

Official Site Visit Report
Sponsor Miamisburg City Schools
School Miamisburg Secondary Academy
04/30/2018

Evaluation Areas:

- I. Legal Compliance & School Security
- II. Enrollment Reviews
- III. Academic Progress, Testing and Special Education
- IV. Fiscal and Budget Management
- V. Informal Site Visits
- VI. Contract Compliance
- VII. Executive Summary

I. Legal Compliance

In the 2015-16 and 2016-17 the Sponsor Evaluation Compliance rating was Exemplary. Sponsor meetings with the MSA are held each month to ensure and maintain the exemplary rating in legal compliance. In the following months January thru April, compliance issues were reviewed and discussed as documented:

- **January 10, 2018** – Review of 2017-18 laws and rules in the category of Academics. Item numbers 101-218 reviewed.
- **February 28, 2018** – Review of 2017-18 laws and rules in the categories of Data & Technology, Enrollment/Admissions/Attendance, and Fiscal compliance were reviewed. Items 302-520 covered.
- **March 28, 2018** – Review of 2017-18 laws and rules in the categories of Health, Safety, School Meals, Transportation and uncategorized were covered. Items 701 – 958 reviewed.
- **April 25, 2018** – Review of any changes in law or regulations in any category discussed. Discussion on progress of Sponsor Evaluation Compliance section due June 30, 2017.

School Security - The MSA leases classroom space from the Miamisburg City School District. The MSA classrooms are located within the Miamisburg High School. All MSA staff are trained and familiar with all safety and security measures of Miamisburg High School. The MSA staff and students have participated in all current security and safety drills so far initiated in 2017-18 school year.

II. Enrollment Status Reviews

Sponsor/School meetings are held each month to review both the enrollment projections and the fiscal status of the MSA. The enrollment trend has been on a decline for the last four years. FTE has declined from an average of 72 to the anticipated FTE of 50 this past school year. FTE estimates for

this current year are 48. Obviously this is a concern for funding purposes. On the following meeting dates the enrollments were reviewed and discussed:

- **January 10, 2018** – Enrollment data: ACCESS - 33, 6 graduates; A+ -14
December’s snapshot of at-risk youth showed 81% for the Academy.
- **February 28, 2018** – Enrollment data: ACCESS - 40, 8 graduates; A+ - 23; 5 students transferred from ECOT
- **March 16, 2018** – Enrollment data: ACCESS - 41, 16 graduates; A+ -23
- **April 25, 2018** – Enrollment data: ACCESS - 42, 7 graduates; A+ - 23

III. Academic Progress and Testing

Monthly Sponsor meetings include discussions on the academic progress of students and testing protocols. Data showed (near the end of the first semester) students were at or ahead of scheduled progress rates needed for year-end course/credit completion. For example, in the first semester 9 of the 14 A+ students were at or ahead of their scheduled progress in each class. Parents are informed on a weekly basis of student progress, especially if students are behind in assignments and activities. In the ACCESS program, 26 out of 33 students were on schedule to complete their enrolled coursework. In ACCESS, parents may request to be informed on a weekly basis in addition to the quarterly progress reports mailed home each quarter. Early second semester data has shown student enrollment growth in both the ACCESS and A+ programs. 16 students have already graduated with an expected class of 22 to 26 graduates. Early graduation is a motivator for most of our senior students.

A review of Fall EOC exam results showed:

Test	Score 1 / %	Score 2 / %	Score 3 / %	Score 4 / %	Score 5 / %	Total Tested
ELA I	10 / 66	4 / 26	1 / 7	0 / 0	0 / 0	15
ELA II	7 / 50	6 / 43	1 / 7	0 / 0	0 / 0	14
Algebra I	11 / 69	5 / 31	0 / 0	0 / 0	0 / 0	16
Geometry	9 / 75	3 / 25	0 / 0	0 / 0	0 / 0	12
Biology	0 / 0	8 / 88	0 / 0	1 / 12	0 / 0	09
Am. History	1 / 12	5 / 55	3 / 33	0 / 0	0 / 0	09
Am. Govern	0 / 0	3 / 60	2 / 40	0 / 0	0 / 0	05

Students receiving at least a 2 in Biology (100%), American History (88%) and Government (100%) showed increases while ELA (I- 33%, II-50%) and math (Algebra -31%, Geometry -25%) continues to challenge Academy students.

A review of special education documentation and academic progress found all in order. The small number of students (11) are served by a licensed special educator as well as any teacher in the room. Four special education students have already graduated this school year.

Testing schedules:

- MAP testing is required of all DORP school students. MAP testing occurred during the first full week of school, August 15-19 where 95% of MSA students were tested. In May, the second session of MAP testing occurred with a testing rate at or above 96%. State report card rates are not released until October of next year.
- Second semester OGT testing occurred in March. One student was re-tested. One other former student still needs to pass one section.
- End-of-Course Exam and retakes were administered in March and April. Results will not be available until mid-June.

The 2016-2017 Ohio Special Education Annual Rating for MSA is "Meets Requirements" with no further actions required. The 2017-18 annual rating has not been released.

IV. Fiscal and Budget Management

The MSA's Governing Board of Directors meet monthly and review with the Treasurer year-to-date financial statements of all general fund and federal grants, financial management guidelines/policies and if necessary to update / revise according to new regulations. The Sponsor Superintendent Dr. David Vail has been in attendance at all governing board meetings of the MSA. In addition, at all Sponsor meetings the same documents are reviewed with MSA staff.

As of the April 25, 2018 board meeting, the MSA's revenue and expenditures for the 2017-18 school year appear to be slightly in the red. It has been a challenging year with a slight decline in enrollment, audits for FY16 and FY17 and with the FY18 final FTE audit scheduled for June 5, 2018. The MSA staff has been diligent in documenting student attendance and reducing spending where possible. The MSA has maintained a carry-over balance of at least \$150,000 each year.

Fiscal Audits for FY16 & FY17 are near completion. The final audit meeting has yet to be scheduled by the auditors.

V. Informal Site Visits

Sponsor Superintendent Dr. David Vail conducted formal and informal site visits to the MSA classrooms and spoke with MSA's Director Gregory Whitehead numerous times throughout the second semester. Second semester visits and Sponsor monthly meetings were more focused on academic progress, upcoming State Report Card ratings and the upcoming Sponsor Evaluation. With each visit/walk through the classroom environment was safe and orderly with students working independently or working with a teacher. The class enrollment has changed in both programs with new students being enrolled in the second semester. Teachers stated that student progress is on track with an overall good group of students to work with this year. Teachers are eager to see the Spring EOC exam results due to the additional tutoring and preparations they had planned.

VI. Monitor Contract Compliance

As reviewed with the Director of the MSA, the Sponsor finds the MSA is in good standing with meeting all of the contractual obligations of the Sponsor Contract.

The Miamisburg Board of Education and Sponsor personnel will continue to monitor compliance, academic performance and fiscal budgeting. As needed, the Sponsor will provide assistance in any area needed in the operation of the Miamisburg Secondary Academy. Documents such as the MSA State Report Card, the Sponsor's Annual Reports, submitted 5-yr. forecast, informal sponsor site visits and annual budgets are reviewed by Sponsor personnel and in some cases, the sponsor Board of Education. The MCS Board of Education believes that the Academy is in full compliance with the Sponsorship Contract approved to run June, 2015 through June, 2020.

VII. Executive Summary

The overall review of the Miamisburg Secondary Academy with regards to the topics covered showed the school to be operating within contractual and state law regulations. All legal compliance and safety measures appear to be on track to be completed by the end of the school year. Enrollment is monitored as well as the attendance of all students. Enrollment and attendance directly affect the revenue side of the Academy and need to be supervised closely throughout the school year. The fiscal budget and expenditures are closely monitored but variables (student FTE and attendance) throughout the school year may necessitate adjustments in expenditures and staffing hours. Academic assessment continues to be the major challenge of the Academy staff. The constant transition of new students in and out of the Academy, documenting State testing requirements for each student, aligning tutoring and extra assistance to each student stretches the Academy staff throughout the year. Scores in Biology, American History and American Government appear to be strong while English and math scores continue to be below standards. Following this spring's testing results, it would behoove everyone to take another look into what else can be done to improve English and math scores for the upcoming 2018-19 year.

Review of Bi-Annual Site Visit and Report - 04/30/18.

Sponsor Team Members:

- Dr. David Vail, Superintendent
- Tina Hageman, Treasurer
- Steve Homan, Assistant Superintendent, Director of Human Resources
- Scott Gilbert, Director of Business
- Katy Lucas, Director of Student Services/Special Education
- Stacie Moore, Director of Secondary Education

In attendance were:

Dr. David Vail, Superintendent of Miamisburg City Schools



Signature



Date

Gregory Whitehead, Director of the Miamisburg Secondary Academy



Signature



Date