

IN THIS ISSUE

Data Security 02

Using What  
You Sell 02

Analyzing Financial  
Performance 02

AOIS Sales  
Representatives  
Wanted! 03

## Identify, Inspire, and Implement

As a new year begins we often ask ourselves “What does our organization need to do to succeed in 2010?” Far too often we come up with goals or ideas that will bring us success and then we get distracted and put them aside. **Make this the year you don’t get distracted!**

Here are a few steps to help you keep on track: 1) Identify your need and document it. 2) Inspire others with a solution. 3) Implement the idea.

This “Project Request Plan” template will help you get started with documenting your needs and solutions: [http://www.aois.us/downloads/Project\\_Request\\_Plan\\_Template.doc](http://www.aois.us/downloads/Project_Request_Plan_Template.doc). The template includes sections that will help you describe the project in general terms, determine how much it will cost, identify why the project is necessary and how it will improve your operations, and lastly establish how the project will be evaluated. You may also want to include the names and biographies of people from your organization who will be involved in the project as well as any external consultants/employees. Most importantly, you may want to show how the project will be funded. Once you have identified and documented your needs and solutions, you can use this request document to inspire others—board members, authorizing staff, school staff, district staff, or any other colleagues—to “get on board” so you can all be successful. Once your team is on board, you can start to implement your idea and make 2010 a successful year!

If you are interested in having an AOIS Representative help you write a Project Request Plan that leads to implementing AOIS, please email Meghann Murphy at [mmurphy@corpcomp.com](mailto:mmurphy@corpcomp.com).



*Corporate Computer provides charter school oversight solutions for Authorizers/Sponsors and Educational Management Organizations nationwide. AOIS is the leading oversight software and was jointly developed with The Office of Charter Schools at Central Michigan University.*



## Data Security

Corporate Computer places a high value on protecting AOIS data. Documents stored in AOIS (and the servers that run AOIS) are kept safe and secure by using both physical and electronic layers of protection.

The servers are located in our secure, temperature-controlled data center that features card-key access, a fire-suppression control system, and automatic switching to battery and generator backup when there is a power outage. Visitors to the data center are escorted by CC staff and a log of their entry to and exit from the data center is maintained. Environmental conditions and server status/performance indicators are monitored 24/7, and the monitoring systems have the ability to notify us when (and in some cases, before) something is outside of normal conditions.

Network and internet access to AOIS data is protected by a state-of-the-art network firewall and username/password authentication. The stored documents are further protected from viruses and other malware through the use of enterprise-class anti-virus software that scans the documents when they are submitted to the system and when they are accessed for viewing or downloading. The entire AOIS system is scanned on a regularly scheduled basis; scans are centrally managed and monitored.

AOIS documents are also protected from loss; server hard drives are configured in a RAID5 arrangement that allows "on-the-fly" drive replacement without impacting AOIS availability, and AOIS document libraries are written to backup tapes on a nightly basis (Monday - Friday). Once written, the tapes are sent to a secure vault at an off-site location; transportation of the tapes is provided by a bonded courier. If you would like more information about how we protect AOIS data, send an email to Paul Mulder at [pmulder@corpcomp.com](mailto:pmulder@corpcomp.com) or call (616) 988-3205.

## Analyzing Financial Performance

One of the more prominent "buzzwords" in the Charter School world is Financial and Academic Performance. Even though finances and academics are often considered separate items, an argument can be made that they are, in fact, strongly related. The amount of money a school receives is dependent on the number of students enrolled; academic success can lead to increased enrollment, which in turn increases revenue.

One of NACSA's "Principles and Standards for Quality Authorizing" that addresses charter renewal decision making is "...analyzing and weighing academic, financial and operational data regarding schools' performance over time in relation to the criteria established in the charter contract."

One of the major advantages of using AOIS is being able to store and monitor documentation related to the overall operations of a charter school. Having all of the school's compliance documentation at your fingertips can assist with renewal decision making.

It is important that school leaders and board members do not shy away from the "business" aspects of education. The charter school boards must govern on behalf of the public to make sure schools are following strong internal controls and financial reporting. To assess the financial health of a school, certain financial ratios can be calculated. Tom Nida and Bridget Bradley wrote an article titled "[Assessing the Performance of Charter Schools](#)" which describes their methodology in developing a "General Performance Assessment" (GPA) for charter schools. Overall, various ratios are calculated using data from the school's financial statements and each factor is given a grade. Once all the grades are calculated, they can be averaged to determine the school's overall score. Since it is ultimately the board's responsibility to assure that a school's finances are being handled properly, being able to provide a more in-depth look at a school's statements, as opposed to just numbers on a page, can be very powerful.

Please contact Stephanie Misner at (616) 988-3200 if you are interested in discussing ideas that could assist you with analyzing charter school financial performance.

## Using What You Sell

In 2009, we announced a new service: Collaborate™. After listening to voices in the charter school world, we found that people want to share knowledge and build consensus by exchanging documents, opinions, and ideas. Collaborate™ enhances your ability to build such consensus by creating a single, integrated location where your employees, schools, board members, and so on can work together on documents, find resources and applications, conduct surveys, initiate workflow, keep track of issues, have discussions and much more! At Corporate Computer, we believe that it's important to use the products and services we offer... so we created our own Collaborate™ portal, and we're using it everyday.



**COLLABORATE™**

One of the major benefits we have seen from using Collaborate™ is that we've been able to "clean up" our shared network drive.

Instead of having multiple copies or versions of documents, we can now work together on documents, review version histories, receive alerts when changes are made and "sign-off" on documentation, tasks, and deliverables. Also, by using the meta-data feature, we are not required to store documentation within a sometimes arbitrary folder structure. Instead, we can assign specific metadata to the document; this allows our users to customize how they want to view and sort the documentation. In addition, we have discovered various templates and add-on features that can be used to customize our Collaborate™ portal.

If you are interested in learning more about Collaborate™ and the portal creation and customization services we offer, please contact Larry Brannan at (616) 988-3202 or email [lbrannan@corpcomp.com](mailto:lbrannan@corpcomp.com).



## Why AOIS?

### Compliance

AOIS tracks the compliance status of each school authorized, and reports this instantly in a graphical interface that is easy to use.

### Electronic Filing

AOIS is also an electronic filing system, so every document associated with schools is immediately available and can be accessed from any location.

### Workflow

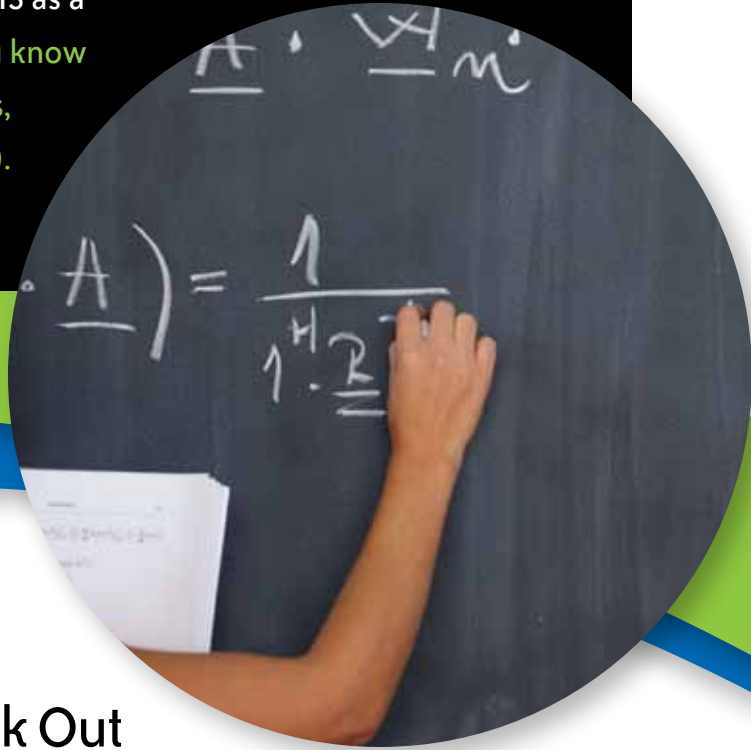
AOIS also incorporates a workflow system that informs employees when it is time to perform a specific task, and flows documents from employee to employee electronically, ensuring the work is done consistently among all schools.

### Performance

AOIS also includes a performance module that tracks and reports student and school achievement.

› *AOIS Sales Representatives Wanted!*

Just like the Marines, we are looking for a few (very good) people. The ideal candidates are passionate believers in school choice and have experience with presenting leading-edge software solutions to educators, authorizers and educational management organizations. We are organized by states and we are looking for sales representatives that live in California, Texas, Wisconsin, Pennsylvania, Ohio and Minnesota. The reps will work with our AOIS Coaches Meghann Murphy and Stephanie Misner to present AOIS as a compliance solution for charter school oversight. *If you know of a high quality person who meets these requirements, please email Larry Brannan (lbrannan@corpcomp.com).*



WHO TO CONTACT

LOGIN ID QUESTIONS

W. David Schroeter  
(616) 988-3222  
dschroeter@corpcomp.com

AOIS QUESTIONS

Meghann Murphy  
(616) 988-3215  
mmurphy@corpcomp.com

NEW REPORTS FROM AOIS

Meghann Murphy  
(616) 988-3215  
mmurphy@corpcomp.com

INDEXING QUESTIONS

Stephanie Misner  
(616) 988-3200  
smisner@corpcomp.com

BILLING QUESTIONS

Stephanie Misner  
(616) 988-3200  
smisner@corpcomp.com

NETWORK CONNECTION QUESTIONS

Paul Mulder  
(616) 988-3205  
pmulder@corpcomp.com

## AOIS Users Speak Out

Erin Lanoue *Associate Director*  
CHICAGO INTERNATIONAL CHARTER SCHOOL

### Why did you buy AOIS?

We are a multi-site charter school with 13 schools underneath us and we contract with 4 EMO's. We are adding one site per year. Compliance was taking more and more of our time, becoming very cumbersome. My supervisor was at a NACSA conference and saw the demo and really saw the power of streamlining the compliance work.

### What do you like best about using the tool?

I like the time savings that I get with the tool. Since all of the requirements are in one place, the schools access the same thing we do so I don't have to manually send out reminders, print off forms and file them in my binders. Also, the tool gives me the peace of mind knowing that each school gets notified ahead of time—with the 7-day alert system—when something is due. AOIS keeps each of our schools accountable and there is no excuse if something is not completed on time—or accurately. Your schools can't say, "I didn't know about that." It takes away the excuses of not being in compliance.

### What would you tell someone else about the tool?

I would tell them that not only is AOIS easy to use, it completely streamlines the process of oversight. We contract with 4 different management companies to help us manage our schools, and AOIS takes all of the compliance requirements and puts it in one place. AOIS provides one spot where all related parties can go to, to track compliance and share information. It takes the guesswork out of compliance.

» [www.aois.us](http://www.aois.us)

