the second year in a row that the Accountability Report was submitted past the due date. The lack of timeliness makes it difficult to maintain effective district oversight of B.E.S.T. Academy.

The Accountability Report was completed on August 18, 2022. In the absence of Dr. Nash, the former principal, Mrs. Laird tried to obtain access to the FLDOE SSO Portal but was unable to. Mrs. Young was hired as principal in April and she has been trying since that time to gain access to the same portal. She worked closely with Mr. Paschke to resolve the technological barriers preventing access. The school was compliant in all areas.

Recommendation: Submit Annual Accountability Report by Florida Department of Education issued due date.

h. While the charter school board does receive regular financial reports, they are not always submitted in a timely manner to both the governing board and the district office.

Recommendation: Monthly financial reports must to be submitted "no later than the twentieth (20th) day of the following month, " per section 34.15 of the B.E.S.T. Charter School Contract relating to fiscal monitoring of a charter school. This is the third year that financials have not been submitted in a timely manner.

j. The role of principal/director is not clear in relationship to the charter board as Mrs. Laird, the Governing Board Chairwoman, took over as principal after the firing of Mrs. Chauncey Nash. This is the second year in a row where the role of the principal was not clear in relationship to the charter board.

Update: The school contracted with Mrs. Jamie Young to serve as the school principal. Her term of employment began on April 25, 2022.

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 three years on two former principals.

Recommendation: The school principal must be evaluated annually.

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. The school must create and adopt procedures manuals to operate the school and guide student progression and they must be board adopted or the board can adopt and amend as necessary the HCSD Procedure Manuals. During my visit at B.E.S.T. on April 12, 2022, I requested that Mrs. Laird locate the staff manual and policies the school was operating under. On April 13, 2022, Mrs. Laird emailed Dawn Williams copies of the policies the school is operating under. On April 25, 2022, Mrs. Laird emailed Dawn Williams a Staff Manual for 2019-2020 and a Staff Manual for 2016-2017.

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. Additionally, the Staff Manual should be updated to include the policies that school staff are to operate under.

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The governing board adopted and approved the use of Hernando County School District's Pupil Progression Plan, making amendments for retention at the May 23, 2022, Board meeting. The governing board also adopted and approved the use of HCSD Staff Handbook.

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.

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Date of Visit: 4/29/2022

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, Julie Hansen, and Denise Kelly**

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 _____

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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 X
- 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 X
- c. Was the change fund returned and re-deposited the next business day following the event?
Yes _____ No _____ N/A X

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 X No _____ N/A _____
- b. Compare year-end balances in projects to the prior year and evaluate the differences. Were all unexpected differences resolved?
Yes X No _____ N/A _____
- c. Are monthly statements being turned in on time?
Yes _____ No X 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 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 _____

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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 _____ No X 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 _____ 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 X 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 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 _____ 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

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12. Cancelled/Voided Checks

- a. Were all checks kept in proper numeric order?
Yes _____ No _____ N/A X
- b. Were checks issued with all pertinent information completed?
Yes _____ No X 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 _____ No _____ N/A X
- b. Did the vendor comply with the specifications or the contract?
Yes _____ No _____ N/A X

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 _____ 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 _____ No _____ N/A X

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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 X No _____ N/A _____

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

Yes _____ No X 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 X 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 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 _____ 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 X No _____ N/A _____

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

Yes _____ No _____ N/A X

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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
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

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Recommendations and/or Commendations:

- a. Per the Charter School Contract for B.E.S.T. Academy section 34.12., At all times, the Operator shall maintain appropriate governance and managerial procedures and financial controls which procedures and controls shall include but not be limited to:
- (5) procedures for the creation and review of monthly financial reports,

Per the Charter School Contract for B.E.S.T. Academy section 34.16 (a), The Charter School shall provide a monthly financial statement to the sponsor no later than (1) month after the end of the month.

The monthly financials from B.E.S.T. Academy are not sent to the Finance Department of the Hernando County School District in a timely manner. Several bank reconciliations for the 2021-22 FY were submitted multiple months late and others were in excess of one month late. We do know that B.E.S.T. Academy had some confusion pertaining to the need for Board approval of the reconciliation prior to sending to Finance or not. It has now been clarified that it can be sent to Finance for review prior to Board approval moving forward.

Recommendation:

Monthly Financial Reports need to be sent to Finance prior to the 20th of each month.

- b. Per the Charter School Contract for B.E.S.T Academy section 34.12., At all times, the Operator shall maintain appropriate governance and managerial procedures and financial controls which procedures and controls shall include but not be limited to:
- (6) internal control procedures for cash receipts, cash disbursements and purchases.

Per REDBOOK section 3.2 (a.) The school principal is fully responsible for all purchases and purchase commitments requiring present or future disbursement of internal fund monies. A signed commitment from the principal or designee(s) must be on file before any purchase is made.

During our review of the expenditure process, we were informed by staff that the expense is authorized by signing the printed check and viewing the invoice attached to it. From the information we gathered, there wasn't a request for purchase, check requisition, prior authorization, or verification of items received.

Recommendation:

B.E.S.T. Academy reviews and strengthens the purchasing process by implementing and continuing to utilize check requisitions, requests for purchase forms, purchase orders, and "RECEIVED" and "APPROVED FOR PAYMENT" stamps with dates and signatures for every expenditure.

- c. Per Florida Statute 1002.33 (9) CHARTER SCHOOL REQUIREMENTS, 4. (h) The governing board of the charter school shall annually adopt and maintain an operating budget.

During our visit we asked if the budget was board approved. We were informed that B.E.S.T. Academy never received it from Bob Walker from King & Walker, CPA's (the outside audit firm that performs the annual audit) so it was never approved. They stated they just do not spend extra. School is operating without a budget.

Recommendation:

As this is a requirement there are no recommendations.

- d. On observing the organization in which the financials are kept at B.E.S.T. Academy, we are certain things are missing and incomplete. It seems as though not all documents are kept on site and the documents that were found were difficult to locate in a timely manner. During our visit on 04/29/22, we requested 3 full payrolls with all supporting documents. B.E.S.T. Academy staff provided 3 half pay periods with only time and attendance records without supporting documents. Payroll summaries were sent on 05/04/22 & 05/06/22. One of the summaries did not include an employee's noted vacation time and one payroll showed a "BONUS" of \$1,153.80 with no clarification. *Since the review an explanation was provided*

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to Finance on 05/4/2022 for the support of the bonus paid. During our visit we were only able to obtain the time and attendance records for half of each pay period without complete support documentation. Also, when Finance requested copies of the ledger posting for the sample journal entries Finance was only provided with a screen shot without the support documentation to validate the posting. During our review, the following documents were not available upon request. B.E.S.T. Academy was asked to provide the following by the end of the day 05/04/2022:

- 3 complete payroll runs
- 3 complete deposits
- 3 expenditure checks
- 3 credit card purchases
- Copies of the voided check(s)
- 501(c) 3 determination letter
- IRS 990 filing confirmation
- Copies of insurance policies including certificates of insurance showing Hernando County School Board as additional insured
- Inventory log for equipment/furniture at that site

Numerous emails were exchanged between Finance and B.E.S.T. Academy to retrieve all the above documents, however B.E.S.T only submitted 3 of the items listed on 05/04/22 as follows:

- 501(c) 3 determination letter
- IRS 990 filing confirmation
- Certificates of insurance originally not listing HCSB as additional insured

On 05/05/22 the expense items, voided check(s), and the credit card log and statement was received. The expense items were unable to be fully reviewed due to the lack of the support documentation. Most importantly, the support to document where the expenditure posted to the general ledger was not provided. Additionally, support documentation for specific credit card purchases was also not provided. Finance made several requests for the additional information needed but only received partial documentation to review, which resulted in not being able to complete this portion of the expenditure review. The communication was lacking and the preparedness was poor.

Recommendation:

Take time to thoroughly organize file system in a manner that things can be easily located for reference. Additionally, have files organized and accessible prior to reviews and audits as items that were requested are standard financial items.

Highlighted in yellow on review questionnaire are the areas of concern. These areas were either unable to be completed due to lack of supporting documents requested or procedures not followed. We suggest B.E.S.T. Academy thoroughly review these sections, adjust procedures and processes, and retrain staff where needed.

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Date of Visit: January 21, 2022

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 X

Free and Reduced meal applications are on file.

Yes _____ No _____ N/A X

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

Yes _____ No _____ N/A X

c. 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 _____ No _____ N/A X (SSO)

d. An adult signs rosters.

Yes _____ No _____ N/A X (SSO)

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

Yes _____ No _____ N/A X (SSO)

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 X No _____ N/A _____

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

Yes X No _____ N/A _____

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

Yes X No _____ N/A _____

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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:

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Date of Visit: May 5th, 2022

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 – **Troy LaBarbara**

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 No N/A

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

Yes No N/A

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

Yes No N/A

d. Personnel are trained in IEP development.

Yes No N/A

e. Exceptional Student's IEPs are current.

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

i. Trained personnel complete matrices.

Yes No N/A

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

Yes No N/A

Recommendations and/or Commendations:

Concern	Recommendations	Other Information
No documentation that accommodations are being done with fidelity.	Provide professional development to staff about appropriate accommodations use and documentation. Conduct monthly fidelity checks for accuracy. Documentation of ESE consultation logs needs to be in place.	All students are on consult for their ESE services. Delivery of service was done by the Spanish teacher but has since left the position.

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Counseling log on one student was not completed.	<p>Conduct IEP review to ensure that services are being met and that a deliberate schedule is developed and maintained.</p> <p>Keep appropriate documentation of services provided in one place verified by school counselor/service provider.</p>	
After school tutoring/remediation is needed for students below proficiency.	Hire a certified ESE teacher to provide services during after school hours for students needing Tier 2 & TIER 3 intervention.	
Copies of IEPs & ongoing ESE paperwork are needed for daily service.	<p>All copies should be provided for the teachers who serve students with disabilities and must be kept confidential and securely stored.</p> <p>Need to provide professional development on student goal tracking.</p>	
Certified ESE staff is needed.	Need to hire a certified ESE teacher to properly serve students and to ensure their ESE needs are being met.	
<p>IEP and staffing paperwork is being completed by a Hernando County School Program Staffing Specialist. This allows for items a, b, c, e, g, h, l, and j to be marked "yes". Permanent records are kept at the previous zoned school for security reasons. Related services (item f) are consult and were partially completed by an ESE certified teacher for part of the year, but is now being covered by a substitute.</p> <p>Day-to-day compliance needs to be provided by certified staff that is employed by B.E.S.T. Academy.</p>		

HERNANDO COUNTY SCHOOL DISTRICT
2021-2022 Charter School Monitoring Review Instrument: B.E.S.T Academy

Date of Visit: May 26, 2022

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 – **Angela Kennedy and 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 X No N/A

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 X 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 X

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

Yes X 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:

Continue to provide ESOL professional development in the event that they have an ELL in the future.

HERNANDO COUNTY SCHOOL DISTRICT
2021-2022 Charter School Monitoring Review Instrument: B.E.S.T Academy

Date of Visit: June 1, 2022

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 No N/A

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

Yes No N/A

c. Procedures for dismissal of students are in place.

Yes No N/A

d. Student records are appropriately managed.

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

h. Records are kept confidential

Yes No N/A

i. Records of discipline referrals are on file.

Yes No N/A

j. The school has records of attendance rates.

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: **APRIL 26, 2022**

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 – **Michele DiLuzio**

1. Assessment & Accountability

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

Yes **but missing teacher signatures** No _____ N/A _____

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

Yes _____ No _____ N/A _____ **Were not completed/signed until my arrival on 4/26.**

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 was still employing one of our district employees (Frances) to do their data entry at the start of the 21-22 school year, even though they had their own data entry person Rosalyn, full-time on campus. Frances was told by Patricia Laird, a BEST Academy board member, to only do all scheduling and to train Rosalyn; while Rosalyn would do everything else (disciplines, attendance, grades, entries, withdrawals, and other non-scheduling items). Unfortunately, Rosalyn was not taking care of the data entry in the areas indicated above. Attendance was not being entered daily, Entries and Withdrawals were not being done, Disciplines not entered, and Grades were not being verified. Rosalyn notified me that Patricia would not allow Rosalyn to enter disciplines. Patricia was going to assign that task to Mr. Aughtman, one of the teachers. Rosalyn stated there was a 'large' stack of disciplines from the beginning of the school year that still had not been entered.

The first week of November, Patricia informed Frances that her services were no longer needed and that Rosalyn would be handling everything from that point forward. Unfortunately, the same issues continued, as Rosalyn nor anyone else at BEST Academy was doing any student data entry work.

Several meetings were held at the beginning of the school year (August 25, September 22, and November 17) with Mr. Nash, Rosalyn, Patricia Laird and representatives from the district; Dawn, Michele, Lisa, Jill, and Frances in attendance. The meetings were to discuss students not receiving a full course load of required courses and other items that did not pertain to student data. Mr. Nash was to provide Frances and I with corrected student schedules before October's Survey 2. This information was not received. The school still lacked qualified teachers which was contributing to students not having a full schedule. Teachers and school staff were not able to inform us which students were/should be attending their school, nor could they confirm on any given day, which students were really in attendance. Other schools were calling me stating that BEST would not withdraw students who were now attending one of our district middle schools. I reached out to Rosalyn only to be told by Rosalyn that Patricia told her not to withdraw anyone. I reminded Rosalyn that they are required to withdraw a student when they receive notification from the parent or the new school that the student is now attending another school.

During the November meeting, Mr. Nash and Rosalyn stated they were changing to an A/B block schedule to go into effect immediately. A service ticket was sent to Skyward by Laura Lopes, asking if changing from regular to block scheduling in the middle of a school year was advisable. Skyward said no, and this information was shared with Mr. Nash, Rosalyn, and our district team (Jill, Lisa, Dawn, Frances), however, Rosalyn stated that they went to Laura Lopes in TIS and she changed all of their scheduling mid-year.

Data Entry meetings that were held either in person or via TEAMS were not attended by Rosalyn nor anyone else assigned to do data entry from BEST Academy.

Rosalyn left BEST Academy in March, and as of the date of this annual review, 4/26/22, the school still has not hired a replacement. We were told Mr. Aughtman, a teacher at BEST, would be doing the data entry, however, student data entry was either not being done at all or not in a timely manner (ie, corrections for Survey 3 not received, students not being withdrawn who had transferred to one of our schools).

Annual Review Notes: 4/26/22 – Met with new principal Jamie Young. Jaime began in the role of principal on 4/25/22.

FTE Survey Certification documents - These were sent to Rosalyn and Mr. Nash in November, for Survey 2 and in March for Survey 3. Instructions are to sign, date, keep a copy for school records and submit a copy to our department for our records. 2021-22 Surveys 2 & 3 certifications were not signed by previous principal or designee so Patricia Laird, BEST Board member signed and dated them (4/26/22) while I was present for the annual review.

Attendance sheets for the 11 day FTE Attendance window– Survey 2 – Oct 1 – Oct 15, Survey 3 - January 28-February 11. The school provided “school created attendance sheets”. I asked why teachers were not entering attendance in Skyward as directed. Jamie said she was told by a teacher that they turn in the ‘school created sheets’ for the secretary to enter – teachers are not entering attendance. I suggested to Jamie that the teachers enter their own attendance as they were directed. The ‘school created attendance sheets for Survey 2 were missing one or more teacher signatures for the following dates of the 11 day window: 10/4, 5, 6, 7, 8, 11, 14. “School created attendance sheets for Survey 3 were missing one or more teacher signatures for the following dates of the 11 day window: 2/3, 4, 7, 8, 9, 10, 11

Equipment and trained personnel sufficient to fulfill data management requirements – When Patricia Laird ended the use of Frances to enter their student data, it was not being entered by anyone. As of the date of this annual review, they still had not hired anyone to replace Rosalyn who quit in early March. Jamie stated that in a conversation with Lisa Cropley, Lisa had informed Jamie that Frances had been doing the data entry for BEST for the 20-21 school year and cleaned up all data reporting for the school. Jamie stated that Lisa strongly suggested she hire Frances back to do all of the student data entry (this was done in the evenings and on weekends).

Daily-automated student system is maintained such that new data, missing data, and data requiring updates are handled in a prompt and timely manner – This was not being done after Patricia cut back and then ended Frances’ involvement with student data.

I recommended the following to Jamie for the next school year:

1. Look into rehiring Frances on the same part time basis as before; (nights and weekends), to do all of their student data entry. It is important to get their data cleaned up and to be sure that it is all being entered, and entered correctly by someone with experience and knowledge of what needs to be done.
2. Teachers enter their own attendance in Skyward, verify them each grading period and utilize the attendance reports in Skyward to monitor student attendance. Discontinue the use of ‘school created’ attendance sheets.
3. Be sure all teachers are entering grades into their Skyward grade book. The district provides all schools with a report card schedule for each grading period, that includes when grades are being uploaded, verification dates, and when report cards are to be sent home.
4. Grades are uploaded from teacher Skyward grade books to the student’s grade tab at the end of each grading period. Report cards print grades that are on each student’s grade tab and not from a teacher’s grade book, therefore, it is important for the principal to review all teacher grade change forms in Skyward, which are submitted by teachers after their grade entry window closes at the end of each grading period. Principal review and acceptance of teacher grade change requests will automatically change the grade on the student’s grade tab and print the correct grade on the report card.

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

Date of Visit Last visit 5/6/22

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 X 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 X 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 X 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 X 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 X No _____ N/A _____

2. Facilities/Safety and Security

a. The school meets monthly drill and reporting requirements.

Yes X No _____ N/A _____ Dr. Nash was trained on CrisisGo and utilized the tool for drills and real-world emergencies. Since he has now left, the guardian, Mario Littman, has also been trained and has utilized the app for conducting drills.

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

Yes X No _____ N/A _____ Dr. Nash completed the assessment in a timely manner.

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

Yes _____ No X N/A _____ The school has been provided access to Safe Visitor Solutions, but has almost never screened visitors in during the 21-22 school year.

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

Yes X No _____ N/A _____

e. The school has an established threat assessment team.

Yes X No _____ N/A _____

f. The school invites collaboration with HCSD and HCSO.

Yes _____ No X N/A _____

Recommendations and/or Commendations: School leadership will strengthen the partnership with Office of Safe Schools and HCSO to enhance school safety for all staff, students and visitors

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

Date of Visit: May 12, 2022

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/Alexis Brown**

1. Security/Fingerprinting

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

**Two Board Members were sent for fingerprints as they were not on file at the time of audit.*

Yes No N/A

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

Yes 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 No N/A

2. Recruitment/Hiring Procedures

- a. Recruitment procedure is documented.

Yes No N/A

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

Yes No N/A

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

Yes 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 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 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 No N/A **ESOL is the only area permitted OOF.*

- 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

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

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

**Not Evaluated by Human Resources; please confirm with Professional Development.*

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

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

*Staff handbook is available; however there must be an acknowledgement of review on file for each employee, each school year.

Recommendations and/or Commendations:

Please See Findings Summary

2021-2022 (BEST) Charter School Audit Findings

BEST Employee File Findings:

Jamie Young:

- File is complete

Tammy Owens:

- Acknowledgement of Staff Handbook for 20-21 School Year not in file
- 20-21 and 20-22 Evaluations are not yet public record

Joseph Aughtman:

- Acknowledgement of Staff Handbook for 20-21 School Year not in file
- 20-21 and 20-22 Evaluations are not yet public record

Catherine Wood:

- Acknowledgement of Staff Handbook for 20-21 School Year not in file
- 20-21 and 20-22 Evaluations are not yet public record

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 21-22 school year for Staff Handbook. (Acknowledgement should be signed each year and placed in the Personnel file)
- HCSD should be notified and should receive a copy of the board action when an employee is hired, returns, or separates from employer. (Intent to Return & Resignation/Retirements)
*Please provide board action documentation for the separation of Katie Frazier and Erin Brownell. Going forward, all separations should be initiated in the electronic applicant system.
- 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.
- Evaluations for the current and last school year are not public record. For example, 20-21 and 21-22 evaluations should be kept separate (in fire proof cabinet) until the 22-23 evaluations are complete. Then the 20-21 evaluation would be placed in each employee file, while the 21-22 and 22-23 would remain in the designated cabinet.

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

Date of Visit: April 22, 2022

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 X No _____ N/A _____

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

Yes X 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 X No _____ N/A _____

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

Yes X No _____ N/A _____

Recommendations and/or Commendations:

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

Date of Visit: May 26, 2022

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 & Michelle Barash**

1. Curriculum, Instruction and Assessment

- a. Documentation of teacher use of curriculum based on the LAFS/MAFS/BEST Standards and Next Generation Sunshine State Standards, and all instructional activities are aligned to the LAFS/MAFS/BEST 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

- 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:

School is going to update ELA and Math curriculum. Will meet with Mrs. Young when scores are in to plan intensive remediation.

Friday, September 23, 2022 11:26:56 AM



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

Attachments: BEST Annual Review.pdf / Adobe Acrobat Document (5.5M)
 GCES Annual Review.pdf / Adobe Acrobat Document (3.9M)
 GCA Annual Review.pdf / Adobe Acrobat Document (5M)

MEMORANDUM

To: Hernando County School Board Chair and Board Members

From: Dawn Williams, Supervisor of School Choice

Date: September 23, 2022

Re: 2021-2022 Annual Review of Charter Schools – Brooksville Engineering Science and Technology Academy, Gulf Coast Elementary School, and Gulf Coast Academy

Attached are the **2021-2022** 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 reviews will continue to be closely monitored throughout the 2022-2023 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. These annual reports are 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

Fax: (352) 797-7151

Direct (internal)# 870-448

www.hernandoschools.org

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Tweet with us: @hcsdchoice

Hernando School District is Hiring! Find a list of current openings and your next steps here:

<http://hcsd.hernando-county-school-district.campussuite.site/departments/hr/welcome>



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.

