



Memphis Merit Academy Charter School

MMA August Board of Directors Meeting

Memphis Merit Academy Charter School Board of Directors

Published on August 12, 2023 at 2:51 PM EDT
Amended on August 16, 2023 at 12:45 PM EDT

Date and Time

Thursday August 17, 2023 at 5:30 PM EDT

Location

4775 American Way
Memphis, TN 38118

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance and Guests		Timorie Belk	
B. Call the Meeting to Order		Melisa Moore	
II. Public Comment			5:30 PM
A. Public Comment			
B. Welcome			5 m

	Purpose	Presenter	Time
III. Agenda			5:35 PM
A. Approval of Agenda	Vote	Melisa Moore	1 m
B. Approve Minutes	Vote	Melisa Moore	1 m
IV. Monthly Financials			5:37 PM
A. Presentation of Monthly & Year-end Financials - Edtec	Discuss	Lakenna Booker & B. Crowe	15 m
B. Acceptance of Monthly Financials	Vote	Melisa Moore	5 m
V. Approval of Contracts			5:57 PM
A. Student Recruitment/Social Media Marketing - Taylor Wiz	Vote	Melisa Moore	3 m
TaylorWiz Marketing firm handles all of the social media platform marketing and advertisement for MMA.			
VI. Other Approvals			6:00 PM
A. Adoption of MSCS Grading Policy	Vote	Lakenna Booker	5 m
The attachment details MSCS' grading policy to be adopted for grading purposes for Memphis Merit Academy Charter School and updated to the Student and Family Handbook.			
VII. Committee Updates			6:05 PM
A. Governance	Discuss	Tressa Johnson	5 m
<ul style="list-style-type: none"> • Board Retreat • New Board Member Onboarding • Board on Track Training • Upcoming requirement for board training • Policies sent for review • Meeting schedule 			
B. Academic Achievement	Discuss	Lashawn Lester	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Enrollment • HOS evaluation progress and status • Meeting schedule 			
C. Finance	Discuss	Angelia Allen	3 m
<ul style="list-style-type: none"> • Threshold for MMA approval of contracts • Fiscal policy setup for MMARE • updated meeting schedule - 4th Friday 			
D. Development	Discuss	Timorie Belk	3 m
<ul style="list-style-type: none"> • Meeting schedule 			
VIII. Other Business - MMA Real Estate, LLC			6:21 PM
A. Presentation of MMARE Financials	Discuss	Betty Michelle Mccline	5 m
The attachment is a summary of the financials for MMARE monthly report and Year to Date report.			
B. Acceptance of MMARE Monthly Financials	Vote	Timorie Belk	5 m
C. Marston Group- CPA Proposal	Discuss	Lakenna Booker	5 m
IX. CEO Update			6:36 PM
A. Academic Updates	Discuss	Lakenna Booker	3 m
<ol style="list-style-type: none"> 1. Enrollment 2. School wide data 			
B. Operational Updates	Discuss	Lakenna Booker	3 m
<ol style="list-style-type: none"> i. Facility Updates <ol style="list-style-type: none"> 1. Updated Construction Schedule 2. MSCS Operational Scorecard data 3. MSCS Financial Scorecard data 			

Purpose Presenter Time

X. Closing Items

6:42 PM

A. Adjourn Meeting

Melisa Moore

* 8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined. (a)All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee...(ii) The provisions of this subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided that a notice of the executive session is included in the agenda for such meeting. (iii)As used in this subdivision (b) (1) (E): (a)"Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and (b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

Coversheet

Public Comment

Section: II. Public Comment
Item: A. Public Comment
Purpose:
Submitted by:

BACKGROUND:

Topic: Memphis Merit Academy Monthly Board Meeting

PUBLIC COMMENT AT MEMPHIS MERIT ACADEMY BOARD MEETINGS - An opportunity for the public to address the Board will be provided at the conclusion of the agenda. Members of the public who wish to speak on any item are requested to identify themselves and indicate on which agenda item they wish to speak. The Board will provide an opportunity for the public to speak for a maximum of three (3) minutes, unless granted additional time at the discretion of the Board. Testimony shall be limited in content to matters pertaining to Memphis Merit Academy. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

Coversheet

Approval of Agenda

Section: III. Agenda
Item: A. Approval of Agenda
Purpose: Vote
Submitted by: Timorie Belk

BACKGROUND:

This meeting is a regularly scheduled board meeting for the MMA Board of Directors.

Coversheet

Approve Minutes

Section: III. Agenda
Item: B. Approve Minutes
Purpose: Vote
Submitted by:
Related Material: MMA Board Meeting Minutes_6.15.23-FINAL.docx
MMA_Board_Meeting_Minutes_7.13.23.docx

BACKGROUND:

Attachment 1: The minutes for the June 15, 2023 board meeting are attached and were prepared by Angelia Allen. **Attachment 2:** The minutes for the July 13, 2023 Special Called Meeting are attached and were prepared by Timorie Belk.



**Memphis Merit Academy
Board Meeting
MINUTES**

Date and Time

Thursday, June 15, 2023 @ 5:30p.m.

Location: Memphis Merit Academy Charter School, 4775 American Way, Memphis, TN 38118

Topic: Memphis Merit Academy Board Meeting

*PUBLIC COMMENT AT MEMPHIS MERIT ACADEMY BOARD MEETINGS - An opportunity for the public to address the Board will be provided at the conclusion of the agenda. Members of the public who wish to speak on any item are requested to identify themselves and indicate on which agenda item they wish to speak. The Board will provide an opportunity for the public to speak for a maximum of three (3) minutes, additional time at the discretion of the Board. Testimony shall be limited in content to matters pertaining to Memphis Merit Academy. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

I. Opening Items

A. Call to Order

The meeting was called to order at 5:39 p.m. by the board chair, Melisa Moore. Chairperson Moore asked board secretary Angelia Allen to call the role of board members and guests in attendance. After the roll call, it was determined that a quorum was present.

B. Record of Attendance

1. Melisa Moore - Chair (present)
2. Brad Schmiedicke - Immediate Past Chair (present)
3. Aurelia McBride - Vice Chair (present)
4. Angelia Allen - Secretary (present)
5. Tressa Johnson (present)
6. Dimika Cavalier (present)
7. LaShawn Lester (absent)
8. Talunja Prophet (absent)

* 8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined. (a)All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee...(ii) The provisions of this subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting. (iii)As used in this subdivision (b) (1) (E): (a)"Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and (b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.



Record of Attendance (continued)

9. Timore Belk (absent)
10. Lakenna Booker - MMA HOS (absent)
11. Betty McCline - MMA Director of Operations (present)
12. Ben Crowe – Edtec (present)

II. Public Comment

- A. There were no comments from the public at this board meeting.

III. Agenda

A. Approval of Agenda

Board Chair Moore called for a motion to approve the meeting agenda. Ms. McBride made the motion. Ms. Cavalier offered the second to the motion. The motion to approve the agenda was approved by a unanimous vote.

B. Approval of Meeting Minutes

Board Chair Moore called for a motion to approve the meeting minutes. Ms. Cavalier made the motion. Ms. McBride offered the second to the motion. The motion to accept the meeting minutes was approved by a unanimous vote.

C. Presentation of Monthly Financials

Ben Crowe from Edtec presented the monthly financials (as of May 2023) that included a review of MMA’s current and forecast financial position. Mr. Crowe pointed out that MMA paid off the current line of credit. Accomplishments – Closed loan and began construction; Finance Committee recommended increased in line of credit to \$300k; Deepened partnership with Charter School Growth Fund; Received Bloomberg Summer Boost Grant. Goals and Horizon Issues: Monitor construction progress for potential obstacles and costs increases; Strengthen fundraising capacity.

D. Approval of Monthly Financials

After the presentation from Edtec and board discussion, Chairperson Moore called for a motion to approve the May 2023 financials.

1. Ms. McBride made a motion to approve the financials.
2. Ms. Johnson seconded the motion.
3. The Board VOTED unanimously to approve the financials.



E. Appointment of Board Members. Board members were nominated to serve for an additional one-year term. The Nominating Committee Chair, called for a separate and motion for the following board members:

1. Melisa Moore will serve a one-year term
 - a. Brad Schmiedicke made a motion to approve the nomination of Ms. Moore.
 - b. Aurelia McBride seconded the motion.
 - c. The Board VOTED unanimously to approve the motion.
2. Angelia Allen will serve a one-year term
 - a. Melisa Moore made a motion to approve the nomination of Ms. Allen.
 - b. Aurelia McBride seconded the motion.
 - c. The Board VOTED unanimously to approve the motion.
3. Aurelia McBride will serve a one-year term
 - a. Angelia Allen made a motion to approve the nomination of Ms. Moore.
 - b. Ms. Moore seconded the motion.
 - c. The Board VOTED unanimously to approve the motion.

F. Election of Officers. The newly elected Officers shall take office on July 1 following the close of the meeting at which they are elected, and the term of office shall be one year, or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than three consecutive terms in the same office. Board members nominated to serve the following offices were presented to the board for approval. The Nominating Committee Chair, presented the following board members to serve as officers:

1. Board Chair – Melisa Moore
2. Vice-Chair – Aurelia McBride
3. Secretary – Timorie Belk
4. Treasurer – Angelia Allen

The Nominating Committee Chair called for a motion for approval of the entire slate of officers.

- a. Dimika Cavalier made a motion to approve the slate of officers.
- b. Mr. Schmiedicke seconded the motion.
- c. The Board VOTED unanimously to approve the motion.

G. Pinnacle Bank – Increase in the Line of Credit (LOC)

Board discussion to increase LOC from \$200k to \$300K. After the presentation, Chairperson Moore called for a motion to approve the increase to the LOC.

1. Tressa Johnson made a motion to approve the increase to the LOC
2. Aurelia McBride seconded the motion.
3. The Board VOTED unanimously to approve the motion.



H. Approval of Contracts

Contracts for Filling the Gap (ABA Social Services Therapy for summer session) and Infrastructure (Mastery Predictive Assessments) were presented to the Board for approval. After the presentation, Chairperson Moore called for a motion to approve the increase to the LOC.

1. Dimika Cavalier made a motion to approve the increase to the contracts.
2. Mr. Schmiedicke seconded the motion.
3. The Board VOTED unanimously to approve the motion.

Curriculum Associates (I-Ready Learning Platform and Professional Development)

1. Aurelia McBride made a motion to approve the increase to the contract.
2. Ms. Johnson seconded the motion.
3. The Board VOTED unanimously to approve the motion.

Quality and Assurance of TN (Janitorial Contract)

1. Dimika Cavalier made a motion to approve the increase to the contract.
2. Ms. McBride seconded the motion.
3. The Board VOTED unanimously to approve the motion.

I. MMA Policy Update

The **MMA Attendance Policy (Staff Handbook)** will be referred to the Governance Committee for review and recommendation to the Board at the next board meeting. **Family Handbook (Discipline Handbook)** – Staff recommendation: abide by rules from the Shelby County schools district for discipline guidance. Chairperson Moore called for a motion to approve the staff recommendation.

1. Aurelia McBride made a motion to approve the staff recommendation.
2. Ms. Johnson seconded the motion.
3. The Board VOTED unanimously to approve the motion.

J. Committee Updates

1. Finance/Facilities Included in HOS Report)
2. Facilities – demolition is underway at the site for the new school; may be complete by end of June; Facility budget funding is underway; Had to build storm shelter; Change orders have occurred.
3. Academic Committee Update (Included in HOS Report)
4. Governance – seeking board members; will meet with potential board members on June 22, 2023; Several candidates for potential board members

K. HOS Report – Betty McCline, Dean of Operations

1. Enrollment Updates
 - a. 7 – 1st grade seats open



- b. 3rd grade seats open
- c. 395 students (K – 5)
- d. Enrollment openings = 11

2. Academic Update

- a. Summer School: June 12 – July 12th
- b. 95 – 205 increases in students for summer school
- c. Summer school - 175 attending
- d. T-cap scores have been sent to MCS.
- e. Shelby County District 3rd Grade Testing: 22 students impacted by retention; in summer school and will need high intensity tutoring;
 - 6 students appealed
 - 22 out of 72 impacted

3. Operational Updates

- a. DNA
- b. Black Girls Code
- c. Strive School of Music
- d. Two field trips (Discovery Park and Space Center)
- e. Construction on 5th Grade Academy
- f. Teaching Staff set to return 7/17
- g. One week for staff to prepare prior to student arrival.
- h. 1st Day of School is 8/7/23 (same as MCS).**

Chairperson Moore closed out the MMA business discussion at 6:42 p.m. and proceeded to lead the board in the discussion of MMA Real Estate business.

MMA Real Estate Discussion

Proposals from audit firms will be accepted for a 60-day period (June 1 – July 30); The Marston Group has submitted a proposal

- \$8,000 for CPA services
- \$1,950 to prepare to file the 990

V. Adjourn Meeting

With no objections or further discussion, the meeting was adjourned at 6:47 p.m.

Respectfully Submitted,

Angelia Allen

Angelia Allen
MMA Board Secretary



**Memphis Merit Academy
Board Meeting
MINUTES**

Date and Time

Thursday, July 13, 2023 @ 5:30 p.m.

Location: Memphis Merit Academy Charter School, 4775 American Way, Memphis, TN 38118

Topic: Memphis Merit Academy Board Meeting

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I. Opening Items

A. Call to Order

The meeting was called to order at 5:42 p.m. by the board chair, Melisa Moore. Chairperson Moore asked board secretary Timorie Belk to call the role of board members and guests in attendance. After the roll call, it was determined that a quorum was present.

B. Record of Attendance

1. Melisa Moore - Chair (present)
2. Aurelia McBride - Vice Chair (present)
3. Timorie Belk - Secretary (present)
4. Tressa Johnson (present)
5. Dimika Cavalier (absent)
6. LaShawn Lester (present)
7. Talunja Prophet (present)

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association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and (b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.



Record of Attendance (continued)

8. Brad Schmiedicke - Immediate Past Chair (absent)
9. Lakenna Booker - MMA HOS (present)
10. Betty McCline - MMA Director of Operations (present)

II. Public Comment

- A. There were no comments from the public at this board meeting.

III. Agenda

A. Approval of Agenda

Board Chair Moore called for a motion to approve the meeting agenda. Lashawn Lester made the motion. Talunja Profitt offered the second to the motion. The motion to approve the agenda was approved by a unanimous vote.

B. Approval of Meeting Minutes

N/A – minutes from last meeting were not provided.

C. Approval of Contracts/MOU

- i. On Your Mark
 1. Motion to approve: Aurelia McBride
 2. Seconded: Lashawn Lester
 3. The Board voted unanimously to approve the motion.
- ii. Sherika Fitness
 1. PE teacher; price same as last year
 2. Motion to approve: Lashawn Lester
 3. Seconded: Talunja Profitt
 4. The Board voted unanimously to approve the motion.
- iii. Quality Assurance Janitorial Contract
 1. N/A; approved at last meeting
- iv. Dotcom Therapy:
 1. Onboarded because there is a shortage and MMA exhausted in-person options.
 - a. Licensed speech pathologists in the state of TN, offering virtual speech services. Will be overseen by MMA Special Education Director. MMA staffer will always be present during virtual sessions with students. Employees will be fully background checked. Students will have the same practitioner for each session.



b. Will upload documentation to TN Pulse. Parents will have access to parent portal where they can review the session and notes.

2. Motion to approve: Lashawn Lester

3. Seconded: Aurelia McBride

4. The Board voted unanimously to approve the motion.

D. Approval of Committee leaders/members

a. Motion to approve: Talunja Profitt

b. Seconded: Aurelia McBride

c. The Board voted unanimously to approve the motion.

E. Board Retreat

a. Confirmed for September 16 (at MMA) – 9:00 AM – 1:00 PM

b. Timorie Belk to send out meeting invite to the Board

F. Adjourn Meeting

With no objections or further discussion, the meeting was adjourned at 6:06 p.m.

Respectfully Submitted,

Timorie Belk

Timorie Belk

MMA Board Secretary

Coversheet

Presentation of Monthly & Year-end Financials - Edtec

Section: IV. Monthly Financials
Item: A. Presentation of Monthly & Year-end Financials - Edtec
Purpose: Discuss
Submitted by:
Related Material: MMA - FY23 June Financial Update - 20230816.pdf
MMA - FY23 June Unaudited Financials - 20230816.pdf

Memphis Merit Academy FY23 Year-End Review

BEN CROWE

AUGUST 17, 2023





Contents

1. **FY23 Unaudited Actuals: How We Did**
2. **FY23 Budget vs. Actuals – Revenues**
3. **FY23 Budget vs. Actuals – Expenses**
4. **FY23 Monthly Cash Balance**
5. **FY23 Balance Sheet**
6. **Financial Summary**

FY23 Unaudited Actuals: How We Did

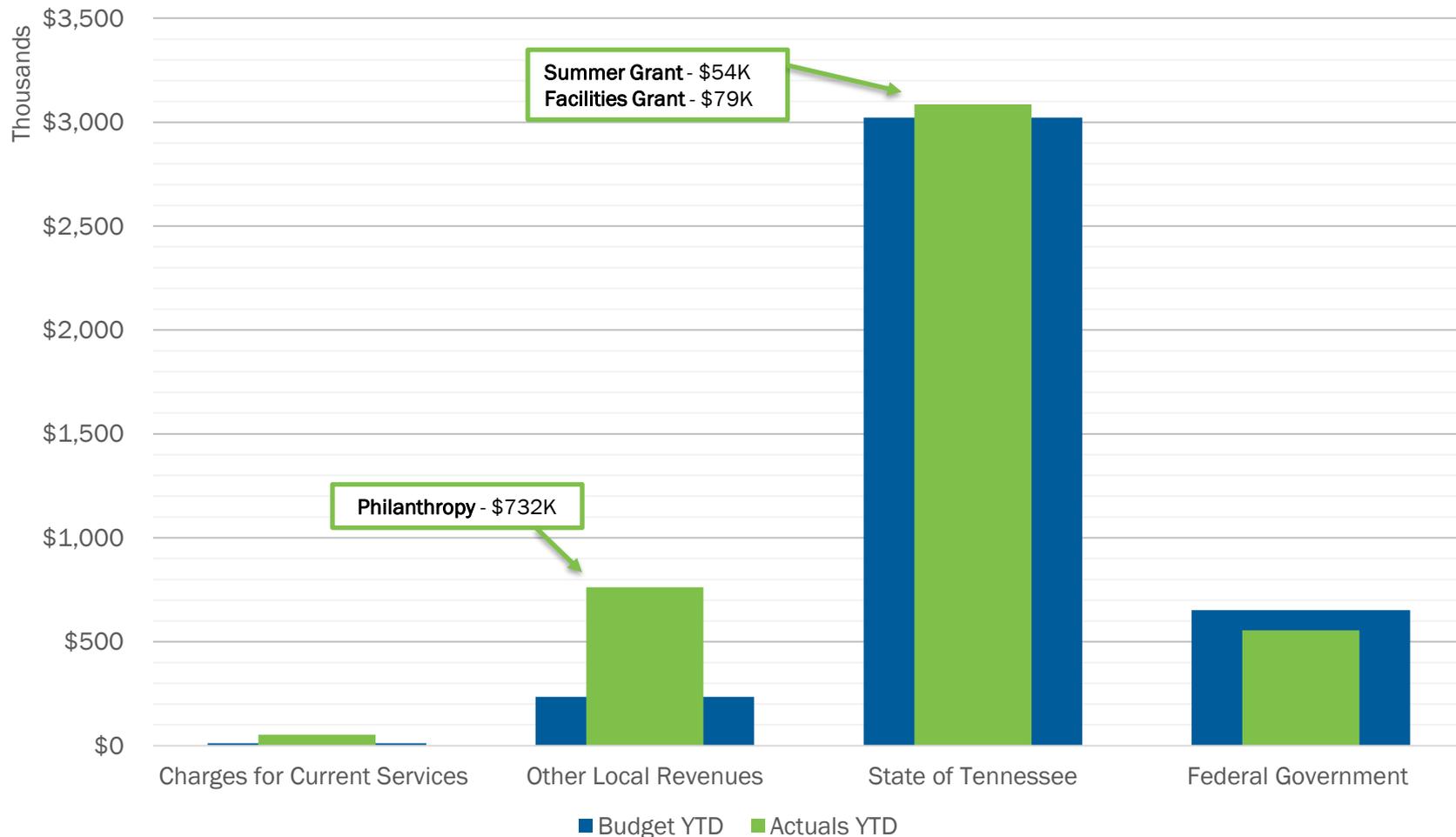


Ended FY23 with \$30K operating income

		2022-23	2022-23	Variance
		Budget	Current Forecast	
Revenue	Charges for Current Services	12,000	52,388	40,388
	Other Local Revenues	235,130	762,067	526,937
	State of Tennessee	3,018,656	3,086,166	67,510
	Federal Government	708,640	555,278	(153,363)
	Total Revenue	3,974,427	4,455,899	481,472
Expenses	Personnel	1,902,700	1,832,915	69,785
	Employer Taxes & Employee Benefits	446,688	366,449	80,238
	Contracted Services	826,271	952,864	(126,593)
	Supplies & Materials	408,171	595,440	(187,269)
	Other Charges	201,162	610,259	(409,097)
	Debt Service	34,089	59,199	(25,109)
	Capital Expenses	16,000	8,450	7,550
	Total Expenses	3,835,081	4,425,576	(590,494)
	Operating Income	139,345	30,323	(109,023)
	Beginning Balance (Audited)	935,619	935,619	0
	Operating Income	139,345	30,323	(109,023)
Ending Fund Balance (incl. Depreciation)		1,074,964	965,942	(109,022)
Ending Fund Balance as % of Expenses		28.0%	21.8%	-6.2%

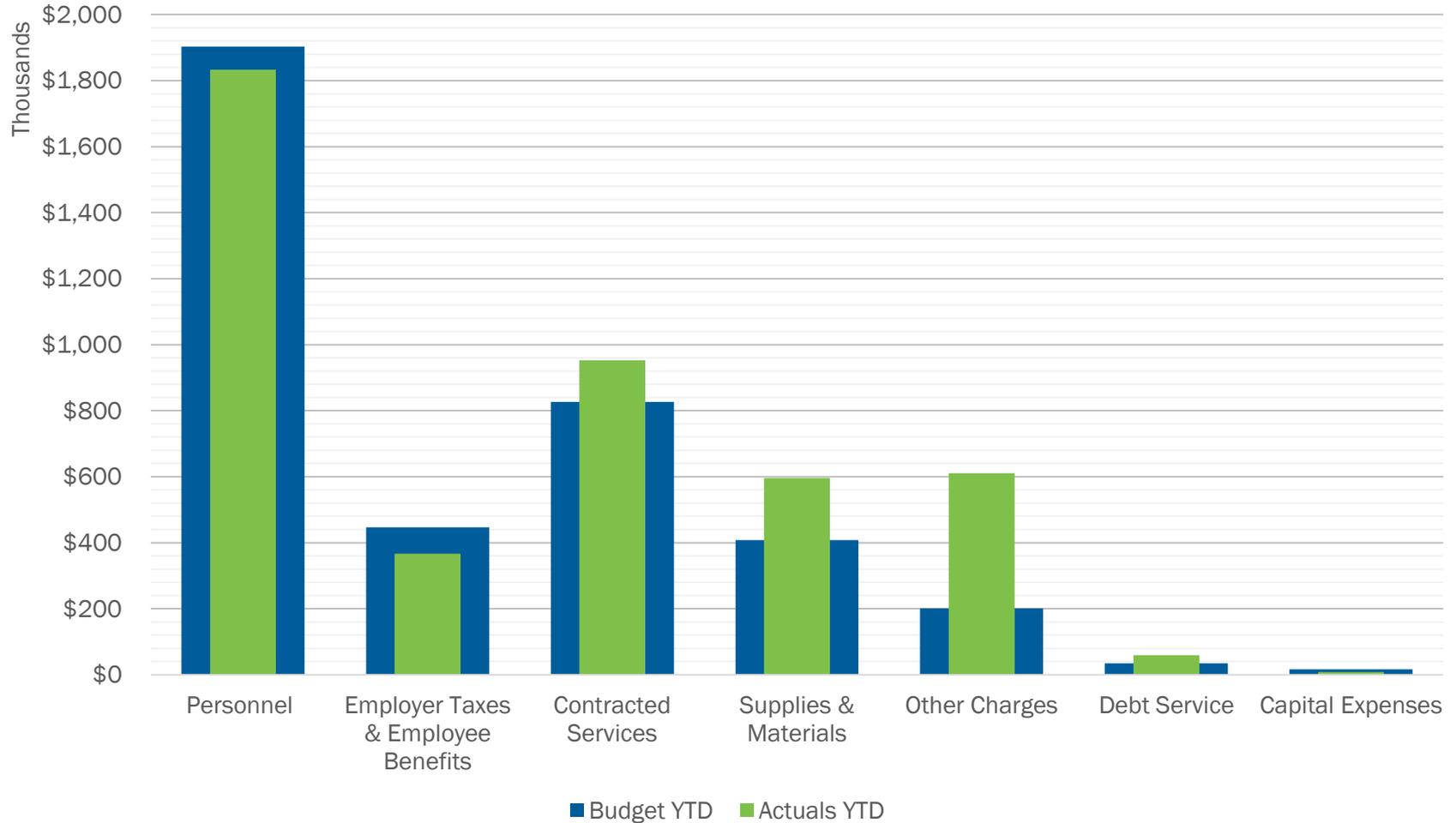
FY23 Budget vs. Actuals - Revenues

Philanthropy, state grants drive \$481K increase over approved budget



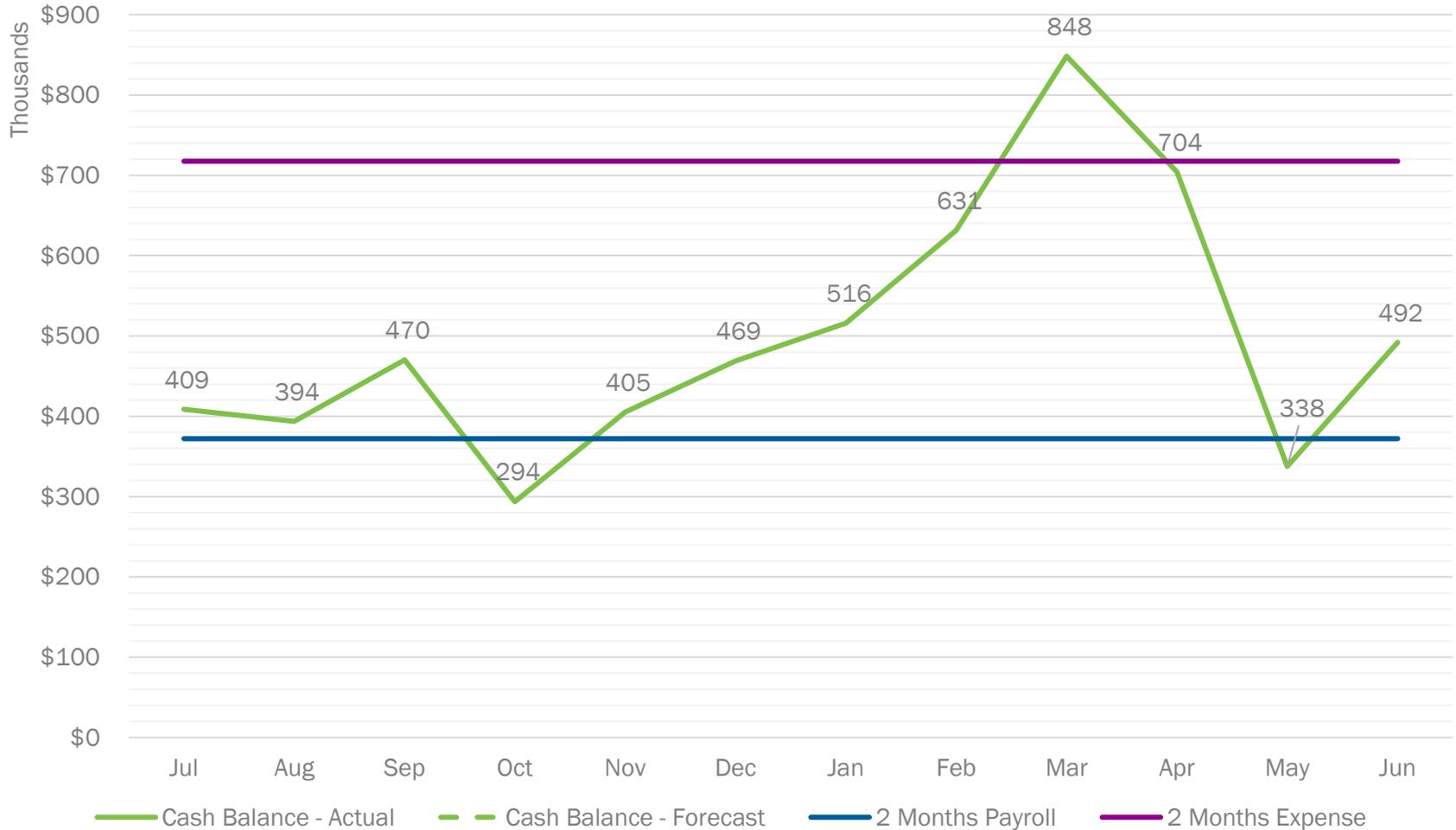
FY23 Budget vs. Actuals - Expenses

\$590K expense increase over approved budget



FY23 Monthly Cash Balance

Averaged \$498K throughout FY23





FY23 Balance Sheet

What MMA owns and owes as of FY23

		Jun FY2022	Jun FY2023	YTD Change
Assets	Cash Balance	607,011	492,039	(114,972)
	Current Assets	1,032,047	1,275,284	243,237
	Capital Assets	592,745	490,935	(101,809)
	Other Assets	347,593	3,291,962	2,944,369
	Total Assets	2,579,396	5,550,221	2,970,825
Liabilities & Equity	Accounts Payable	30,998	91,200	60,203
	Accrued Accounts Payable	4,319	13,948	9,629
	Credit Card Payable	24,962	24,926	(36)
	Payroll Deductions Payable	20,785	27,884	7,099
	Other Current Liabilities	494,792	494,792	-
	Notes Payable	200,000	-	(200,000)
	Other Liabilities	-	74,915	74,915
	Long-Term Liabilities	867,921	3,856,614	2,988,692
	Beginning Net Assets	707,976	935,619	227,643
	Net Income (Loss) to Date	227,643	30,323	(197,321)
	Total Liabilities & Equity	2,579,396	5,550,221	2,970,825



Financial Summary

Accomplishments

- Positive operating income
- Ended year with several hundred thousand in new grants from great partner organizations

Next Steps

- Continue to student recruitment to meet enrollment target
- Prepare FY24 federal grant budgets to ensure ESSER III funds are fully reimbursed before end of FY24

Goals & Horizon Issues

- Reassess FY24 spending plan once enrollment is more certain
- Expand non-restricted fundraising capacity to defray some operating costs

Memphis Merit Academy
Income Statement
As of Jun FY2023

	Actual			YTD Actual YTD	Budget						
	Apr	May	Jun		Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs.	Approved Budget v1 vs.	Unaudited Actuals	% Forecast Spent
								Unaudited Actuals	Unaudited Actuals		
SUMMARY											
Revenue											
Charges for Current Services	6,619	1,642	-	52,388	12,000	75,675	52,388	(23,287)	40,388	-	100%
Other Local Revenues	-	-	484,429	762,067	235,130	506,528	762,067	255,539	526,937	-	100%
State of Tennessee	332,322	29,000	384,126	3,086,166	3,018,656	3,190,472	3,086,166	(104,306)	67,510	-	100%
Federal Government	21,084	41,080	213,553	555,278	708,640	642,657	555,278	(87,380)	(153,363)	-	100%
Total Revenue	360,024	71,722	1,082,108	4,455,899	3,974,427	4,415,332	4,455,899	40,566	481,472	-	100%
Expenses											
Personnel	137,112	141,225	233,351	1,832,915	1,902,700	1,850,614	1,832,915	17,698	69,785	-	100%
Employer Taxes & Employee Benefits	29,213	29,406	44,602	366,449	446,688	382,851	366,449	16,401	80,238	-	100%
Contracted Services	109,122	168,358	136,932	952,864	826,271	960,385	952,864	7,521	(126,593)	-	100%
Supplies & Materials	110,847	77,309	70,252	595,440	408,171	597,102	595,440	1,663	(187,269)	-	100%
Other Charges	36,218	34,870	185,062	610,259	201,162	441,092	610,259	(169,167)	(409,097)	-	100%
Debt Service	3,966	2,595	13,607	59,199	34,089	56,380	59,199	(2,818)	(25,109)	-	100%
Capital Expenses	-	476	-	8,450	16,000	16,000	8,450	7,550	7,550	-	100%
Total Expenses	426,477	454,237	683,806	4,425,576	3,835,081	4,304,425	4,425,576	(121,151)	(590,494)	-	100%
Operating Income	(66,452)	(382,515)	398,302	30,323	139,345	110,908	30,323	(80,585)	(109,023)	-	
Fund Balance											
Beginning Balance (Unaudited)					769,340	742,299	742,299				
Audit Adjustment					-	193,320	193,320				
Operating Income					139,345	110,908	30,323				
Ending Fund Balance					908,685	1,046,527	965,942				
Fund Balance as a % of Expenses					23.7%	24.3%	21.8%				
Debt Service Coverage Ratio						1.46	1.19				

Memphis Merit Academy
Income Statement
As of Jun FY2023

	Actual			YTD	Budget						
	Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Forecast Spent
KEY ASSUMPTIONS											
Enrollment Breakdown											
Total Enrolled					330	300	-	(300)	(330)		
ADM %					96.0%	97.0%					
Total ADM					316.8	291.0	-	(291.0)	(316.8)		

Memphis Merit Academy
Income Statement
As of Jun FY2023

		Actual			YTD	Budget						
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Forecast Spent
REVENUE												
Charges for Current Services												
43518	Tuition - After School Program	-	-	-	10,071	-	35,000	10,071	(24,929)	10,071	-	100%
43519	Student Activity Fees	1,769	1,559	-	17,017	7,000	15,458	17,017	1,559	10,017	-	100%
43521	Basketball Fees	-	-	-	1,656	-	1,656	1,656	-	1,656	-	100%
43522	Cheerleading Fees	-	-	-	2,901	-	2,901	2,901	-	2,901	-	100%
43525	A la Carte Sales	4,840	83	-	12,439	-	12,356	12,439	83	12,439	-	100%
43526	Field Trips	-	-	-	395	-	395	395	-	395	-	100%
43527	Uniforms	10	-	-	7,663	5,000	7,663	7,663	-	2,663	-	100%
43990	Technology Insurance Payments	-	-	-	246	-	246	246	-	246	-	100%
SUBTOTAL - Charges for Current Services		6,619	1,642	-	52,388	12,000	75,675	52,388	(23,287)	40,388	-	100%
Other Local Revenues												
44146	E-Rate Funding	-	-	-	-	5,130	5,130	-	(5,130)	(5,130)	-	-
44570.1	Board Contributions	-	-	-	-	10,000	-	-	-	(10,000)	-	-
44570.2	School Fundraisers	-	-	-	19,675	20,000	19,675	19,675	-	(325)	-	100%
44570.3	Foundations	-	-	479,600	732,023	200,000	481,723	732,023	250,300	532,023	-	100%
44991	Other Local Revenue - Prior Years	-	-	-	0	-	0	0	-	0	-	100%
44999	Other Local Revenue - Uncategorized	-	-	4,829	10,369	-	-	10,369	10,369	10,369	-	100%
SUBTOTAL - Other Local Revenues		-	-	484,429	762,067	235,130	506,528	762,067	255,539	526,937	-	100%
State of Tennessee												
46200	Public Safety Grants	-	-	-	-	-	4,753	-	(4,753)	-	-	-
46511	Basic Education Program	319,122	-	309,485	2,794,723	2,900,551	2,804,361	2,794,723	(9,638)	(105,828)	-	100%
46790	Summer School Grant	-	-	54,030	54,030	-	54,030	54,030	-	54,030	-	100%
46800	Facilities Grant	-	29,000	22,412	79,412	-	154,327	79,412	(74,915)	79,412	-	100%
46990	BEP Capital Outlay	13,200	-	(1,800)	117,000	118,105	132,000	117,000	(15,000)	(1,105)	-	100%
46991	Other State Revenues - Prior Years	-	-	-	41,002	-	41,002	41,002	-	41,002	-	100%
SUBTOTAL - State of Tennessee		332,322	29,000	384,126	3,086,166	3,018,656	3,190,472	3,086,166	(104,306)	67,510	-	100%
Federal Government												
47141	Title I - Grants to Local Education Agencies	-	26,296	155,238	240,062	138,640	248,225	240,062	(8,163)	101,422	-	100%
47590	ESSER	21,084	14,785	58,315	315,215	570,000	394,432	315,215	(79,217)	(254,785)	-	100%
SUBTOTAL - Federal Government		21,084	41,080	213,553	555,278	708,640	642,657	555,278	(87,380)	(153,363)	-	100%
TOTAL REVENUE		360,024	71,722	1,082,108	4,455,899	3,974,427	4,415,332	4,455,899	40,566	481,472	-	100%

Memphis Merit Academy
Income Statement
As of Jun FY2023

		Actual			YTD	Budget						
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Forecast Spent
EXPENSES												
Personnel												
104	Principal	9,588	9,588	17,088	123,708	115,060	116,207	123,708	(7,500)	(8,648)	-	100%
105	Supervisor-Director	25,742	24,663	57,168	356,216	414,029	324,810	356,216	(31,406)	57,813	-	100%
116	Teachers	55,494	62,756	86,713	697,739	648,595	664,442	697,739	(33,297)	(49,143)	-	100%
123	Guidance Personnel	5,125	5,125	9,625	64,812	61,500	60,508	64,812	(4,304)	(3,312)	-	100%
162	Clerical Personnel	10,050	10,050	16,850	105,296	68,600	98,625	105,296	(6,671)	(36,696)	-	100%
163	Interventionists (General Ed)	22,509	18,823	31,239	319,532	248,699	314,191	319,532	(5,341)	(70,833)	-	100%
166	Custodial Personnel	5,385	5,385	5,385	62,427	62,702	62,679	62,427	252	276	-	100%
169	Part-time Personnel	-	-	-	-	-	400	-	400	-	-	-
172	Special Education Personnel	3,218	4,833	9,283	103,187	136,762	98,891	103,187	(4,295)	33,575	-	100%
174	Summer School Stipends	-	-	-	-	64,503	98,600	-	98,600	64,503	-	-
181	Bonuses & Extra Pay	-	-	-	-	82,250	11,260	-	11,260	82,250	-	-
	SUBTOTAL - Personnel	137,112	141,225	233,351	1,832,915	1,902,700	1,850,614	1,832,915	17,698	69,785	-	100%
Employer Taxes & Employee Benefits												
201	Social Security	8,172	8,402	14,075	109,424	117,967	114,738	109,424	5,314	8,544	-	100%
204	State Retirement	11,525	11,925	20,163	154,207	160,050	156,336	154,207	2,129	5,843	-	100%
207	Medical Insurance	7,546	7,034	7,039	74,343	132,090	75,300	74,343	957	57,747	-	100%
210	Unemployment Compensation	60	79	33	2,885	8,991	9,643	2,885	6,758	6,106	-	100%
212	Employer Medicare	1,911	1,965	3,292	25,591	27,589	26,834	25,591	1,243	1,998	-	100%
	SUBTOTAL - Employer Taxes & Employee Benefits	29,213	29,406	44,602	366,449	446,688	382,851	366,449	16,401	80,238	-	100%
Contracted Services												
305	Audit Services	-	-	-	15,100	15,000	15,100	15,100	-	(100)	-	100%
306	Bank Charges	335	3,418	80	6,707	1,200	4,200	6,707	(2,507)	(5,507)	-	100%
308	Consultants	4,456	-	-	13,205	-	13,205	13,205	-	(13,205)	-	100%
308.2	E-Rate Consultant	-	-	-	1,423	1,507	1,423	1,423	83	83	-	100%
308.4	Substitutes	-	25,193	82,859	119,698	15,000	60,000	119,698	(59,698)	(104,698)	-	100%
308.5	Majorette/Dance Program	-	360	-	12,552	9,541	14,242	12,552	1,690	(3,011)	-	100%
308.6	Physical Education Contractor	8,310	9,000	-	41,234	43,200	43,200	41,234	1,966	1,966	-	100%
312	SEL Curriculum	-	-	-	6,491	4,000	6,491	6,491	-	(2,491)	-	100%
316	Contracts with Special Education Providers	13,887	13,771	12,126	52,447	10,000	55,743	52,447	3,295	(42,447)	-	100%
322	Evaluation & Testing	7,783	-	-	43,333	107,000	45,000	43,333	1,667	63,667	-	100%
324	Financial Services	7,754	7,754	7,754	93,050	93,050	93,050	93,050	(0)	(0)	-	100%
325	Fiscal Agent Charges	17,500	-	-	35,000	35,000	35,000	35,000	-	-	-	100%
328	Janitorial Services	-	-	-	-	5,015	-	-	-	5,015	-	-
328.2	Landscaping Services	-	-	-	-	2,000	-	-	-	2,000	-	-
328.3	Pest Control	297	99	99	1,053	2,400	2,400	1,053	1,347	1,347	-	100%
330	Operating Lease Payments	15,000	70,001	(36,958)	75,343	171,042	133,000	75,343	57,657	95,699	-	100%
331	Legal Services	-	-	-	2,103	15,000	15,000	2,103	12,898	12,898	-	100%
335	Maintenance & Repair Services - Building	4,890	1,090	476	38,430	17,601	53,991	38,430	15,561	(20,829)	-	100%
340	Medical and Dental Services	15,618	3,464	5,499	62,679	81,000	73,000	62,679	10,321	18,321	-	100%
348	Postal Charges	-	28	245	437	1,650	1,500	437	1,063	1,213	-	100%
355	Travel	-	-	-	-	3,600	1,800	-	1,800	3,600	-	-
361	Permits	-	-	-	-	500	500	-	500	500	-	-
375	Enrollment Platforms/SIS	-	-	-	27,816	16,994	27,816	27,816	-	(10,823)	-	100%
377	Field Trips	344	7,575	19,634	48,165	15,000	21,700	48,165	(26,465)	(33,165)	-	100%
378	Fundraising Expenses	76	-	-	968	15,000	968	968	-	14,032	-	100%
380	Internet & Website Fees	59	282	1,119	2,245	600	876	2,245	(1,369)	(1,645)	-	100%
383	Payroll Services	304	306	300	3,953	3,700	6,500	3,953	2,547	(253)	-	100%
384	Prior Year Expense - not accrued	2,304	1,200	155	47,049	-	46,894	47,049	(155)	(47,049)	-	100%
385	Security	4,706	10,866	14,018	65,169	60,000	63,200	65,169	(1,969)	(5,169)	-	100%
386	Sports	-	-	-	11,974	-	13,071	11,974	1,098	(11,974)	-	100%
387	Staff Recruiting	3,005	2,589	3,784	22,304	10,000	17,431	22,304	(4,873)	(12,304)	-	100%
388.1	Student Recruitment	535	4,934	6,645	28,891	16,500	31,815	28,891	2,924	(12,391)	-	100%
388.3	Parent Meetings	-	-	-	1,448	5,500	5,500	1,448	4,052	4,052	-	100%

Memphis Merit Academy
Income Statement
As of Jun FY2023

		Actual			YTD	Budget						
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Forecast Spent
391	Technology Services	1,961	6,429	19,098	72,596	48,672	56,686	72,596	(15,910)	(23,924)	-	100%
	SUBTOTAL - Contracted Services	109,122	168,358	136,932	952,864	826,271	960,385	952,864	7,521	(126,593)	-	100%
Supplies & Materials												
410	Custodial Supplies	9,572	9,270	6,267	41,212	33,000	26,903	41,212	(14,309)	(8,212)	-	100%
418.1	Copier Lease	8,661	1,689	1,319	48,849	33,000	54,000	48,849	5,151	(15,849)	-	100%
429	Response to Intervention	-	-	-	5,920	23,100	5,920	5,920	-	17,180	-	100%
432	SPED Materials	-	-	-	-	6,000	1,000	-	1,000	6,000	-	100%
432.1	Library Books	-	2,824	-	2,824	6,500	2,824	2,824	-	3,676	-	100%
435	Office Supplies	-	586	1,605	12,896	6,000	12,250	12,896	(646)	(6,896)	-	100%
451	Uniforms	3,680	406	-	7,180	5,000	7,000	7,180	(180)	(2,180)	-	100%
452	Utilities	4,279	9,068	-	68,957	69,300	69,300	68,957	343	343	-	100%
452.2	Internet	-	480	-	480	7,800	7,800	480	7,320	7,320	-	100%
452.3	Waste	-	-	367	2,441	3,000	4,200	2,441	1,759	559	-	100%
452.5	Cell Phone Service	-	-	-	1,757	3,000	3,000	1,757	1,243	1,243	-	100%
481	Instructional Supplies & Materials	8,291	8,259	37,547	142,270	85,282	152,000	142,270	9,730	(56,988)	-	100%
481.2	Printing Paper	-	-	-	2,717	9,900	9,000	2,717	6,283	7,183	-	100%
482	Enrichment Supplies	3,538	1,547	1,982	30,420	24,750	26,891	30,420	(3,528)	(5,670)	-	100%
482.1	Building Decorum	-	-	-	-	5,000	2,500	-	2,500	5,000	-	100%
482.2	Gifts & Awards	5,283	4,207	5,168	30,581	15,840	21,206	30,581	(9,375)	(14,741)	-	100%
492	Professional Development Supplies	65,587	10,689	6,967	127,967	50,000	127,000	127,967	(967)	(77,967)	-	100%
494	Equipment - Computers	1,956	-	5,240	13,014	-	7,774	13,014	(5,240)	(13,014)	-	100%
494.1	Student Computers	-	19,922	-	39,854	10,000	39,854	39,854	-	(29,854)	-	100%
499.1	Staff Gifts and Awards	-	8,363	3,790	16,099	9,198	14,180	16,099	(1,919)	(6,901)	-	100%
499.2	COVID-19 Supplies	-	-	-	-	2,500	2,500	-	2,500	2,500	-	100%
	SUBTOTAL - Supplies & Materials	110,847	77,309	70,252	595,440	408,171	597,102	595,440	1,663	(187,269)	-	100%
Other Charges												
506	Liability Insurance	-	-	10,099	42,874	33,400	36,199	42,874	(6,675)	(9,474)	-	100%
514	Depreciation	23,850	23,850	19,103	281,449	166,823	286,196	281,449	4,747	(114,626)	-	100%
517	Amortization Expense	10,643	10,643	140,722	257,794	-	117,072	257,794	(140,722)	(257,794)	-	100%
533	Criminal Investigation of Applicants	260	37	409	1,578	939	1,625	1,578	47	(639)	-	100%
599	All Other Charges	1,465	340	14,730	26,563	-	-	26,563	(26,563)	(26,563)	-	100%
	SUBTOTAL - Other Charges	36,218	34,870	185,062	610,259	201,162	441,092	610,259	(169,167)	(409,097)	-	100%
Debt Service												
604	Hope Loan Interest	3,966	2,595	2,652	34,333	31,065	33,077	34,333	(1,256)	(3,268)	-	100%
611	Interest on Capitalized Leases	-	-	10,955	24,866	-	13,911	24,866	(10,955)	(24,866)	-	100%
613	Interest on Other Loans	-	-	-	-	3,025	9,392	-	9,392	3,025	-	100%
	SUBTOTAL - Debt Service	3,966	2,595	13,607	59,199	34,089	56,380	59,199	(2,818)	(25,109)	-	100%
Capital Expenses												
711	Furniture & Fixtures	-	476	-	8,450	16,000	16,000	8,450	7,550	7,550	-	100%
	SUBTOTAL - Capital Expenses	-	476	-	8,450	16,000	16,000	8,450	7,550	7,550	-	100%
TOTAL EXPENSES		426,477	454,237	683,806	4,425,576	3,835,081	4,304,425	4,425,576	(121,151)	(590,494)	-	100%

Memphis Merit Academy
Monthly Cash Forecast
 As of Jun FY2023

	2022-23												Forecast
	Actuals & Forecast												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	
Beginning Cash	607,011	408,510	393,596	470,215	293,685	405,236	468,714	516,106	631,431	848,448	704,110	337,725	
REVENUE													
Charges for Current Services	-	13,090	-	12,951	4,565	5,239	1,703	989	5,590	6,619	1,642	-	52,388
Other Local Revenues	-	20	207,363	(7,383)	-	4,123	-	1,340	72,175	-	-	446,126	756,828
State of Tennessee	-	233,887	233,887	250,751	257,635	315,457	315,457	371,929	361,715	407,237	29,000	309,485	3,180,835
Federal Government	-	-	-	9,945	125,511	-	79,307	54,479	10,319	21,084	41,080	26,878	642,657
TOTAL REVENUE	-	246,997	441,250	266,264	387,711	324,819	396,466	428,738	449,798	434,939	71,722	782,488	4,632,708
EXPENSES													
Personnel	127,189	149,882	151,968	166,630	149,474	151,571	152,028	134,511	137,975	137,112	141,225	233,351	1,850,614
Employer Taxes & Employee Benefits	25,302	32,229	25,755	32,201	32,866	27,672	30,266	27,667	29,269	29,213	15,988	30,540	382,851
Contracted Services	35,944	98,025	101,290	90,997	5,962	12,632	95,689	50,092	45,401	108,787	76,994	13,012	960,385
Supplies & Materials	51,545	34,439	46,724	28,459	59,640	8,544	55,091	27,213	25,379	110,847	38,909	8,812	597,102
Other Charges	16,972	2,899	4,793	2,847	7,505	208,889	37,405	39,075	42,145	36,552	178,526	369,522	441,092
Debt Service	2,867	2,935	2,908	2,787	2,852	16,644	2,796	2,768	2,475	3,966	2,595	13,607	56,380
Capital Expenses	-	-	-	1,192	-	-	6,782	-	-	-	-	-	16,000
TOTAL EXPENSES	259,820	320,408	333,437	325,112	258,300	425,952	380,057	281,327	282,645	426,477	454,237	668,844	4,304,425
Operating Cash Inflow (Outflow)	(259,820)	(73,411)	107,813	(58,848)	129,411	(101,133)	16,409	147,411	167,154	8,463	(382,515)	113,645	328,284
Revenues - Prior Year Accruals	73,598	112,596	-	-	-	-	-	-	-	-	-	-	-
Other Assets	9,366	-	-	-	-	63,858	10,643	10,643	10,643	10,643	10,643	1,467	-
Fixed Assets	-	(35,000)	(19,639)	(15,553)	(8,740)	124,963	(51,065)	23,850	23,850	23,850	23,850	22,192	-
Expenses - Prior Year Accruals	(300)	-	-	-	300	(1,480)	(240)	963	756	-	-	-	-
Accounts Payable - Current Year	(17,014)	(14,836)	(7,265)	2,282	(5,075)	(15,131)	76,047	(63,113)	19,337	(8,806)	(13,760)	104,641	-
Loans Payable (Long Term)	(4,330)	(4,262)	(4,290)	(104,410)	(4,345)	(7,600)	(4,401)	(4,429)	(4,723)	(178,487)	(4,603)	(87,632)	-
Ending Cash	408,510	393,596	470,215	293,685	405,236	468,714	516,106	631,431	848,448	704,110	337,725	492,039	
Days Cash on Hand	37	36	43	27	37	43	47	57	77	64	31	45	

Memphis Merit Academy
Monthly Cash Forecast
As of Jun FY2023

Beginning Cash
REVENUE
Charges for Current Services
Other Local Revenues
State of Tennessee
Federal Government
TOTAL REVENUE
EXPENSES
Personnel
Employer Taxes & Employee Benefits
Contracted Services
Supplies & Materials
Other Charges
Debt Service
Capital Expenses
TOTAL EXPENSES
Operating Cash Inflow (Outflow)
Revenues - Prior Year Accruals
Other Assets
Fixed Assets
Expenses - Prior Year Accruals
Accounts Payable - Current Year
Loans Payable (Long Term)
Ending Cash
Days Cash on Hand

Memphis Merit Academy
Balance Sheet
As of Jun FY2023

	Jun FY2022	Jun FY2023	YTD Change
ASSETS			
Cash Balance	607,011	492,039	(114,972)
Current Assets	1,032,047	1,275,284	243,237
Capital Assets	592,745	490,935	(101,809)
Other Assets	347,593	3,291,962	2,944,369
TOTAL ASSETS	2,579,396	5,550,221	2,970,825
LIABILITIES & EQUITY			
Accounts Payable	30,998	91,200	60,203
Accrued Accounts Payable	4,319	13,948	9,629
Credit Card Payable	24,962	24,926	(36)
Payroll Deductions Payable	20,785	27,884	7,099
Other Current Liabilities	494,792	494,792	-
Notes Payable	200,000	-	(200,000)
Other Liabilities	-	74,915	74,915
Long-Term Liabilities	867,921	3,856,614	2,988,692
Beginning Net Assets	707,976	935,619	227,643
Net Income (Loss) to Date	227,643	30,323	(197,321)
TOTAL LIABILITIES & EQUITY	2,579,396	5,550,221	2,970,825

Coversheet

Student Recruitment/Social Media Marketing - Taylor Wiz

Section: V. Approval of Contracts
Item: A. Student Recruitment/Social Media Marketing - Taylor Wiz
Purpose: Vote
Submitted by:
Related Material: Memphis_Merit_x_Taylor_Wiz_Marketing_Agreement.pdf



Taylor Wiz Marketing Agreement

This Marketing Agreement (hereinafter "Agreement"), is made effective as of August 1, 2023, by and between the following parties:

Memphis Merit Academy, a corporation, incorporated under the laws of the state of Tennessee, hereinafter referred to as "Client," having an address at

Address: 4775 American Way, Memphis, TN 38118

Email: lbooker@memphismeritacademy.org

and Taylor Wiz Marketing, a limited liability company, organized under the laws of the state of Florida, hereinafter referred to as "Marketer," having an address at

Address: 613 NW 3rd Ave, Fort Lauderdale, FL, 33311

Email: will@taylorwiz.com

The parties shall be referred to individually as "Party" and collectively as the "Parties."

RECITALS:

WHEREAS, Client is engaged in the following business (the "Business"):

Offering inbound marketing, social media, and CRM management services

WHEREAS, Marketer has expertise and experience in creating, overseeing, and operating successful social media marketing campaigns;

WHEREAS, Client would like to engage Marketer to create and/or manage certain Campaigns, as defined more fully below;

NOW, therefore, in consideration of the promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties do agree as follows:

Article 1 - SCOPE:

This Agreement sets forth the terms and conditions whereby Marketer agrees to produce certain Campaigns, as described below, for Client. Marketer will be engaged solely and exclusively for the limited purpose of provision of the Campaigns.



Neither party is, by virtue of this Agreement, authorized as an agent, employee, or legal representative of the other. Except as specifically set forth herein, neither party shall have the power to control the activities and operations of the other, and its status at all times will continue to be that of an independent contractor relationship.

Article 2 - DESCRIPTION OF SERVICES & WARRANTIES:

The Client hereby engages the Marketer, and the Marketer accepts such engagement to create and/or manage the following Campaigns:

Title: Digital Advertisements, Social Media Management, and Email Marketing Support

Description:

1. Marketer shall grow leads exclusively via the META digital marketing services, and Marketer will provide a full list of 100-120 leads who have consented to receive email marketing correspondence. The client is responsible for contacting and retargeting leads once the lead has opted into receiving correspondence and communication.
2. Marketer shall design and schedule a minimum 10 social media posts per month and max of 20 content requests, pending the client's approval. If the client does not respond to requests for approval within 5 business days of the assigned due date, the content may be scheduled/discarded at the Marketer's discretion.
3. Marketer responsible for 3 onboarding sessions for Client, Client staff, or new employees utilizing the custom Asana CRM. Additional sessions must be scheduled by the Client (2) business days in advance.
4. Marketer shall provide analytical data, social media, or additional data related to social media once a month for Client, via a Zoom meeting scheduled by the Client (2) business days in advance or during a standing calendar meeting.

Marketer represents and warrants that Marketer has the knowledge, skills, and experience necessary to be lawfully engaged for the purposes described above. Marketer agrees that any original copy provided within the Campaigns will be the sole and exclusive authorship of Marketer and that the copy will be free from plagiarism.

Marketer agrees to use reasonable care, as is considered standard in Marketer's industry, to ensure that all statements contained within the Campaigns are true and do not infringe upon the copyright, right of privacy, right of publicity, or any other proprietary right of any third party. Client acknowledges and agrees, however, that full and final verification for accuracy is Client's responsibility.



Article 3 - EDITS AND APPROVAL:

The deadline for the completed Campaign plans to be provided to the Client is as follows:

August 1, 2024. It is understood between the Parties that the Campaigns will evolve and change over time, but the deadline date above is for the provision of the initial completed Campaigns to Client.

The Client agrees not to alter unless the alterations are agreed upon by both parties in writing and notated within or upon this Agreement.

Marketer's fees include the following number of edit rounds per task delivery: 5. These edits include the following components:

1. Grammatical changes to copy on advertisements
2. Design and/or grammatical revisions to advertisements
3. Minor sentence revisions on Facebook and Instagram ads
4. Minor revisions to design requests, email campaigns copy, and CRM infrastructure

If Marketer shall not hear from Client within the following specified number of days after submission of the shall be considered accepted with no further changes permitted: 7.

If the Client wishes to alter beyond the initial descriptions listed and beyond the included edits, Marketer will still be owed all fees invoiced before any additional edits are made. Marketer shall then invoice for additional edits, which will be determined at the time the edits are discussed.

Article 4 - INTELLECTUAL PROPERTY:

All intellectual property contained within the will become the intellectual property of Client, free and clear, as a work-made-for-hire.

Marketer may be engaged or employed in any other business, trade, profession, or other activity which does not place Marketer in a conflict of interest with the Client, provided, that, during the term, Marketer shall not be engaged in any business activities that compete with the business of the Client without the Client's prior written consent.

Article 5 - FEES AND EXPENSES:

Client will be billed through an invoicing system monthly in the amount of \$2,499 (Two-thousand four hundred ninety-nine US dollars).

Payment will be made within the following amount of time after receipt of the invoice: NET 30. For past-due invoices, a late fee of the following will apply:



10% of the original invoice

Client agrees to reimburse pre-approved expenses and costs as indicated on invoices. Such expenses and costs shall be accompanied by receipts and reasonable supporting documentation. The Parties will agree on the expenses prior to the expenses being incurred.

In the event of overdue invoice payments, the Client agrees to the following provisions: **(1)** If invoices remain unpaid, we reserve the right to pause all tasks, projects, ads, landing pages, social media activities, and any other services provided until payment is received; **(2)** In the event that invoices are 15 days overdue, we are allowed to seize work completed up to that point and still receive payment for the credited month; **(3)** If payment is not received within NET 45, we have the right to pause all advertising campaigns and project activities. After 45 days, while projects are on hold, we maintain the option to continue the agreement until the end of the term while continuing to invoice or terminate the agreement; **(4)** The full month's bill amount will be applied when starting the first day of the new NET 30 period; **(5)** If the contract is terminated after the first day of the month's NET 30 period, the subsequent month's invoice must be paid in full after NET 30.

Taylor Wiz Marketing reserves the right to increase the pricing set forth herein by up to the CPI increase. "CPI Increase" Shall mean the percentage by which the CPI for the month. In which the renewal term begins exceeds the CPI for the month in which the prior term began.

Article 6 - TAXES:

Marketer herein acknowledges that they will receive an IRS Form 1099-MISC from the Client. Client shall not withdraw any applicable tax funds from any fees paid to Marketer. Marketer and Client shall each be solely responsible for all of the federal, state, and local taxes applicable to them.

Article 7 - MILESTONES:

All work must be completed and wrapped up by August 1, 2024.

Marketer agrees to the following milestones:

1. Marketer shall grow leads exclusively via the META digital marketing services, and Marketer will provide a full list of 100-120 leads who have consented to receive email marketing correspondence. The client is responsible for contacting and retargeting leads once the lead has opted into receiving correspondence and communication.
2. Marketer shall design and schedule a minimum of 10 social media posts per month and a maximum of 20 content requests, pending the client's approval. If the client does not respond to requests for approval within 7 business days of the assigned due date, the content may be discarded at the Marketer's discretion.



Article 8 - EXCLUSIVITY AND NON-COLLABORATION:

This Exclusivity and Non-Collaboration Clause ("Clause") is entered into between Memphis Merit Academy Inc., hereinafter referred to as the "Client," and Taylor Wiz Marketing, hereinafter referred to as the "Marketer," collectively referred to as the "Parties.

1. Exclusivity:

- a. The Client agrees that during the term of this agreement, they shall not engage, directly or indirectly, with any other marketing company, agency, or similar service provider for marketing or advertising services that compete with or overlap the services provided by the Marketer.
- b. The Client shall exclusively utilize the marketing services of the Marketer for all its marketing and advertising needs as specified in the agreement.

2. Non-Collaboration:

- a. The Marketer agrees not to collaborate or engage in any form of professional relationship, directly or indirectly, with any other marketing company, agency, or similar service provider during the term of this agreement, which may result in a conflict of interest or compromise the quality of services provided to the Client.
- b. The Marketer shall not attend meetings, workshops, or share confidential information, strategies, or data with any other marketing company, agency, or similar service provider without the explicit written consent of the Client.

3. Confidentiality:

- a. The Marketer acknowledges and agrees to maintain strict confidentiality regarding all information shared by the Client, including but not limited to proprietary data, business plans, marketing strategies, customer lists, financial information, and any other sensitive or confidential information obtained during the course of the engagement.
- b. The Marketer shall not disclose, reproduce, or use any confidential information for any purpose other than providing the agreed-upon marketing services to the Client.

4. Termination:

- a. In the event of a breach of this Clause by either Party, the non-breaching Party shall have the right to terminate the agreement with immediate effect and seek any appropriate legal remedies.



- b. Upon termination of the agreement, the Client shall be released from any exclusivity obligations, and the Marketer shall be free to collaborate or engage with other marketing companies, agencies, or similar service providers. The client will be charged the full amount of the remaining time balance of the contract and is obligated to pay the remaining amount within a 14-day period.

5. Governing Law and Jurisdiction:

- a. This Clause shall be governed by and construed in accordance with the laws of Tennessee. Any disputes arising out of or in connection with this Clause shall be submitted to the exclusive jurisdiction of the courts of Tennessee.

Article 9 - CUSTOMER RESPONSIBILITIES:

As a valued client of Taylor Wiz Marketing, you agree to the following customer responsibilities in order to ensure effective collaboration and successful outcomes. By engaging our services, you acknowledge and accept the terms outlined below:

1. Active Utilization of Project Management Software, Asana:

- a. You agree to utilize Asana, our designated project management tool, for all assigned tasks and communication related to the marketing project. This includes providing timely feedback, sharing relevant information, and participating in project discussions within the platform. Any tasks not approved after two forms of communication or remaining overdue for **7 business days** will be marked as discarded. Consequently, associated related tasks will no longer be active. Furthermore, all requests must be submitted through the designated Form Links or discussed in person during scheduled meetings to ensure efficient workflow and clear communication channels.

2. Active Utilization of Provided CRM Solution, Asana:

- a. You commit to actively using the Customer Relationship Management (CRM) system provided by Taylor Wiz Marketing. The CRM will enable your team to manage and organize leads, create follow-up tasks, and efficiently retarget leads for improved conversion rates. You are responsible for ensuring that the designated CRM is used appropriately and all relevant lead information is accurately recorded within the system.

3. Dedicated Team for Lead Management:

- a. You shall assign one or two dedicated team members from your organization to manage, contact, and follow up with incoming leads. These team members will be responsible for promptly engaging with leads and addressing their inquiries or requirements. They must actively participate in lead management activities, including responding to leads within the first 24-48 hours of the initial inquiry via phone or other agreed-upon communication channels.



4. Feedback on Lead Quality:

- a. You agree to provide feedback to Taylor Wiz Marketing on a bi-weekly or monthly basis regarding the quality of leads generated through our marketing efforts. This feedback will assist us in optimizing our strategies and ensuring that the leads align with your business objectives. It is essential to share your observations, concerns, or suggestions in a timely manner to facilitate ongoing improvement and maximize the effectiveness of our collaboration.

5. Feedback on Lead Quality:

- a. You agree to provide feedback to Taylor Wiz Marketing on a bi-weekly or monthly basis regarding the quality of leads generated through our marketing efforts. This feedback will assist us in optimizing our strategies and ensuring that the leads align with your business objectives. It is essential to share your observations, concerns, or suggestions in a timely manner to facilitate ongoing improvement and maximize the effectiveness of our collaboration.

6. Communication

- a. In order to ensure effective collaboration and maintain communication integrity within Asana, the client agrees to fulfill the following responsibilities: **(1)** Commit to communicating efficiently via Asana for all project-related tasks, discussions, and updates; **(2)** Understand and acknowledge that the marketing team will not communicate about projects via email, as Asana will serve as the primary platform for all project-related communication; **(3)** Utilize email solely for receiving project notifications and for high-priority communication when necessary. By adhering to these client responsibilities, the client contributes to streamlined communication, promotes transparency, and facilitates the successful execution of marketing tasks and projects.

By signing this agreement or engaging our services, you affirm that you have thoroughly read and understood the above customer responsibilities clause. You acknowledge that your compliance with these responsibilities is crucial to the smooth execution of the marketing project and the achievement of desired outcomes.

Article 10 - CLIENT LEGAL REQUIREMENTS:

It is the Client's sole and exclusive responsibility to ensure that all legal requirements for Client's business are met. Such legal requirements include, but are not limited to, ensuring claims on advertising and graphics are true, accurate, and may be legally stated, as well as ensuring all products and product sales are lawful. Marketer shall not be responsible for any legal, technical, or regulatory specifications.



Article 11 - TERMINATION:

The Parties may terminate this Agreement prior to the specified end date by giving notice in writing. Notice shall be given at least the following amount of time before termination: **14 days**.

This Agreement may be immediately terminated in the event that there is a breach of the terms by either Party.

If Client finds Marketer's work unsatisfactory, Marketer shall be given the following amount of time for one revision to cure: **14 days**. After this cure period, if Client still finds the work unsatisfactory, Marketer shall not be under any additional obligations. Client shall still be responsible for paying Marketer all due fees of the full agreement, and the Parties may terminate this Agreement.

This agreement will also immediately terminate upon the death of the Marketer or Client, the inability of the Marketer to perform the services because of a sudden and medically documented physical or mental disability, the liquidation, dissolution or discontinuance of the business of the Client or Marketer in any manner, or the filing of any petition by or against the Client or Marketer under federal or state bankruptcy or insolvency laws.

Upon termination for any reason, all fees and reimbursements shall be paid and provided to the Marketer as they have accrued up to the date of agreed upon agreement end date.

Upon expiration or termination of this agreement, or at any other time upon the Client's written request, Marketer shall promptly after such expiration or termination:

1. Deliver to the Client all work (whether complete or incomplete) all created materials provided for Marketer's use by the Client;
2. Deliver to the Client all tangible documents and materials (and any copies) containing, reflecting, incorporating, or based on the Client's confidential or proprietary information, as discussed further elsewhere in this Agreement;
3. Permanently erase all of the confidential or proprietary information from any of the Marketer's computer systems; and
4. Certify in writing to the Client that Marketer has complied with the requirements of this clause.

Article 12 - CONFIDENTIAL OR PROPRIETARY INFORMATION:

Marketer hereby acknowledges and agrees that Marketer may receive confidential and/or proprietary information relating to Client's business. Such information may include, but will not be limited to, client lists, client notes, specifications, project information, plans, and/or technological resources. The confidential and/or proprietary information is significantly important to Client's business and it has been developed or obtained over time, with significant resources involved. Marketer understands and agrees that any unintended disclosure of any of the



confidential and/or proprietary information would be significantly detrimental to Client. As such, Marketer agrees that they shall:

- a. Not disclose the confidential and/or proprietary information by any means not authorized by the Client to any third parties;
- b. Not copy or duplicate the confidential and/or proprietary information unless specifically directed to do so by the Client;
- c. Not disclose the confidential and/or proprietary information by any unauthorized means to any third parties for a period of at least one year following the termination of this agreement;
- d. Not use the confidential and/or proprietary information for any purpose except those expressly authorized by the Client;
- e. Inform Client immediately if Marketer becomes aware of any unauthorized use or disclosure of confidential and/or proprietary information.

Article 13 - PORTFOLIO USE:

Notwithstanding the specific rights of intellectual property outlined by this Agreement, Marketer shall be permitted to use all work in Marketer's professional portfolio, after such work has been made public by the Client. Nothing contained herein shall limit Marketer's such right.

The client agrees to the following provisions regarding the usage of marketing materials by Taylor Wiz Marketing: **(1)** Within the first three months of the contract, the client agrees to execute mandatory video testimonials, providing valuable feedback on their experience with the services rendered; **(2)** The client grants permission for Taylor Wiz Marketing to display their logo on the Taylor Wiz Marketing website as a client reference; **(3)** Taylor Wiz Marketing reserves the right to utilize the approved marketing materials, including video testimonials and the client's logo, for Taylor Wiz's and promotional activities on their website and social media platforms; **(4)** All forms of marketing materials used by Taylor Wiz Marketing are created and approved by the client, and the client acknowledges that Taylor Wiz Marketing shall not be held liable in any lawsuit arising from the use of said materials. By entering into this agreement, the client affirms their consent to the aforementioned provisions regarding the usage of marketing materials.

Article 14 - INDEMNIFICATION:

Marketer and Client shall each defend, indemnify, and hold the other harmless (including all affiliates, officers, directors, employees, agents, successors, and assigns) from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from bodily injury, death of any person, damage, real or intangible, to personal property



resulting from the other's acts or omissions or the breach of any representation, warranty, or obligation under this Agreement.

Article 15 - SURVIVAL:

Any provision of this Agreement which by its terms imposes continuing obligations on either of the Parties shall survive termination of this Agreement.

Article 16 - DISPUTE RESOLUTION:

In case of a dispute between the Parties relating to or arising out of this Agreement, the Parties shall first attempt to resolve the dispute personally and in good faith. If these personal resolution attempts fail, the Parties shall then submit the dispute to binding arbitration. The arbitration shall be conducted in the county and state noted in the GOVERNING LAW provision of this Agreement. The arbitration shall be conducted by a single arbitrator, and such arbitrator shall have no authority to add Parties, vary the provisions of this Agreement, award punitive damages, or certify a class. The arbitrator shall be bound by applicable and governing federal law as well as the law of Tennessee. Each Party shall pay their own costs and fees. Claims necessitating arbitration under this section include, but are not limited to: contract claims, tort claims, claims based on federal and state law, and claims based on local laws, ordinances, statutes or regulations. Intellectual property claims by Marketer will not be subject to arbitration and may, as an exception to this sub-part, be litigated. The Parties, in agreement with this sub-part of this Agreement, waive any rights they may have to a jury trial in regard to arbitral claims.

Article 17 - GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the internal laws of Tennessee without giving effect to any choice or conflict of law provision or rule. Each party irrevocably submits to the exclusive jurisdiction and venue of the federal and state courts located in the following county in any legal suit, action, or proceeding arising out of or based upon this Agreement or the work provided hereunder:

Shelby County.

Article 18 - BENEFIT:

This Agreement shall be binding upon and shall inure to the benefit of each of the parties hereto and to their respective heirs, representatives, successors, and assigns.



Article 19 - COUNTERPARTS:

This Agreement may be executed in counterparts, all of which shall constitute a single agreement. The Agreement shall be effective as of the date set forth above.

Article 20 - NOTICES:

All notices, requests, consents, claims, demands, waivers and other communications hereunder (each, a "Notice") shall be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement. All notices shall be delivered by email or at the address which the parties may designate to each other through personal delivery, nationally recognized overnight courier (with all fees prepaid), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice and (b) the party giving the Notice has complied with the requirements of this Section.

Article 21 - FORCE MAJEURE:

Marketer is not liable for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, acts of civil authorities, acts of military authorities, riots, embargoes, acts of nature and natural disasters, and other acts which may be due to unforeseen circumstances.

Article 22 - HEADINGS:

Headings to this Agreement are for convenience only. Headings shall in no way affect the provisions themselves and shall not be construed in any way that would limit or otherwise affect the terms of this Agreement.

Article 23 - ENTIRE AGREEMENT; MODIFICATION:

The agreement embodies the entire agreement between the Client and Marketer relating to the subject matter hereof. This Agreement may be changed, modified or discharged only if agreed to in writing by both parties.



IN WITNESS WHEREOF, the Parties execute this Agreement as follows:

Client:

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Client Business Name: _____

Date: _____ Initial: _____

Marketer:

Representative Name: William Rodriguez

Representative Signature: William Rodriguez

Representative Title: Founder & CEO

Marketer Name: Taylor Wiz Marketing

Date: 07 / 31 / 2023 Initial: WR

Coversheet

Adoption of MSCS Grading Policy

Section: VI. Other Approvals
Item: A. Adoption of MSCS Grading Policy
Purpose: Vote
Submitted by:
Related Material: Revised Elementary School Grading Protocol.pdf
Revised Middle School Grading Protocol July 15.pdf



GRADING PROTOCOL FOR ELEMENTARY SCHOOL (GRADES 1-5)

PREFACE

In accordance with Board policy, Memphis Shelby County Schools' (MSCS) grading system for elementary schools adheres to the Tennessee Uniform Grading System, other state laws and regulations concerning grading, and grade inclusion standards required by the State of Tennessee student assessment system. Academic grades are determined by students' mastery of content in each subject using varied assessment strategies.

The District believes that providing academic grades is important to ensure that students and parents receive information regularly about student academic progress to facilitate learning and parent engagement. This grading protocol, aligned with Board policy, sets forth district-wide standards for grading students in grades 1-5 and provides a foundation for consistent grading practices from teacher to teacher and school to school within the district. Additionally, this protocol is intended to support, not duplicate, policy requirements and should be reviewed in conjunction with policy 5014 - Grading System for Grades Pre-K-5 to ensure compliance with Board policy.

In carrying out the requirements of this protocol, MSCS school teachers and principals are reminded that a district-wide moratorium on the use of grade floors was established in 2017 and remains in effect to date.

Note: This grading protocol does not apply to pre-K and kindergarten.

DISTRICT REQUIRED GRADING CATEGORIES & WEIGHTS (PER NINE WEEKS)

The District believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 1-5 must be provided an opportunity to earn **at least 17 grades per nine-weeks (quarter)** distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, two grades for each required category (totaling eight grades) must be earned and record by the interim of the nine-week period.

- Homework: 5% (min. of 4 grades)
- Class Participation: 5% (min. of 4 grades)
- Classwork: 40% (min. of 4 grades)
- Projects/Portfolios/Presentations: 5% (min. of 1 grade)
- Assessments: 45% (min. of 4 grades)

MSCS Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

District required grading categories and weights will be preset by the district in the PowerTeacher Pro gradebook. PowerTeacher Pro is the only official gradebook for the Memphis Shelby County Schools District; therefore, all recorded grades must be recorded in PowerTeacher Pro. In addition, a printed backup copy of the gradebook must be maintained per quarter.

GRADING PROTOCOL FOR ELEMENTARY SCHOOLS

First-Grade Science and Social Studies and Non-tested Subject Areas for Grades 1-5

Letter grades “E”, “S”, “N”, or “U” will be assigned when grading the following subject areas: first-grade science and social studies and non-tested subjects for grades 1-5 (art, music, world languages, and P.E.).

The district-required grading categories and weights listed in this protocol shall not apply to these subject areas.

Special Education and English Learners

Special education students receiving instruction in general education are graded as other students unless the Individualized Education Plan (IEP) makes provision for alternative grading procedures. The grading category requirements detailed in this protocol may be modified based on a student's IEP.

Students receiving services as English Learners must have an opportunity for modified instruction and evaluation that relates specifically to a student's stage of English Language Development (ELD) and provides access to grade level content and skills. The grading category requirements detailed in this protocol may be modified based on a student's Individualized Learning Plan (ILP).

Should this protocol contradict any requirements of a student's IEP or ILP, the plan shall govern.

Roles and Responsibilities

Teachers will: (1) consistently implement common grade-level or department grading procedures in compliance with this protocol, (2) clearly communicate the common grading procedures to parents and students in writing under the direction of the principal and mastery criteria for projects or other assignments that are used to evaluate multiple concepts using tools such as rubrics or criteria charts, and (3) record grades in the PowerTeacher Pro gradebook.

Principals will: (1) ensure compliance with Board policies and regulations related to grading, (2) develop procedures to communicate the school grading practices, (3) monitor teacher gradebooks and ensure that grading protocols are followed, and (4) report student learning progress to all parents, school instructional staff, and others as deemed appropriate in compliance with law.

Homework (5% – min. of 4 grades)

Homework should include assignments used to reinforce and support mastery of learning and engage parents in the learning process. When appropriate and possible, homework should be differentiated for students based on their mastery of the objectives. For non-graded assignments that are sent home for completion, comments that offer insight on students' progress and mastery should be provided when deemed appropriate. Homework should be based only on content standards previously taught and assigned.

Examples of homework include, but are not limited to:

- Readings based on content curricula
- Written assignments
- Practice to reinforce classroom learning

Class Participation (5% - min. of 4 grades)

Class participation includes opportunities where optimal student learning is characterized by students being actively engaged.

Note: If a student is absent, the participation grade must be omitted for the first time of absence.

Examples of class participation include, but are not limited to:

- Students ask clarifying questions
- Students explain what mastery looks like to other students
- Accountable talk with their peers as appropriate
- Activities, tasks, or discussions that build on a solid foundation of knowledge
- Students generate their own questions
- Students cite relevant evidence
- Think, pair, share
- Fist-to-five
- Exit tickets
- Bell work

Classwork (40% - min. of 4 grades)

Refers to a student's formative demonstration of ability based on the assignments administered during the school day.

Classwork should be rigorous and standards-based and should document cumulative mastery of content area concepts.

Examples of classwork include, but are not limited to:

- Reading/Annotations
- Written assignments
- Modules included in the curricula
- Oral presentations

Examples of Performance-Based Classwork include:

- Skills demonstrations
- Performance, exhibitions, and demonstrations

Portfolios/Projects/Presentations (5% - min. of 1 grade)

A culminating project, portfolio, or presentation is an activity or final product that challenges students to demonstrate their academic knowledge in an experiential and summative manner.

Examples of portfolios, projects, or presentations include, but are not limited to:

- Research papers/essays
- Extended lab reports
- Monologues/Dialogues
- PowerPoint presentations

Detailed Examples of Projects/Presentations Include:**Elementary ELA Project Example**

ELA Curriculum Map

3rd grade Performance Task

Module 1

1st nine weeks

In Unit 3, students focus on what it means to be a proficient and independent reader. They continue to read literature about characters who are motivated to learn to read and overcome struggles to do so. Students assess their challenges as readers and identify strategies to overcome those challenges. This unit includes a heavy emphasis on building reading fluency. Students write a reading contract in the form of a three-paragraph informative essay, in which they describe two of their learning challenges and some strategies to overcome those challenges. As part of the final performance task, they make an eye-catching reading strategies bookmark to help them remember those strategies as they read independently throughout the rest of the year. This task centers on CCSS ELA Standards W.3.4 and W.3.5.

Elementary Math Project Example

Math Curriculum Map

5th grade Performance Task

Standard - 5.OA.A.1 - (Order of Operations).

1st nine weeks

Bowling for Numbers

The purpose of this activity is to help students think flexibly about numbers and operations and to record multiple operations using proper notation.

Students eager to knock down all of the pins quickly develop patterns in their expressions.

GRADING PROTOCOL FOR ELEMENTARY SCHOOLS

They may re-use parts of an expression, perhaps changing just the final operation; for example, if the dice showed 1, 2, 5, 5, they might write:

$$(2+1)+(5\div 5)=4$$

$$(2+1)-(5\div 5)=2$$

$$(2+1)\times(5\div 5)=3$$

Or they might change one of the internal operations:

$$(2+1)\times(5\div 5)=3$$

$$(2-1)\times(5\div 5)=1$$

$$(2\times 1)\times(5\div 5)=2$$

Similar-but-different expressions like these emphasize the importance of parentheses and the flexibility they give us in creating expressions with very specific meanings.

Materials:

- 4 dice per team
- Recording sheet
- Two-minute timer for each turn

Action:

- Have students work in groups of 2-4. Introduce the game with an example, and then have them play independently. Discussion of "challenging rolls" afterwards can be productive.
- Students roll the 4 dice to generate their seed numbers. They then use those 4 numbers to create as many numbers as they can (1-10). Scoring is done as in bowling; numbered "pins" are "knocked down" by creating an expression equal to the number.
- The game can be structured in two different ways to assure that students are checking each other's expressions and verifying that they are written as intended:
 - a. During a student's turn, have them record just the expressions (not the intended result), and then pass the set to another student (a judge). That judge then computes each expression as written and records which pins were knocked down.
 - b. Have the students play in teams. Each team tries to achieve a "strike" (knocking down all of the pins, which is almost always possible). Striving for the strike encourages students to brainstorm strategies for the "difficult" numbers, which leads them to discuss parts of each expression they have created already.

Assessments (45% – min. of 4 grades)

Assessments refer to a student's culminating, independent demonstration of mastery of one or more competencies.

Examples of assessments include, but are not limited to:

- Tests
- Essays
- Project evaluations
- Performance-based assessments

Note: Teachers should use a variety of assessment methods.

MAKE-UP WORK

Make-up work occurs **during a nine-week period.**

- Students should make every effort and be afforded the opportunity to make up work missed due to excused and unexcused absences.
 - In the event of an excused absence, students are expected to make up work missed within a reasonable time (e.g., at least one or more days of make up for each day of excused absence).
 - In the event of an unexcused absence (including short-term suspensions), one day of makeup shall be allowed for each day of unexcused absence (unless otherwise extended by the school or extended based on law or policy), **beginning the day after the student's return to class.** For example, if a student misses Thursday and Friday of a week and returns to school on Monday, the student has Tuesday and Wednesday to complete make-up work, and the work is due on Thursday.
- Students and/or parents should work with teachers for assistance in completing make-up work (e.g., obtaining make-up work/assignments, requesting tutoring, participating in available tutoring, etc.).
- Assessments should be made up under the supervision of the classroom teacher or a designee.
- Teachers must provide the make-up work and determine the grade during a nine-week period.
- For excused and unexcused absences, students should receive **full credit earned** on make-up work completed in the allotted time.
- No Report Card Change of Data form is required if all work is done and graded prior to report cards being issued.
- Teachers' make-up rules/regulations must be included in principal-approved written communication to parents.

GRADE INTERVENTION

Grade Intervention focuses on principal-approved classroom and/or school level strategies and interventions. Grade Intervention must occur **during the nine-week period.**

Grade Intervention shall be available for students who: (1) need additional time to complete assignments necessary to pass a subject due to absences, (2) have experienced special/extenuating circumstances that jeopardize their ability to remain on track to pass a subject during a nine-week grading period (e.g., death/serious illness in the family, displaced due to fire, etc.), or (3) demonstrate academic difficulty and/or are at risk of failing.

GRADING PROTOCOL FOR ELEMENTARY SCHOOLS

Monitoring of students' grades must be an ongoing practice throughout each nine-week period.

Once a student has been identified as having difficulty and/or in danger of failing, the teacher must notify the parent and intervene to reduce or eliminate low academic performance/failure.

The teacher and counselor will consult about grade-intervention options to best address a student's learning challenge. Notification and documentation of the grade-intervention option(s) determined by the teacher must be provided to the parent no later than the release of progress reports.

Examples of grade-intervention options include, but are not limited to:

- Zeros are Not Permitted (ZAP)
- i-Ready
- RTI
- Correctives and test re-takes and/or assignment re-dos
- Tutoring



GRADING PROTOCOL FOR MIDDLE SCHOOL (GRADES 6-8)

GRADING PROTOCOL FOR MIDDLE SCHOOLS

PREFACE

In accordance with Board policy, Memphis Shelby County Schools' (MSCS) grading system for middle schools adheres to the Tennessee Uniform Grading System, other state laws and regulations concerning grading, and grade inclusion standards required by the State of Tennessee student assessment system. Academic grades are determined by students' mastery of content in each subject using varied assessment strategies.

The District believes that providing academic grades is important to ensure that students and parents receive information regularly about student academic progress to facilitate learning and parent engagement. This grading protocol, aligned with Board policy, sets forth district-wide standards for grading students in grades 6-8 and provides a foundation for consistent grading practices from teacher to teacher and school to school within the district. Additionally, this protocol is intended to support, not duplicate, policy requirements and should be reviewed in conjunction with policy 5015 - Grading System for Grades 6-12 to ensure compliance with Board policy.

In carrying out the requirements of this protocol, MSCS school teachers and principals are reminded that a district-wide moratorium on the use of grade floors was established in 2017 and remains in effect to date.

DISTRICT REQUIRED GRADING CATEGORIES & WEIGHTS (PER NINE WEEKS)

The District believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 6-8 must be provided an opportunity to earn at least 17 grades per nine-weeks (quarter) distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.

Homework: 10% (min. of 4 grades)

Class Participation: 5% (min. of 4 grades) Classwork: 40% (min. of 4 grades)

Projects/Portfolios/Presentations: 5% (min. of 1 grade)

Assessments: 40% (min. of 4 grades)

MSCS Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

District required grading categories and weights will be preset by the district in the PowerTeacher Pro gradebook. PowerTeacher Pro is the only official gradebook for the Memphis Shelby County Schools District; therefore, all recorded grades must be recorded in PowerTeacher Pro. In addition, a printed backup copy of the gradebook must be maintained per quarter.

GRADING PROTOCOL FOR MIDDLE SCHOOLS

For middle school honors courses, teachers must manually enter the additional points for each nine-week grade and the semester exam in the PowerTeacher Pro gradebook. Teachers should refer to the Administrative Rules and Regulations of MSCS Board Policy 5015 for guidance regarding the addition of points and to the PowerTeacher Pro documentation provided by the Department of Student Information Management regarding how these manual adjustments are made.

Special Education and English Learners

Special education students receiving instruction in general education are graded as other students unless the Individualized Education Plan (IEP) makes provision for alternative grading procedures. The grading category requirements detailed in this protocol may be modified based on a student's IEP.

Students receiving services as English Learners must have an opportunity for modified instruction and evaluation that relates specifically to a student's stage of English Language Development (ELD) and provides access to grade level content and skills. The grading category requirements detailed in this protocol may be modified based on a student's Individualized Learning Plan (ILP).

Should this protocol contradict any requirements of a student's IEP or ILP, the plan shall govern.

Roles and Responsibilities

Teachers will: (1) consistently implement common grade-level or department grading procedures in compliance with this protocol, (2) clearly communicate the common grading procedures to parents and students in writing under the direction of the principal and mastery criteria for projects or other assignments that are used to evaluate multiple concepts using tools such as rubrics or criteria charts, and (3) record grades in the PowerTeacher Pro gradebook.

Principals will: (1) ensure compliance with Board policies and regulations related to grading, (2) develop procedures to communicate the school grading practices, (3) monitor teacher gradebooks and ensure that grading protocols are followed, and (4) report student learning progress to all parents, school instructional staff, and others as deemed appropriate in compliance with law.

Homework (10% – min. of 4 grades)

Homework should include assignments used to reinforce and support mastery of learning and engage parents in the learning process. When appropriate and possible, homework should be differentiated for students based on their mastery of the objectives. For non-graded assignments that are sent home for completion, comments that offer insight on students' progress and mastery should be provided when deemed appropriate. Homework should be based only on content standards previously taught and assigned.

Examples of homework include, but are not limited to:

- Readings based on content curricula
- Written assignments
- Practice to reinforce classroom learning

GRADING PROTOCOL FOR MIDDLE SCHOOLS

Class Participation (5% – min. of 4 grades)

Class participation includes opportunities where optimal student learning is characterized by students being actively engaged.

Note: If a student is absent, the participation grade must be omitted for the time of absence.

Examples of class participation include, but are not limited to:

- Students ask clarifying questions
- Students explain what mastery looks like
- Accountable talk with their peers as appropriate
- Activities, tasks, or discussions that build on a solid foundation of knowledge
- Students generate their own questions
- Students cite relevant evidence
- Think, pair, share
- Fist-to-five
- Exit tickets
- Bell work /
Do Now

Classwork (40% – min. of 4 grades)

Refers to a student's formative demonstration of ability based on the assignments administered during the school day.

Classwork should be rigorous and standards-based and should document cumulative mastery of content area concepts.

Examples of classwork include, but are not limited to:

- Reading/Annotations
- Written assignments
- Modules included in the curricula
- Oral presentations

Examples of Performance-Based Classwork include:

- Skills demonstrations
- Performance, exhibitions, and demonstrations

GRADING PROTOCOL FOR MIDDLE SCHOOLS

Portfolios/Projects/Presentations (5% - min. of 1 grade)

A culminating project, portfolio, or presentation is an activity or final product that challenges students to demonstrate their academic knowledge in an experiential and summative manner.

Examples of portfolios, projects, or presentations include, but are not limited to:

- Research papers
- Extended lab reports
- Monologues/Dialogues
- PowerPoint presentations

Detailed Examples of Projects/Presentations Include:**ELA Curriculum Map**

7th grade Performance Task

Module 1

1st nine weeks

Research-Based Two-Voice Poem

This performance task gives students a chance to demonstrate their understanding of the characters and issues of survival presented in "A Long Walk to Water" by Linda Sue Park. Students will be crafting and presenting a two-voice poem incorporating the views and experiences of the two main characters, Nya and Salva, as well as factual information about Southern Sudan and the environmental and political challenges facing the people of Sudan during and after the Second Sudanese Civil War. Students will have read the novel and various informational texts to gather a rich collection of textual details from which they can select to incorporate into their poems.

This task addresses ELA CCSS RL.7.6, W.7.3.a, W.7.3.d, W.7.4, W.7.5, W.7.8, W.7.9, L.7.1, and L.7.2.

Math Curriculum Map

6th grade Performance Task

Standard – 6RP2 – Ratio and Proportions

1st nine weeks

Standard -6.RP.2 Understand ratio concepts and use ratio reasoning to solve problems. Understand the concept of a unit rate a/b associated with a ratio $a:b$ with $b \neq 0$ (b not equal to zero), and use rate language in the context of a ratio relationship. For example, "This recipe has a ratio of 3 cups of flour to 4 cups of sugar, so there is $3/4$ cup of flour for each cup of sugar."

GRADING PROTOCOL FOR MIDDLE SCHOOLS

Ratio & Proportions: This project is designed for middle school students to increase their knowledge about obesity and Type 2 diabetes, as an attempt to prevent Type 2 diabetes. It is predicted that as many as one in three individuals will develop Type 2 diabetes, a disease that may be preventable with regular engagement in physical activity and healthy eating choices. Given the nature of and potential effects on this generation of young people, these materials are timely and designed specifically for the interests of this age group.

Assessments (40% – min. of 4 grades)

Assessments refer to a student's culminating, independent demonstration of mastery of one or more competencies.

Examples of assessments include, but are not limited to:

- Tests
- Essays
- Project evaluations
- Performance-based assessments

Note: Teachers should use variety of assessment methods.



MAKE-UP WORK

Make-up work occurs **during a nine-week period.**

- Students should make every effort and be afforded the opportunity to make up work missed due to excused and unexcused absences.
 - In the event of an excused absence, students are expected to make-up work missed within a reasonable time (e.g., at least one or more days of make up for each day of excused absence).
 - In the event of an unexcused absence (including short-term suspensions), one day of make-up shall be allowed for each day of unexcused absence (unless otherwise extended by the school or extended based on law or policy), **beginning the day after the student's return to class.** For example, if a student misses Thursday and Friday of a week and returns to school on Monday, the student has Tuesday and Wednesday to complete make-up work and work is due on Thursday.
- **Students and/or parents should work with teachers for assistance in completing make-up work (e.g., obtaining make-up work/assignments, requesting tutoring, participating in available tutoring, etc.).**
- Assessments should be made up under the supervision of the classroom teacher or a designee.
- Teachers must provide the make-up work and determine the grade during a nine-week period.
- Teachers should create designated areas in the classroom or a virtual platform for students/parents to obtain make-up work. Once make-up work is obtained, students/parents must sign-off that the work has been received.
- It should be the primary responsibility of students/parents to obtain the provided make-up work and to complete it in the allotted time to receive **full credit earned without point reduction.**
- No Report Card Change-of-Data form is required if all work is done and graded prior to report cards being issued.
- Teachers' make-up rules/regulations must be included in principal-approved written communication to parents.

RETAKE/RE-DO

A teacher will not be precluded from providing multiple opportunities for any student desiring to retake assignments/assessments to improve a grade. However, provided opportunities must be in alignment with principal-approved guidelines including, but not limited to, the exact number of times a student can retake in a given nine-week period.

GRADE REPAIR

Grade repair occurs **after a student earns a failing grade for the nine-week period (quarter). This will not apply to students who fail quarter four.**

- Grade repair shall be available for students who: (1) need additional time to complete assignments necessary to pass a subject due to absences, (2) have experienced special/extenuating circumstances that jeopardize their ability to remain on track to pass a subject during a nine-week grading period (e.g., death/serious illness in the family, displaced due to fire, etc.), or (3) students who need to recover a failing grade (59 or below) during any of the first three (3) quarters of a yearlong course or the first quarter of a semester-long course.
- **Proactive monitoring of students' grades and implementation of intervention strategies must be an ongoing practice throughout each nine-week period.**
- The teacher must consult with the counselor about potential grade-repair options for a student at risk of failing for the nine-week period as early as the release of progress reports.
 - After a potential grade-repair option is determined, the counselor must immediately consult with the parent about the grade repair option that will be provided for the student who is at risk of failing for the nine-week period and provide documentation at the conclusion of the consultation.
- Once a student receives a failing grade for the nine-week period, notification and documentation of the grade repair option predetermined by the teacher and counselor must be provided to the parent with the nine-week report card.
- The grade-repair option must go into effect at the **start of the next nine-week period.**
- Students have up to the end of the nine-week period to complete the program in order to receive **a maximum grade of 60 for the nine-week period being repaired.** Examples of grade-repair options include:
 - Zeros are Not Permitted (ZAP)-The purpose of ZAP is to provide an opportunity to students who have not been successful on assessments/assignments. This program is not designed as punishment, but rather a second chance to succeed. It is also designed to allow parents to become more involved in the educational process. The completed ZAP referral, inclusive of parent/guardian's signature, must be submitted back to the referring counselor. ZAP instruction can be held before, during, or after school, on Saturdays, and/or at the discretion of principals.
 - i-Ready
 - Khan Academy
 - Grade Results

Report Card Change-of-Data Grade Form

- In order to initiate a valid Report Card Change-of-Data form, the teacher of record must verify the student has met the content guidelines to repair the nine-week grade, then correctly complete the form.
- The teacher of record must correct the nine-week grade/average in the PowerTeacher Pro gradebook (a comment of “why” this grade was changed must be included).
- The school’s designee must then change the stored quarter grade in the historical section of PowerSchool.

FAILED CORE CLASSES FOR THE SCHOOL YEAR

- If a student fails one or two core classes for the school year, he or she may attend summer school.
- If a student fails three or more core classes for the school year, he or she must repeat the failed grade.

CREDIT RECOVERY FOR END OF COURSE CLASSES (EOC) ONLY

For students and teachers impacted by EOC classes, please refer to the Credit Recovery section of the Grading Protocols for High School Courses.

Coversheet

Governance

Section: VII. Committee Updates
Item: A. Governance
Purpose: Discuss
Submitted by:
Related Material: 2023-2024 Board Calendar DRAFT.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

2023-2024 Board Calendar DRAFT.xlsx

Coversheet

Presentation of MMARE Financials

Section: VIII. Other Business - MMA Real Estate, LLC
Item: A. Presentation of MMARE Financials
Purpose: Discuss
Submitted by:
Related Material: 07-July budget vs actual (1).pdf
03.01.23-06.30.23 FY 23 budget vs actual.pdf
Merit Leases.zip

	ONE MONTH BUDGET	ACTUAL 07.01.23-07.31.23	Over (under) Budget
4089 AMERICAN WAY			
BASE RENT (brr) <i>(included surplus payment from MMA)</i>	\$ 45,587.17	\$ 44,562.89	\$ (1,024.28)
CAM RECOVERY - BILLINGS (cam)	3,654.98	2,336.83	(1,318.15)
INSURANCE RECOVERY - BILLINGS (ins)	314.14	150.27	(163.87)
TAX RECOVERY - BILLINGS (ret)	1,049.88	783.44	(266.44)
MAJOR REPAIR INCOME (rmr)	30.76	-	(30.76)
PYLON SIGN PROGRAM (sgn)	174.39	181.61	7.22
LATE FEE INCOME	-	89.39	89.39
MISC. REIMBURSEMENT	-	-	-
TOTAL INCOME	50,811.32	48,104.43	(2,706.89)
MANAGEMENT FEES	1,300.00	1,300.00	-
LEASE RENEWAL FEES	-	-	-
LANDSCAPING - ONSITE	1,315.33	4,353.65	3,038.32
SWEEPING & PORTERING	1,000.00	-	(1,000.00)
SNOW REMOVAL	83.33	-	(83.33)
TRASH REMOVAL	1,600.00	1,356.81	(243.19)
STRIPING	250.00	-	(250.00)
PARKING LOT REPAIRS	441.67	-	(441.67)
SIGNAGE REPAIR	35.42	-	(35.42)
SECURITY - CONTRACT	9,450.00	24,107.28	14,657.28
SECURITY - EQUIPMENT	1,670.00	-	(1,670.00)
PRESSURE WASHING	300.00	-	(300.00)
LIGHTING-LIGHT BULBS	416.67	4,804.31	4,387.64
FIRE PROTECTION	145.00	920.00	775.00
REPAIRS	1,000.00	-	(1,000.00)
UTILITIES <i>combined</i>	2,928.24	1,975.00	(953.24)
PLUMBING REPAIRS	-	-	-
TOTAL CAM EXPENSE	21,935.66	38,817.05	16,881.39
LIABILITY	667.50	-	(667.50)
PROPERTY	4,092.73	-	(4,092.73)
TOTAL INSURANCE	4,760.23	-	(4,760.23)
RE TAXES-PARCEL #1	5,097.08	5,100.00	2.92
REAL ESTATE TAXES	5,097.08	5,100.00	2.92
SIGNAGE	41.67	-	(41.67)
PLUMBING	20.83	-	(20.83)
HVAC (LANDLORD)	116.67	-	(116.67)
VACANT UTILITIES <i>combined</i>	3,029.58	3,054.00	24.42
FIRE PROTECTION	120.00	-	(120.00)
VACANT SPACE - REKEYING/CLEANING	83.33	-	(83.33)
PROF FEES - STATUTORY REPRESENTATION	8.81	-	(8.81)
TOTAL NON-REIMBURSABLE EXPENSE	3,420.89	3,054.00	(366.89)
NET OPERATING INCOME	15,597.45	1,133.38	(14,464.07)
INTEREST PAYMENTS	-	-	-
PRINCIPLE	-	-	-
TOTAL DEBT EXPENSE	-	-	-
NET INCOME	\$ 15,597.45	\$ 1,133.38	\$ (14,464.07)

	BUDGET	ACTUAL	Over (under)
4089 AMERICAN WAY	03.10.23 - 06.30.23	03.01.23 - 06.30.23	Budget
BASE RENT (brr) <i>(included surplus payment from MMA)</i>	\$ 55,436.68	\$ 114,885.26	\$ 59,448.58
CAM RECOVERY - BILLINGS (cam)	14,619.92	20,401.87	5,781.95
INSURANCE RECOVERY - BILLINGS (ins)	1,256.56	909.95	(346.61)
TAX RECOVERY - BILLINGS (ret)	4,199.52	3,312.21	(887.31)
MAJOR REPAIR INCOME (rmr)	123.04	-	(123.04)
PYLON SIGN PROGRAM (sgn)	697.56	544.83	(152.73)
LATE FEE INCOME	-	269.33	269.33
MISC. REIMBURSEMENT	-	350.00	350.00
TOTAL INCOME	76,333.28	140,673.45	64,340.17
MANAGEMENT FEES	5,200.00	5,200.00	-
LEASE RENEWAL FEES	-	256.50	256.50
LANDSCAPING - ONSITE	5,261.33	8,104.67	2,843.34
SWEEPING & PORTERING	4,000.00	2,453.60	(1,546.40)
SNOW REMOVAL	-	-	-
TRASH REMOVAL	6,400.00	5,068.93	(1,331.07)
STRIPING	-	-	-
PARKING LOT REPAIRS	-	-	-
SIGNAGE REPAIR	141.67	-	(141.67)
SECURITY - CONTRACT	37,800.00	11,150.69	(26,649.31)
SECURITY - EQUIPMENT	6,680.00	-	(6,680.00)
PRESSURE WASHING	-	-	-
LIGHTING-LIGHT BULBS	1,666.67	1,936.78	270.11
FIRE PROTECTION	580.00	-	(580.00)
REPAIRS	4,000.00	1,160.78	(2,839.22)
UTILITIES <i>combined</i>	11,712.99	4,874.01	(6,838.98)
PLUMBING REPAIRS	-	60.00	60.00
TOTAL CAM EXPENSE	83,442.66	40,265.96	(43,176.70)
LIABILITY	2,670.00	-	(2,670.00)
PROPERTY	16,370.92	-	(16,370.92)
TOTAL INSURANCE	19,040.92	-	(19,040.92)
RE TAXES-PARCEL #1	20,388.31	16,300.00	(4,088.31)
REAL ESTATE TAXES	20,388.31	16,300.00	(4,088.31)
SIGNAGE	166.67	-	(166.67)
PLUMBING	83.33	-	(83.33)
HVAC (LANDLORD)	466.67	-	(466.67)
VACANT UTILITIES <i>combined</i>	12,118.33	531.00	(11,587.33)
FIRE PROTECTION	480.00	-	(480.00)
VACANT SPACE - REKEYING/CLEANING	333.33	-	(333.33)
PROF FEES - STATUTORY REPRESENTATION	35.23	-	(35.23)
TOTAL NON-REIMBURSABLE EXPENSE	13,683.56	531.00	(13,152.56)
NET OPERATING INCOME	(60,222.17)	83,576.49	143,798.66
INTEREST PAYMENTS	-	-	-
PRINCIPLE	-	-	-
TOTAL DEBT EXPENSE	-	-	-
NET INCOME	\$ (60,222.17)	\$ 83,576.49	\$ 143,798.66

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Merit Leases.zip

Coversheet

Acceptance of MMARE Monthly Financials

Section: VIII. Other Business - MMA Real Estate, LLC
Item: B. Acceptance of MMARE Monthly Financials
Purpose: Vote
Submitted by:
Related Material: 07-July budget vs actual.pdf
03.01.23-06.30.23 FY 23 budget vs actual.pdf

	ONE MONTH BUDGET	ACTUAL 07.01.23-07.31.23	Over (under) Budget
4089 AMERICAN WAY			
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REAL ESTATE TAXES	5,097.08	5,100.00	2.92
SIGNAGE	41.67	-	(41.67)
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VACANT UTILITIES <i>combined</i>	3,029.58	3,054.00	24.42
FIRE PROTECTION	120.00	-	(120.00)
VACANT SPACE - REKEYING/CLEANING	83.33	-	(83.33)
PROF FEES - STATUTORY REPRESENTATION	8.81	-	(8.81)
TOTAL NON-REIMBURSABLE EXPENSE	3,420.89	3,054.00	(366.89)
NET OPERATING INCOME	15,597.45	1,133.38	(14,464.07)
INTEREST PAYMENTS	-	-	-
PRINCIPLE	-	-	-
TOTAL DEBT EXPENSE	-	-	-
NET INCOME	\$ 15,597.45	\$ 1,133.38	\$ (14,464.07)

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MISC. REIMBURSEMENT	-	350.00	350.00
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SNOW REMOVAL	-	-	-
TRASH REMOVAL	6,400.00	5,068.93	(1,331.07)
STRIPING	-	-	-
PARKING LOT REPAIRS	-	-	-
SIGNAGE REPAIR	141.67	-	(141.67)
SECURITY - CONTRACT	37,800.00	11,150.69	(26,649.31)
SECURITY - EQUIPMENT	6,680.00	-	(6,680.00)
PRESSURE WASHING	-	-	-
LIGHTING-LIGHT BULBS	1,666.67	1,936.78	270.11
FIRE PROTECTION	580.00	-	(580.00)
REPAIRS	4,000.00	1,160.78	(2,839.22)
UTILITIES <i>combined</i>	11,712.99	4,874.01	(6,838.98)
PLUMBING REPAIRS	-	60.00	60.00
TOTAL CAM EXPENSE	83,442.66	40,265.96	(43,176.70)
LIABILITY	2,670.00	-	(2,670.00)
PROPERTY	16,370.92	-	(16,370.92)
TOTAL INSURANCE	19,040.92	-	(19,040.92)
RE TAXES-PARCEL #1	20,388.31	16,300.00	(4,088.31)
REAL ESTATE TAXES	20,388.31	16,300.00	(4,088.31)
SIGNAGE	166.67	-	(166.67)
PLUMBING	83.33	-	(83.33)
HVAC (LANDLORD)	466.67	-	(466.67)
VACANT UTILITIES <i>combined</i>	12,118.33	531.00	(11,587.33)
FIRE PROTECTION	480.00	-	(480.00)
VACANT SPACE - REKEYING/CLEANING	333.33	-	(333.33)
PROF FEES - STATUTORY REPRESENTATION	35.23	-	(35.23)
TOTAL NON-REIMBURSABLE EXPENSE	13,683.56	531.00	(13,152.56)
NET OPERATING INCOME	(60,222.17)	83,576.49	143,798.66
INTEREST PAYMENTS	-	-	-
PRINCIPLE	-	-	-
TOTAL DEBT EXPENSE	-	-	-
NET INCOME	\$ (60,222.17)	\$ 83,576.49	\$ 143,798.66

Coversheet

Marston Group- CPA Proposal

Section: VIII. Other Business - MMA Real Estate, LLC
Item: C. Marston Group- CPA Proposal
Purpose: Discuss
Submitted by:
Related Material: Memphis Merit Academy Real Estate LLC Letter (1).pdf



June 14, 2023

Ms. Lakenna Booker
Head of School
Memphis Merit Academy Real Estate, LLC
4775 American Way
Memphis, TN 38118

Re: Audit Services – Memphis Merit Academy Real Estate, LLC

Dear Lakenna:

We have enjoyed working with you and appreciate the further opportunity to propose our services on behalf of Memphis Merit Academy Real Estate, LLC. I have prepared the following proposal for you and your Board of Directors, outlining certain professional services to be performed for Memphis Merit Academy Real Estate, LLC. We are pleased to provide you with this proposal for professional services and, as we discussed, we believe our firm is well suited to provide the requested services.

We believe our relationship with your institution has been important to our firm and is closely aligned with our firm's commitment to this community. We are committed to helping you in continuing to make an impact on our community.

Proposed Services

- (1) We propose to conduct both an audit of the financial statements of Memphis Merit Academy Real Estate, LLC for the year ended June 30, 2023.
- (2) We will prepare the IRS Form 990 Return of Organization Exempt from Income Tax beginning with the year ended June 30, 2023.

We have provided a summary of the engagement pricing in Appendix A to this letter.

Firm Capabilities, Background & Experience

The Marston Group, PLC is a full service CPA and advisory firm serving a diverse client base throughout the United States and abroad. Based in Memphis, Tennessee, the firm was established in 1985 and provides a broad array of accounting, audit, tax and consulting services to companies, individuals, governmental organizations, not-for-profit organizations, and families representing a variety of industries and professions.

Memphis Merit Academy Real Estate, LLC
June 14, 2023

Our firm consists of approximately 25 professionals with a broad spectrum of education, training, credentials, and experience. Many of our team members have previous experience with Big Four and other national and regional accounting firms, as well as private and public companies, not-for-profits, and governmental entities. Our professionals have extensive experience in reporting and consultation matters relevant to your institution, having performed such assurance services as governmental “yellow book” audits, financial statement audits, internal control reviews, special purpose reports, fraud audits, and OMB A-133 compliance engagements. In addition, our tax professionals are experienced in tax consultation, assistance in the filing for tax-exempt status, and preparation of IRS Forms 990, 990-T, and 990-PF. We will consult with you regularly regarding technical and regulatory developments that impact your institution. We have served and currently serve multiple charter schools and many non-profit organizations in providing the services outlined above.

Community contribution and leadership are core values of The Marston Group, PLC. Our firm is passionate in its commitment to the Greater Memphis community, with special interest in at-risk youth, education, literacy, and the arts. Each year, our team members contribute hundreds of hours to community service, and both the firm and its leadership team make significant financial gifts to various segments of the Memphis community. Our professionals have served various governmental, educational, and not-for-profit institutions in a professional capacity over the course of their careers.

Conclusion

We appreciate the opportunity to provide this proposal to Memphis Merit Academy Real Estate, LLC and we would be honored to be chosen to provide audit services for your institution. Your institution is a very important element of what is great about our community and we share your passion for education.

If you have any questions regarding this proposal, our services, our staff, or any other matter, please contact me at (901) 761-3003.

Very truly yours,

The Marston Group, PLC

A handwritten signature in blue ink, appearing to read "Garner G. Williams".

Garner G. Williams, CPA
Partner

APPENDIX A

Engagement Pricing

Fees for our services are based upon our standard hourly billing rates for the professionals assigned, which vary according to experience level. In our consideration of these estimated fees, we note that initial attestation engagements often include a significant amount of “front-end” time and cost that is necessary for us to meet your needs. We have waived certain fees associated with this initial engagement, as we consider this relationship with you to be important to our firm and are pleased to invest this time in building our relationship with you.

Professional fees for our audit of the financial statements as of June 30, 2023, also includes routine advisory services in regards to accounting matters that may arise. These fees will be **\$8,000**.

Professional fees for preparation of the Form 990 as of June 30, 2023 will be **\$1,750**.

In addition, we will be available at your request to discuss matters related to our audit with members of management and the Board of Directors.

Coversheet

Operational Updates

Section: IX. CEO Update
Item: B. Operational Updates
Purpose: Discuss

Submitted by:

Related Material:

Memphis Merit Academy Charter School 22 Charter Finance Scorecard (1).pdf
MSCS Operations Scorecard 8.0 Reference Guide (Last Update_8.1.2023).pdf
Cumulative Scorecard 2023-07-17 at 4.49.18 PM.png



Memphis Merit Academy Charter School		
<i>Charter School Financial Scorecard</i>		
Fiscal Year 2022		
CATEGORIES		
	Major Weights	Score
Financial Performance	20%	2.67
Enrollment Variance	94.21487603	4.00
Total Margin	-10.86%	1.00
Aggregated Total Margin	6.99%	3.00
Liquidity	25%	4.67
Current Ratio	3.03	4.00
Unrestricted Cash Days	80.61	5.00
Cash Flow	-\$11,298.00	5.00
Debt Burden	5%	5.00
Debt to Asset Ratio	0.33	5.00
Financial Sustainability	20%	2.00
Primary Reserve Ratio	0.27	2.00
Financial Report Compliance	15%	5.00
Timeliness of Audit	yes	5.00
Timeliness of AFR/AFR Balanced	yes	5.00
Timeliness & Alignment of Board-Approved Budget	yes	5.00
Timeliness of 990 Form	yes	5.00
Financial Audit Results	15%	5.00
Opinion on the Financial Statements (GAAP)	Unmodified Opinion, 5.00	5.00
Audit Findings with Financial Statements	No material weaknesses or significant deficiencies, 5.00	5.00
Going Concern	no	5.00
Debt-Compliance Issue	no	5.00
SCORE		
TOTAL		
	100%	3.85



Operations Scorecard



Reference Guide 8.0



Table of Contents

Section I: Purpose of Operations Scorecard..... Pg. 3

Section II: Scoring and Submission Calendar Pg. 5

Section III: Tutorial for Evidence Submission..... Pg. 31

Section IV: Guidance for Grievance Process..... Pg. 33

Section V: Scoring Methodology..... Pg. 36

Section VI: Operations Scorecard Rubric..... Pg. 38

Section VII: Charter Leader Reports..... Pg. 59

Section VIII: Scorecard FAQs..... Pg. 60

Section I: General Overview of Operations Scorecard 8.0

The Memphis Shelby County Schools Office of Charter Schools (OCS) has a firm belief that every child deserves access to a high-quality education. To ensure this, OCS provides rigorous oversight to all MSCS district managed charter schools. As a charter school authorizer, we believe schools can operate with autonomy in exchange for accountability. Each year when formally monitoring and evaluating the schools in our portfolio, we focus on **10 key indicators**. Please see [Section V: Methodology](#) for additional information regarding how the data is quantified and collected.

Indicator #	Indicators	Associated State/Federal Law
Indicator I	English as a Second Language (ESL)	Assessing adherence to state and federal law regarding compliance and accountability for students receiving ESL services Associated State/Federal Law: 0520-01-19 Rules of The State Board of Education: English as a Second Language Programs
Indicator II	Exceptional Education	Assessing adherence to state and federal law regarding compliance and accountability for students receiving SPED services Associated State/Federal Law: IDEA 34CFR. §300.301(c)(1)(i); IDEA 34 CFR. §300.303; Tennessee Department of Education SPED Framework Component 1.1: The IEP Meeting
Indicator III	Health Services	Assessing adherence to state and federal law regarding student health services Associated State/Federal Law: T.C.A. § 49-5-415; T.C.A. § 49-5-415; T.C.A. § 49-5-414; T.C.A. § 49-3-359
Indicator IV	Human Resources	Assessing adherence to state law regarding teacher licensure Associated State/Federal Law: 0520-02-06 Employment Standards [The Tennessee Department of Education State Board of Education] ; TCA §49-13-111(j)
Indicator V	Federal Programs	Provides compliance documentation in accordance with State of TN Ed Law to support federal funding Associated State/Federal Law: 0520-01-02-.03 Employment Standards [The Tennessee Department of Education State Board of Education]; Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.)
Indicator VI	Student Mobility	Assessing the retention and attrition of student enrollment trends Associated State/Federal Law: Models the Tennessee Department of Education ESSA Transparency Metrics
Indicator VII	Student Information	Includes State reporting compliance; Data used for state funding allocation; serves as a central repository for all current and historical student demographic information. Associated State/Federal Law: TCA§ 49-1-701 Data Accessibility, Transparency and Accountability Act

<p><u>Indicator VIII</u></p>	<p>Student Support Services</p>	<p>Assessing adherence to state and federal law regarding notification of due process for student disciplinary actions as ESL as section 504 requirements Associated State/Federal Law: Titles IV and VI of the Civil Rights Act of 1964, 14th Amendment of the Constitution(due process), Section 504 of the 1973 Rehabilitation Act</p>																		
<p><u>Indicator IX</u></p>	<p>General Compliance</p>	<p>Includes requirements supported by Tennessee statutes, Tennessee Department of Education policies as ESL as federal laws and respective policies. Associated State/Federal Law:</p> <table border="1" data-bbox="532 558 1560 1318"> <tr> <td>General Compliance</td> <td>TCA § 49-13-111(c)</td> </tr> <tr> <td>Transportation</td> <td>TCA § 49-6-2116</td> </tr> <tr> <td>Immunization</td> <td>TCA § 49-6-5001; TCA § 49-6-5005(a); TCA § 49-6-5005(b)</td> </tr> <tr> <td>Lead</td> <td>TCA § 49-2-133</td> </tr> <tr> <td>Comprehensive Plan</td> <td>TCA § 49-2-122(b)(2)(c); TCA §68-140-404; TCA § 49-6-804(a); State Board Rule 0520-01-03-.03-15</td> </tr> <tr> <td>Safety Team</td> <td>TCA § 49-6-806(b)</td> </tr> <tr> <td>Board Training</td> <td>0520-14-01-.07 Governing Board Training Approval Tennessee State Board of Education: Charter School Governing Body Training 6.112</td> </tr> <tr> <td>Website</td> <td>TCA §49-13-111(h)</td> </tr> <tr> <td>Drills</td> <td>TCA § 49-6-807; TCA § 68-102-137(f)</td> </tr> </table>	General Compliance	TCA § 49-13-111(c)	Transportation	TCA § 49-6-2116	Immunization	TCA § 49-6-5001 ; TCA § 49-6-5005(a) ; TCA § 49-6-5005(b)	Lead	TCA § 49-2-133	Comprehensive Plan	TCA § 49-2-122(b)(2)(c) ; TCA §68-140-404 ; TCA § 49-6-804(a) ; State Board Rule 0520-01-03-.03-15	Safety Team	TCA § 49-6-806(b)	Board Training	0520-14-01-.07 Governing Board Training Approval Tennessee State Board of Education: Charter School Governing Body Training 6.112	Website	TCA §49-13-111(h)	Drills	TCA § 49-6-807 ; TCA § 68-102-137(f)
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Drills	TCA § 49-6-807 ; TCA § 68-102-137(f)																			
<p><u>Indicator X</u></p>	<p>Response to Intervention (RTI²)</p>	<p>Includes state mandated requirements based on “Response to Intervention”. Associated State/Federal Law: (TDOE): Response to Instruction and Intervention Framework (RTI² Manual)</p>																		

Section II: Scoring & Submission Calendar

The following calendar includes timeframes for the Operations Scorecard 8.0 releases and review periods. The Operations Scorecard has a total of three scoring cycles within the academic school year: **September, January, and June**. The OCS will notify all schools of any potential changes in the calendar and will give schools a reasonable period of time to meet any altered deadlines. There is a grievance process included for each scoring cycle which provides charter schools with an opportunity to compare and contrast their individual scorecard data with the data released from the Office of Charter Schools to ensure excellent data quality.

September Timeline

Logistics Description	Date
Charter School Evidence Uploads to Operations Scorecard Portal Deadline	October 6, 2023
MSCS District Partners deadline for finalizing data	October 27, 2023
Office of Charter Schools Data Verification	November 3, 2023
Embargoed OSC Distributed to Schools	November 10, 2023
OSC Grievance Period	November 13 – November 17, 2023
OSC Grievance Decision Deadline	December 1, 2023
Embargo released for September OSC	December 8, 2023

Some indicators will require evidence to be submitted to the portal. For a "Portal Overview", please click [HERE](#).

September Indicators

INDICATOR NAME	SUB-INDICATOR DESCRIPTION	GUIDANCE FOR REQUIRED EVIDENCE	WHO REVIEWS & SCORES THE INDICATOR
<p>Indicator I: English as a Second Language (ESL)</p>	<p>Notifications of ESL Services distributed to parents within 30 days of enrollment.</p> <p>Resource: ✓ Click HERE to access the MSCS Parent Notification Letters</p>	<ul style="list-style-type: none"> Schools will complete the steps and submit signed and dated Parent Notification evidence in TN Pulse. <p>Resource: ✓ Guidance for completing the steps can be found in TN Pulse Manual.</p> <ul style="list-style-type: none"> pg. 26 (Initial Notification) pg. 50 (Annual Notification) pgs. 52-55 (Parent Signatures) 	<p>MSCS ESL Team</p>
	<p>Evidence of ESL Teacher holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre K12, code #490</p>	<ul style="list-style-type: none"> For schools who have already uploaded their HR template, no additional steps need to be taken. For schools who have not uploaded their HR template, please upload your template as soon as possible. 	
	<p>WIDA Screener Assessment administered to all required students within 30 days of enrollment.</p>	<ul style="list-style-type: none"> Schools will complete the steps verifying the administration of WIDA Screener Assessment in TN Pulse. <p>Resource: ✓ Guidance for completing the steps can be found in TN Pulse Manual.</p> <ul style="list-style-type: none"> pgs. 26-27 (Screener Information) 	
<p>Indicator II: Exceptional Education</p>	<p>Evidence of Special Education teacher holding an active (not expired) license/endorsement in the State of Tennessee.</p>	<ul style="list-style-type: none"> Schools will send their license via email to their SPED Advisors by September 15, 2023. 	<p>MSCS Exceptional Education Team</p>
<p>Indicator III: Health Services</p>	<p>CPR/First Aid Training</p> <ul style="list-style-type: none"> The school provides CPR/First Aid training to PE teachers, coaches and individuals working with student athletics. 	<ul style="list-style-type: none"> Schools will upload the certificates of completion to the portal. <p>Resource: ✓ Click HERE for the tutorial on how to submit evidence.</p>	<p>Office of Charter Schools</p>

	<ul style="list-style-type: none"> The school provides CPR/First Aid training to 3 ADDITIONAL full-time staff (excluding: PE teachers, coaches, and individuals working with student athletes) who remain at the same location for the entire day. These staff are not shared between locations and do not travel as part of their job. <p>Resource:</p> <ul style="list-style-type: none"> ✓ (Optional) Click HERE to access a template to list CPR/First Aid trained personnel 	<ul style="list-style-type: none"> Schools will upload a list of CPR/First Aid trained personnel to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
<p>Indicator IV: Human Resources</p>	<p>100% of teachers are licensed in the area(s)/classes to which they are assigned</p>	<ul style="list-style-type: none"> Schools will download and complete the School Faculty Roster Template & upload to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS Human Resource Team</p>
<p>Indicator V: Federal Programs</p>	<p>Timely and accurate position approval submissions for federal grants.</p> <ul style="list-style-type: none"> Position approval documentation is complete, accurate, and uploaded into Title I Crate by August 18, 2023. 	<ul style="list-style-type: none"> Schools will submit evidence to the MSCS Federal Programs Department through the Title 1 Crate. 	<p>MSCS Federal Programs Department</p>
	<p>Budgets</p> <ul style="list-style-type: none"> Budgets for each federal grants are complete, accurate, aligned in the school plan, and uploaded into Title I Crate by August 18, 2023. 	<ul style="list-style-type: none"> Schools will submit budget to the MSCS Federal Programs Department through the Title 1 Crate. 	
	<p>Timely & Accurate School Improvement Plan Submission submitted to ePlan by August 30, 2023.</p> <ul style="list-style-type: none"> A reminder that no reimbursements can be approved until the SIP is approved. 	<ul style="list-style-type: none"> Schools will submit School Improvement Plan via ePlan. 	

<p>Indicator VII: Student Information</p>	<p>Student Standard Day</p> <ul style="list-style-type: none"> • ALL SCHOOLS will submit their Student Standard Day in the Planning Calendar by July 31, 2023. ✓ ALL SCHOOLS should verify the hours for the Bridge Period for the daily attendance (class begin time and end time for the day, i.e.: 7:30 to 3:30) and the Period that should be designated as the Bridge Period by July 31, 2023. 	<ul style="list-style-type: none"> • Schools will submit their Student Standard Day for 2023-2024 school year after reviewing their ESL schedule in the Planning Calendar in PowerSchool. 	<p>MSCS SIMS Team</p>
<p>Indicator IX: General Compliance</p>	<p>Transportation Policy</p> <ul style="list-style-type: none"> • ALL SCHOOLS provide a copy of their transportation policy that meets state requirements (if policy can be found in the handbook, a copy of the school handbook can be submitted). 	<ul style="list-style-type: none"> • Schools will upload transportation policy to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>Office of Charter Schools</p>
<p>Influenza</p> <ul style="list-style-type: none"> • Schools provide a copy of dated letters provided to parents/guardians regarding the disease. Include how and when it was distributed. 	<ul style="list-style-type: none"> • Schools will upload a copy of their influenza letters that were distributed to parents to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		
<p>Meningococcal Disease</p> <ul style="list-style-type: none"> • A copy of dated letter provided to parents/guardians regarding the disease. Include how and when it was distributed. 	<ul style="list-style-type: none"> • Schools will upload a copy of their meningococcal letter that was distributed to parents to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		

	<p>Lead Prevention Policy</p> <ul style="list-style-type: none"> • ALL Schools have to submit a copy of the approved policy signed by the executive director (if applicable), school leader and board chair. • Alternatively, the school can also submit a written statement on the school’s letterhead with the same signatures aforementioned agreeing to adopt the MSCS Safe School Drinking Water Policy. 	<ul style="list-style-type: none"> • Schools will upload their lead prevention policy to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
	<p>Comprehensive Plans</p> <ul style="list-style-type: none"> • Schools provide building level school safety plan regarding: <ul style="list-style-type: none"> ➢ Crisis intervention ➢ Emergency response ➢ Emergency management 	<ul style="list-style-type: none"> • Schools will upload their Comprehensive Plans HERE in the MSCS Multi-hazard Online Submission System. 	MSCS Emergency Management
	<p>Safety Team</p> <ul style="list-style-type: none"> • School has a Safety Team appointed by the principal, in accordance with guidelines or regulations prescribed by the Director of Schools. • The team should include but not limited to: <ul style="list-style-type: none"> ➢ Representatives of teachers, administrators, and parent organizations. ➢ School personnel, including safety personnel. ➢ Community members ➢ Local law enforcement ➢ Local ambulance or other emergency response agencies. ➢ And any other representatives the director of schools deems appropriate. 	<ul style="list-style-type: none"> • Schools will upload a list of the safety team members to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	

	<p>Resource:</p> <ul style="list-style-type: none"> ✓ (Optional) Click HERE to access a template to list safety team members 			
	<p>Board Training</p> <ul style="list-style-type: none"> All governing board members have conducted the required annual training for the 2022-2023 school year. <ul style="list-style-type: none"> ➤ New Board Members at the minimum complete six (6) hours of training within twelve (12) months of joining the governing board. ➤ Experienced Board Members at the minimum complete four (4) hours of training each fiscal year. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Click HERE to access TN SBOE Approved Training Courses for New & Experience Board Members 	<ul style="list-style-type: none"> The course provider will email evidence of training to the OCS (charterschools@scsk12.org). Schools will upload a list of board members for 2022-2023 school year to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		
	<p>Home Language Survey distributed at the point of enrollment.</p> <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE to access the MSCS Home Language Survey. 	<ul style="list-style-type: none"> Schools will complete the steps for Parent Notification (signed & dated) in TN Pulse. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Guidance for completing the steps can be found in TN Pulse Manual. <ul style="list-style-type: none"> ▪ pgs. 23-25 (Parent Signatures) 		MSCS ESL Team
<p>Indicator X: Response to Instruction & Intervention (RTI²)</p>	<p>Universal Screener (K-8)</p> <ul style="list-style-type: none"> Schools will provide evidence of nationally normed, skills based Universal Screener K-8 (basic reading skills, reading fluency, reading comprehension, math calculation, math problem solving, and writing). <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework TDOE RTI² Framework 	<ul style="list-style-type: none"> Schools will upload assessment calendar (to included Universal Screenings) to the portal. Schools will complete TDOE Criteria for selecting Universal Screeners template (reading, math, and writing) and upload to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		MSCS RTI ² Advisors

	<p>✓ Click HERE to view a Sample Assessment Calendar.</p>		
	<p>Early Warning System (9-12)</p> <ul style="list-style-type: none"> Schools will provide evidence of Early Warning System (EWS) grades 9-12 (universal screeners (achievement tests from both high school and grades K-8, End-of-Course (EOC) exams, student records (e.g., grades, behavioral patterns, attendance, retention, and past RTI² interventions, Tennessee Value Added Assessment System (TVAAS) student score projections, and the ACT/SAT exam or other nationally normed assessments). <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework TDOE RTI² Framework ✓ Click HERE to view a Sample Assessment Calendar. 	<ul style="list-style-type: none"> Schools will complete and submit the Early Warning System Form for 2023-2024 school year (no upload is necessary). 	
	<p>Universal Screener Characteristics of Dyslexia (K-12)</p> <ul style="list-style-type: none"> Evidence of nationally normed, skills based Universal Screener K-12 to screen for Characteristics of Dyslexia. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Click HERE to access the TDOE Dyslexia Resource Guide. ✓ Click HERE to access the TDOE Comprehensive Matrix. 	<ul style="list-style-type: none"> Schools will use the attached link to complete and submit the name of the Universal Screener for Characteristics of Dyslexia during 2023-2024 school year (no upload is necessary). <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
	<p>Intervention Tool (K-12)</p> <ul style="list-style-type: none"> Evidence of research-based intervention tools (reading, math, and writing). 	<ul style="list-style-type: none"> Schools will upload the Criteria Form for Reading, Math, & Writing. Schools will complete TDOE Dyslexia Specific Intervention Checklist (Appendix H) and upload to the portal. 	

	<p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework TDOE RTI² Framework ✓ TDOE criteria for selecting Reading, Mathematics, and Writing Intervention document can be found HERE. ✓ Click HERE to view the TDOE Dyslexia Resource Guide. ✓ Click HERE to view TDOE Dyslexia Specific Intervention Checklist Appendix H (Program Design & Critical Concepts). 	<p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		
	<p>Data Team Meetings (K-12)</p> <ul style="list-style-type: none"> • Evidence of schools facilitating data team meetings every 4.5 weeks. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework ✓ Click HERE to access a sample Data Team Roles and Responsibilities document. 	<ul style="list-style-type: none"> • Schools will complete Data Team Roles & Responsibilities Document and upload it to the portal. ➤ The document should include the following: <ul style="list-style-type: none"> ○ Provide dates and times of data. team meetings for the school year. ○ Provide a list of team members and associated roles and responsibilities. ○ Schedule date for RTI² Advisor to attend Data Team Meeting. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 		
	<p>Intervention Walkthrough (K-12)</p> <ul style="list-style-type: none"> • Evidence of school conducting/participating in intervention walkthroughs. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Click HERE to access RTI² Intervention Walkthrough Form 	<ul style="list-style-type: none"> • Schools will schedule a date for RTI² Advisor to conduct intervention walkthroughs (September 2023-April 2024) (no upload necessary). 		
	<p>Intervention Plans/Files (K-12)</p> <ul style="list-style-type: none"> • Intervention plans/files are up-to date. 	<ul style="list-style-type: none"> • Schools will upload up to date Comprehensive Student Review Spreadsheet (CSRS) to the portal. 		

- Evidence of system to create and monitor Student Intervention Plans.

Resources:

- ✓ Click [HERE](#) to access Comprehensive Student Review Spreadsheet (CSRS).
- ✓ Response to Instruction & Intervention Framework: [TDOE RTI² Framework](#)

Resource:

- ✓ Click [HERE](#) for the tutorial on how to submit evidence.

January Timeline

Logistics Description	Date
Charter School Evidence Uploads to Operations Scorecard Portal Deadline	February 2, 2024
SCS District Partners deadline for finalizing data	February 23, 2024
Charter Schools Data Verification Deadline	March 1, 2024
Embargoed OSC Data Distributed to Schools	March 18, 2024
OSC Grievance Period	March 19-25, 2024
OSC Grievance Decision Deadline	April 1, 2024
Embargo released for January OSC	April 5, 2024

January Indicators

INDICATOR NAME	SUB-INDICATOR DESCRIPTION	GUIDANCE FOR SUBMITTING EVIDENCE	WHO REVIEWS & SCORES THE INDICATOR
Indicator I: English as a Second Language (ESL)	<p>Evidence of the appropriate ESL course code in Master Schedule (in PowerSchool).</p> <p><u>Resource:</u> ✓ Click HERE for ESL course code guidance.</p>	<ul style="list-style-type: none"> Schools will complete the steps to submit evidence of appropriate ESL course codes in PowerSchool. 	MSCS ESL Team
	<p>Accurate required ESL Service Hours provided to ESL students.</p> <p><u>Resource:</u> ✓ Guidance for completing the steps can be found in TN Pulse Manual. ▪ pgs. 47-48 (ESL Services)</p>	<ul style="list-style-type: none"> Schools will complete the steps to submit evidence of accurate required ESL service hours in TN Pulse. 	
	<p>Evidence of 100 % completion of the Individual Learning Plan (ILP) and all components required for all required students.</p> <p><u>Resource:</u> ✓ Click HERE for ILP Decision Making Guide.</p>	<ul style="list-style-type: none"> Schools will complete the steps to submit evidence of ILPs in TN Pulse. <p><u>Resource:</u> ✓ Guidance for completing the steps can be found in TN Pulse Manual.</p>	
Indicator II: Exceptional Education	<p>The IEP at-a-Glance has been generated & provided to general education teachers for all students.</p>	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and a hard copy in student files by September 15, 2023. 	MSCS Exceptional Education Team
	<p>General education teachers have reviewed and signed the IEP section documenting teachers not in attendance (if not present at the current IEP Meeting).</p>	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and a hard copy in student files. 	
	<p>The school is compliant with administrative complaints & due process to resolve issues.</p>	<ul style="list-style-type: none"> Schools will provide accurate information in PowerSchool with supportive evidence reflecting proper due process. 	

	<p>Manifestation meetings</p> <ul style="list-style-type: none"> Meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. 	<ul style="list-style-type: none"> Schools will notify the MSCS Exceptional Education Team of the manifestation meeting and provide accurate information in PowerSchool with supportive evidence. 	
	<p>The school's files are in compliance (randomly selected files will be web-based monitored each month using the records review protocol).</p> <ul style="list-style-type: none"> Proper signatures 10-day notice All required documents uploaded. 24 to 48 hours after IEP meeting PLEPs are written IAIEP format. Annual goals are measurable and directly related to the student's deficit. Timely IEP and Re- evaluation Meetings No red stop signs in TN Pulse If school has received a red stop sign, the issue must be resolved within 30 days. Timely and complete IEP Progress reports are sent home every 4.5 weeks. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and other documentation as required in the hard copy file. 	<p>MSCS Exceptional Education Team</p>
	<p>Timely IEP and Re-evaluation Meetings</p> <ul style="list-style-type: none"> No red stop signs in TN Pulse. If the school acquires a red stop sign, the issue must be resolved within 30 days. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse. 	
	<p>Timely and completed IEP Progress Reports</p> <ul style="list-style-type: none"> Completed and sent home every week 4.5 weeks. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and hard copies in student files. 	

Indicator III: Health Services	Kindergarten Immunization and Physicals <ul style="list-style-type: none"> (KINDERGARTEN ONLY) The school’s immunizations and physicals for the students’ records are up to date. If not, the school has documentation that parents have been notified of the consequences. 	<ul style="list-style-type: none"> Evidence will be provided by SchoolCare immunization data. The OCS will notify schools who will have to provide a letter confirming parents have been notified of the consequences for immunization non-compliance. 	Office of Charter Schools
	Self-administer Medication Training <ul style="list-style-type: none"> There is training compliance for school staff assisting students who self-administer medication. 	<ul style="list-style-type: none"> MSCS Health Services Team will provide medication training sign-in sheets as evidence. 	
Indicator V: Federal Programs	Timely and Accurate Implementation of Programmatic Requirements for Federal Grants <ul style="list-style-type: none"> Programmatic documentations are complete, accurate, and uploaded into Title I Crate by September 29, 2023. <ul style="list-style-type: none"> ➤ Annual Title I Meeting Documentation ➤ Migrant Occupational Survey Documentation ➤ Family Engagement Plan Revision ➤ School-Parent Compact Revision ➤ Parent’s Right to Know 	<ul style="list-style-type: none"> Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate. 	MSCS Federal Programs Department
	Evidence of Timely State/Federally Mandated McKinney Vento Meeting Held on or by September 30, 2023. <ul style="list-style-type: none"> Provide a sign-in list including: <ul style="list-style-type: none"> ➤ All names of individuals in attendance. ➤ Role/position or title of everyone in attendance. ➤ Date, time, and location of the meeting. 	<ul style="list-style-type: none"> Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate. 	MSCS Federal Programs Department

Indicator VI: Student Mobility	<p>Re-enrollment Percentage (General Population)</p> <ul style="list-style-type: none"> • Formula: # of eligible returning (General Population) students who have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-23). <p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for general population. 	Office of Charter Schools
	<p>Re-enrollment Percentage (SPED) <i>(If applicable)</i></p> <ul style="list-style-type: none"> • Formula: # of eligible returning SPED students who have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-23). <p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for SPED population. 	
	<p>Re-enrollment Percentage (ESL) <i>(If applicable)</i></p> <ul style="list-style-type: none"> • Formula: # of eligible returning ESL students who have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-23). 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for ESL population. 	

	<p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. 		
<p>Indicator VII: Student Information</p>	<p>PowerSchool Grades Entered for Quarter 1</p> <ul style="list-style-type: none"> • If your school is following MSCS district calendar, Quarter 1 grades are due by October 16, 2023. • If your school DOES NOT follow MSCS district calendar, grades are due within two (2) days of the end of Quarter 1. 	<ul style="list-style-type: none"> • Schools update grades via PowerSchool for Quarter 1 for 2023-2024 school year. 	MSCS SIM Team
	<p>PowerSchool Grades Entered for Quarter 2</p> <ul style="list-style-type: none"> • If your school is following MSCS district calendar, Quarter 2 grades are due by January 10, 2023. • If your school DOES NOT follow MSCS district calendar, grades are due within two (2) days of the end of Quarter 2. 	<ul style="list-style-type: none"> • Schools update grades via PowerSchool for Quarter 2 for 2023-2024 school year. 	
<p>Indicator IX: General Compliance</p>	<p>Transportation Supervisor Hours</p> <ul style="list-style-type: none"> • ALL SCHOOLS are required to complete the Tennessee Department of Education training. 	<p>Evidence provided by: Schools</p> <ul style="list-style-type: none"> • Schools will upload the certificate of training completion to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	Office of Charter Schools
	<p>Website</p> <ul style="list-style-type: none"> • Schools maintained a website with the following: <ul style="list-style-type: none"> ➢ Public notice of meetings of the governing board. ➢ Agendas for the meetings of the governing board. 	<ul style="list-style-type: none"> • Schools will upload website link to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	

	<ul style="list-style-type: none"> ➤ Names and contact information of governing board members. 	
	<p>Lead Results/Remediation Plan</p> <ul style="list-style-type: none"> • IF IT IS your school’s year (odd) to test, schools will provide lead testing results. <ul style="list-style-type: none"> ➤ If elevated levels of lead are between 15-20 parts per billion (ppb) schools are required to conduct lead testing annually until retesting confirms the level is less than 15 ppb, or ➤ If elevated levels of lead are equal to or greater than 20 parts per billion (ppb) schools are required to submit a remediation plan. • IF IT IS NOT your school’s year (even) to test, schools will provide a letter on school’s letterhead stating this is not your year for testing. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Click HERE to for additional resources pertaining to Water Lead Testing. 	<ul style="list-style-type: none"> • IF IT IS your school’s year (odd) to test, upload lead testing results to the portal. <ul style="list-style-type: none"> ➤ If results are greater than 20ppb, schools will upload their remediation plan to the portal. <ul style="list-style-type: none"> ○ Remediation plan should consist of the following: <ul style="list-style-type: none"> ▪ A letter on your school’s letterhead stating the drinking water sources have been removed from service. ▪ Upload evidence of schools notifying The Department of Health and Department of Education via email. ▪ Upload a copy of the notification letter sent to parent/guardians. ▪ Upload test results of lead level of the drinking water source within 90 days. • IF IT IS NOT your school’s year (even) to test, schools will provide a letter on school’s letterhead stating this is not your year to be tested and upload to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence.

<p>Indicator X: Response to Instruction & Intervention (RTI²)</p>	<p>Progress Monitoring (K-12) (Reading & Math)</p> <ul style="list-style-type: none"> ✓ Evidence of Progress Monitoring Tool Process aligned with frequency for Tier II and Tier III. ✓ Evidence of process should include: <ul style="list-style-type: none"> ➤ Day(s) each week ➤ Persons responsible ➤ List of intervention students and progress monitoring tracker w/dates for the school year (2023-2024) ➤ Platform used to progress monitor. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework ✓ Click HERE to access sample progress monitoring schedule/tracker. 	<ul style="list-style-type: none"> • Schools will upload progress monitoring tracker to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS RTI² Advisors</p>
	<p>Data Team Meetings (K-12)</p> <ul style="list-style-type: none"> • Evidence of schools facilitating data team meetings every 4.5 weeks. • Evidence of student progress being monitored. • Evidence of students that require Tier II or Tier III Intervention. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework ✓ Click HERE to access documents (data team minutes, sample agenda, CSRS). 	<ul style="list-style-type: none"> • Schools will upload Data Team minutes, agenda, and current up to date CSRS (August/September-January for 2023-2024) school year to the portal. • School has included an RTI² Advisor in at least (1) Data Team meeting during Semester 1 (September-December for 2023-2024) school year to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS RTI² Advisors</p>

	<p>Fidelity Check Schedule (K-12)</p> <ul style="list-style-type: none"> Evidence of Fidelity Monitoring through fidelity checks aligned to Tier II, Tier III frequency expectations. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: ✓ TDOE RTI² Framework ✓ Click HERE to access Sample Fidelity Check Schedule. ✓ Click HERE to access Sample Fidelity Check Documents: <ul style="list-style-type: none"> ➤ Direct Fidelity Check ➤ Indirect Fidelity Check Walkthrough 	<ul style="list-style-type: none"> Schools will upload fidelity check schedule to include the entire school year (2023-2024) to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
	<p>Comprehensive Student Review Spreadsheet (CSRS)</p>	<ul style="list-style-type: none"> Schools will upload up to date Comprehensive Student Review Spreadsheet (CSRS) in the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	

June Timeline

Logistics Description	Date
Charter Schools Evidence Uploads to Operations Scorecard Portal Deadline	May 31, 2024
MSCS District Partners deadline for finalizing data	June 21, 2024
Office of Charter Schools Data Verification	June 28, 2024
Embargoed Data Distributed to Schools	July 12, 2024
OSC Grievance Period	July 15-19, 2024
OCS Grievance Decision Deadline	July 26, 2024
Embargo Released for Final OSC/Final Scorecard Distributed	August 2, 2024

June Indicators

INDICATOR NAME	SUB-INDICATOR DESCRIPTION	GUIDANCE FOR SUBMITTING EVIDENCE	WHO REVIEWS & SCORES THE INDICATOR
Indicator I: English as Second Language (ESL)	Annual English Language Proficiency Assessment (ELPA) , which in TN is the WIDA ACCESS, ACCESS for Kindergarten, or Alternate ACCESS Assessment, administered to all required students within state mandated timeframe.	<ul style="list-style-type: none"> • Evidence for students taking the ACCESS Online will be automatically recorded in WIDA DRC Insight. <ul style="list-style-type: none"> ▪ Teachers/BTCs will be asked to provide evidence of completion of all paper-based ACCESS Assessments (Alternate ACCESS, ACCESS for Kindergarten, etc.) during WIDA ACCESS Intake. 	MSCS ESL Team
	Evidence of ESL Teacher holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre K12, code #490	<ul style="list-style-type: none"> • For schools who have already uploaded their HR template, no additional steps need to be taken. 	
Indicator II: Exceptional Education	Evidence of Special Education teacher holding an active (not expired) license/endorsement in the State of Tennessee.	<ul style="list-style-type: none"> • Schools will send their license via email to their SPED Advisors by May 31, 2024. 	MSCS Exceptional Education Team
	The IEP at-a-Glance has been generated & provided to general education teachers for all students.	<ul style="list-style-type: none"> • The evidence will be found in TN Pulse and a hard copy in student files. 	
	General education teachers have reviewed and signed the IEP section documenting teachers not in attendance (if not present at the current IEP Meeting).	<ul style="list-style-type: none"> • The evidence will be found in TN Pulse and a hard copy in student files. 	
	The school is compliant with administrative complaints & due process to resolve issues.	<ul style="list-style-type: none"> • Schools will provide accurate information in PowerSchool with supportive evidence reflecting proper due process. 	

	<p>Manifestation meetings</p> <ul style="list-style-type: none"> Meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. 	<ul style="list-style-type: none"> Schools will notify the MSCS Exceptional Education Team of the manifestation meeting and provide accurate information in PowerSchool with supportive evidence. 	
	<p>MSCS End of Year Guidelines</p> <ul style="list-style-type: none"> The school adhered to the MSCS End of Year guidelines as outlined in TN Pulse. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse. 	<p>MSCS Exceptional Education Team</p>
	<p>The school's files are in compliance (randomly selected files will be web-based monitored each month using the records review protocol)</p> <ul style="list-style-type: none"> Proper signatures 10-day notice All required documents uploaded. 24 to 48 hours after IEP meeting PLEPs are written IAIEP format. Annual goals are measurable and directly related to the student's deficit. Timely IEP and Re- evaluation Meetings. No red stop signs in TN Pulse. If school has received a red stop sign, the issue must be resolved within 30 days. Timely and complete IEP Progress reports are sent home every 4.5 weeks. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and other documentation as required in the hard copy file. 	
	<p>Timely IEP and Re-evaluation Meetings</p> <ul style="list-style-type: none"> No red stop signs in TN Pulse. If school has received a red stop sign, the issue must be resolved within 30 days. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and a hard copy in student files. 	

	<p>Timely and completed IEP Progress Reports</p> <ul style="list-style-type: none"> Completed and sent home every week 4.5 weeks. 	<ul style="list-style-type: none"> The evidence will be found in TN Pulse and a hard copy in student files. 	
<p>Indicator III: Health Services</p>	<p>Nursing Services for students who require assistance (i.e., diabetic or feeding tube) (if applicable)</p> <ul style="list-style-type: none"> If nursing services change within the school year, please notify the Office of Charter Schools (charterschools@scsk12.org) immediately! 	<ul style="list-style-type: none"> Schools who PROVIDE nursing services will upload evidence of nursing services for students who require assistance; evidence of nurse and roster of all students to the portal. Schools who DO NOT provide nursing services, please download and complete Nursing Services Not Applicable Template.docx and upload it to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS Health Services Team</p>
	<p>Annual list of employees currently trained in CPR/First Aid</p> <p>Resources:</p> <ul style="list-style-type: none"> ✓ (Optional) Schools may use this template to provide the list of CPR/First Aid trained personnel. 	<ul style="list-style-type: none"> If the school's list HAS BEEN revised, please upload the updated list of employees currently trained in CPR/First Aid to the portal. If the school's list DOES NOT require any revisions, please upload the same list of employees currently trained in CPR/First Aid that was submitted in the September cycle to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
<p>Indicator IV: Human Resources</p>	<p>100% of teachers are licensed in the area(s)/classes to which they are assigned.</p>	<ul style="list-style-type: none"> If the school's roster HAS BEEN revised, schools will download and complete the School Faculty Roster Template & upload to the portal. If the school's roster DOES NOT require any revisions, schools will upload to the portal the same School Faculty Roster that was submitted in September. 	<p>MSCS Human Resource Team</p>

		<p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	
<p>Indicator V: Federal Programs</p>	<p>Timely & Accurate Implementation of Federal Programmatic Requirements submitted by May 31, 2024</p> <ul style="list-style-type: none"> • Implementation Check/School-level monitoring • Federal Equipment Compliance • Semi-Annual Certifications 	<ul style="list-style-type: none"> • Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate. 	<p>MSCS Federal Programs Department</p>
<p>Indicator VI: Student Mobility</p>	<p>Attrition Percentage (General Population)</p> <ul style="list-style-type: none"> • Formula: EOY enrollment divided by the average enrollment for General Population for 2023-2024 school year. <p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on attrition percentage formula & calculations, please refer to FAQs section. 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for general population. 	<p>Office of Charter Schools</p>
	<p>Attrition Percentage (SPED) <i>(if applicable)</i></p> <ul style="list-style-type: none"> • Formula: EOY enrollment divided by the average enrollment for SPED students for 2023-2024 school year. <p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on attrition percentage formula & calculations, please refer to FAQs section. 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for SPED population. 	

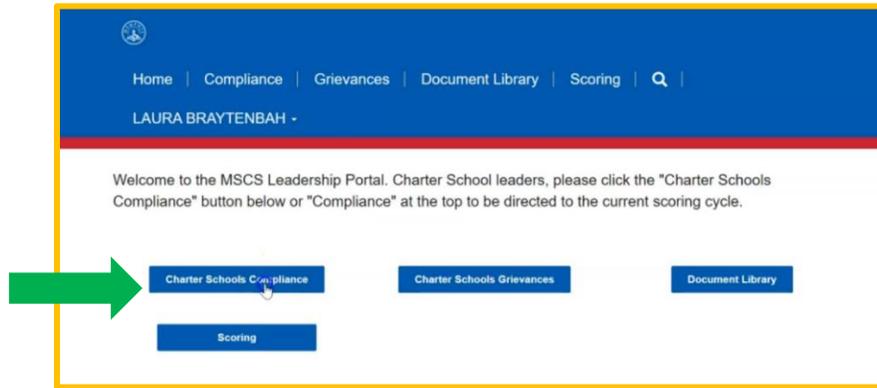
	<p>Attrition Percentage (ESL) <i>(if applicable)</i></p> <ul style="list-style-type: none"> • Formula: EOY enrollment divided by the average enrollment for ESL students for 2023-2024 school year. <p>Resources:</p> <ul style="list-style-type: none"> ✓ For additional details on attrition percentage formula & calculations, please refer to FAQs section. 	<ul style="list-style-type: none"> • MSCS Data & Research Team will provide re-enrollment data for ESL population. 	
<p>Indicator VII: Student Information</p>	<p>PowerSchool Grades Entered for Quarter 3</p> <ul style="list-style-type: none"> • If your school is following MSCS district calendar, Quarter 3 grades are due by March 18, 2024. • If your school DOES NOT follow MSCS district calendar, grades are due within two (2) days of the end of Quarter 3. 	<ul style="list-style-type: none"> • Schools enter grades via PowerSchool for Quarter 3 	<p>MSCS SIM Team</p>
	<p>PowerSchool Grades Entered for Quarter 4</p> <ul style="list-style-type: none"> • If your school is following MSCS district calendar, Quarter 4 grades are due by May 29, 2024. • Schools with attendance end date in June will complete Quarter 4 grades by June 5, 2024. 	<ul style="list-style-type: none"> • Schools enter grades via PowerSchool for Quarter 4 	
	<p>PowerSchool EOY Checkout Complete</p> <ul style="list-style-type: none"> • Schools with attendance end date in May will complete EOY Checkout by May 31, 2024. • Schools with attendance end date in June will complete EOY Checkout by June 7, 2024. 	<ul style="list-style-type: none"> • Schools enter final grades via PowerSchool. 	

	<p>PowerSchool Calendar Updated & Entered by April 15, 2024</p>	<ul style="list-style-type: none"> Schools will submit calendar information for 2024-2025 school year via email to the MSCS State Reporting Team Sandra Faulkner faulknerse@scsk12.org. 	
	<p>PowerSchool Calendar Accuracy</p>	<ul style="list-style-type: none"> Schools will submit the 2024-2025 school year calendar in PowerSchool. 	
<p>Indicator VIII: Student Support Services</p>	<p>504 Compliance</p> <ul style="list-style-type: none"> The school appropriately accommodates students with 504 modifications as outlined in the plan. School appropriately assigns 504 plans when deemed necessary. 	<ul style="list-style-type: none"> Schools submit 504 plans in TN Pulse. 	<p>MSCS S.E.E.D. Department (Scored as “Out of Compliance” or “Compliant”)</p>
<p>Indicator IX: General Compliance</p>	<p>Intruder Drill</p> <hr/> <p>Fire Drills</p> <hr/> <p>CPR/AED Drills</p> <hr/> <p>Earthquake Drills</p> <hr/> <p>Non-Evacuative Drills</p>	<ul style="list-style-type: none"> Schools should record all required documentation immediately following the completion of drills in the MSCS Multi-hazard Online Submission System. 	<p>MSCS Emergency Management Team</p>
<p>Indicator X: Response to Instruction & Intervention (RTI²)</p>	<p>Data Team Meetings (K-12)</p> <ul style="list-style-type: none"> Evidence of schools facilitating data team meetings every 4.5 weeks. Evidence of student progress being monitored. Evidence of students that require Tier II or Tier III Intervention. <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework ✓ Click HERE to access documents (data team minutes, sample agenda, CSRS). 	<ul style="list-style-type: none"> Schools will upload Data Team minutes with signatures, agenda, and current up to date CSRS (February - May for 2023-2024) school year to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS RTI² Advisors</p>

	<p>Student Intervention File Review (K-12)</p> <p>Resources:</p> <ul style="list-style-type: none"> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework 	<ul style="list-style-type: none"> • RTI² Advisors will visit each individual schools or networks to review intervention files (10% of students receiving interventions), which should include the following: <ul style="list-style-type: none"> ➤ Student Intervention Plan ➤ Referral to Data Team ➤ Daily Intervention Logging ➤ Benchmark Data ➤ Progress Monitoring Data ➤ Parents letter ➤ Fidelity Checks 	
	<p>Universal Screener Characteristics of Dyslexia K-12</p> <ul style="list-style-type: none"> • Evidence of screening and flagging (Fall, Winter, and/or Spring 2023-2024) school year. <p>Resources:</p> <ul style="list-style-type: none"> • Click HERE to access the TDOE Dyslexia Resource Guide • Click HERE to access the TDOE Comprehensive Matrix 	<ul style="list-style-type: none"> • Schools will complete Characteristics of Dyslexia Spreadsheet and upload it to the portal. <p>Resource:</p> <ul style="list-style-type: none"> ✓ Click HERE for the tutorial on how to submit evidence. 	<p>MSCS RTI² Advisors</p>

Section III: Tutorial for Evidence Submission

1. Log-in using Active Directory email (i.e. Spencerqb_charter@scsk12.org).
2. From the home page, select “Charter Schools Compliance”.



3. Under the heading “Incomplete Compliance Requirements” select the checklist for which indicator the school is uploading evidence.

MSCS Charter Schools Compliance Indicators

Incomplete Compliance Requirements

Checklist Name ↑	Current Cycle	Due Date	Start Date	
Federal Programs September	No	10/6/2023	7/31/2023	📄
General Compliance September	No	10/6/2023	7/31/2023	📄
Health Services September	No	10/6/2023	7/31/2023	📄
HR September	No	10/6/2023	7/31/2023	📄
SIM September	No	10/6/2023	7/31/2023	📄

4. You should then see a list of indicator uploads that are required for that scoring cycle (**September, January, or June**). Select the indicator you wish to upload.

Submissions

Checklist Name *	Start Date	Due Date
General Compliance September	7/31/2023	10/6/2023

Submissions and Responses

School / Compliance Checklist	Indicator Name	Indicator Upload
Laura's Ukulele Academy	CPR/First Aid Training (PE,Coaches, Student Athletics)	📄
Laura's Ukulele Academy	Primary Home Language Survey	📄
Laura's Ukulele Academy	Influenza Letter	📄
Laura's Ukulele Academy	CPR/First Aid Training (3 Additional Full-Time Staff)	📄

5. Select **“Choose File”** to upload file. After uploading, click **“Submit”**. Repeat steps #4- 5 until all indicator uploads are submitted.

The screenshot shows a web form titled "Edit" with a close button (x) in the top right corner. The form is divided into two main panels. The left panel contains the following fields: "Indicator Name" with the value "CPR/First Aid Training (PE.Coache", "Department" with the value "General Compliance September", and "Indicator Description" with the text "The school provides CPR/First Aid training to PE teachers, coaches, and individuals working with student athletics. Template in Document Library.". A yellow circle highlights the "Indicator Description" field. The right panel is titled "Submissions" and contains "Item Type" set to "File Upload" and "Indicator Upload" with a "Choose File" button and the text "No file selected". A green arrow points to the "Choose File" button. At the bottom left of the form is a blue "Submit" button, with a green arrow pointing to it.

6. Once **all indicators for a checklist have been submitted**, select the **“Next”** button and submission confirmation signature is required (type first and last name here) to confirm the checklist is complete. Then select **“Submit”** button.
7. The checklist will then be moved to **“Completed Compliance Requirements”**.

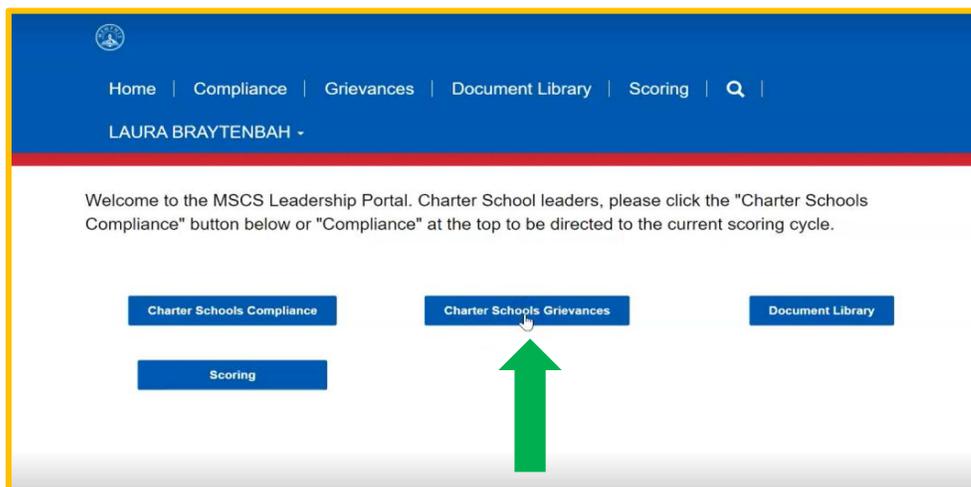
For a tutorial video on “How to Upload Evidence”, please click [HERE](#).

Section IV: Guidance for Grievance Process

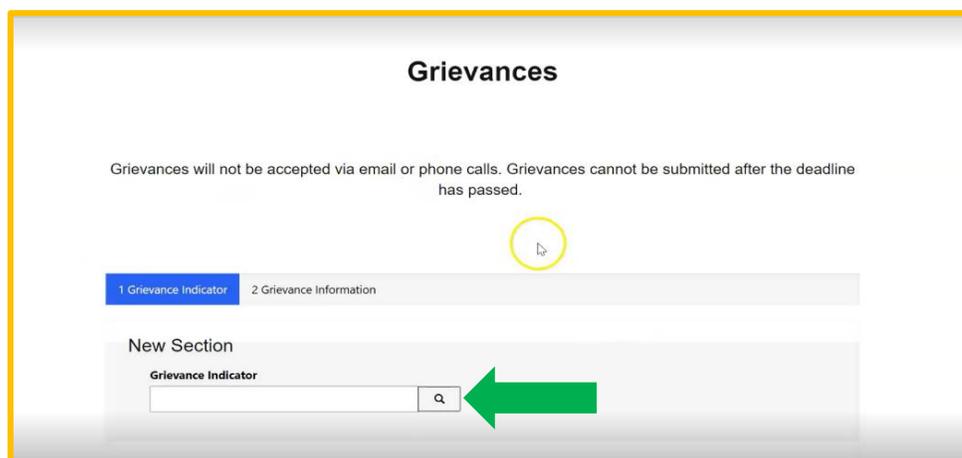
As shared in the previous Calendar section, schools will each have an opportunity to review their embargoed data (the first round of data provided to schools by the OCS that has not been finalized) and report any issues or concerns. The Office of Charter Schools will review all grievances during the allocated timeframe to determine if any scores will be revised. Please note that the OCS will make the final determination regarding any potential scorecard revisions. If a reported issue is deemed null (not supported by adequate evidence), a revision will not be applied. There is a designated electronic form that will be shared with all schools only during the stated windows for review. **GRIEVANCES WILL NOT BE ACCEPTED VIA EMAIL NOR PHONE CALLS**. School will submit grievances through the [portal](#). The portal will only be open for the stated window and will close promptly at the conclusion of the review period (reference [September](#), [January](#), & [June](#) scoring cycle's timeline for specific dates).

Tutorial for Submitting Grievances

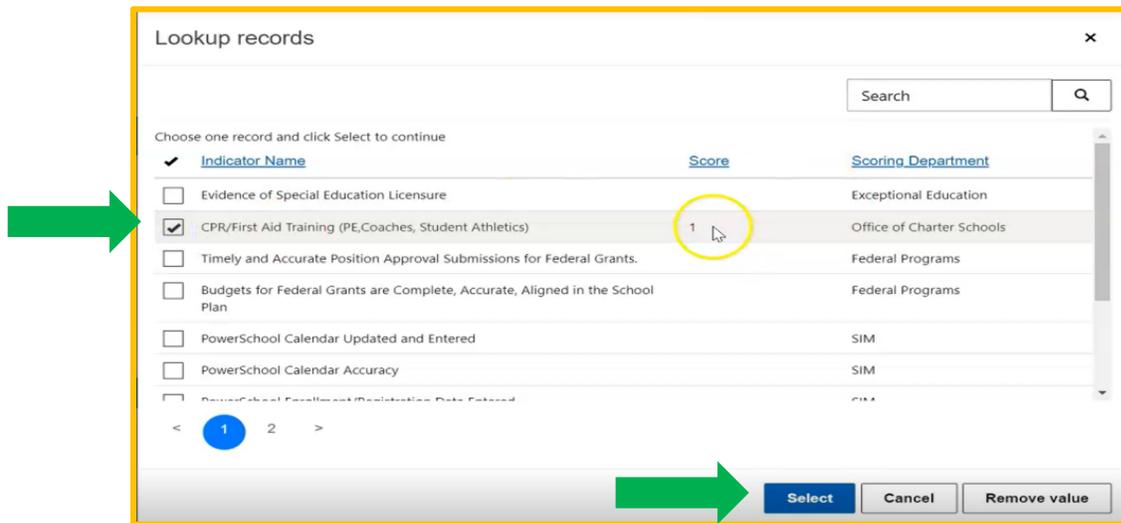
1. Log-in using Active Directory email (i.e. Spencerqb_charter@scsk12.org).
2. From the home page, select “Charter Schools Grievances”.



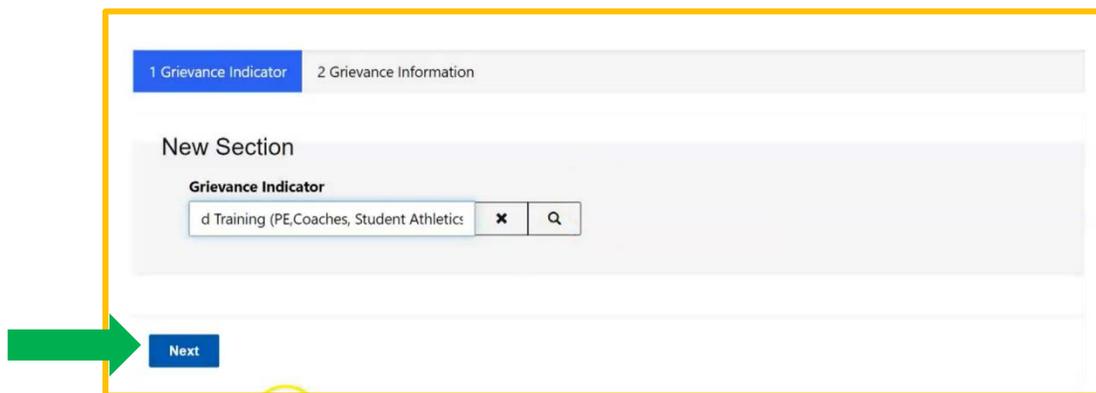
3. Click the “Search Icon” to lookup grievances.



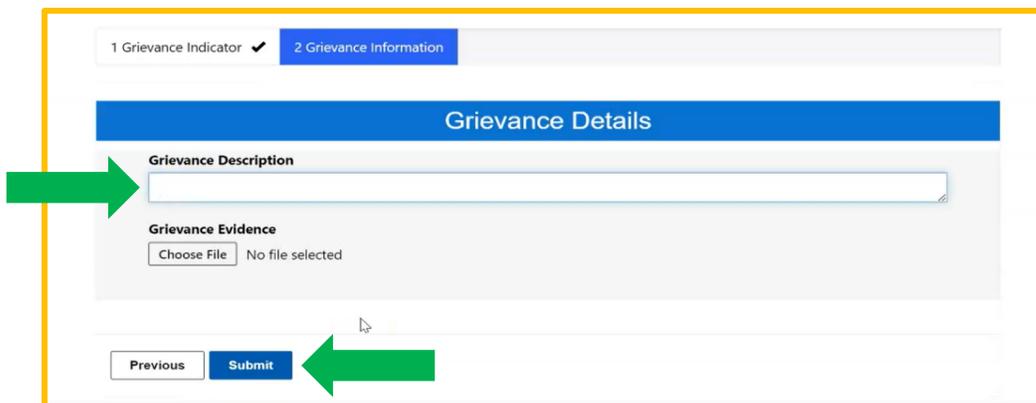
4. Check which indicator the school would like to grieve and click **“Select”**.



5. After clicking select, the portal will take you to the previous screen where you will see the selected indicator in the search box. Click **“Next”** option.



6. Provide grievance description and upload any relevant documents, then select **“Submit”**.



7. Once a grievance has been submitted, scroll down and schools will see the grievance list.
8. The OCS will internally approve or does not approve grievances, the status will show in the grievance list along with any notes.

Grievance Number	Grievance Indicator	Grievance Description	Grievance Evidence	Approval Status	Notes from Office of Charter Schools
Grievance-0033		This is a test grievance	MSCS-Logo-Color.png	Approved	Your grievance has been approved and your score has been changed!
Grievance-0034		You did bad	MSCSLOGO.png	Approved	
Grievance-0035		You gave my dog influenza		Approved	sorry
Grievance-0037	Evidence of Special Education Licensure				
Grievance-0038	Primary Home Language Survey	I'm mad about			
Grievance-0039	Evidence of Special Education Licensure	mad bout it		Not Approved	too bad
Grievance-0040					
Grievance-0041	CPR/First Aid Training (PE,Coaches, Student	This is incorrect. I should receive a 5!	MSCS logo.png		

9. To submit additional grievances, repeat steps #3-7.

For a video tutorial on "How to Submit Grievances", please click [HERE](#).

Section V: 8.0 Scoring Methodology

There is a total of **10 Operations Scorecard indicator categories** (Student Support Services is not assigned numerical scores but receive a designation of “compliant”/” non-compliant”). Each (highest). Each of the Operations Scorecard Indicators will be allotted a percentage (weight) that collectively adds up to a total of 100%. **For a video tutorial on “How to Access Scores” in the portal, please click [HERE](#).**

Operations Scorecard Indicator	Weight Percentage	Number of Sub-Indicators
English as a Second Language	15%	8
Exceptional Education	15%	18
Health Services	10%	6
Human Resources	10%	2
Federal Programs	10%	6
Student Mobility	5%	6
Student Information	5%	8
General Compliance	15%	15
RTI ²	15%	14
Total	100%	83

NOTE: Student Support Services and Student Discipline is not assigned a numerical score. Additionally, if there is an indicator that is not applicable to a respective school, no points will be assigned. The scorecard will indicate “NULL” for those indicators that are not applied to the overall score.

SAMPLE SCHOOL SCORING WITH SPED+ESL POPULATION

Operations Scorecard Indicator	Percentage Possible	Cumulative Indicator Score Earned	Percentage Points Earned
English as a Second Language	15%	1	0.15
Exceptional Education	15%	5	0.75
Health Services	10%	5	0.50
Human Resources	10%	1	0.10
Federal Programs	10%	4	0.40
Student Mobility	5%	4	0.20
Student Information	5%	4	0.20
General Compliance	15%	5	0.75
RTI ²	15%	3	0.45
TOTAL CUMULATIVE SCORE: 3.50			

Scoring Conditions

Schools without an ESL population will have 5% added to the following indicators: Federal Programs, Student Information, and General Compliance.

SAMPLE SCHOOL SCORING WITHOUT ESL POPULATION

Operations Scorecard Indicator	Percentage Possible	Cumulative Indicator Score Earned	Percentage Points Earned
English as a Second Language	N/A		
Exceptional Education	15%	5	0.75
Health Services	10%	5	0.50
Human Resources	10%	1	0.10
Federal Programs	15%	4	0.60
Student Mobility	5%	4	0.20
Student Information	10%	4	0.40
General Compliance	20%	5	1.00
RTI ²	15%	3	0.45
TOTAL CUMULATIVE SCORE: 4.00			

Scoring Conditions

Schools without an ESL or SPED population will have 5% added to the following indicators: Federal Programs, Student Information, and General Compliance.

SAMPLE SCHOOL SCORING WITHOUT ESL OR SPED POPULATION

Operations Scorecard Indicator	Percentage Possible	Cumulative Indicator Score Earned	Percentage Points Earned
English as a Second Language	N/A		
Exceptional Education	N/A		
Health Services	15%	5	0.75
Human Resources	10%	1	0.10
Federal Programs	20%	4	0.80
Student Mobility	5%	4	0.20
Student Information	15%	4	0.60
General Compliance	20%	5	1.00
RTI ²	15%	3	0.45
TOTAL CUMULATIVE SCORE: 3.90			

Section VI: 8.0 Scoring Rubric

Each indicator will be scored on a scale of 1-5. Some indicators receive a designation of “out of compliance” and “compliance”.

Please acknowledge the **Operations Scorecard 8.0 Scoring Rubric** below:

OPERATIONS SCORECARD 8.0 SCORING RUBRIC				
Indicator 1	English as a Second Language	Out of Compliance	Compliant	
	<ul style="list-style-type: none"> Home Language Survey Distributed at the point of enrollment 	<ul style="list-style-type: none"> School DOES NOT PROVIDE evidence of completed primary home language surveys distributed with the school’s enrollment application. NO EVIDENCE uploaded to the MSCS Office of Charter Schools designated location within 30 days of enrollment. 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of completed primary home language surveys distributed with the school’s enrollment application. EVIDENCE uploaded to the MSCS Office of Charter Schools designated location within 30 days of enrollment.
	English as a Second Language	1	5	
	<ul style="list-style-type: none"> WIDA Screener Administered to all required students (new to the district) within 30 days of enrollment. 	<ul style="list-style-type: none"> WIDA Screener Administered to less than 100% of required students within 30 days of enrollment. 		<ul style="list-style-type: none"> WIDA Screener Administered 100% of required students within 30 days of enrollment.
<ul style="list-style-type: none"> Annual English Language Proficiency Assessment (ELPA) Administered to all required students within state mandated timeframe. 	<ul style="list-style-type: none"> Annual English Language Proficiency Assessment (ELPA) Administered to less than 100% of required students within state mandated timeframe. 		<ul style="list-style-type: none"> Annual English Language Proficiency Assessment (ELPA) Administered to 100% of required students within state mandated time frame. 	

English as a Second Language	1		5
<ul style="list-style-type: none"> • Notifications of ESL services distributed to parents within 30 days of enrollment 	<ul style="list-style-type: none"> • NO SUBMISSION of parent/guardian letter with an overview of ESL services provided to each respective student receiving services within 30 days of enrollment. 		<ul style="list-style-type: none"> • SUBMISSION of parent/guardian letter with an overview of ESL services provided to each respective student receiving services within 30 days of enrollment.
<ul style="list-style-type: none"> • Evidence of ESL Teacher holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12, code #490 	<ul style="list-style-type: none"> • School DOES NOT PROVIDE evidence of ESL Teacher(s) holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12, code #490. 		<ul style="list-style-type: none"> • School PROVIDES EVIDENCE of ESL/ESL Teacher(s) holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12, code #490.
<ul style="list-style-type: none"> • 100% completion of the Individual Learning Plan (ILP) and all components required for all required students. 	<ul style="list-style-type: none"> • School DOES NOT PROVIDE evidence of 100% completion of the Individual Learning Plan (ILP) and all components for all required students. 		<ul style="list-style-type: none"> • School PROVIDES EVIDENCE of 100% completion of the Individual Learning Plan (ILP) and all components for all required students.
<ul style="list-style-type: none"> • Accurate ESL Service Hours Provided to Students 	<ul style="list-style-type: none"> • School DOES NOT PROVIDE evidence of accurate scheduling of required ESL service hours for English Learners. 		<ul style="list-style-type: none"> • School PROVIDES EVIDENCE of accurate scheduling of required ESL service hours for English Learners.
<ul style="list-style-type: none"> • Evidence of the appropriate ESL course code in Master Schedule (in PowerSchool). 	<ul style="list-style-type: none"> • Master schedule DOES NOT PROVIDE evidence of the appropriate ESL course code in PowerSchool. 		<ul style="list-style-type: none"> • Master schedule PROVIDES EVIDENCE of the appropriate ESL course code in PowerSchool.

Indicator II	Exceptional Education	1		5
	<ul style="list-style-type: none"> School staff includes teacher w/ current valid Tennessee teaching license in the appropriate areas of certification. 	<ul style="list-style-type: none"> NO EVIDENCE of SPED licensure for assigned SPED teachers (i.e., TDOE educator search database). 		<ul style="list-style-type: none"> EVIDENCE of SPED licensure for assigned ESL teachers (i.e., TDOE educator search database).
	<ul style="list-style-type: none"> IEP At-a-Glance has been generated & provided to general education teachers for all Students & teacher schedules show IEP services hours for all students. 	<ul style="list-style-type: none"> NO EVIDENCE of TN Pulse records of student IEP At-a-Glance. NO EVIDENCE of accurate teacher schedules showing IEP services hours for all students. 		<ul style="list-style-type: none"> EVIDENCE of TN Pulse records of student IEP At-a-Glance. EVIDENCE of accurate teacher schedules showing IEP services hours for all students.
	<ul style="list-style-type: none"> General education teachers have reviewed and signed the IEP section documenting teachers not in attendance (if not present at the current IEP Meeting). 	<ul style="list-style-type: none"> NO EVIDENCE provided via Hardcopy IEP files. 		<ul style="list-style-type: none"> EVIDENCE PROVIDED via Hardcopy IEP files.
	<ul style="list-style-type: none"> The school is compliant with administrative complaints & due process in order to resolve issues for Exceptional Students. 	<ul style="list-style-type: none"> NO EVIDENCE of student disciplinary documentation/files. *No points will be allocated if inapplicable; Will serve as a null indicator 		<ul style="list-style-type: none"> EVIDENCE of student disciplinary documentation/files. *No points will be allocated if inapplicable; Will serve as a null indicator
	<ul style="list-style-type: none"> Manifestation meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. 	<ul style="list-style-type: none"> Accurate evidence NOT PROVIDED. *No points will be allocated if inapplicable; Will serve as a null indicator* 		<ul style="list-style-type: none"> Accurate EVIDENCE PROVIDED. *No points will be allocated if inapplicable; Will serve as a null indicator*
	<ul style="list-style-type: none"> The school adhered to the MSCS End of Year guidelines as outlined in TN Pulse. 	<ul style="list-style-type: none"> Accurate evidence NOT PROVIDED. 		<ul style="list-style-type: none"> Accurate EVIDENCE PROVIDED.

Exceptional Education	1		5
<ul style="list-style-type: none"> The school's files are in compliance (2 randomly selected files will be web based monitored each month using the records review protocol). 	<ul style="list-style-type: none"> Less than 100% of the evidence is NOT PROVIDED: <ul style="list-style-type: none"> Proper signatures 10-day notice All required documents uploaded 24 to 48 hours after IEP meeting. PLEPs are written IAIEP format. Annual goals are measurable and directly related to the student's deficit. 		<ul style="list-style-type: none"> 100% of EVIDENCE PROVIDED: <ul style="list-style-type: none"> Proper signatures 10-day notice All required documents uploaded 24 to 48 hours after IEP meeting. PLEPs are written IAIEP format. Annual goals are measurable and directly related to the student's deficit
<ul style="list-style-type: none"> Timely and completed IEP Progress reports 	<ul style="list-style-type: none"> School DOES NOT provide evidence of: <ul style="list-style-type: none"> Completed IEP Progress Reports IEP Progress Reports are not sent home every 4.5 weeks 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of: <ul style="list-style-type: none"> Completed IEP Progress Reports IEP Progress Reports are not sent home every 4.5 weeks
<ul style="list-style-type: none"> Timely IEP and Reevaluation Meetings 	<ul style="list-style-type: none"> School has less than 100% timely IEP and/or reevaluation meetings. <ul style="list-style-type: none"> The school has red stop signs in TN Pulse. The school did not resolve issues with the red stop sign within 30 days. 		<ul style="list-style-type: none"> School has 100% timely IEP reevaluation meetings. <ul style="list-style-type: none"> The school does not have stop signs in TN Pulse. The school resolved issues with the red stop sign within 30 days.

Indicator III	Health Services	1		5
	<ul style="list-style-type: none"> The school's immunizations and physicals for the students' records are up to date. If not, the school has documentation that parents have been notified of the consequences. (Grade K ONLY) 	<ul style="list-style-type: none"> NO EVIDENCE of immunization records provided. 		<ul style="list-style-type: none"> EVIDENCE of immunization records provided.
	<ul style="list-style-type: none"> The school provides nursing services for students who require assistance (i.e., diabetic or feeding tube) 	<ul style="list-style-type: none"> NO EVIDENCE of roster of all (if applicable) students with proof of service provided. 		<ul style="list-style-type: none"> EVIDENCE of roster of all (if applicable) students with proof of service provided.
	<ul style="list-style-type: none"> The school provides CPR/First Aid training to PE teachers, coaches and individuals working with student athletics. 	<ul style="list-style-type: none"> School DOES NOT PROVIDE evidence of certified CPR/First Aid training. 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of certified CPR/First Aid training.
	<ul style="list-style-type: none"> The school provides CPR/First Aid training to at least 3 full time staff who remain at the same location for the entire day. These staff are not shared between locations and do not travel as part of their job. 	<ul style="list-style-type: none"> School DOES NOT PROVIDE evidence of certified CPR/First Aid training. 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of certified CPR/First Aid training.
	<ul style="list-style-type: none"> There is training compliance for school staff assisting students who self-administer medication. 	<ul style="list-style-type: none"> School DOES NOT PROVIDE evidence of certified training for staff who self-administer medication. 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of certified training for staff who self-administer medication.

Indicator IV	Human Resources	1		5
	<ul style="list-style-type: none"> 100% of teachers are licensed in the area(s)/ classes to which they are assigned 	<ul style="list-style-type: none"> School DOES NOT PROVIDE evidence of teacher licensure (i.e. TDOE educator search database). 		<ul style="list-style-type: none"> School PROVIDES EVIDENCE of teacher licensure (i.e. TDOE educator search database).
Indicator V	Federal Programs	1		5
	<ul style="list-style-type: none"> Timely and accurate position approval submissions for federal grant. 	<ul style="list-style-type: none"> All position approval documentation IS NOT complete, accurate, & uploaded into Title I Crate by the August 18, 2023. 		<ul style="list-style-type: none"> All position approval documentation IS complete, accurate, & uploaded into Title I Crate by August 18, 2023.
	Federal Programs	1		5
	<ul style="list-style-type: none"> All federal grant budgets are updated and tied to prioritized needs. 	<ul style="list-style-type: none"> Budgets for each federal grant ARE NOT complete, accurate, aligned in the school plan, and uploaded into the Title I Crate by August 18, 2023. 		<ul style="list-style-type: none"> Budgets for each federal grant IS complete, accurate, aligned in the school plan, and uploaded into the Title I Crate by August 18, 2023.
	<ul style="list-style-type: none"> Timely & Accurate School Improvement Plan Submission 	<ul style="list-style-type: none"> Schools DID NOT submit School Improvement Plan via ePlan by August 30, 2023. 		<ul style="list-style-type: none"> Schools SUBMITTED School Improvement Plan in ePlan by August 30, 2023.
<ul style="list-style-type: none"> Timely and Accurate Implementation of Programmatic Requirements for Federal Grants 	<ul style="list-style-type: none"> Schools' programmatic documentation IS NOT complete, accurate, and uploaded into Title I Crate by September 29, 2023. <ul style="list-style-type: none"> Annual Title I Meeting Documentation McKinney Vento Documentation Family Engagement Plan Revision School-Parent Compact Revision 		<ul style="list-style-type: none"> Schools' programmatic documentation IS complete, accurate, and uploaded into Title I Crate by September 29, 2023. <ul style="list-style-type: none"> Annual Title I Meeting Documentation McKinney Vento Documentation Family Engagement Plan Revision 	

		<ul style="list-style-type: none"> ○ Parent’s Right to Know 		<ul style="list-style-type: none"> ○ School-Parent Compact Revision ○ Parent’s Right to Know
	<ul style="list-style-type: none"> • Timely and Accurate Implementation of Programmatic Requirements for Federal Grants 	<ul style="list-style-type: none"> • Schools’ programmatic documentation IS NOT complete, accurate, and uploaded into Title I Create by submitted by May 31, 2024 <ul style="list-style-type: none"> ○ Implementation Check/School-level monitoring ○ Federal Equipment Compliance ○ Semi-Annual Certifications 		<ul style="list-style-type: none"> • Schools’ programmatic documentation IS complete, accurate, and uploaded into Title I Create by submitted by May 31, 2024 <ul style="list-style-type: none"> ○ Implementation Check/School-level monitoring ○ Federal Equipment Compliance ○ Semi-Annual Certifications
	<ul style="list-style-type: none"> • Evidence of timely State/Federally Mandated McKinney Vento Meeting Held 	<ul style="list-style-type: none"> • Accurate evidence IS NOT provided (i.e. agenda, minutes, etc.) • Meeting IS NOT held on or by September 30, 2023. 		<ul style="list-style-type: none"> • Accurate evidence IS PROVIDED (i.e. agenda, minutes, etc.). • Meeting is held on or by September 30, 2023.

Indicator VI	Student Mobility	1	2	3	4	5
	<ul style="list-style-type: none"> • [General Population] Re-enrollment Percentage: # of eligible returning students who 	<ul style="list-style-type: none"> • 65% or less of eligible students re-enroll for the next school year. 	<ul style="list-style-type: none"> • 66% to 74% of eligible students re-enroll for the next school year. 	<ul style="list-style-type: none"> • 75% of eligible students re-enroll for the next school year. 	<ul style="list-style-type: none"> • 76% to 89% of eligible students re-enroll for the next school year. 	<ul style="list-style-type: none"> • 90% or more of eligible students re-enroll for the next school year.

	<p><i>have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-2023).</i></p>					
	<ul style="list-style-type: none"> • [SPED] Re-enrollment Percentage: # of eligible returning SPED students who have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-2023). 	<ul style="list-style-type: none"> • 65% or less of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 66% to 74% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 75% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 76% to 89% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 90% or more of eligible students reenroll for the next school year.

Student Mobility	1	2	3	4	5
<ul style="list-style-type: none"> • [ESL] Re-enrollment Percentage: # of eligible returning ESL students who have re-enrolled by day 40 of the current school year (2023-2024) divided by the # of eligible students who were enrolled at the end of the previous school year (2022-2023). 	<ul style="list-style-type: none"> • 65% or less of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 66% to 74% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 75% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 76% to 89% of eligible students reenroll for the next school year. 	<ul style="list-style-type: none"> • 90% or more of eligible students reenroll for the next school year.
<ul style="list-style-type: none"> • [General Population] Attrition Percentage: EOY enrollment divided by the average enrollment for General Population (2023-2024). 	<ul style="list-style-type: none"> • 78% or less of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> • 79% to 84% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> • 85% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> • 86% to 94% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> • 95% to 100% of students remain enrolled for the entire school year.

	Student Mobility	1	2	3	4	5
	<ul style="list-style-type: none"> [SPED] Attrition Percentage: EOY enrollment divided by the average enrollment for SPED students (2023-2024). 	<ul style="list-style-type: none"> 78% or less of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 79% to 84% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 85% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 86% to 94% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 95% to 100% of students remain enrolled for the entire school year.
	<ul style="list-style-type: none"> [ESL] Attrition Percentage: EOY enrollment divided by the average enrollment for ESL students (2023-2024). 	<ul style="list-style-type: none"> 78% or less of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 79% to 84% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 85% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 86% to 94% of students remain enrolled for the entire school year. 	<ul style="list-style-type: none"> 95% to 100% of students remain enrolled for the entire school year.
Indicator VII	Student Information	1	2	3	4	5
	<ul style="list-style-type: none"> PowerSchool calendar updated & entered 	<ul style="list-style-type: none"> The school submitted their calendar after April 15, 2024. 				<ul style="list-style-type: none"> The school submitted their calendar on or April 15, 2024.
	<ul style="list-style-type: none"> PowerSchool calendar accuracy 	<ul style="list-style-type: none"> The school calendar contained five (5) or more errors. 	<ul style="list-style-type: none"> The school calendar contained four (4) errors. 	<ul style="list-style-type: none"> The school calendar contained three (3) errors. 	<ul style="list-style-type: none"> The school calendar contained two (2) errors. 	<ul style="list-style-type: none"> The school calendar contained zero to one (1) error.
	<ul style="list-style-type: none"> PowerSchool Enrollment Data Entered 	<ul style="list-style-type: none"> The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1 	<ul style="list-style-type: none"> The school entered their student enrollment data for all students that are enrolled and active at any point of the school 	<ul style="list-style-type: none"> The school entered their student enrollment data for all students that are enrolled and active at any point of the 	<ul style="list-style-type: none"> The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1 	<ul style="list-style-type: none"> The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1

	day of attendance on the 21 st day of school.	year with at least 1 day of attendance between the 16 th and 20 th day of school.	school year with at least 1 day of attendance between the 11 th and 15 th day of school.	day of attendance between the 6 th and 10 th day of school.	day of attendance by the 5 th day of school.
Student Information	1	2	3	4	5
<ul style="list-style-type: none"> Registration Data Entered 	<ul style="list-style-type: none"> All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled on or after the 21st day of school. 	<ul style="list-style-type: none"> All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled between the 16th and 20th day of school. 	<ul style="list-style-type: none"> All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled between the 11th and 15th day of school. 	<ul style="list-style-type: none"> All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled between the 6th and 10th day of school. 	<ul style="list-style-type: none"> All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled by the 5th day of school.
<ul style="list-style-type: none"> Schools should review their ESL schedule in the Planning Calendar and submit their Student Standard Day 	<ul style="list-style-type: none"> Schools reviewed their ESL schedule in the Active Calendar and submitted their Student Standard Day to your data specialist by August 4th. 	<ul style="list-style-type: none"> Schools reviewed their ESL schedule in the Active Calendar and submitted their Student Standard Day to your data specialist by August 3rd. 	<ul style="list-style-type: none"> Schools reviewed their ESL schedule in the Active Calendar and submitted their Student Standard Day to your data specialist by August 2nd. 	<ul style="list-style-type: none"> Schools reviewed their ESL schedule in the Planning Calendar and submitted their Student Standard Day to your data specialist by August 1st. 	<ul style="list-style-type: none"> Schools should review their ESL schedule in the Planning Calendar and submit their Student Standard Day to your data specialist by July 31st.
<ul style="list-style-type: none"> PowerSchool Grades Entered (stored and saved) for Q1 and Q2 (January cycle) 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades 16 days or later after the end of each 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades 11 to 15 days after the end 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades six (6) to ten (10) days after 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades three (3) to five 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades within two (2)

		quarter (Q1 and Q2).	of each quarter (Q1 and Q2).	the end of each quarter (Q1 and Q2).	(5) days after the end of each quarter (Q1 and Q2).	days of the end of each quarter (Q1 and Q2).
	Student Information	1	2	3	4	5
	<ul style="list-style-type: none"> PowerSchool Grades Entered (stored and saved) for Q3 and Q4 (June cycle) 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades 16 days or later after the end of each quarter (Q3 and Q4). 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades 11 to 15 days after the end of each quarter (Q3 and Q4). 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades six (6) to ten (10) days after the end of each quarter (Q3 and Q4). 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades three (3) to five (5) days after the end of each quarter (Q3 and Q4). 	<ul style="list-style-type: none"> The school entered (stored and saved) all required student grades within two (2) days of the end of each quarter (Q3 and Q4).
	<ul style="list-style-type: none"> PowerSchool EOY Checkout Completed (June cycle) 	<ul style="list-style-type: none"> The school completed the end of the year checkout seven (7) or more days after the deadline. 	<ul style="list-style-type: none"> The school completed the end of the year checkout within six (6) days of the deadline. 	<ul style="list-style-type: none"> The school completed the year end checkout within four (4) days of the deadline. 	<ul style="list-style-type: none"> The school completed the yearend checkout within two (2) days of the deadline. 	<ul style="list-style-type: none"> The school completed the yearend checkout on or before the deadline. <ul style="list-style-type: none"> Schools with attendance end date in May will complete EOY Checkout by May 31, 2024. Schools with attendance end date in June will complete EOY Checkout by June 7, 2024.

Indicator VIII	Student Support Services	Out of Compliance		Compliant
	<ul style="list-style-type: none"> 504 Compliance 	<ul style="list-style-type: none"> School DOES NOT appropriately accommodate students with 504 modifications as outlined in the plan. School DOES NOT appropriately assign 504 plans when deemed necessary. 		<ul style="list-style-type: none"> The school APPROPRIATELY accommodates students with 504 modifications as outlined in the plan. The school APPROPRIATELY assigns 504 plans when deemed necessary.
Indicator IX	General Compliance	1		5
	<ul style="list-style-type: none"> Transportation Supervisor Hours (ALL SCHOOLS) 	<ul style="list-style-type: none"> School DOES NOT meet the mandatory minimum training hours for transportation supervisor 		<ul style="list-style-type: none"> School MEETS the mandatory minimum training hours for transportation supervisor
	<ul style="list-style-type: none"> Transportation Policy 	<ul style="list-style-type: none"> School DID NOT develop transportation policy that meets state requirements 		<ul style="list-style-type: none"> School DEVELOPS a transportation policy that meets state requirements
	<ul style="list-style-type: none"> Meningococcal Disease 	<ul style="list-style-type: none"> School DOES NOT provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination. 		<ul style="list-style-type: none"> School PROVIDES parents and guardians with information about meningococcal disease and the effectiveness of vaccination.
	General Compliance	1		5
<ul style="list-style-type: none"> Influenza 	<ul style="list-style-type: none"> School DOES NOT provide parents and guardians with information about influenza and the effectiveness of the vaccination. This information must include: <ol style="list-style-type: none"> The causes, symptoms, and means by which influenza is spread, and; The places where parents and guardians may obtain additional information and vaccinations for their children. 		<ul style="list-style-type: none"> School PROVIDES parents and guardians with information about influenza and the effectiveness of the vaccination. This information must include: <ol style="list-style-type: none"> The causes, symptoms, and means by which influenza is spread, and; The places where parents and guardians may obtain additional information and vaccinations for their children. 	

General Compliance	1	3	5
<ul style="list-style-type: none"> Board Training 	<ul style="list-style-type: none"> Less than 50% of the governing board members have COMPLETED all required training for the 2022-2023 school year. The training course WAS NOT approved by the State Board of Education. 	<ul style="list-style-type: none"> At least 50% of the governing board members have COMPLETED all required training for the 2022-2023 school year. The training course WAS APPROVED by the State Board of Education. 	<ul style="list-style-type: none"> All governing board members have COMPLETED all required training for the 2022-2023 school year. The training course WAS APPROVED by the State Board of Education.
<ul style="list-style-type: none"> Website 	<ul style="list-style-type: none"> Charter DID NOT maintain a website with: <ol style="list-style-type: none"> Public notice of meetings of the governing board Agendas for the meetings of the governing board Policies adopted by the governing board. Names and contact information of governing board members. 		<ul style="list-style-type: none"> Charter maintained a website with: <ol style="list-style-type: none"> Public notice of meetings of the governing board Agendas for the meetings of the governing board Policies adopted by the governing board. Names and contact information of governing board members.
<ul style="list-style-type: none"> Comprehensive Plans 	<ul style="list-style-type: none"> School DID NOT provide evidence of a building level school safety plan regarding: <ol style="list-style-type: none"> Crisis intervention Emergency response Emergency management 		<ul style="list-style-type: none"> School PROVIDED EVIDENCE of a building level school safety plan regarding: <ol style="list-style-type: none"> Crisis intervention Emergency response Emergency management
<ul style="list-style-type: none"> Safety Team 	<ul style="list-style-type: none"> School DID NOT have a safety team, appointed by the building principal, in accordance with guidelines or regulations, prescribed by the Director of Schools. The team shall include, but not be limited to: <ol style="list-style-type: none"> Representatives of teacher, administrator, and parent organizations 		<ul style="list-style-type: none"> School DID HAVE a safety team, appointed by the building principal, in accordance with guidelines or regulations, prescribed by the Director of Schools. The team shall include, but not be limited to: <ol style="list-style-type: none"> representatives of teacher, administrator, and parent organizations

		<ol style="list-style-type: none"> 2. School personnel, including school safety personnel 3. Community members 4. Local law enforcement 5. Local ambulance or other emergency response agencies and 6. Any other representatives the director of schools deems appropriate. 		<ol style="list-style-type: none"> 2. school personnel, including school safety personnel 3. community members 4. local law enforcement 5. local ambulance or other emergency response agencies and 6. Any other representatives the director of schools deems appropriate.
	<ul style="list-style-type: none"> • Intruder Drill 	<ul style="list-style-type: none"> • School DID NOT conduct at least one (1) armed intruder drill annually. The drill shall be conducted in coordination with the appropriate law enforcement agency. The results of the drill shall be maintained for five years. 		<ul style="list-style-type: none"> • School CONDUCTED at least one (1) armed intruder drill annually. The drill shall be conducted in coordination with the appropriate law enforcement agency. The results of the drill shall be maintained for five years.
	<ul style="list-style-type: none"> • Fire Drills 	<ul style="list-style-type: none"> • School DID NOT conduct a fire drill every thirty days and twice within the first month of school. 		<ul style="list-style-type: none"> • School CONDUCTED a fire drill every thirty days and twice within the first month of school.
	General Compliance	1		5
	<ul style="list-style-type: none"> • CPR Drills 	<ul style="list-style-type: none"> • School having one (1) or more AEDs DID NOT conduct an annual CPR and AED drill for school personnel to practice the use of these measures and evaluate preparedness. 		<ul style="list-style-type: none"> • School HAVING one (1) or more AEDs conducted an annual CPR and AED drill for school personnel to practice the use of these measures and evaluate preparedness.
	<ul style="list-style-type: none"> • Non-Evacuative Drills 	<ul style="list-style-type: none"> • School DID NOT conduct three additional safety drills during the school year, which may include inclement weather, earthquake, intruder or other emergency drills not requiring full evacuation. 		<ul style="list-style-type: none"> • School CONDUCTED three additional safety drills during the school year, which may include inclement weather, earthquake, intruder or other emergency drills not requiring full evacuation.

	General Compliance	1		5
	<ul style="list-style-type: none"> Earthquake Drills 	<ul style="list-style-type: none"> School DID NOT conduct at least two earthquake preparedness drills during the academic school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the respective schools, and shall be made available upon request by the TDOE. 		<ul style="list-style-type: none"> School CONDUCTED at least two earthquake preparedness drills during the academic school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the respective schools, and shall be made available upon request by the TDOE.
	General Compliance	1		5
	<ul style="list-style-type: none"> Lead Prevention Schools built before 1998 is in 100% compliance in accordance with T.C.A. § 49-2-133 	<ul style="list-style-type: none"> Schools with lead levels between 15-20 ppb, DID NOT provide lead testing results. Schools with lead levels greater than 20 ppb DID NOT provide a remediation plan that includes: <ol style="list-style-type: none"> A letter on your school’s letterhead stating the drinking water sources have been removed from service. Upload evidence of schools notifying The Department of Health and Department of Education via email Upload a copy of the notification letter sent to parent/guardians. Upload test results of lead level of the drinking water source within 90 days. 		<ul style="list-style-type: none"> Schools with lead levels between 15-20 ppb, PROVIDED lead testing results. Schools with lead levels greater than 20 ppb PROVIDED a remediation plan that includes: <ol style="list-style-type: none"> A letter on your school’s letterhead stating the drinking water sources have been removed from service. Upload evidence of schools notifying The Department of Health and Department of Education via email Upload a copy of the notification letter sent to parent/guardians. Upload test results of lead level of the drinking water source within 90 days.

Indicator X	Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
	<ul style="list-style-type: none"> Universal Screener (K-8) 	<ul style="list-style-type: none"> NO EVIDENCE of completed assessment calendar uploaded for 2023-2024 school year. NO EVIDENCE of completed <i>TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing (Elementary & Middle Schools)</i> uploaded for 2023-2024 school year. (Document Rubric Score 0-3) 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of assessment calendar uploaded for 2023-2024 school year. PARTIAL AND/OR INACCURATE EVIDENCE of completed <i>TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing (Elementary & Middle Schools)</i> uploaded for 2023-2024 school year. (Document Rubric Score 4-6) 	<ul style="list-style-type: none"> EVIDENCE of completed assessment calendar uploaded for 2023-2024 school year. EVIDENCE of completed <i>TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing (Elementary & Middle Schools)</i> uploaded for 2023-2024 school year. (Document Rubric Score 7-10)
	<ul style="list-style-type: none"> Early Warning System (9-12) 	<ul style="list-style-type: none"> NO EVIDENCE of Early Warning System (9-12) completed in Microsoft Forms for 2023-2024 school year. NO EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of Early Warning System (9-12) completed in Microsoft Forms for 2023-2024 school year. SOME (PARTIAL) EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<ul style="list-style-type: none"> EVIDENCE of Early Warning System document (High Schools only) completed for 2023-2024 school year in Microsoft Forms. EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline.
	<ul style="list-style-type: none"> Universal Screener Characteristics of Dyslexia (K-12) 	<ul style="list-style-type: none"> NO EVIDENCE of completed assessment calendar uploaded for 2023-2024 school year. NO EVIDENCE of completed submission of the TDOE Approved Universal Screener for Characteristics of Dyslexia in Microsoft Forms for 2023-2024 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of assessment calendar uploaded for 2023-2024 school year. PARTIAL AND/OR INACCURATE EVIDENCE of completed submission of the TDOE Approved Universal Screener for 	<ul style="list-style-type: none"> EVIDENCE of completed assessment calendar uploaded for 2023-2024 school year. EVIDENCE of completed submission of the TDOE Approved Universal Screener for Characteristics of Dyslexia in Microsoft Forms for 2023-2024

	school year. (Document Rubric Score 0-3)	Characteristics of Dyslexia in Microsoft Forms for 2023-2024SY . (Document Rubric Score 4-6)	school year. (Document Rubric Score 7-10)
Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
<ul style="list-style-type: none"> Intervention Tool (K-12) 	<ul style="list-style-type: none"> NO EVIDENCE of completed TDOE Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing uploaded for 2023-2024 school year. (Document Rubric Score 0-3) 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of completed TDOE Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing for 2023-2024 school year. (Document Rubric Score 4-6) 	<ul style="list-style-type: none"> EVIDENCE of completed TDOE Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing uploaded for 2023-2024 school year (Document Rubric Score 7-8)
<ul style="list-style-type: none"> Intervention Walkthroughs (K-12) 	<ul style="list-style-type: none"> School DOES NOT PARTICIPATE in intervention walkthrough for 2023-2024 school year with RTI² Advisor. 		<ul style="list-style-type: none"> School PARTICIPATES in intervention walkthrough for 2023-2024 school year with RTI² Advisor.
<ul style="list-style-type: none"> Intervention Plans (K-12) 	<ul style="list-style-type: none"> NO EVIDENCE of system to create and monitor Student Intervention Plans. NO EVIDENCE of completed and/or up-to-date Comprehensive Student Review Spreadsheet (CSRS) NO EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of system to create and monitor Student Intervention Plans. PARTIAL AND/OR INACCURATE EVIDENCE of completed and/or up-to-date Comprehensive Student (CSRS) PARTIAL AND/OR INACCURATE EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<ul style="list-style-type: none"> EVIDENCE of system to create and monitor Student Intervention Plans. EVIDENCE of completed and/or up-to-date Comprehensive Student Review Spreadsheet (CSRS) EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline.

Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
<ul style="list-style-type: none"> Data Team (K-12) 	<ul style="list-style-type: none"> School DOES NOT PROVIDE dates and times of data team meetings for 2023-2024 school year. School DOES NOT PROVIDE a list of team members and associated roles and responsibilities. School DOES NOT PROVIDE evidence of scheduled date for RTI² Advisor to attend a Data Team Meeting in Semester 1 (<i>August-December</i>). School does not PROVIDE EVIDENCE of attendance of RTI² Advisor in at least one Data Team meeting in Semester 1 (<i>August-December</i>). NO EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines. 	<ul style="list-style-type: none"> School PROVIDES PARTIAL AND/OR INACCURATE EVIDENCE of dates and times of data team meetings for 2023-2024 school year. School PROVIDES PARTIAL AND/OR INACCURATE list of team members and associated roles and responsibilities. PARTIAL AND/OR INACCURATE EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines. 	<ul style="list-style-type: none"> School PROVIDES EVIDENCE of dates and times of data team meetings for 2023-2024 school year. School PROVIDES list of team members and associated roles and responsibilities. School PROVIDES EVIDENCE of scheduled date for RTI² Advisor to attend a Data Team Meeting in Semester 1 (<i>August-December</i>). School PROVIDES EVIDENCE of attendance of RTI² Advisor in at least one Data Team Meeting in Semester 1 (<i>August-December</i>). EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines.
Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
<ul style="list-style-type: none"> Master Schedule (K-12) 	<ul style="list-style-type: none"> NO EVIDENCE of K-5 master schedule and/or 6-12 master schedule, including intervention 	<ul style="list-style-type: none"> PARTIAL AND/OR INACCURATE EVIDENCE of K-5 master schedule and/or 6-12 master schedule 	<ul style="list-style-type: none"> EVIDENCE of K-5 master schedule and/or 6-12 master schedule including intervention courses using state course codes (9-12).

	<p>courses using state course codes (9-12).</p> <ul style="list-style-type: none"> • EVIDENCE of (Less than 50%) randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI² with TDOE course codes. • NO EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<p>including intervention courses using state course codes (9-12).</p> <ul style="list-style-type: none"> • EVIDENCE of (50%-79%) randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI² with TDOE course codes. • PARTIAL EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. 	<ul style="list-style-type: none"> • EVIDENCE of (80%-100%) randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI² with TDOE course codes. • EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline.
Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
<ul style="list-style-type: none"> • Progress Monitoring (K-12) (Reading and Math) 	<ul style="list-style-type: none"> • NO EVIDENCE of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. • NO EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline. 	<ul style="list-style-type: none"> • PARTIAL AND/OR INACCURATE EVIDENCE of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. • PARTIAL AND/OR INACCURATE EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline. 	<ul style="list-style-type: none"> • EVIDENCE of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. • EVIDENCE uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline.
<ul style="list-style-type: none"> • Fidelity Checks (K-12) 	<ul style="list-style-type: none"> • NO EVIDENCE of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. • NO EVIDENCE for 2023-2024 school year uploaded to the MSCS Office 	<ul style="list-style-type: none"> • PARTIAL AND/OR INACCURATE EVIDENCE of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. • PARTIAL AND/OR INACCURATE EVIDENCE uploaded for 2023- 	<ul style="list-style-type: none"> • EVIDENCE of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. • EVIDENCE uploaded for entire 2023-2024 school year to the MSCS Office of Charter Schools Operations

	of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline.	2024 school year to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline.	Scorecard Uploading Portal by the January Scoring Cycle Deadline.
Response to Intervention	Out of Compliance (1)	Somewhat Compliant (3)	Compliant (5)
<ul style="list-style-type: none"> Student Intervention File Review (K-12) (June cycle) 	<ul style="list-style-type: none"> <u>EVIDENCE OF (LESS THAN 50%) IS PROVIDED.</u> <ul style="list-style-type: none"> Student Intervention Plan Referral to Data Team Daily Intervention Logging Universal Screener & Benchmark Data: Reading, Math, and Writing Progress Monitoring Data Parent Letters Fidelity Checks Signatures 	<ul style="list-style-type: none"> <u>PARTIAL (50%-79%) EVIDENCE IS PROVIDED.</u> <ul style="list-style-type: none"> Student Intervention Plan Referral to Data Team Daily Intervention Logging Universal Screener & Benchmark Data: Reading, Math, and Writing Progress Monitoring Data Parent Letters Fidelity Checks Signatures 	<ul style="list-style-type: none"> <u>ACCURATE (80-100%) EVIDENCE IS PROVIDED.</u> <ul style="list-style-type: none"> Student Intervention Plan Referral to Data Team Daily Intervention Logging Universal Screener & Benchmark Data: Reading, Math, and Writing Progress Monitoring Data Parent Letters Fidelity Checks Proper Signatures
<ul style="list-style-type: none"> Characteristics of Dyslexia (K-12) (June cycle) 	<ul style="list-style-type: none"> No Submission of CoD Spreadsheet/Documentation 	<ul style="list-style-type: none"> Partial/Incomplete CoD Spreadsheet/Documentation 	<ul style="list-style-type: none"> Complete/Accurate Submission of CoD Spreadsheet/Documentation

Section VII: Charter Leader Reports

The final Operations Scorecard Data will be included in the comprehensive, cumulative scorecard which will include academic (when available), operations, and financial scorecard data.

Because the **Operation Scorecard 8.0** is released 3 times per year (**September, January & June**), each school will receive 3 different scores (June being the final, cumulative score).

Indicator Description		Indicator Schedule		
		Sept	Jan	June
Indicator I	English as a Second Language	3	3	2
Indicator II	Exceptional Education	1	8	9
Indicator III	Health Services	2	2	2
Indicator IV	Human Resources	1	N/A	1
Indicator V	Federal Programs	3	2	1
Indicator VI	Student Mobility	N/A	3	3
Indicator VII	Student Information	1	2	5
Indicator IX	General Compliance	7	3	5
Indicator X	RTI ²	7	4	3
TOTAL INDICATOR PER SCORING CYCLE		25	27	31
Percentage of Scorecard		30%	33%	37%

Note: [Indicator IX](#): 504 Compliance will be assessed during the June cycle ONLY.

Section VIII: Scorecard Frequently Asked Questions (FAQs)

Q: Where should schools submit evidence for the scorecard?

A: Schools will submit evidence through the [portal](#). For additional guidance on how to submit evidence, please refer to [Section III](#).

Q: What if a school has made some transitions in operations pertaining to the personnel designated for operations scorecard logistics, what should schools do?

A: Contact Quache Spencer spencerqb@scsk12.org or (901) 416-4671 as soon as possible.

Q: During the grievance period, how should schools submit a grievance?

*A: Schools will submit their grievances through the [portal](#), **GRIEVANCE EMAILS WILL NOT BE ACCEPTED**. For additional guidance on how to submit grievances, please refer to [Section IV](#).*

Q: Who will receive the scorecard reports?

A: Whomever the school designated to have FULL POWER BI ACCESS.

Q: What should schools do if they did not receive their scorecard report via email?

A: If your school did not receive your scorecard report, first check your spam email. If the report is not found in spam box, please contact Quache Spencer spencerqb@scsk12.org or (901) 416-4671.

Q: Where do I find available templates to submit in the portal?

A: Please click [HERE](#) to watch a tutorial on how to access templates in the portal.

Q: Are schools required to upload proof of self-administered medicine training?

A: No, there is no upload required by the school, Health Services will provide the proof for self-administered medicine training.

Q: What do schools need to do about transportation supervisor hours?

A: ALL schools' designated transportation supervisor is required to complete the NHTSA School Bus Training, which will allow school staff to understand the important role that school bus professionals (both drivers, aides, dispatchers, and administration) play daily in student success. A link will be provided in the Charter Chatter Newsletter (TBA) for the NHTSA School Bus Training. For information about future in-person training, please contact Alex Spann at Alex.spann@tn.gov.

Q: What do schools need to know about lead testing?

A: Schools will submit lead testing results when it is their year (odd or even) to test. However, during your testing year, schools whose lead levels were between 15-20 ppb will be required to test annually until the lead level is less than 15 ppb. Schools whose lead levels were greater than 20 ppb will have to submit a lead remediation plan.

Q: Who provides re-enrollment and attrition data for Charter Schools?

A: MSCS Research and Performance Management Team provides the re-enrollment and attrition data for Charter Schools.

Q: How are re-enrollment percentages calculated?

A: Please reference the re-enrollment formula below.

Formula:

$$\frac{\text{\# of students who re-enrolled for the current school year}}{\text{EOY enrollment from the previous school year}} = \text{Re-enrollment Percentage}$$

Sample Calculation:

$$\frac{424}{434} = 0.976 \times 100 = 97.6 = 98\%$$

Q: How are attrition percentages calculated?

A: Please reference the attrition formula below.

Formula:

$$\text{Step \#1: } \frac{\text{Beginning Enrollment} + \text{EOY Enrollment}}{2} = \text{Average Enrollment}$$

$$\text{Step \#2: } = \frac{\text{EOY Enrollment}}{\text{Average Enrollment}} = \text{Attrition Percentage}$$

Sample Calculation:

$$\text{Step \#1: } \frac{130 + 115}{2} = 122.5$$

$$\text{Step \#2: } \frac{115}{122.5} = 0.938 \times 100 = 93.8 = 94\%$$

Q: Who should schools contact with questions related to the scorecard?

A: Quache Spencer spencerqb@scsk12.org or (901) 416-4671.

Cumulative Scores: All Schools

School Name	OSC Cumulative Score	Benefits	English Language Learners	Exceptional Education	Federal Programs	General Compliance	Health Services	Human Resources	RTI	Student Support Services	Student Mobility	Student Info (SIM)	Student Discipline
Memphis Merit School	4.80	5		5.00	5.00	5.00	5.00	3.00	5.00	Compliant	5.00	5.00	
Memphis Business Academy Hickory Hill Middle School	4.74	5		5.00	5.00	5.00	5.00	3.00	5.00	Compliant	3.83	5.00	
Memphis Business Academy High	4.70	5		5.00	4.43	5.00	5.00	3.00	5.00	Compliant	4.67	5.00	
City University School Girls Preparatory	4.68	5		5.00	5.00	5.00	5.00	3.00	4.43	Not Compliant	4.25	5.00	
Arrow Academy of Excellence	4.64	1		5.00	4.43	5.00	5.00	5.00	4.86	Compliant	4.00	5.00	
STAR Academy	4.60	5		4.20	4.43	5.00	3.67	5.00	5.00	Compliant	5.00	4.67	
Memphis School of Excellence	4.56	5		5.00	4.43	5.00	5.00	1.50	5.00	Not Compliant	4.83	5.00	
Memphis School of Excellence Cordova	4.51	5		5.00	4.43	5.00	5.00	1.00	5.00	Compliant	5.00	5.00	
City University School of Independence	4.46	5		5.00	5.00	5.00	5.00	1.00	4.71		3.00	5.00	
Veritas College Preparatory	4.39	1		5.00	5.00	5.00	5.00	1.00	5.00	Not Compliant	4.80	5.00	
City University School of Liberal Arts	4.36	5		5.00	4.43	5.00	5.00	1.00	4.29	Compliant	4.00	5.00	
Perea Elementary School	4.29	1		4.60	5.00	5.00	5.00	1.00	4.86	Compliant	4.75	5.00	
Southern Avenue Charter School	4.27	1		5.00	5.00	4.53	3.00	3.00	4.86	Compliant	5.00	4.22	
Memphis Business Academy Elementary	4.25	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	Compliant	5.00	5.00	
Compass Community School Binghampton	4.24	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	Compliant	4.83	5.00	
Compass Community School Midtown	4.24	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	Compliant	4.83	5.00	
Compass Community School Orange Mound	4.23	5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	Compliant	4.67	5.00	
Vision Prep	4.13	1		5.00	5.00	4.53	3.00	1.00	5.00	Compliant	5.00	5.00	
The Soulsville Charter School	4.10	5		5.00	3.29	4.53	3.40	1.00	5.00	Compliant	4.80	4.89	
Compass Community School Frayser	4.04	5	5.00	5.00	5.00	5.00	5.00	3.00	5.00	Compliant	4.83	5.00	
Circles of Success Learning Academy	4.01	1		3.80	4.43	5.00	5.00	1.00	4.57	Not Compliant	5.00	5.00	
Memphis STEM Academy	3.99	5	5.00	5.00	4.43	5.00	5.00	3.00	5.00	Compliant	5.00	5.00	
Memphis Business Academy Hickory Hill	3.99	5	5.00	5.00	5.00	5.00	5.00	3.00	5.00	Compliant	3.83	5.00	