



STANDARD OPERATING PROCEDURE 8.4

PROCEDURE TITLE: At-A-Glance Report Process

Department: ALL

Proposed by: Office Coordinator

Effective Date: 07/01/2013

PURPOSE

The AT-A-GLANCE REPORT PROCESS, as part of the oversight and evaluation processes, is to ensure that there is a process for informing school administrators, school governing authorities, legal counsel and management companies of student enrollment, school improvement goals, key dates, including on-site school visits, and comparison school's local report card data.

SCOPE

The AT-A-GLANCE PROCESS is primarily intended for CSS staff who are responsible for updating and distributing the At-A-Glance Report prior to each school governing authority meeting.

PROCEDURE

1. Each month, the Office Manager prepares an FTE spreadsheet after the official FTE count is available from the Ohio Department of Education.
 - a. The Office Manager Includes the FTE chart with materials for the monthly all-staff meeting.
2. Each month by the 22nd, the School Improvement Program Assistant shall review and update, if necessary, the following:
 - a. School Improvement Goals
 - b. One Plan Cohort and Intervention Status Information
3. Site Visit Dates for OARs, Spec Ed Reviews, Compliance Reviews and College and Career Readiness Reviews from the site visit listing in Google.



4. Each month by the 22nd, the Legal Project Manager shall review and update, if necessary, information on the following:
 - a. CAPs
 - b. Probations
 - c. Contract Modifications
5. The Legal Department representative and the School Improvement Department representative shall email the Office Manager once their respective updates have been made.
6. After updates are made to the At-A-Glance reports by the Legal Project Manager and the School Improvement Program Assistant, the Office Manager shall update the FTE numbers, review the formatting, convert the word document to a PDF and save it to the shared drive.
7. By the 27th of the month, the Office Manager shall distribute the At-A-Glance report to school personnel.
8. The CSS representative attending the governing authority meeting shall review all information contained in the At-A-Glance report and provide feedback to the Office Manager if necessary.
9. The Office Manager shall review all feedback and make changes to the report if necessary.
10. When creating the template for the next month, the Legal Project Manager and School Improvement Program Assistant shall use the most recent final version of the report to ensure all information contained is as up to date as possible (for example, when creating the February report template, the final January report will be used).
11. Each year in June, the School Improvement Program Assistant shall update the comparison schools for each school for the July At-A-Glance report.
 - a. The Comparison Schools will be compared to the closed schools list published by the Ohio Department of Education prior to being included on the At-A-Glance.
 - b. Each year after the release of the local report card data by the Ohio Department of Education, the School Improvement Program Assistant will update the comparison school data for all comparison schools for the October At-A-Glance reports.

Note: If the Office Manager is unexpectedly out of the office, the assigned back-up person shall complete the necessary steps using the instructions found in the At-A-Glance folder.



DOCUMENTATION / VERIFICATION

The AT-A-GLANCE REPORT PROCESS is included with the monthly governing authority packet to be reviewed at the governing authority meetings.

Location of documentation:

S:/At-a-Glance Reports/School Name/School Year

DOCUMENT HISTORY

Orig. Date February 2013

Rev. July 2013

Rev. February 2016

Rev. March 2017

Rev. October 2018

Rev. December 2019

Rev. July 2020

Rev. April 2021

Rev. March 2022

Rev. September 2023

REVIEW AND APPROVAL

Reviewer of the AT-A-GLANCE REPORT PROCESS is as follows:

Reviewed By: Management Team

Date: 09/20/2023

Approved By: President: David L. Cash, Jr.

Date: 09/20/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The AT-A-GLANCE REPORT PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.