



INNOVATION & EXCELLENCE

WASHINGTON'S CHARTER SCHOOLS PROGRAM GRANT

CSP Monitoring Webinar

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WA Charters

GOALS FOR TODAY'S WEBINAR

- Learn about all phases of monitoring requirements
- Understand the two types of yearly reports and other requirements
- Q&A

MONITORING

WA CHARTERS' CSP MONITORING RESPONSIBILITIES

It is our responsibility to ensure that all sub-grantees (awarded schools) are using CSP funds appropriately, making progress toward established goals, and adhering to all federal requirements.

Ongoing monitoring provides us the opportunity to see where Technical Assistance (TA) is needed across our sub-grantees. 7% of our CSP grant must be used toward technical assistance so please reach out if you have some TA needs.

The four indicators that federal monitoring covers:

1. **Subgrant Application and Award Process** - Ensuring a fair application process/review adhering to federal guidelines
2. **Supporting High-Quality Charter Schools** - Providing TA, supporting authorizing practices, supports diverse educational models, and monitoring of sub-grantees
3. **Administrative and Fiscal Responsibilities** - Appropriate disbursements/accounting, proper use of funds, and fiscal control
4. **Oversight of Charter School and Management Organization Relationships**

DEPT OF ED MONITORING OF WA CHARTERS

- Twice a year data collection on sub-grantees
- Annual Performance Report on CSP Project Goals (sub-grant awards as well as our own other goals/activities) and our CSP Finances
- Monitoring of our financial drawdown requests to ensure that we are spending down the grant
- Site visit in our third year of grant (2022-2023) – they will also randomly select to visit some of our sub-grantee schools

MONITORING TO DATE

- Post award monitoring (review of financial policies, board/academic info, organizational structures, etc...)
- Assurances and Certifications from sub-grant application
- Monthly/Quarterly reimbursement requests and reports

ANNUAL MONITORING

Yearly Report – demographic data, verification of a few items, and narratives on the progress of your CSP project goals, overall school planning/implementation

Financial Report – budget to actuals, explanation of use of funds, variance explanations, opportunity to revise your forward-looking grant budget

MONITORING SCHEDULE

MONITORING CADENCE

Monthly/Quarterly

- Reimbursement requests
- Demographic and enrollment updates
- Updates on grant goals
- Updates on authorizer monitoring
- Participation in research projects

Yearly

- Annual Financial Report
- Yearly progress report (goals, enrollment, demographics, school implementation)
- Yearly desktop review

On-Site Visit(s) and End of Grant

- On-site visit will take place at least once during the grant period
- A potential school on-site visit during WA Charters' federal monitoring could take place
- A final grant financial and progress report is submitted at the conclusion of the sub-grant

YEARLY REPORT

- Two reports are submitted to WA Charters by established deadline
- WA Charters CSP staff review reports, documentation in Basecamp and prepare for Desktop Review Call
- Desktop Review Call is held with school/finance leaders and Board Chair
- Required follow-up takes place and then the year is 'closed out'

UPCOMING TIMELINES

- Catalyst, Lumen, Impact SSE – reports due 9/15/21; site visits in early 2022
- Pinnacles, Pullman, Impact CBE – reports due 11/1/21; site visits in early 2023
- Rooted – reports due 9/1/22 and site visit in early 2024
- Renton – reports due 11/1/22 and site visit in early 2024
- SIA, WIHS, WNYA - reports due 6/1/22 and site visits in early 2023

*** dates are subject to change*

ANNUAL REPORTS & MONITORING GUIDE

OTHER REMINDERS AND QUESTIONS

UPCOMING ITEMS AND REMINDERS

- ☐ Don't forget about documentation for Certifications and Assurances
- ☐ Basecamps will be updated with tasks related to the annual report

QUESTIONS?



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