



# Community School E- Newsletter

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## Center for School Options and Finance

On the Web: [www.ode.state.oh.us](http://www.ode.state.oh.us)

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## Ohio Pupil Transportation Operation Rules and Regulations

All pupil transportation in Ohio, regardless of the provider of those services, is subject to Ohio Pupil Transportation Operation Rules and Regulations, and must be provided in accordance with those rules. In addition, the provider of those services must comply specifically with Chapter 3327 and other related sections of the Ohio Revised Code. When services are purchased for pupil transportation, both the vendor providing the service and school that is purchasing the services are responsible for compliance with all of the rules and laws. Failure to comply with these regulations is a violation of the criminal code.

The Ohio Department of Education Pupil Transportation Office has many of these rules and regulations collected in a single document which can be downloaded from the ODE Web site. Search for "Pupil Transportation operation and safety rules." For additional assistance please contact the pupil transportation office directly via email at [SCHOOLBUS@ODE.STATE.OH.US](mailto:SCHOOLBUS@ODE.STATE.OH.US).

## Update: Calamity Days and Community Schools

Payments to community schools are provided based on the length of time a student attends the community school. To determine the Full-Time Equivalent (FTE) for a student who attends for a partial year, the amount of learning opportunities provided to a student is divided by the total amount that would be available if the student attended for the full year (see ORC 3314.08 (L)(3)). To complete this calculation, the school provides ODE with a profile of the school that defines the number of days or hours that will be offered to students in the full academic year. Therefore, community schools must be open for all of the days or hours reported in the profile. Community schools do not report calamity days, are not required to submit calamity day waivers, and must make up any days or hours the school closes due to a calamity. Schools that fail to make up missed days or hours are at risk of losing funding for those days/hours the school was not in session.

If a school has built contingency days into the academic calendar (which would not be included in the profile hours or days), the school should use these days to make up any lost time. For a school that did not build in contingency days, all necessary documentation supporting the additional days/hours added to the school year to adjust for lost attendance must be kept and produced upon request by ODE.

There will be guidance sent to ALL schools on how to report calamity days in EMIS via the EMIS Newsflash. EMIS reporting varies from CSADM reporting, therefore, be sure to follow the proper reporting guidance for both systems.

### **Understanding the OWF Counts in relationship to Community School Payments**

The Education Monetary Assistance Database (EMAD) reporting period for FY08 closed on March 7, 2008. This database listed students in households receiving assistance through Ohio Works First (OWF) and is used to determine the number of poverty students in the resident districts and community schools. The number of poverty students is used to determine poverty based assistance (PBA) funds for the resident district and the amount that will be transferred to community schools educating students from the resident district.

For Community Schools, the FY08 EMAD OWF numbers will be incorporated into the May and June 2008 payments. PBA funding for the community school may change for two reasons: the resident district OWF count is dependent on the number of students attending the community school and a change in the OWF count for the community school will change the district total. As such, the total PBA funding for the district may change resulting in a change in the PBA funds transferred to the community school. In addition, a change in the Community School OWF count will adjust the academic intervention funds transferred to the community school since this payment to the community school is based on the number of OWF students identified.

### **Delayed Recognition of Flags for May and June Community School Payments**

Flags applied late in the year have the potential for a significant negative impact on community school funding, especially in the cases where flags are applied without adequate time for community schools to resolve. Since the majority of flags are successfully resolved, and community school claimed FTEs are restored, it is reasonable to allow more time for year end flags to be resolved. It is believed that both traditional public schools and community schools will continue to apply and resolve flags as merited, and the flags will be completely resolved in an orderly fashion by the system close date (July 25, 2008) and reflected in the final version payment.

- May payment (April 15<sup>th</sup> & 23<sup>rd</sup> extracts) only fatal flags present March 23<sup>rd</sup> and April 23<sup>rd</sup> will be applied.
- June payment (May 15<sup>th</sup> & 23<sup>rd</sup> extracts) only fatal flags present April 23<sup>rd</sup> and May 23<sup>rd</sup> will be applied.
- All unresolved fatal flags that exist when CSADM system closes on July 25<sup>th</sup>, will be utilized in the final fiscal reconciliation process and payment.

### **Career Tech Reporting and Funding**

CTA funding requires a proper alignment of CTA data for a school to receive weighted student funding – a student must be assigned to an approved course taught by a properly certified teacher. In addition, the data in CSADM must align with the data in EMIS. However, for community schools, annual funding can only

point to a single EMIS reporting period. For the purposes of community school CTA weighted funding, the final determination of payment will be based on data reported in the February EMIS reporting period.

However, in order to begin the flow of funds in a timelier manner, CTA data is also collected for the October reporting period. This creates the potential for the CTA records reported in the two periods to be different and creating a disruption in the flow of funds. Given this, the following scenarios may occur:

1. **A school reports correctly in October, and correctly in February.** The CTA weighted funding would be provided for the number of CTA hours reported for the student. Payment would begin after the October data is incorporated into the payment process.
2. **A school reports correctly in October, and incorrectly in February.** The student would not be eligible for the CTA weighted funding; however, funding would initially be provided after the October data is incorporated into the payment process and would be removed after the February data is incorporated into the payment process. .
3. **A school reports incorrectly in October, and correctly in February.** The CTA weighted funding would be provided for the number of CTA hours reported for the student; however, payment would not begin until the February data is incorporated into the payment process. .
4. **A school only reports in one reporting period.** No funding occurs if the program is year long, such as CBI or GRADS, but may occur for a semester self-contained class.

### **New Requirements for Unauditable Community Schools**

House Bill 119 established new requirements for community schools declared unauditable beginning with audit year FY07. Schools declared unauditable for FY07 going forward are required to bring records into an auditable condition within 90 days or face loss of all state funding. Community schools declared unauditable receive official notification from the Auditor of State (AOS) and the school is placed on the official AOS web site listing of unauditable entities until the audit is completed. Schools remain on the AOS listing of unauditable entities even after the school has brought its records into an auditable condition and the audit has resumed.

Sponsors of unauditable community schools are prohibited from entering into contracts with any new schools until audits for their unauditable school(s) are completed. These new requirements have impacted two community schools recently declared unauditable for FY07 and their sponsors. The State Board of Education, Capacity Committee is currently reviewing information on community school treasurer licensure, unauditable community schools and the degree of community school and sponsor compliance with Fiscal Officer requirements in ORC 3314.011. See the Office of Community Schools Web site at (<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=662>) for additional information. Below is the ORC Section citation with accompanying synopsis:

#### Section 269.60.60 – Unauditable Community Schools

- Impact: Requires the Auditor of State to provide written notification of a finding that a community school is unauditable to the school, its sponsor, and ODE, and to post the notification on the Auditor's web site.

- A sponsor of an unauditible community school is prohibited from entering into contracts with additional community schools until the Auditor completes financial audit of the school.
- Requires the sponsor of an unauditible community school to respond to the Auditor with a description of the actions it will take as a result of the finding that the school is unauditible.

### **Important Dates:**

**April 18** noon: Deadline to submit federal Public Charter Schools Program funding applications. Contact Susan Moss, [susan.moss@ode.state.oh.us](mailto:susan.moss@ode.state.oh.us) or (614) 644-3573

**April 21:** OCS workshop to explain statutory school closure provisions for unacceptable academic performance. Contact John Taracko, [john.taracko@ode.state.oh.us](mailto:john.taracko@ode.state.oh.us) or (614) 644-9741

**May 12:** Planning New Start-Up and Conversion Community Schools 1 p.m. – 4 p.m. Location: The State Library of Ohio. For information contact LeeAuna Taylor, [leeauna.taylor@ode.state.oh.us](mailto:leeauna.taylor@ode.state.oh.us), Office of Community Schools at (614) 466-7058

**May 13:** Ensuring Effective School Programs Through Professional Growth and Collaboration 8:30a.m. – 4 p.m. Location: The State Library of Ohio. For information contact LeeAuna Taylor, [leeauna.taylor@ode.state.oh.us](mailto:leeauna.taylor@ode.state.oh.us), Office of Community Schools at (614) 466-7058

**May 15:** Deadline to execute community school contracts for schools opening by September 30, 2008

**May 21:** Designing Turnaround Strategies for Community Schools 8:30 a.m. – 4 p.m. Location: TBA. For information contact LeeAuna Taylor, [leeauna.taylor@ode.state.oh.us](mailto:leeauna.taylor@ode.state.oh.us), Office of Community Schools at (614) 466-7058

**May 31:** Deadline to submit FY08 revised five year forecast to the Office of Community Schools. Contact Mary Cotton, [mary.cotton@state.oh.us](mailto:mary.cotton@state.oh.us) or (614) 995-1121.

**July 25:** CSADM system closes

### **Community School Advisories:**

The advisories listed below are located on the Community Schools website and pertain to closing procedures and options for how community schools can legally provide transportation. Please click the link to access each advisory:

- [Community School - Closing Procedures Guidance updated \(February 2008\)](#)
- [Community School - Transportation Memo \(January 2008\)](#).