Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Oversight**	**1.903**	**07/14/25**
		Rescinds:	Issued: **11/14/22; 12/11/23**

GENERAL

The Board shall oversee and annually evaluate charter schools to ensure they meet the performance standards and targets set forth in the charter school agreement.[1] The Board shall create a comprehensive performance, accountability, and compliance monitoring system based on the charter school agreement and communicate the results to each charter school. At a minimum, the monitoring system shall address academic, financial, and organizational performance standards as outlined in the charter school agreement and required by the State Board of Education.[1] The Board shall utilize the results when making renewal, revocation, and intervention decisions. Reports on charter school oversight shall be compiled by and published on the district's webpage at least annually.

The Board shall communicate with the charter schools in its portfolio as needed, including both the charter school leader and governing board, and provide timely notice of any material charter school agreement violations and performance deficiencies.

The Board shall articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

MONITORING SYSTEM

The Director of Schools/designee shall implement a performance and compliance monitoring system per the terms of the charter agreement. This information will be provided to the Board on an ongoing basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid in this, the Director of Schools/designee shall develop a reporting calendar that outlines when information required by state law shall be provided by the charter school.

SITE VISITS

A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site visit, including review of the documents and data, classroom observations, and interviews. These visits shall minimize administrative burdens and avoid operational interference.

The Board shall provide the charter school with a report that summarizes the outcome of the visit. The report shall provide an analysis of relevant data and include general recommendations, if applicable.[2]

CHARTER SCHOOL REPORTING

Charter schools shall provide the information required by the charter school agreement and state law to the Board. The Director of Schools/designee shall develop a reporting calendar that defines and communicates the process, methods, and timing of gathering and reporting data to the Board.[2]

By September 1st, the governing body of an approved charter school shall make a written report to the Board.[3] The annual report shall include:

1. A report on the progress of the charter school in achieving the goals outlined in the charter school agreement;

2. A financial statement disclosing the financial health of the charter school, including the costs of the administration, instruction, and other spending categories of the charter school; and

3. A detailed accounting, including the amounts and sources, of all funds received by the charter school, other than the funds received per state law.[4]

This reporting requirement shall begin in the year after the year in which the charter school begins operation.

Multiple charter schools overseen by a single governing board shall report their performance as separate, individual charter schools. Each charter school shall be independently accountable for its performance.

Each charter school governing body shall submit an annual audit of all accounts and records, to include internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.[5]

AUTHORIZER REPORTING AND REVIEW

By December 1st, the Board shall report to the State Board of Education detailing the authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.[6] By January 1st, the Board shall submit an annual authorizer report to the State Board of Education and make the report available on the district website.[7] The Director of Schools/designee shall prepare the reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); Public Acts of 2025, Chapter No. 275
7. TCA 49-13-120(c); Public Acts of 2025, Chapter No. 275