

ORLEANS PARISH SCHOOL BOARD

(504) 304-3520 • OPSB.us • 3520 General DeGaulle Drive • Suite 5055 • New Orleans, Louisiana 70114



November 7th, 2017

Mrs. Shawn Toranto, Chief Executive Officer
Einstein Charter Schools
4801 Maid Marion Dr.
New Orleans, Louisiana 70128

Re: Notice of Non-Compliance, Level 1

Dear Mrs. Toranto:

I am writing to inform you that Einstein Charter Schools is considered at this time to be non-compliant with its contractual obligations regarding common enrollment procedures.

On November 2nd, EnrollNOLA issued a Tier 2 violation to Einstein Charter Schools noting infractions related to adhering to the citywide common enrollment process. The events leading to EnrollNOLA making such a determination are summarized in Addendum A to this notice. In total, EnrollNOLA identified 26 school-site enrollments across Einstein campuses (19- Sarah T. Reed Middle and High School campus, 5- Sherwood Forest campus and 2-Village De L'est campus) between September 7th and October 2nd, 2017.

Per your operating agreement and OPSB Policy HA, charter operators are required to participate in the common enrollment system and shall adhere to all policies and procedures of such system. It is critically important that Einstein Charter Schools comply with policies and procedures regarding enrollment. To return to good standing, please carry out the following steps by November 17th:

- Submit in writing to the Office of School Performance an assurance that all front-office staff at each Einstein Charter School has been informed of this violation and informed of the expectation and accompanying practices that they must verify a student assignment in SchoolForce prior to registering any student. If a student is not assigned in SchoolForce, he or she does not have a valid assignment and should not be enrolled. Such an assurance should include signatures of all front office staff indicating they are aware of the foregoing procedures.
- Track the notices received from Enroll NOLA, indicating that students have transferred out of Einstein Charter Schools and update Einstein's Student Information System (SIS), accordingly.
- Enumerate instances of misalignment where children are attending an Einstein Charter School who are not assigned in School Force.

Failure to meet these expectations by the dates indicated, will result in escalated consequences, including but not limited to a Tier 2 Notice of Non-Compliance. We hope this notice receives your prompt attention.

Please contact Danalyn Hypolite at Danalyn_Hypolite@opsb.us with any questions that you may have regarding this notice.

Sincerely,

Dina Hasiotis,
Executive Director of School Performance

CC: Lauren Narcisse, Board President, Einstein Group, Inc.



1615 Poydras Street, Suite 400 | New Orleans, LA 70112 | 1-877-343-4773

November 2, 2017

Shawn Toranto
Einstein Charter Schools
4801 Maid Marion Dr
New Orleans, LA 70128

Notice of Infraction - School Site Enrollments

This letter serves as a warning letter that the student situations detailed below represent a continued pattern of poor data management at all of Einstein Charter Schools campuses. These infractions constitute a tier 2 violation in EnrollNOLA's accountability framework.

Between September 7, 2017 and October 2, 2017, EnrollNOLA staff worked with various staff at each Einstein campus to assign students who had been attending an Einstein school but who were not actively assigned to Einstein in SchoolForce, the system of record for enrollment. Many of these students had been enrolled at the school site, contrary to EnrollNOLA policy. In total 26 school-site enrollments were identified, broken out by campus in the table below.

Campus	School-Site Enrollments
Einstein Middle School and High School	19
Einstein Sherwood Forrest	5
Einstein Village De L'est	2
Total	26

These school-site enrollments follow a series of conversations and meetings with Einstein leadership about this issue during the 2016-17 school year, indicating that Einstein has not implemented adequate internal procedures to validate that admitted students have a valid assignment through EnrollNOLA.

Moving forward, Einstein leadership must implement procedures to ensure that Einstein schools only enroll students who have a valid assignment through EnrollNOLA. These procedures should include:



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- Requiring front office staff at each campus to verify a student's assignment in SchoolForce prior to registering a family. If a student is not assigned in SchoolForce, he or she does not have a valid assignment and should not be enrolled at Einstein.
- Tracking the notices they receive indicating that students have transferred out of Einstein and updating Einstein's Student Information System (SIS) accordingly. These notices are generated automatically through SchoolForce and delivered via email to staff identified by Einstein leadership.

We are requesting that Einstein leadership conduct an audit to ensure that the SchoolForce roster at each Einstein campus aligns with the roster in Einstein's SIS. We request that you enumerate any additional instances of misalignment, where children are attending Einstein who are not assigned in SchoolForce, by Friday, November 17, 2017.

Future cases of school-site enrollment and improper roster management will be documented and subject to further accountability measures.

Thanks,

Ray Cwierniewicz

Deputy Executive Director of Student Enrollment