

**Official Site Visit Report**  
**Sponsor Miamisburg City Schools**  
**School Miamisburg Secondary Academy**  
**12/15/17**

**School Management and Organization:**

The Miamisburg Secondary Academy is sponsored by the Miamisburg City School District and officially opened its doors on August 24, 2005. The Academy's management and organization is overseen by the sponsor's Board of Education who appoints the five governing board members of the Academy and hires the director and treasurer. The director and treasurer then select the necessary staff to carry out the mission and vision of the Academy. The mission and vision of the Miamisburg Secondary Academy were created by a team of stakeholders that wanted to reach those students who typically drop out or "opt" out of school. Therefore,

*Our mission is to enhance and facilitate student learning by utilizing resources to tailor curriculum and instruction in such a way that all students can graduate from high school and become productive citizens.*

The Academy's Governing Board meets monthly to review the Academy's operations, policy revisions and updates, academic progress, fiscal status, enrollment and legal compliance. In attendance are the Academy's Director, Treasurer and Sponsor representatives. The Director is responsible for and directs the day-to-day operations meeting all state and federal program requirements including security, oversees and evaluates all staff members, manages enrollment trends, and works cooperatively with the treasurer on all budget needs.

Sponsor Superintendent, Dr. David Vail, conducted a bi-annual site inspection/evaluation on December 5, 2017, as stipulated in the Site Review Evaluation Guidelines. As such the evaluation consisted of data analysis of the School's following areas:

- Organization and management which includes school board and administrative procedures, school facility operations, school security, and other support services provided to staff, parents and students.
- Academic accountability and achievement of students which includes assessment data and established academic goals, classroom observations, special education services.
- Fiscal management which includes all required budgeting procedures, monthly budget statements and student enrollment.
- Legal compliance with all applicable state and federal laws.

Information gathered from additional site visits to the Academy with informal classroom visits occurred on the following dates: August 22, September 5, October 27, and November 2.

With the input and data analysis from Sponsor team members, the following report was completed.

**Academic Achievement / Progress and Assessment:**

The Academy offers options for student learning. Strategies include self-paced textbook and online curricula aligned with Ohio's new standards, focused skill level testing, with one-on-one tutoring and instruction. The rationale for this blended approach is to insure that students are appropriately placed in their classes and are prepared for required State EOC testing. Students meet daily and are served by teachers who meet HQT standards. The curriculum is both online and designed by the teachers, using a variety of materials including textbooks and prepared lessons that are aligned to the curriculum and software that supports state testing objectives. Online software used (Apex) allows credit deficient students to work at their own pace to achieve mastery.

Student progress is monitored by teachers, counselors and parents through weekly assessments and quarterly progress reports or as needed emails, phone conferences, even home visits. As a credit recovery and dropout prevention school, the student population is fluid in that MSA enrolls and graduates students throughout the school year. The influx of students throughout the year and assessing students' credit and testing needs necessitate the MSA staff stay abreast of each student's academic plan.

Sponsor/School meetings are scheduled each month to discuss the academic progress of all students, testing timelines, testing preparation and testing results, if available. Data provided by the school, any on-site reviews and other information discussed in the monthly meetings reveal how students are on track with their scheduled rates of progress needed for year-end completion. At the midpoint of the 2017-18 school year, 70% of the students enrolled in the A+ program were at or ahead of their expected progress in each class. In the ACCESS program, 72% of the students were on schedule to complete their enrolled coursework.

Testing schedules were reviewed as well. MAP testing is required of all DORP school students. MAP testing requires two sessions for each student. For all students enrolled in school from day one, MAP testing occurred during the second and third full week of school in August. As new students enrolled, MAP testing was administered their first few days of attendance. The Academy can report that 99% of MSA students were MAP tested. OGT testing occurred during the last two weeks of October. The MSA tested two students still needing to pass one or two sections of the OGT. Results are pending. In early December State EOC Exams were administered to all sophomores and juniors needing to improve their previous state exam scores. Twenty students were administered one or more of the seven required state exams during the week of December 4<sup>th</sup>. Results will not be available until late February.

Previous academic data reviewed for this site report showed the following:

2015-16 #Tested/Score %	1	2	3 Proficient	4	5	Total Tested
English Language Arts I	8 – 47%	4 – 23.5%	4 – 23.5%	1 – 6%	0	17
English Language Arts II	5 – 46%	4 – 36%	2 – 18%	0	0	11
Algebra I	10 – 56%	4 – 22%	3 – 17%	1 – 5%	0	18
Geometry	7 – 64%	3 – 27%	1 – 9%	0	0	11
Science	5 – 45.5%	1 – 9%	5 – 45.5%	0	0	11
American History	3 – 25%	5 – 42%	4 – 33%	0	0	12
Government	0	0	0	0	0	0

Last year's results (with an increased number of students in testing) showed:

2016-17 # Tested/Score %	1	2	3 Proficient	4	5	Total Tested
English Language Arts I	14 – 61%	6 – 26%	3 – 13%	0	0	23
English Language Arts II	15 – 60%	2 – 8%	7 – 28%	1 – 4%	0	25
Algebra I	20 – 77%	1 – 11.5%	3 – 11.5%	0	0	26
Geometry	16 – 69%	7 – 30%	0	0	0	23
Biology	12 – 63%	4 – 21%	3 – 16%	0	0	19
American History	6 – 31.5%	7 – 37%	5 – 26%	1 – 5%	0	19
Government	1 – 11%	4 – 44%	3 – 33%	1 – 11%	0	9

2015-16 testing results were mixed with increasing numbers and retakes. Total percentages of students who scored a 2 or better on:

English Language Arts I	53.0%	Goal of 60%
English Language Arts II	56.0%	Goal of 60%
Algebra I	44.0%	Goal of 50%
Geometry	36.0%	Goal of 50%
Biology	54.5%	Goal of 50%
American History	75.0%	Goal of 60%

2016-17 testing results were again mixed with increasing numbers of new students needing retakes. Percentages of students who scored a 2 or better:

English Language Arts I	39%	Goal of 60%
English Language Arts II	56%	Goal of 60%
Algebra I	23%	Goal of 50%
Geometry	30%	Goal of 50%
Biology	37%	Goal of 50%
American History	68%	Goal of 60%
Government	88%	Goal of 60%

**Intervention Plans and Action Steps:**

The MSA End of Course exam scores showed increases in American History and Government, similar results in English Language Arts II between years two and three and a decline in scores in English Language Arts I, Algebra I, Geometry and Biology. Government and American History scores showed a solid scoring and meeting academic goals. All other exam scores failed to meet the established goal. An intervention plan with action steps was established by the Academy and implemented as follows:

1. Increase all passage rated by 10% by the end of the 2017-18 school year by:
  - Additional tutoring time and workbook study focused on:
    - a. Freshmen - ELA I, Algebra I, Biology
    - b. Sophomores - ELA II, Geometry, American History, Biology
    - c. Juniors/Seniors – Government, ELA I, II, Algebra I and Geometry
  - Students with a score of 1 on any EOC exam are required to attend tutoring and retake each course specific EOC exam. Students with a score of 2 will be counseled and strongly encouraged to attend tutoring and retakes.
  - Each student has a testing plan reviewed and approved by parents each academic year.

It was noted by the Director of the Academy that from year to year, 65% to 70% of the student population is new. Thus, it is difficult to view/deduce any trends or patterns in the testing results. The very nature of the MSA DORP school enrolls students with academic deficiencies, testing and credit needs. The Academy staff must build an intervention plan for each student each year. It was also noted that staff and counselors closely monitor student progress, especially seniors who should graduate on time. Individual student conferences and parent contacts take place throughout the school year encouraging students to work and earn required credits and as necessary attend tutoring sessions for testing.

**State Report Card:**

A review 2016-2017 DORP State Report Card revealed very similar results as the previous two years. The Academy consistently exceeds standards for test passage rates and graduation rates. The combined overall State rating has been “Meets Standards” since 2013-14.

High MSA Test Passage Rate	Exceeds Standards
Gap Closing	Does Not Meets Standards
Graduation Rate:	
Four-Year Rating	Exceeds Standards
Five-Year Rating	Exceeds Standards
Six-Year Rating	Exceeds Standards
Seven-Year Rating	Exceeds Standards
Eight-Year Rating	Exceeds Standards
Progress	Does Not Meets Standards
<b>Combined Rating</b>	<b>“MEETS STANDARDS”</b>

**Special Education:**

The MSA received a rating for 2016-17 of "Meets Requirements" from the Office for Exceptional Children of the Ohio Department of Education for the district's performance on key indicators established by the Individuals with Disabilities Education Act (IDEA).

**Fiscal and Budget Management:**

The MSA Governing Board of Directors meets monthly and reviews with the Treasurer year-to-date financial statements of all general funds and federal grants, financial management guidelines and to review, revise and or approve policies and regulations. In addition, budget projections and 5-Year forecasts are periodically reviewed as necessary. Dr. David Vail, the Sponsor's liaison, has been in attendance at all governing board meetings of the MSA.

The MSA's five-year forecast and annual budget for the 2017-18 school year has been submitted to ODE as required. The budget and expenditures are monitored on a monthly basis to ensure any significant variances are researched and adjustments made as necessary. The overall financial status of the Miamisburg Secondary Academy is in good standing, in the black and has had a carry-over balance each year.

Audits for fiscal years ending June 30, 2014 and June 30, 2015 were completed with the report issued on May 11, 2016. There was a noncompliance finding due to the past treasurer not filing the annual GAAP financial report with the Auditor of State for fiscal year ending June 30, 2014 and not filing an extension. The current treasurer of the MSA has since filed all required GAAP financial reports with the Auditor of State in a timely manner. All required GAAP financial reports will be filed within 150 days of the fiscal year end.

As requested by the representatives of the State Auditor's office, audits for FY16 and FY17 were scheduled and then rescheduled (at auditor's request) to begin in February or March of 2018.

Enrollment which is closely tied to fiscal stability is closely monitored. Each month enrollment figures are reviewed with the Treasurer.

**Legal Compliance:**

In the 2015-16 and 2016-17 Sponsor Evaluation Rating, the Compliance rating was Exemplary. Sponsor meetings with the school are held each month and legal compliance issues are reviewed to maintain the Exemplary rating. On the following meeting dates, compliance issues were reviewed and discussed:

- **August 18, 2017** - New 2-Year Sponsor Agreement with ODE was reviewed detailing the legal obligations for sponsorship oversight. Overview of 2016-17 components of Compliance and of the 2017-18 Laws and Rules List to determine any changes or additions and those which are applicable to Sponsor and School. However, ODE has not published the 2017-18 list at this time. Implementation of the HB410 Truancy Law with the assistance of the Attendance Officer, who has provided clarification and instruction to the MSA staff to ensure MSA be fully compliant with the law.
- **September 21, 2017** - Discussion notes - No updates from ODE have been published or made available for review.
- **October 26, 2017** - Sponsor and MSA review required Annual Report submitted to ODE.
- **November 15, 2017** - Preliminary 2016-17 Sponsor Evaluation rating in Compliance shows Exemplary for the third year in a row. Preliminary list of Compliance Laws and Rules for 2017-18 has been posted on the ODE website. Sponsor evaluation training is scheduled for November 29, 2017.
- **December 13, 2017** - 2017-18 Compliance Laws and Rules reviewed for changes and/or additions.

**Monitor Contract Compliance:**

A review of the Sponsor contract with the Director of the MSA found the MSA to be in good standing with school operations in meeting all contractual obligations of the Contract.

Following the onsite visits, reviewing of the monthly governing board meeting agendas and minutes, monthly fiscal reports, legal compliance updates and any security issues, the Sponsor finds the Miamisburg Secondary Academy is

in good standing with the day-to-day management and operations of the school. The director fulfills daily responsibilities and ensures the school is run in a fiscally sound, safe and student-centered manner. 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-year 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 approved Sponsorship Contract set to expire June, 2020. Although lofty goals are admirable to set, new (2018) ODE regulations regarding graduation requirements and new attendance regulations should spur discussion between the School and Sponsor on more reasonable goals surrounding these two areas. Current graduation rate goals of 75% for the 4-Year cohort group and 80% for the 5-Year cohort will be extremely difficult to reach with the new graduation requirements and the small numbers of students in each class. In addition, the 85% attendance rate may be more difficult to reach as well.

**Classroom Visit(s):**

Each classroom observation found the learning environment to be active with small group instruction and/or one-on-one tutoring taking place. A few students were working independently on their laptops with screens on school related course work. Teacher-Student interactions appeared positive and productive. Classrooms were clean with no visible safety violation. A review of all safety drills conducted since the beginning of the school year were found to be in accordance with legal requirements. Interviews with teachers and student progress reports revealed that the overall progress of students appears "on track" for mid-year. Teachers expressed concern over a drop in enrollment along with the attendance of a few students but reiterated that home contacts were being made with every effort to improve each student's attendance record. Parent contact logs show constant communications with parents. A random check of IEP folders found all to be compliant and up-to-date with IEP's and parent notification communications.

Review of Bi-Annual Site Visit and Report - 12/ 15 / 17

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

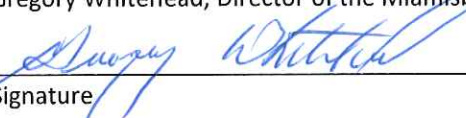
In attendance for the review of this report were:

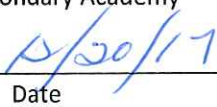
Dr. David Vail, Superintendent of Miamisburg City Schools

  
Signature

  
Date

Gregory Whitehead, Director of the Miamisburg Secondary Academy

  
Signature

  
Date