

STANDARD OPERATING PROCEDURE 9.02: AT-A-GLANCE REPORT PROCESS

July 1, 2025

A. 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.

B. APPLICABILITY

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.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: School Improvement Team

Other Departments: Legal Department

D. PROCEDURE

1. On or around the 15th of each month, the Legal Department prepares an FTE spreadsheet after the official FTE count is available from the Ohio Department of Education and Workforce and shares it with the Department Managers.
 - a. The Legal Department includes the FTE chart with materials for the monthly all-staff meeting.
 - b. Each month by the 26th the Legal Department shall update the FTE chart on each school's At-A-Glance report for the next month.
 2. Each month by the 26th, the School Improvement Team shall review and update, if necessary, the following:
 - a. School Improvement Goals
 - b. One Plan Cohort and Intervention Status Information
 - c. Site Visit Dates for OARs, Spec Ed Reviews, Compliance Reviews and College and Career Readiness Reviews from the site visit listing in Google.
 3. Each month by the 26th, the Legal Department shall review and update, if necessary, information on the following:
 - a. Interventions/CAPs
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- b. Probations
 - c. Pending Contract Modifications
 - d. Charter Agreement Information
4. The Legal Department shall email the School Improvement Team once their updates have been made and the reports are saved as a PDF.
 5. By the 27th day of each month, the Legal Department shall distribute the next month's At-A-Glance report to board liaisons.
 6. The Legal Department includes the next month's At-A-Glance report in the board meeting folders for each school
 7. The CSS representative attending the governing authority meeting shall review all information contained in the At-A-Glance report and provide feedback to the Legal Department if necessary.
 8. The Legal Department shall review all feedback and make changes to the report if necessary.
 9. When creating the template for the next month, the School Improvement Team, 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).
 10. Each year in November, the School Improvement Team shall update the comparison schools for each school for the December At-A-Glance report.
 - a. The Comparison Schools will be compared to the closed schools list published by the Ohio Department of Education and Workforce prior to being included on the At-A-Glance.

E. DOCUMENTATION

Location of documentation:

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

F. GLOSSARY

Enrollment, goals, site visits, interventions, modifications, FTE, Intervention Status, One Plan, comparison schools

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 02/25/2026
