

Management Organization Evaluation

This document is a template. School Boards can modify the document to meet their school needs and the contractual relationship with the Educational Management Organization (EMO), Education Support Provider (ESP) and Charter Management Organization (CMO)

School Name	
Date of Evaluation	
Board Chair Name	
Date of Board Meeting	
EMO ESP or CMO	

Purpose

Charter Schools must maintain high academic performance, fiscal compliance, and highly effective operations. A few schools contract with an EMO, ESP or a CMO to assist with the operations of a school. The local charter school board should uphold the promises made to their stakeholders as stated in the charter. Because of their crucial role, it is important that the local charter school board evaluates the EMO, ESP and the CMO on an annual basis to ensure integrity and compliance with the school's mission and goals.

Instructions

The Management Organization Evaluation is a tool to be used by school boards in order to perform evaluations of school Management Organizations. Evaluations should be performed annually using the criteria below. Due to variations between management organizations, not all expectations will apply across schools.

Academic Performance	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP assists School Leader with implementing the educational program as outlined in Charter.						Board may verify the evidence when compared to the data available in the dashboard.
EMO/CMO/ESP assists School Leader with providing the Board with the school's progress toward meeting its charter goals.						Ex- School board receives updates on a consistent basis in an easily understandable format. EMO/CMO/ESP is aware of school data
EMO/CMO/ESP conducts consistent evaluations and reviews of data to assess student improvement						Ex- EMO/CMO/ESP demonstrates awareness of areas of strength & weakness in the school's academic performance
EMO/CMO/ESP provides support to special populations that aligns with federal, state, and district requirements						Ex- EMO/CMO/ESP works with the Institute to insure school abides by legal requirements
Comments:						

Organizational Performance	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP assists School Leader with providing information to the Board concerning school issues.						Ex- issues are effectively solved in a timely manner using collaboration
EMO/CMO/ESP assists School Board as needed.						Ex- School board can easily contact EMO/CMO/ESP
EMO/CMO/ESP effectively assists in the implementation of Board policies.						Ex- School is in compliance with all internal and external policies and procedures
EMO/CMO/ESP assists the school in being compliant with all state and federal statutory and regulatory requirements.						Ex- Both the Authorizer and SCDE are able to work in collaboration with the school and EMO/CMO/ESP
Comments:						
Financial Performance	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP assists School Leader in providing the Board with monthly financial data that is understandable.						Ex- if financial services are provided by EMO, are they presenting the information
EMO/CMO/ESP provides the financial resources needed to fulfill the school's mission.						Ex- EMO is using resources responsibly and not adding charges already covered in general fee
EMO/CMO/ESP assists School Leader in effectively monitoring the budget and making any needed changes.						Ex- School leader testimony, does school often experience financial crises?
EMO/CMO/ESP trains the school staff, as needed, to implement financial policies and						Ex- Does school staff exhibit knowledge, understanding and

standard operating procedures at the school.						implementation of policies & procedures?
Comments:						
Cultural and Climate	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP establishes relationships with School Leader.						Ex- School Leader Testimony
EMO/CMO/ESP establishes relationships with the School Board.						Ex- School board testimony
EMO/CMO/ESP assists School Leader in ensuring the facility is operating in a manner that is safe and supportive to student learning.						Ex- do dangerous situations happen often? When they do occur is student safety maintained?
EMO/CMO/ESP effectively assists School Leader in managing school operations.						Ex- School Leader, staff and EMO employees are aware of and implementing safety procedures
EMO/CMO/ESP effectively assists School Leader in managing the safety and security of the school.						Ex- Does the school have a security system and/or a resource officer? Who insures school safety?
Comments:						
Personnel	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP consults with the Board with respect to hiring a School Leader.						Ex- Does EMO have expertise pertaining to hiring of the School Leader

EMO/CMO/ESP consults with School Leader on Professional Development to meet the needs of the School Staff.						Ex- EMO follows PD outlined in charter, may have knowledge of effective PD from experience
EMO/CMO/ESP Reviews salary range and total benefits package/offerings to be competitive with local school district offerings						Ex- Adequate salary attracts high performing teachers, improving parent satisfaction and academic performance
EMO/CMO/ESP ensures that all applicable state and federal FOIA guidelines for open meetings are met.						Ex- Those who request information through FOIA receive it without resistance or unnecessary delay
EMO/CMO/ESP assists school in providing professional development based on student performance data and needs						Ex- EMO & School staff analyze student data and adjust PD accordingly
Comments:						
Federal Programs	Below Expectation	Meets Expectation	Exceeds	Not Demonstrated	Not Applicable	Types of Evidence Provided
EMO/CMO/ESP assists the school in seeking and applying for grants						Ex-School is able to provide additional services to families through any extra revenue
EMO/CMO/ESP provides regular reimbursement requests to the district						Ex- The Institute Federal Programs department is able to issue reimbursements without having to rush or ask the school