



Utah State Charter School Board

Charter School Accountability Framework

Forward

The State Charter School Board (SCSB) is charged with the task of implementing a system for monitoring the performance of the schools authorized by the SCSB in accordance with [UCA §53G-5-501](#), [UCA §53G-5-202\(1\)](#), and Utah Administrative Rule [R277-553](#). The Charter School Accountability Framework (CSAF) is part of an Oversight Model that is the SCSB's system for monitoring charter school performance.

The purpose of CSAF is to identify potential concerns by providing objective, reliable, and sustainable warning indicators of overall school performance and viability. CSAF allows the SCSB to proactively identify and address potential areas of concern in accordance with its statutory obligations and each charter school's charter agreement. CSAF is only an indicator of potential concerns. CSAF does not alone identify if there are deficiencies needed to be resolved. Each indicator not met must be first reviewed and researched to assess context and risk.

CSAF Structure

CSAF is built upon three types of reviews: an annual review, a comprehensive review at least once every five years, and ongoing monitoring for compliance. Together, these three types of reviews aim to assess a school holistically and to meet SCSB's oversight obligations as outlined in statute and board rule. Through these reviews, schools are measured in the following key areas:

- Charter Fidelity—How well the school implements the charter agreement
- School Achievement—How well the school addresses student achievement according to the charter agreement
- Enrollment—How well the school meets enrollment needs and retains students
- Finance—How well the school manages its finances and maintains short- and long-term financial viability
- Governance—How well the governing board governs the school

Annual Review

According to [UCA §53G-5-202\(1\)\(b\)](#), the SCSB is to “annually review and evaluate the performance of charter schools...and hold the schools accountable for their performance”. To address this requirement, SCSB staff convened a workgroup of representatives from schools to develop indicators for an annual review. This workgroup met periodically during 2017 and 2018 to collaboratively assess the Charter School Performance Standards (CSPS) and recommend changes. The CSPS was previously adopted by the SCSB to annually review and evaluate the performance of charter schools. Through their assessment of the CSPS, the workgroup developed the annual review outlined here.

The indicators in the Annual Review are assurances and metrics in the areas of school achievement, enrollment, finance, and governance. Assurances are marked by schools annually in UCAP (Utah Charter Access Point) and metrics are gathered by SCSB staff from existing reports. Thus, schools are only required to provide assurances; no additional data or information is required from schools.

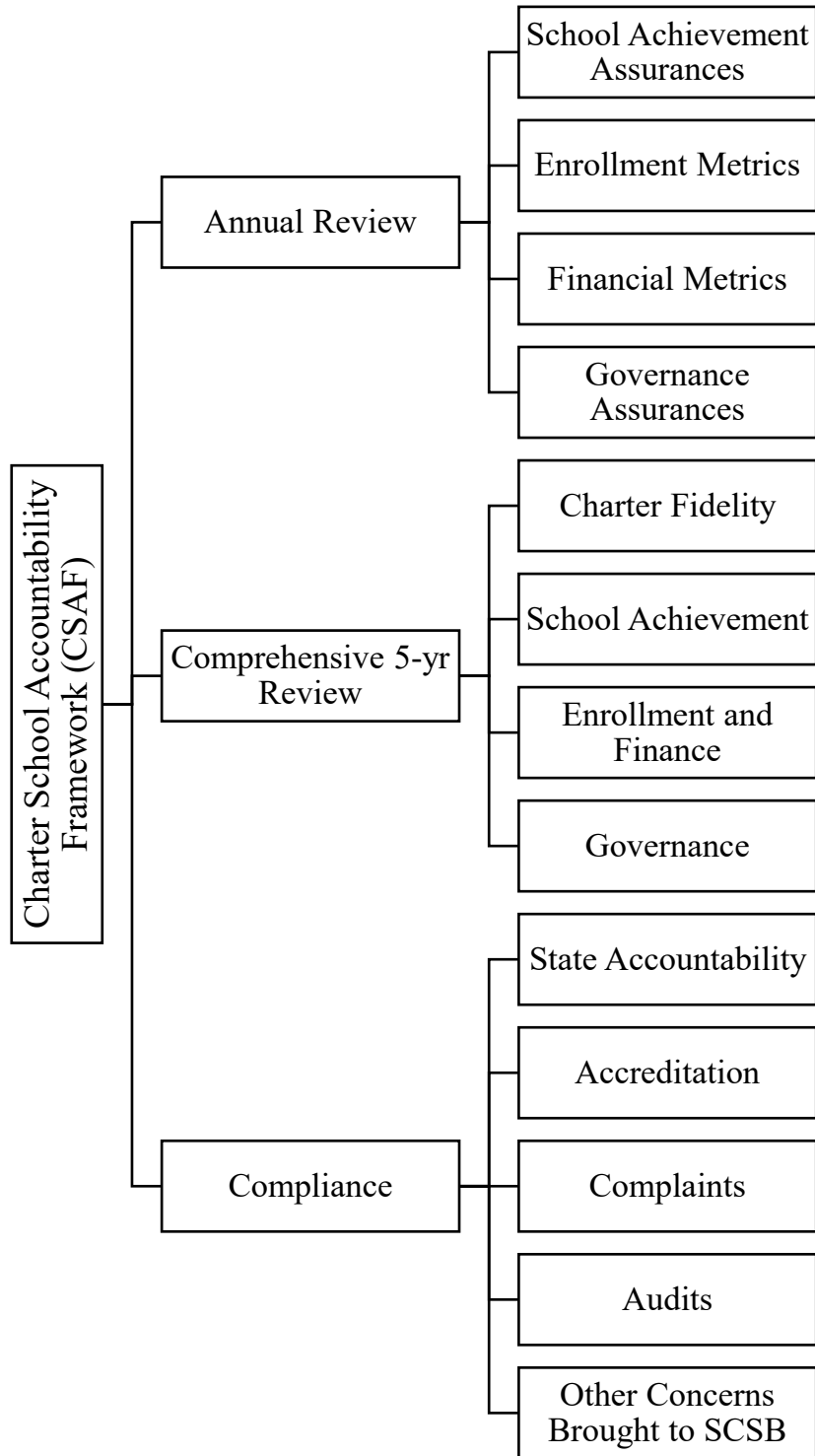
Comprehensive Review

According to [R277-553-2\(4\)](#), the SCSB is to conduct “a comprehensive review of governing board performance and review the charter agreement at least once every five years.” This comprehensive review will occur at year three, year five, and every five years thereafter. During the comprehensive governing board review, SCSB staff or contractors will assess school specific goals in the Charter Agreement, fidelity to the school’s Charter Agreement, long-term enrollment and financial trends, and governing board performance (focusing on the assurances in the annual review). SCSB staff or contractors may conduct an onsite school visit and request data on school goals not otherwise available through existing reports. In addition, SCSB staff or contractors will review governing board meeting agendas, minutes, and recordings made available to the public according to statute. Thus, the burden to schools is minimal.

Compliance Monitoring

According to [UCA §53G-5-202\(1\)\(c\)](#), the SCSB is to “monitor charter schools...for compliance with federal and state laws, rules, and regulations”. Compliance issues brought to SCSB’s attention are considered and researched accordingly. SCSB does not routinely gather data to monitor such compliance, but responds when notice is provided to the SCSB of noncompliance. There is no additional burden to schools.

Charter School Accountability Framework (CSAF) Components



Annual Review Performance Indicators

<i>School Achievement</i>		Data Collection	
Performance Indicator	Measure	School Assurances	Compiled by SCSB
Existence of SMART, academic and mission specific goals in the Charter	Charter school goals meet the following criteria: ✓ Evidence or research based ✓ Relevant to school's mission and vision ✓ Can be measured; data is available ✓ Appropriate to school's target population ✓ Overall academic focus	✓	
Charter school goal review	School regularly reviews progress on charter goals	✓	
Charter school goal achievement and progress	School meets or is making progress on all goals in the charter; If there are no academic goals in the charter, the school earns at least a 'C' for the school grade	✓	

<i>Enrollment</i>		Data Collection	
Performance Indicator	Measure	School Assurances	Compiled by SCSB
Transfer rate	End of year transfer rate $\leq 20\%$ and no more than 4% higher than prior year's rate		✓
Retention rate	Year to year retention rate $\geq 60\%$ and no more than 7% lower than prior year's rate		✓
Enrollment trend	October 1 count $\geq 90\%$ of prior year		✓
ADM	End of year ADM $\geq 90\%$ of October 1 count		✓

<i>Finance</i>		Data Collection	
Performance Indicator	Measure	School Assurances	Compiled by SCSB
Unrestricted days cash on hand	Maintain at least 30 days <u>unrestricted</u> cash on hand		✓
Debt to asset ratio	Maintain a debt to asset ratio of ≤ 1		✓
Current ratio	Maintain a current ratio of ≥ 1 with a positive trend		✓
Audit findings	No material audit findings		✓

Governance		Data Collection	
Performance Indicator	Measure	School Assurances	Compiled by SCSB
Board training	All board members participate in a minimum of 3 board trainings a year including one on open and public meetings (§52-4-104)	✓	
Background checks	All board members have background checks on file according to §53G-11-402	✓	
Board membership	Maintain number of board members as specified in charter	✓	
Regular Board Meetings	Hold minimum number of meetings as specified in charter	✓	
Noticed Meetings	All meetings are properly noticed according to §52-4-202	✓	
Meeting Recordings	Recordings available for all meetings within 3 days of holding the meeting according to §52-4-203	✓	
Meeting Minutes	Minutes are available for all meetings and are posted within 30 days of the meeting according to §52-4-203	✓	
Closed Meetings	If meetings are closed, they are done according to §52-4-204 through §52-4-206	✓	
Administrator's Report	Director reports to the board at every regularly scheduled board meeting	✓	
Administrator's Expectations	Board has written expectations for executive director	✓	
Annual Administrator Evaluation	Board conducts an annual evaluation of the executive director	✓	
Board Financial Review	Board receives a monthly financial report according to §53G-7-309	✓	
Internal Controls	The school has identified and implemented generally accepted financial internal controls	✓	
Procurement	State-accepted procurement practices are implemented and adhered	✓	

Comprehensive Five-Year Review

<i>Charter Fidelity</i>		
Performance Indicator	Measure	Evidence Reviewed by SCSB
Key elements	All key elements fully implemented	School visit Policies Mission/vision School submits data only when necessary

<i>School Achievement</i>		
Performance Indicator	Measure	Evidence Reviewed by SCSB
Charter school goal review	Goal currently in use and performance tracked by the governing board	Board meeting minutes Discussion with school
Charter school goal achievement and progress	School met charter goals; If there are no academic goals in the charter, the school maintained at least a 'C' for the school grade over the last five years	Depends on goals School submits data only when necessary

<i>Enrollment and Finance</i>		
Performance Indicator	Measure	Evidence Reviewed by SCSB
Transfer rate	5-year average end of year transfer rate $\leq 12\%$	Data submitted to UTREx
Retention rate	5-year average year to year retention rate $\geq 75\%$	Data submitted to UTREx
Enrollment trend	5-year October 1 count is stable or increasing	Data submitted to UTREx
Multi-year cash flow	Maintain positive cash flow	Audited Financial Statements
Total margin	Maintain positive 5-year aggregated total margin	Audited Financial Statements
Audit findings	No repeat findings	Audited Financial Statements

<i>Governance</i>		
Performance Indicator	Measure	Evidence Reviewed by SCSB
Annual assurances	Verify where possible that assurances are being met	Meeting agendas and minutes Observed at governing board meeting(s) Public notice website School's website School provided if necessary
Governing Board Performance	Board provides effective governance for school's administration; meeting discussions focus on governance; board members are prepared and adequately vet issues	Meeting agendas and minutes Observed at governing board meeting(s)
Board interactions	Interactions with each other, staff, and the public are appropriate and respectful	Meeting agendas and minutes Observed at governing board meeting(s)

Board Structure

Performance Indicator	Measure	Evidence Reviewed by SCSB
Number of board members	As outlined in board bylaws	Bylaws Meeting agendas and minutes Observed at governing board meeting(s) Public notice website School's website School provided if necessary
Selection and removal of board members	As outlined in board bylaws	Bylaws Meeting agendas and minutes Observed at governing board meeting(s)
Terms of Office	As outlined in board bylaws	Bylaws Meeting agendas and minutes Observed at governing board meeting(s)
Meetings	As outlined in board bylaws	Bylaws Meeting agendas and minutes Observed at governing board meeting(s) Public notice website School's website School provided if necessary

Compliance Monitoring

Performance Indicator	Measure	Evidence Reviewed by SCSB
Compliance	No material concerns raised	State accountability Accreditation Complaints Audits Reports/information by USBE sections Reports/information by other agencies